

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 April 25, 2023, 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 join the in meeting please click here [Public Board Meeting | Sooke School District \(sd62.bc.ca\)](https://support.office.com/en-us/article/attend-a-live-event-in-teams-a1c7b989-ebb1-4479-b750-c86c9bc98d84) and click [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
April 25, 2023 – 7:00 p.m.**

AGENDA

- 1. CALL TO ORDER AND ACKNOWLEDGEMENT 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 April 25, 2023, 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 March 14, 2022, as presented (or amended).
- 4. INFORMATION ITEMS AND ANNOUNCEMENTS**
 - 4.1 Board Chair Update – Amanda Dowhy
 - 4.2 Citizens Environment Network in Colwood (CENIC) Environment Stewardship Award – Amanda Dowhy (page 11)
- 5. EDUCATIONAL PRESENTATIONS**
 - 5.1 Music Departments in SD 62 – Lorna Bjorklund
 - 5.2 Student Trip to Japan, March 16-27, 2024 – Belmont Secondary School – Megan Bondurant (page 12)
 - 5.3 Student Trip, to Galapagos and Ecuador, March 18-29, 2024 – Centre Mountain Lellum Middle School– Christine DoSouto (page 41)



6. CORRESPONDENCE & DELEGATIONS

- 6.1 Correspondence (page 67)
- a. Email from Single Mothers' Alliance dated March 7, 2023, RE: Transit for Teens
 - b. Letter from the Sooke Music Teachers' Association dated March 8, 2023, RE: Current State of Music Education in SD 62
 - c. Letter from the City of Langford Mayor and Council dated March 16, 2023, RE: Response to Request for All-Weather Turf Field and Lights
 - d. Letter to the Mayor and Council of the City of Langford, dated March 17, 2023, RE: Request for Meeting
 - e. Email from Laurel Parliament, dated March 17, 2023, RE: Expansion, Growth and Music Programs
 - f. Email from Alia Riza, dated March 31, 2023, RE: Moose Hide Campaign
 - g. Letter from Kevin Allen, dated April 17, 2023, RE: SD 62 International Student-Juan de Fuca Soccer Partnership
 - h. Letter from Bob Beckett, dated April 19, 2023, RE: Support for Global Stewardship Project Motion
 - i. Letter from Stew Young, dated April 19, 2023, RE: Support for Global Stewardship Project Motion
- 6.2 Standing Delegations (STA, CUPE, PVP, SPEAC) – 5 minutes each

7. FINANCE, FACILITIES AND SERVICES

- 7.1 Resources Committee – Meeting of April 11, 2023 – Ebony Logins (page 101)
Motion Requested: That the Board of Education of School District 62 (Sooke) allow all three readings of the Capital Plan Bylaw 2023/24-CPSD62-01 at its meeting of April 25, 2023.
- Motion Requested: That the Board of Education of School District 62 (Sooke) give first, second and third readings of the Capital Plan Bylaw 2023/24-CPSD62-01.
- Motion Requested: That the Board of Education of School District 62 (Sooke) receive the report from the Resources Committee Meeting of April 11, 2023.
- 7.2 Committee of the Whole Meeting of April 18, 2023 – Amanda Dowhy (page 104)
Motion Requested: That the Board of Education of School District 62 (Sooke) receive the report from the Committee of the Whole meeting of April 18, 2023.
- 7.3 2023/24 Annual Budget Bylaw – Harold Cull (page 106)



Motion Requested: That the Board of Education of School District 62 (Sooke) give first reading to the 2023/24 Annual Budget Bylaw, specifying a total of \$205,967,471.

8. EDUCATION PROGRAM

8.1 Education-Policy Committee – Meeting of April 4, 2023 – Allison Watson (page 124)

Motion Requested: That the Board of Education of School District 62 (Sooke) give Notice of Motion to draft revised Policy and Regulations F-333 “Accumulated Operating Surplus”.

Motion Requested: That the Board of Education of School District 62 (Sooke) give Notice of Motion to draft revised Policy and Regulations F-334 “Financial Planning and Reporting”.

Motion Requested: That the Board of Education of School District 62 (Sooke) direct the Superintendent to develop a Global Stewardship program for SD62 to be reviewed through the Education-Policy Committee for the purposes of initiating opportunities to support SD62 students becoming global citizens.

Motion Requested: That the Board of Education of School District 62 (Sooke) receive the report from the Education-Policy Committee Meeting of April 4, 2023.

9. STUDENTS

10. FOUNDATIONS AND GOVERNANCE

10.1 Board Work Plan 90 Day Outlook – Amanda Dowhy (page 134)

10.2 Na’tsa’maht Education Committee Meeting of April 19, 2023 – Russ Chipps (page 135)

10.3 Governance Committee Meeting of April 17, 2023 – Amanda Dowhy (page 140)

Motion Requested: That the Board of Education of School District 62 (Sooke) give Notice of Motion to draft revised Policy A-100 “Statement of Philosophy” as presented to the Governance Committee at their meeting on April 17, 2023.

Motion Requested: That the Board of Education of School District 62 (Sooke) give Notice of Motion to draft revised Policy A-101 “Administrative Organization” as presented to the Governance Committee at their meeting on April 17, 2023.



Motion Requested: That the Board of Education of School District 62 (Sooke) give Notice of Motion to draft revised Policy A-350 “Professional Development” as presented to the Governance Committee at their meeting on April 17, 2023.

Motion Requested: That the Board of Education of School District 62 (Sooke) receive the report from the Governance Committee Meeting of April 17, 2023.

11. ADMINISTRATION

11.1 Superintendent’s Report – Scott Stinson (page 142)

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, Strategic Communications for response following the meeting.

16. ADJOURNMENT



MINUTES
BOARD OF EDUCATION
PUBLIC MEETING By Live Event
March 14, 2023 – 7:00 p.m.

TRUSTEES: Ravi Parmar, Board Chair Amanda Dowhy, Vice Chair
Cendra Beaton Russ Chipps
Ebony Logins (virtual) Trudy Spiller (virtual)
Allison Watson

STAFF: Scott Stinson, Superintendent
Harold Cull, Secretary-Treasurer
Windy Beadall, Acting Associate Superintendent
Monica Braniff, Associate Superintendent
Paul Block, 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 AND ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORIES**
The meeting was called to order at 7:02 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
 60. MOVED Amanda Dowhy/Cendra Beaton
That the Board of Education of School District 62 (Sooke) adopt the public meeting agenda of March 14, 2023, as amended.
CARRIED

- 3. MINUTES**
 - 3.1 Call for amendments to minutes



61. **MOVED** Amanda Dowhy/Cendra Beaton
That the Board of Education of School District 62 (Sooke) adopt the public meeting minutes of February 28, 2022, as presented.
CARRIED

4. INFORMATION ITEMS AND ANNOUNCEMENTS

4.1 Board Chair Update – Ravi Parmar

The Board Chair spoke about the Trustee Student Forum that occurred on February 22, 2023, at Edward Milne Community School, indicating that it was a meaningful opportunity it was to engage directly with students. Further, the Board of Education hosted the Mayor and Council of the District of Metchosin and provided a tour of Hans Helgesen Elementary School. Lastly, he wished all staff, students and families a restful Spring Break.

5. EDUCATIONAL PRESENTATIONS

6. CORRESPONDENCE & DELEGATIONS

6.1 Correspondence

- a. Letter from Minister Lore, dated February 28, 2023: RE: Congratulations.

62. **MOVED** Cendra Beaton/Allison Watson

That the Board of Education of School District 62 (Sooke) receive the letter from Minister Lore, dated February 28, 2023, RE: Congratulations.
CARRIED

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

STA – Jennifer Anderson

No delegation.

CUPE 459 – Lou Leslie

1st Vice President Lou Leslie provided a recap of all Truth and Reconciliation Activities that CUPE 459 has currently underway. Calls to Action are included in all executive and general meetings with members, collective agreement language now includes Indigenous benefits for members, PRO D Days will include applicable education, and CUPE 459 has recently created a Diversity Committee.

PVP – Mark Johnson

No delegation.



SPEAC – Melissa Da Silva
No delegation.

7. FINANCE, FACILITIES AND SERVICES

7.1 Resources Committee – Meeting of March 8, 2023 – Ebony Logins

Trustee Ebony Logins provided an update on the Resources Committee Meeting of March 8, 2023.

63. **MOVED** Ebony Logins/Amanda Dowhy
That the Board of Education of School District 62 (Sooke) support the re-branding of Information Technology to Digital Solutions to focus on Digital Literacy, Infrastructure and Tech Support, Cyber Risk and Security, Data Analytics and Records, and Digital Integration as core service areas identified.
CARRIED

64. **MOVED** Ebony Logins/Cendra Beaton
That the Board of Education of School District 62 (Sooke) receive the report from the Resources Committee Meeting of March 8, 2023.
CARRIED

7.2 Capital Update – Harold Cull

Staff provided an update to the Board of Education on deficiencies and remaining work at PEXSISEN Elementary and Centre Mountain Lellum Middle Schools. Additionally, staff spoke on South Langford Elementary, and that the project was out to tender during the week of March 13, 2023. Conversations with the City of Langford indicated that the City would not support payment for an all-weather playing field and lights for community use.

65. **MOVED** Cendra Beaton/Amanda Dowhy
That the Board of Education of School District 62 (Sooke) direct staff to revert back to a grass playing field at the South Langford School Site.
CARRIED

66. **MOVED** Cendra Beaton/Russ Chipps
That the Board of Education of the School District 62 (Sooke) direct the Board Chair to arrange a meeting for the Board to meet with the Langford Mayor and Council to further our relationship.
CARRIED



7.3 22/23 Amended Capital Plan Bylaw – Harold Cull

67. MOVED Amanda Dowhy/Allison Watson
That the Board of Education of School District 62 (Sooke) allow all three readings of the 2022/23 Amended Capital Plan Bylaw at its meeting of March 14, 2023.
CARRIED

68. MOVED Cendra Beaton/Allison Watson
That the Board of Education of School District 62 (Sooke) give first, second and third readings to the 2022/23 Amended Capital Plan Bylaw.
CARRIED

8. EDUCATION PROGRAM

8.1 Education-Policy Committee – Meeting of March 7, 2023 – Allison Watson
Trustee Allison Watson provided an update on the Education-Policy Committee Meeting of March 7, 2023.

69. MOVED Allison Watson/Cendra Beaton
That the Board of Education of School District 62 (Sooke) accept and endorse the 2023/2024 Schools Codes of Conduct as amended.
CARRIED

70. MOVED Allison Watson/Cendra Beaton
That the Board of Education of School District 62 (Sooke) receive the report from the Education-Policy Committee Meeting of March 7, 2023.
CARRIED

9. STUDENTS

10. FOUNDATIONS AND GOVERNANCE

10.1 Board Work Plan 90 Day Outlook – Ravi Parmar
The Board Chair provided the Board of Education a review of the next 90-day work plan.

11. ADMINISTRATION

11.1 Superintendent's Report – Scott Stinson



The Superintendent provided an update to the Board of Education on learning, engagement, and growth. He spoke about district diversity, equity and inclusion learning, the Na'tsa'maht Community Dinners, a charity event at Edward Milne Community School, and the Business Continuity Planning tabletop exercise that the district leadership undertook.

12. PERSONNEL

13. UPCOMING EVENTS

EMCS Softball Academy Information Night – March 14, 2023

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

The meeting was adjourned at 8:04 p.m.

Certified Correct:

Chairperson of the Board

Secretary-Treasurer



March 20th, 2023

Sooke School Board Chair
3143 Jacklin Road
Victoria, BC
V9B5R1

Dear Ravi Parmar,

Citizens' Environment Network in Colwood awards three stewardship awards each year, one to an individual living or working in Colwood, one to a business operating in Colwood, as well as one to an institution also operating in Colwood. We select our candidates from those who we feel have shown exemplary stewardship to our environment.

This year we would like to notify you that The Sooke School District #62 has been selected as our CENIC 2023 Environment Steward in the Organization category. The Sooke School District acts as an example of an organization that wishes to reduce its carbon footprint by including in its operations and buildings practices that demonstrate a desire to reduce greenhouse gases and move forward in climate action. In 2021 the district became the first in BC to own and operate an electric school bus. The district now has five electric buses in its fleet and are looking to add more next fall. You also have added two electric utility vehicles to your Facilities fleet. We congratulate you on the fact that your latest school builds (Belmont Secondary, Centre Mountain Lellum Middle School, PEXSISEN Elementary School and Royal Bay Secondary School) are LEED Gold certified. You have stepped forward in providing solar panels for Centre Mountain Lellum Middle School, PEXSISEN Elementary and Royal Bay Secondary School and geothermal systems for heating and cooling of PEXSISEN Elementary School and Centre Mountain Lellum Middle School. We are also pleased to see the commitment to food security by encouraging school gardens that teach students about building and planting gardens as well as sharing the food produced.

CENIC wishes to acknowledge and applaud the leadership efforts of the Sooke School District to protect the environment and for acting as environment stewards in our community.

We hope that you will respond to our invitation to receive this award by contacting colwoodcenic@gmail.com. The award will be announced on Tuesday, April 18th at the final event of our CENIC Speaker Series. Please have a look at our included brochure regarding the event. We invite you to attend if you are able so that we might present your award to you at this time. We will also have an outdoor event on Earth Day when we will be planting a tree in honour of the recipient of the Individual category. We will also be mentioning the Organization and Business winners at this time. We invite you to attend this tree planting event near Royal Bay High School on April 22.

We at CENIC, are so pleased to recognize the Sooke School District stewardship and leadership in our community. It is with great pleasure that we wish to award you with this well deserved recognition.

Yours truly,

Carol Brown,
Chair, CENIC

**INTERNATIONAL EDUCATIONAL TRIPS
APPLICATION INFORMATION
STEP ONE**

This form must be completed as part of a detailed approval process. It must be reviewed and supported by the Principal and Associate Superintendent (for trips outside of Canada and continental USA) and submitted to the Board of Education for approval at least six months prior to date of departure. Once the field trip has been approved, trip details may be confirmed and communication to student and parents/guardians can commence.

Part A:

School: **Belmont**

Date Submitted: **April 5, 2023**

Principal: **Laura Fulton**

Supervisor (Educator in charge): **Megan Bondurant**

Destination of Trip: **Japan (Itinerary attached)**

Departure Date: **Range from Saturday March 16- Wednesday March 20** Return: **11 days from departure.**

Grade level(s): **10 – 12** No. of students involved: **Unknown at this time. Anticipate around 18, will not exceed 24 students.**

Part B:

SUPERVISION:

1. a) Name of Lead Supervisor: **Megan Bondurant**
- b) Names of supervisors (indicate male/female/other, teacher, parent/guardian, volunteer, etc.)

Megan Bondurant – Female, Belmont teacher Science, Environmental Science

Dayna Christ-Rowling – Female, Belmont teacher, Social Justice, World Religions, Social Studies, Environmental Science, Outdoor Education

Ryoko Sano – Female, Belmont teacher, Japanese, Learning Support

Nick Cunningham – Male, parent volunteer (former teacher, community coach, has criminal record check.

E.F. Tour Guide – Male (likely), local Japanese E.F. Tour Guide employee. Will be with students/chaperones 24/7.

E.F. Bus Driver – Male (likely), will also be with tour for majority of trip.

c) Names of supervisor or tour company representative:

E.F. Educational Tours will assign a local, experience representative to us. Unknown name at this time.

TRAVEL:

2. Method of travel/transportation:

Airplane, tour bus, bullet train

ITINERARY:

3. Brief Itinerary and Details: (attach a detailed itinerary):

Please see attached Sample Tour Schedule (includes two-day extension)

PLANNING DETAILS

1. Educational Objectives

Describe the curricular and/or extra-curricular relevance students will receive from the International Education trip.

- **Japanese 10, Intro 11, 11 and 12 classes (Ryoko Sano)**
 - **Many Belmont students are enrolled Japanese classes and have found interest and inspiration in Japanese language and culture. They have expressed interest in traveling to Japan to immerse themselves in the language and culture they have been studying. Ryoko believes there is no better way to extend Japanese classes than to travel to Japan!**
- **Film Studies (Danny Martin)**
 - **Some students have been personally interested in Japanese animation and Manga culture.**
 - **Overall, a trip to Japan could be an incredibly valuable way for students to connect with a media arts curriculum, as it provides a unique opportunity to experience first-hand some of the most exciting and innovative works in the field, as well as gain insights into the cultural and historical context in which they were created.**
- **Social Studies, World Religion and Social Justice Classes (Dayna Christ-Rowling)**
 - **Links to looking at WW2 on the Pacific Front with a visit to Hiroshima**
 - **Understanding and gathering insight in Shintoism, Taoism, Buddhism, and Confucianism**
 - **Understanding and reflecting on links to Indigenous Cultures in Japan**
 - **Exploring issues of Gender, the status of women and access to education and healthcare in Japan**
- **Outdoor Education and Environmental Science 11 (Dayna Christ-Rowling and Megan Bondurant)**
 - **Shinrin-Yoku exploration - forest bathing has been part of the mental health of Japanese people since the 1980s**
 - **Exploring the relationship between rural and urban Japan**
 - **Examine and reflect on Nuclear Energy re: Fukushima nuclear disaster**
 -
- **Science (Megan Bondurant)**
 - **Examine advanced technology through transportation (bullet train) and through entertainment innovation in Joypolis Theme Park**
 - **Explore novel ecosystems in National Park and Bamboo Forest.**
- **Many students are drawn by the extraordinary culture, history and worldview that Japan has to offer and are seeking this amazing opportunity to experience a new**

world within this very, beautiful and unique country. The itinerary offers students a safe travel experience that is packed with wonderful activities from the technology parks, and megacity highlights of Tokyo to ancient shrines, temples and castles to walks through Bamboo Forests and along canals. Of course, many (including myself) will enjoy sampling the range of incredible cuisine.

- **This is a safe adventure for students designed to inspire curiosity, confidence in travel and even a new self-awareness. We hope that this trip will also help build global awareness and expand their horizons.**

a. Follow-up activities for students:

- **Students will have their own personal reasons for wanting to explore Japan whether they are enrolled in Japanese class, have been inspired by Japanese media, are interested in social, cultural or historical arenas or have simply wanted to experience something new.**
- **We would like for them to keep a reflective journal on their trip where they relate what they have learned or experienced each day.**
- **When we return, we hope to gather students to present their personal highlights and how it has changed the way they understand the world.**
- **Students who are enrolled in any classes with Megan, Dayna and Ryoko will have follow-up discussions or presentations.**

2. Supervision

- a) **Proposed adult/gender/student ratio: 6 students to 1 adult. Gender ratio to be determined when we know how many students and gender will be travelling. (minimum 1:10)**
- b) **Evidence of experience for supervising staff:**

Megan Bondurant – Has supervised two previous E.F. Tours with E.M.C.S and Belmont students to Costa Rica and Belize. Has led numerous overnight student excursions such as the West Coast Trail, camping on Galiano Island (over 15 trips), Vancouver Aquarium etc. Has a great deal of personal travel experience.

Dayna Christ-Rowling - Many years of experience leading outdoor overnight excursions with her Outdoor Education classes such as Juan de Fuca trail, Galiano Island, Camp Bernard, Khludack Trail etc. Has a great deal of personal travel experience.

Ryoko Sano – Grew up in Japan and has led previous student trips to Japan

- c) **Arrangements or coverage of supervising staff's assignment (if necessary): Not necessary. Travel during spring break.**

d) **First Aid Arrangements: Tour bus will travel with First Aid kit and tour guide is trained with First Aid and will have emergency plans in place. All travelers will have the E.F. Travel Insurance. Additionally, Dayna and Megan have up to date Wilderness First Aid Certifications.**

3. Accommodation Arrangements:

□ **Hotel/Motel**

4. Student Participation

Selection process for participating students:

We will have a meeting to discuss with the trip itinerary with students and outline expectations in terms of finances, behavioral expectations, Canadian citizenship, vaccinations, insurance etc. Forms on all of the previously mentioned information will be handed out and a Parent Meeting arranged.

Interested students will need to have a form signed by two teachers vouching for their responsible and conscientious characters before being allowed to register.

At the parent meeting we will emphasize that if a student compromises the safety of self or others and does not adhere to previously established expectations (as outlined to both students and parents in writing) that the student and a supervisor may be returned home at the expense of the parent/guardian. A parent may also be asked to retrieve the student. This will also be printed in permission forms and letters to parents.

FINANCES

1. **Total per student cost for the International Education trip: \$5,683 + tips, lunches, incidentals (includes Insurance)**

2. **Total per student cost to be paid by each student: To be determined based on fundraising.**

3. **Source of funds: Most of funds to be covered by student and family. Some fundraising is planned.**

4. **TTOC time required: None**

5. **Total per staff cost for International Field Trip:**

Program adult fee is covered by E.F. Tours for every 6 students per one adult. If we have more than a 6:1 ratio, partial costs of the program fee will be divided up amongst adult chaperones.

Staff costs will include extra excursion fees, E.F. Global Insurance, lunches, tips, sundries.

Estimated cost: \$500 - \$1500

6. **Total per staff cost to be paid by each staff member:**

We will not know what the cost born by staff members will be until we know how many students are going. If we have fewer than 18 students for 3 adults, we will have to cover the costs for one adult. If we have fewer than 24, we will have to cover the cost for a 4th adult. Regardless, adults will need to pay for insurance, excursions, lunches, tips etc.

Estimated cost: \$500 - \$1500

7. **Total overall cost of the International Educational trip:**

Will be determined by the number of students/chaperones attending. Unknown at this time.

8. Commercial tour company assisting with arrangements (if applicable):
 - a. Company Name: **E.F. Educational Tours.**
 - b. Contact person: **Audra Cowe**
 - i. Phone: 778-372-2073
 - ii. Email: **audra.cowe@ef.com**

LIABILITY COVERAGE

6. Describe the arrangements that have been made to ensure that all applications have ***adequate health and cancellation insurance for travelling out of the country.***

All travelers are required to have E.F. Educational Tours Global Protection Plan insurance. Tour Fees include E.F. Peace of Mind program that ensures cancellation insurance. Please see the attached documents for details on both.

7. What provisions have been made regarding ***proof of citizenship*** or immigration status, and/or required vaccinations?

Travelers will need to have a Canadian Passport for this trip as the challenges of navigating customs is too great, otherwise. We will need to have photocopies of student's Canadian Passport.

At this time, Japan requires proof of vaccination or a P.C.R. COVID test 24 hours prior to departure. If these requirements are the same next year, we will need to ensure compliance by students and staff. These conditions will be made clear to students and parents at the time of sign-up.

8. Unique Risk/Safety Considerations:

It will be important to know if students have any pre-existing medical conditions, allergies etc. which need to have a pre-existing plan for particular eventualities.

The possibility of students experiencing anxiety in foreign environment.

Theft of passport and travel money.

Students getting separated from group and potentially lost. (Students will have a tag on them with a mobile number and contact information in Japanese)

Delays or Flight Cancellation

**Parents/guardians have been notified in writing that should the tour/program be cancelled for any reason; the district is not responsible for any costs involved.*

INSURANCE AND ALTERNATE DESTINATION PLANS

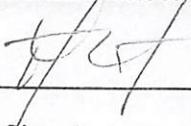
Cancellation Insurance Options Communicated to Parents and Students **Yes, will be.**

Medical and Trip Insurance Options Communicated to Parents and Students **Yes, will be.**

Details: Documents attached.

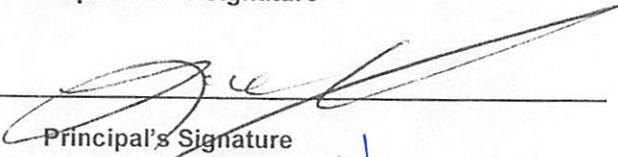
Parental Consent Forms:

- Please include a sample of proposed parental/guardian consent forms. **Please See attached Parental Consent Form.**



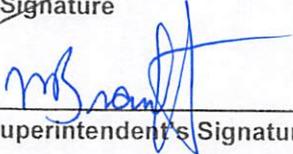
Supervisor's Signature

April 6, 23
Date



Principal's Signature

April 6/23
Date



Associate Superintendent's Signature

April 12/23
Date

SCHOOL CONSENT FORM FOR CHILD PARTICIPATING IN MODERATE RISK INTERNATIONAL EDUCATIONAL TRIP TO JAPAN 2024

Date: May 1, 2023

Dear: Parent/Guardian

I hereby give my consent and acknowledge by my signature that:

Students will be going to Japan and will be away from the school from March 16 to March 27, 2024. They will be travelling by airplane, tour bus and bullet train. On this field trip, up to 24 students will be: touring different towns and cities, riding on cable cars and cruise boat, traveling between cities on a tour bus and bullet train and walking city streets and garden trails.

Initial

The students will be supervised by two teachers (Megan Bondurant and Dayna Christ-Rowling, a volunteer chaperone (Nick Cunningham), and the E.F. Tour Guide (Name). The tour will only proceed with two teacher supervisors, the E.F. Tour Guide and a minimum of student to adult ratio of 6:1. Your child will not necessarily be supervised by an adult at all times.

Initial

My child has no illnesses, allergies or disabilities that may require special attention, except as described here:

Initial

I am aware of the usual risks and dangers inherent in participation in all of the activities associated with this trip and of the possibility of personal injury, death, property damage or loss resulting from the activities. The dangers and risks may include, but are not limited to:

- Weather
- Transportation by bus, train, cable car, cruise boat or airplane
- Theft or loss of travel money or passport
- Conduct of the guide, chaperone or other group members
- The possibility that your child may not heed safety instructions or restrictions given to the group.
- Equipment breakage failures
- Transportation delays or cancellations

Initial

I acknowledge that if the Superintendent of Schools deems the trip unsafe, they can recall students back at any time.

Initial

I will supply suitable equipment and clothing for my child's participation in all activities associated with the field trip, including:

- A safe money belt or sturdy purse for keeping passport and money.
- Appropriate all weather clothing, hat, good walking shoes, sleepwear
- Toiletries
- One large suitcase or large backpack for gear.

Initial

- A smaller backpack for daily use and overhead compartment on airplane.
- Water bottle
- Japanese currency for 11 lunches, snacks, and tip money (\$ -----)
- Passport with expiry date exceeding 6 months from trip date.

Initial

I am aware that I should contact the school for further information if I am unaware what clothing and equipment is required for the activities or possible weather conditions of this field trip.

Initial

My child and I understand that it is our responsibility to ensure my child has all necessary equipment and clothing.

Initial

My child and I understand that the school's Code of Conduct applies during this field trip. I will be responsible for any costs caused by my child's failure to abide by the Code of Conduct, including any costs to send my child home. If a student compromises safety of self or others and does not adhere to previously established expectations, that student and possibly a supervisor may be returned home at the expense of the parent/guardian. A parent could also be asked to travel to Japan and their own expense to meet their child in the case of serious accident, or if their child needs to be sent home early for not adhering to expectations.

Initial

Accidents can be the result of the nature of the activity and can occur with or without any fault on either part of the student, or the School Board or its employees or agents, or the facility where the activity is taking place. By allowing your son/daughter to participate in this activity, you are accepting the risk of an accident occurring, and agree that this activity, as described above, is suitable for your child. In addition, trip and flight changes, delays and changes to itinerary can occur.

Initial

In signing this Consent, I am not relying on any oral or written representation or statements made by the School Board and its servants, agents, employees, or authorized volunteers, or the Ministry of Education, to induce me to permit my child to take the trip, other than those set out in this Consent.

Initial

I am 19 years of age or more and have read and understand the terms of this Consent and understand that it is binding upon me, my heirs, executors and administrators.

Date:

_____ Signature of Witness	_____ Signature of Parent/Guardian
_____ Printed Name of Witness	_____ Printed Name of Parent/Guardian
_____ Address	_____ Address

NOTE: This Consent must be signed by ALL custodial parents or guardians of a child who is under 19 years of age.



Educational Tours

2023 SAMPLE TOUR SCHEDULE: JAPAN: LAND OF THE RISING SUN

****Note:** The below is an example of how this tour may run. All times and durations are subject to change, and the order of activities may be switched or substituted as needed based on availability. **

Day 1: Overnight flight to Japan

Depart North America on an overnight flight to Japan.

Day 2: Arrive in Tokyo

Arrive in Tokyo in late afternoon or evening depending on your international flight. Upon arrival at the airport the group should be prepared to wait up to 2 hours for consolidated groups to arrive. The Tour Director will meet you outside of baggage claim. Transfer to the hotel (about 2 hrs). After checking in, the group will either have dinner at a restaurant or at the hotel.

Day 3: Guided sightseeing of Tokyo | Asakusa Kannon Temple

- Morning: Depart the hotel and pick up the local guide for the sightseeing of Tokyo. Sightseeing (4.5 hrs) including a drive by Tokyo Tower, and stops at the Imperial Palace Plaza, Harajuku shopping district and Meiji Shinto Shrine. Free time for lunch (on own) in the Harajuku area.
- Afternoon: Afterwards, visit Asakusa Kannon Temple.
- Evening: Enjoy a sumo-style hot pot dinner at a local restaurant in Tokyo.

Day 4: Technology Showroom | Akihabara Scavenger Hunt | *Optional Joypolis Indoor Theme Park*

- Morning: Visit a Technology Showroom. Then head into Akihabara for a Tour Director-led sightseeing of Tokyo's famous electric town. While in Akihabara the group will have the option to do a scavenger hunt to find and experience some staples of Japan's mecca for "Otaku" pop culture.
- Afternoon: Free time to enjoy Tokyo, or:

Add this in-depth excursion: Joypolis indoor theme park

Explore the attractions at Joypolis, a unique indoor theme park, at your own pace. As you immerse yourself in the VR-style arcade games and thrilling rides, you'll also experience the culture and technology within the Japanese entertainment industry.

- Evening: Dinner at a local restaurant in Tokyo.

Day 5: Hachimangu Shrine in Kamakura | Great Buddha Statue | Travel to the Hakone-Atami Region

Before departing the hotel, the group will need to pack a small bag for their overnight in Hakone and the transfer to Kyoto. The luggage will be sent from Tokyo to Kyoto since it cannot travel on the bullet train and will meet the group in Kyoto when they arrive at the Kyoto hotel.

- Morning: Transfer to Kamakura (2 hrs). Visit the Hachimangu Shrine (1 hr). Free time for lunch.
- Afternoon: Visit the Great Buddha statue (1 hr) and continue to the Hakone region (2 hrs). While in Hakone, groups might be staying at a western hotel or a traditional ryokan-style hotel where travelers will sleep on futon mattresses on top of tatami mats and could be up to five or six in a room (*NOTE: single and twin rooms will have western style beds. The traditional accommodation is provided for student type/triples/quads rooms only*). Groups might also stay at a hotel with a traditional Japanese bath called an Onsen. There are strict guidelines for any visitors wishing to experience this communal bath including no clothing or bathing suits, or people with tattoos are allowed in the bath. You must also shower before entering the bath.
- Evening: Enjoy a traditional dinner at the hotel.

Day 6: Travel to Owakudani | Fuji-Hakone-Izu National Park | Odawara Castle | Train to Kyoto

- Morning: Transfer to Owakudani. Tour Fuji-Hakone-Izu National Park (1 hr). Cruise on Lake Ashi. Ride the Mount Komagatake cable car.
- Afternoon: The group will then stop at the Odawara Castle for a photo stop before taking the bullet train to Kyoto (2 hrs).
- Evening: Dinner will be at the hotel or a restaurant upon arrival.

Day 7: Guided sightseeing of Kyoto | Nishijin Textile Center | Arashiyama Bamboo Forest

- Morning: Depart the hotel and pick up the local guide for the guided sightseeing of Kyoto (4 hrs). Visit Nijō Castle and the Golden Pavilion. See a kimono Show at the Nishijin Textile Center.
- Afternoon: Drive to Arashiyama to explore beautiful nature, including the famous Bamboo Forest.
- Evening: Dinner at the hotel or a restaurant in Kyoto.

Day 8: Fushimi Inari-taisha Shrine | Nara | Osaka

- Morning: Depart hotel and visit the Fushimi Inari-taisha Shrine.
- Afternoon: Transfer to Nara (1.5 hrs) and visit the Nara Park and Todaiji Temple (2 hrs). Continue the visit to Kasuga Shrine and view thousands of stone lanterns *[it is advised to wear comfortable walking shoes]*. Continue on to Osaka (40 mins), and enjoy a Tour Director-led walking tour of Dotonbori canal street.
- Evening: Dinner at the hotel or restaurant in Osaka

Day 9: Travel to the Osaka airport

Transfer to the Osaka airport for the return flight home.

Note:

The above is an example of how this tour may run. All times and durations are subject to change, and the order of activities may be switched or substituted as needed based on availability.

2-Day Extension

Day 8: Fushimi Inari-taisha Shrine | Nara | Osaka

- Morning: Depart hotel and visit the Fushimi Inari-taisha Shrine.
- Afternoon: Transfer to Nara (1.5 hrs) and visit the Nara Park and Todaiji Temple (2 hrs). Continue the visit to Kasuga Shrine and view thousands of stone lanterns *[it is advised to wear comfortable walking shoes]*. Continue on to Osaka (40 mins), and enjoy a Tour Director-led walking tour of Dotonbori canal street.
- Evening: Dinner at the hotel or restaurant in Osaka.

Day 9: Train to Hiroshima | Hiroshima Peace Park and Museum | Miyajima Island

- Morning: Prepare for an early departure from the hotel for the bullet train to Hiroshima. Pack a small bag for one night in Hiroshima, and the larger suitcases will be shipped to the hotel. The bullet train is about 1.5 hrs long and arrival time is around 10:00 am. Transfer by bus (45 mins) to Hiroshima Peace Park and Museum and spend 2 hours exploring this area with a local guide.
- Afternoon: Transfer to the port (45 mins) and ride the ferry to Miyajima Island (10 mins). Explore Miyajima Park and Itsukushima Shrine (2 hrs). Return to Hiroshima to check into the hotel.
- Evening: Dinner at the hotel or restaurant in Hiroshima.

Day 10: Himeji Castle | Osaka

- Morning: Transfer by bus to Himeji Castle (4 hrs) and have time to visit the castle and have lunch.
- Afternoon: Transfer to Osaka (1.5 hrs). Upon arrival, check into hotel.
- Evening: Dinner at the hotel or restaurant in Osaka.

Day 11: Travel to the Osaka airport

Transfer to the airport for the return flight home.

TIPPING

Tour Director: 8 days * \$7 - \$9/day = \$56 - \$72/traveler (add \$14 - \$18 for extension)

Bus Driver: 8 days * \$3 - \$4/day = \$24 - \$32/traveler (add \$6 - \$8 for extension)

Additional Local Tipping: 3 guides * \$2 - \$3/guide = \$6 - \$9/traveler (add \$2-\$3 for extension)

Total recommended per traveler = \$86 - \$113 (\$108 - \$142 for extension)

**Suggested tipping is in Canadian Dollars and does not include any optional excursions. Additional local tipping experiences include the guided tour of Tokyo, the guided tour of Kyoto, and the guided tour of Nara (and the guided tour of Hiroshima on the extension).*

Note:

The above is an example of how this tour may run. All times and durations are subject to change, and the order of activities may be switched or substituted as needed based on availability.



Japan Information

Travel documents

Canadian citizens travelling to Japan must have a passport that is valid for six months after their expected return date. No entry visas are required for Canadian citizens. Please check travel.gc.ca to confirm passport validity requirements prior to your tour. Citizens of all other countries should contact their appropriate embassies to find out what specific documentation is required for them to travel.

Vaccinations and health precautions

For information on necessary vaccinations, we recommend you visit travel.gc.ca or consult your physician for the most updated information.

Tour Director and drivers

You will have a bilingual Tour Director for the duration of your tour. Your Tour Director will inform you before departure if they will be picking you up at the airport or if a transfer Tour Director will meet you there. You will have multiple bus drivers while on tour, so please consider bus driver tipping on a daily basis.

Tippling

It's customary to tip your Tour Directors and bus drivers as a token of appreciation at the end of the tour. We recommend:

- \$6 USD per person per day for the Tour Director
- \$3 USD per person per day for the bus driver

Plan to tip local guides \$1–2 USD per person, depending on the length of the excursion. For planning purposes, ask your Tour Consultant for details about the number of guides you will have on tour and the number of days you will be with your bus driver. We recommend using U.S. dollars for tipping as it is difficult to cash traveller's checks or Visa gift cards. If you are tipping in Yen, we recommend exchanging currency pre-departure as it can be difficult to obtain Yen when in Japan. See details below about withdrawing Yen once in Japan.

Currency

Japan's currency is called Yen. Getting Yen in Japan can be difficult since many ATMs do not accept foreign cards and traveller's checks are not easy to exchange. We recommend you exchange money at your bank or the airport before your departure to Japan. Once in Japan, ATMs located in convenience stores or post offices will accept major cards. These ATMs are available throughout the major cities you will visit, so ask your Tour Director to direct you to a bank that will work. Be sure to inform your local bank of your travel plans prior to your departure to ensure your debit or credit card and pin number will work in Japan. Visit xe.com for current exchange rates and more information.

Transportation

Travel within Japan will happen on modern, air-conditioned buses. Long transfers will be broken up with rest stops and stops of cultural interest along the way. You will travel on a bullet train during your tour to Japan at least once. Travellers should bring a small backpack with overnight clothes that they can only take on the train. All other luggage will be sent by bus.

Accommodations

Hotels are generally business-style hotels with modern amenities like elevators, air conditioning, and television, but the rooms are often small. Many groups will stay at a hotel that echoes the traditional inn (ryokan) style. When staying in a ryokan, travellers under the age of 20 will share rooms with around five people of the same gender. Adults will not room with more than two people per room (unless requested). For other hotels, travellers under the age of 20 will share rooms with two or three other travellers of the same gender in rooms that contain single or shared double beds (or a combination of the two). Travellers will occasionally be asked to share a double bed. If your group is paired up with another EF group, travellers may share rooms with those travellers. Adults typically share rooms with one other adult of the same gender, and may also share a room with adults from another EF group. Groups may not all have rooms next to each other and might be on different floors.

Phones and internet

The mobile network in Japan works on a different system than the rest of the world. Only 3G handsets with roaming enabled will work. You can rent a SIM card in Japan to use with your phone, but your phone will need to be unlocked. Please note that the SIM has to be returned and is not pre-paid. International phone cards are also easy to buy and your Tour Director can help you find places to buy them. If you plan to use your personal cell phone on tour, contact your wireless provider to see what fees you may incur. Free Wi-Fi is available in most hotels, however you may have to go to the lobby of the hotel for access as it may not be available in your hotel room.

Local food

Tap water is considered safe to drink in Japan, however bottled water is widely available for \$2–3 USD. Check with your Tour Director before purchasing food from street vendors. Breakfasts on tour will be buffet style and will have an Asian style offering of noodles, soup, etc., as well as a Western style option such as toast, eggs, etc. Dinners will either be served family style (in the middle of the table for all to share) or you will receive your own portion. A small dessert may be included, however Japanese meals do not traditionally include starters or desserts. Options are available for vegetarians or travellers with allergies.

Bathing etiquette

Travellers may have the opportunity to visit a communal bath, either at their hotel or at a resort area (if arranged by the Tour Director). A relaxing dip in the public bath offers travellers a chance to experience a custom enjoyed by Japanese people of all ages, but travellers should know that Japan's bathhouses have strict rules and an important code of etiquette. Clothing and swimsuits are never allowed in the bathing area, and nearly all bathhouses deny access to individuals with tattoos. The small towel available at the bath entrance is for drying off only and should never touch the pools of water. Visitors must wash thoroughly and rinse away all soap before entering the communal bath. For further information regarding bath etiquette, please ask your local Tour Director.

Weather

The spring and autumn seasons in Japan have mild temperatures and clear skies. Mid-winter can be cold (20 to 40 degrees Fahrenheit), while the summer months are hot and humid, with an average in the high 80s. Remember to drink lots of water during the summer months. Please check weather.com for your destinations and travel periods.

Packing

Typical dress in Japan is similar to what one might expect in most European and American cities, although you might see a few women dressed in traditional kimonos. A good pair of walking shoes is highly recommended. Keep in mind that you have to remove your shoes to enter most Japanese homes, shrines and temples, so clean socks are also recommended.



Your Price Quote

Japan: Land of the Rising Sun

 Prepared For
Megan Bondurant

 Prepared On
June 9, 2022

 Your Tour Number
2559168CS

 Your Tour Website
www.ef-tours.ca/2559168CS

Total Price

Price valid for travellers enrolled February 14, 2023 - February 28, 2023

Student
\$5,683

or \$441 / 12 mos

Adult
\$6,223

or \$486 / 12 mos

Student Price Breakdown

Program Price (includes extension)	\$5,484
Peace of Mind	FREE
Global Travel Protection Plan	\$199

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 ef-tours.ca/bc which outline full price inclusions, payment schedule, cancellation, and refund policies.

* 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 ef-tours.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 fcav.gouv.qc.ca/en.

Your travel details

 Total Length
11 days

 Departing From
Victoria (BC)

 Requested Travel Dates
Monday, March 18, 2024 - Thursday, March 28, 2024

Your Departure Date Range

<input type="checkbox"/> Earliest	<input checked="" type="checkbox"/> Requested	<input type="checkbox"/> Latest
Sat. Mar. 16	Mon. Mar. 18	Wed. Mar. 20

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.ef-tours.ca/2559168CS.

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



EDUCATIONAL
TOURS

Educational Tour Safety & Security

- A partner you can count on
- Preparing for the tour experience
- Your safety team here and abroad
- Responding to on-tour incidents
- Protection for school boards and travellers

Contact us:
1-800-387-1460

A partner you can count on:

For over 50 years, EF has been working toward one global mission: *Opening the World Through Education*. Together with educators like you, we help more than a million students experience our programs every year and transform their perspectives on the world.

Throughout our entire history, the safety of our travellers has been our biggest priority. We train our staff to help with any kind of situation—from lost passports to airline strikes to natural disasters. What's more, with over 600 schools and offices in more than 50 countries, we have a presence in nearly every destination we travel to and can be there to support you on the ground wherever and whenever you need us.

Preparing for the tour experience:

EF Safety First program

The EF Safety First program was created to provide the safest possible tour experience for our customers and takes operational preventative measures to help ensure the safety and welfare of our travellers on all our tours. The Safety First program is aligned with ISO 31000: Risk Management Guidelines, which allows for proactive and continuous management of risk.

Some of the many aspects of the program include:

- Providing training and safety information about the tours, itineraries and destinations to staff, customers, and Tour Directors to prepare all parties for their tours and common situations that may arise.
- Monitoring and reacting to news and warnings in real-time using public world news alerts, local knowledge, industry updates, credible third party alert services, and Government of Canada Travel Advisories to make timely decisions on behalf of our customers. It is EF's policy that we will not travel to locations designated as a avoid non-essential travel or avoid all travel by the Canadian Government.
- Creating and using supplier screening criteria (e.g., for hotels and buses), which are relevant for our customers and are often more detailed than local safety standards.
- Maintaining supplier contracts that contain specific safety clauses to reflect our standards.
- Completing supplier safety checks, spot checks, and risk assessments to confirm that our criteria are being met.
- Routinely vetting destinations, itineraries, and activities for a number of safety factors.
- Consulting with World Aware, Overseas Security Advisory Council, and other risk specialists, lawyers, and insurers to make safety-related decisions.

Hotels

For travellers' protection and comfort, our team regularly inspects hotels to determine whether they comply with EF's standards for cleanliness, quality, and, most importantly, safety. When identifying hotels to work with, our team evaluates whether the properties meet local standards, including means of fire detection and alert as well as available emergency exits. EF also works with industry expert Argent Health and Safety as we regularly review and evaluate our hotel standards and selection process. Additionally, Tour Directors conduct nightly checks at all hotels to evaluate compliance with key safety requirements.

Transportation

EF works with major North American and international air carriers to transport groups to and from their destination. Once on tour, our groups travel, with limited exceptions, by public transportation or EF-arranged coach buses. EF's Operations team vets coach bus suppliers for compliance with local safety standards. In some cases, stricter

safety and quality standards are specifically required by EF. Considerations within our transportation contracts include inspection history of vehicles, driver qualifications and licensing, insurance coverage held by the company, etc. Additionally, we vet other transportation suppliers such as cruises, ferries, and trains. We not only take into account the safety records of the suppliers but also assess the specific routings we use to ensure our safety standards are met. In the event we do not feel comfortable with a routing we will evaluate whether to amend our tour itineraries accordingly.

Activities

A large part of time on tour is spent taking part in educational and experiential activities, from museum visits to zip lining to taking part in a cooking class. Each activity and supplier is selected to meet our standards for educational focus, and just as importantly, for their ability to provide a safe experience.

Crowd safety

Many of the destinations on our tours are popular with tourists or locals, and as such may tend to be crowded. Tour Directors are trained to communicate relevant guidelines to travellers before navigating busy sites and/or taking part in activities where large crowds may be present. These guidelines may include identifying assembly points, alerting travellers to multiple exits from crowded places, reminding travellers to keep snacks and extra clothing layers with them in case they are out longer than expected, and ensuring everyone has the Tour Director's contact information. We also evaluate specific events where large groups are likely to be assembled to determine whether they are appropriate for our travellers to take part in.

Tour Directors

Tour Directors meet travellers at the airport of their arrival destination, and travel with groups until they depart for home. Tour Directors undergo background checks (as is consistent with local laws) every two years and are required to participate in ongoing EF safety trainings. Specifically, they are trained to:

- Communicate relevant safety information to travellers, including advising on how to stay safe during free time
- Share their contact details with travellers so they can be reached to assist with any on-tour emergencies
- Identify, resolve, and when necessary, escalate on-tour safety concerns
- Carry out nightly hotel checks as well as spot checks with suppliers and activities
- Assist with emergencies that may arise and coordinate with EF's Safety & Incident Response Team abroad and Emergency Service & Support Team in Canada.

Your safety team here and abroad:

Worldwide presence

EF is the largest international student travel organization, with over 600 schools and offices in more than 50 countries, including regional offices dedicated to on-tour support. Our 43,000 staff and faculty members around the world provide a local presence and are able to react quickly and in person where necessary. The staff in each office and school are trained to respond to a wide range of emergency situations.

Operations Safety & Incident Response Team

EF's Operations Safety & Incident Response Team, located in operational hubs around the world, supports our travellers and Tour Directors 24/7. This team uses a combination of extensive training, simulations, incident response planning, and previous experience to manage emergencies. As needed, the team can facilitate

additional support for groups on tour, solve operational issues, arrange assistance from outside specialists, and liaise with local and international authorities. The team works in close partnership with our Emergency Service & Support Team in Canada and the Tour Directors to quickly and effectively address on-tour emergencies. The team is also responsible for proactively confirming the safety of our groups in the event of a major world event or natural disaster.

Emergency Service & Support Team

EF's dedicated Emergency Service and Support Team is available 24/7 to help resolve any issue, from a missed flight to a lost passport to more serious on-tour incidents. They also facilitate communication, in both English and French, between travellers 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 Toronto and Vancouver 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.

Responding to on-tour incidents:

Our experience handling travel incidents

Throughout our 50 years of experience, we have learned from many common and unexpected events around the world and have trained our staff on how to handle them should similar situations affect our travellers. Tour Directors also have training and experience dealing with common events such as flight delays, lost passports, or even pickpockets, and are able to escalate events for full support from our Operations Safety & Incident Response Team as needed.

Communication at home and abroad

EF maintains consistent and open communication with the Tour Directors, so we can reach any member of the group in numerous ways, as needed. Additionally, our Emergency Service & Support Team is made up of dedicated EF staff who are available 24 hours a day, 7 days a week, 365 days a year to help groups on the road or parents calling in. All travellers are given a wristband with EF's emergency phone number printed on it, as well as a card listing emergency phone numbers (such as local 911 equivalents) and spaces to write the Tour Director's and Group Leader's phone numbers. EF also maintains a contact list for all groups, which can be utilized to communicate important information to each traveller's emergency contact as necessary.

Medical incidents

In cases of injury or illness to any of our travellers, the Tour Director will connect the affected traveller and a designated adult with local medical professionals, which may include arranging immediate emergency medical care. The Group Leader will contact the traveller's parent to ensure they are aware of the situation and to facilitate continued updates. In the case of hospitalization, the Group Leader or a designated adult will accompany any minor at all times. The Tour Director or other local EF staff will also provide additional support as the situation requires. Should a traveller need to be hospitalized for more than 24 hours, EF will make travel arrangements and cover the cost of a parent/guardian's flight to be with the traveller, if they wish.

Travellers' safety during world events

(e.g., natural disasters, terrorist incidents, political demonstrations, general unrest)

Our Operations Safety & Incident Response Team regularly monitors for incidents that might affect our groups. In such an instance, our first step is to identify any groups in the affected area and initiate communication to confirm their location and safety. From that point forward the Operations Safety & Incident Response Team provides ongoing support and direction to the Tour Director and local EF staff. They will also coordinate with local law enforcement if necessary to remove groups from situations where they may be at risk.

Our teams in Canada and internationally work in close partnership to make arrangements to further support travellers as needed. This could include various actions such as changing hotels, rerouting the remainder of the itinerary, rebooking return flights from a different gateway, or arranging alternate forms of transportation. During any incident, our Canadian-based Emergency Service & Support Team facilitates communication with parents, teachers, students, and others to keep them informed about ongoing developments and how we are working to ensure groups' safety.

Protection for school boards and travellers:

Background checks on adult travellers

EF requires that all adults successfully pass a criminal background check before traveling on our student tours. This requirement helps to provide a safer tour experience for all travellers and aligns with the process and expectations of many school boards for adults who volunteer in schools or chaperone school activities. EF works with a leading professional provider to conduct the background check through a secure process designed to identify only those specific individuals who could present a risk to student travellers while on tour.

General Liability Insurance policy

All EF Group Leaders, schools, and school boards are automatically insured under our \$50 million USD General Liability Insurance policy, regardless of whether or not the tour is affiliated with the school. This policy safeguards Group Leaders, schools, and school boards for covered claims related to on-tour incidents, including bodily injury or property damage. The policy also provides a legal defense and covers all associated legal fees. Upon request, a certificate of insurance (COI) can be provided that names the Group Leader, school, and/or school board as additional insureds on the policy. EF's General Liability Insurance is provided by nationally recognized insurance companies with A.M. Best Ratings of A- or higher. In addition to our General Liability Insurance policy, every traveller is required to accept the conditions found in our Traveller Release & Agreement, including a clause that provides a general release of liability of the Group Leader, school, and school board (regardless of whether the trip is school sponsored).

Assumption of risk waivers

Upon request, EF can provide an example of a waiver for assumption of risk to Group Leaders, schools, or school boards. This waiver is similar to the types of waivers used by many schools for participation in sports programs, and can be used as an additional document demonstrating that travellers are knowingly assuming all risks associated with the trip. EF can also provide a sample waiver for a non-school sponsored tour. However, regardless of whether travellers sign a waiver, the Group Leader, school, and school board are still automatically covered by EF's General Liability policy.

Global Travel Protection Plan

Designed specifically with EF travellers in mind, travellers have the option to purchase the Global Travel Protection Plan. This plan helps individuals protect themselves against the impacts associated with certain unexpected situations such as loss of job by a parent, or death or illness of a family member, and offers medical coverage on tour in case of illness or accident. In addition, travellers are protected in the event the trip is cancelled by the school board due to a teacher's labour strike or the school board determines there is a risk of harm to travellers during their trip when the itinerary is scheduled to travel to a specific region of a country as part of their tour. The Global Travel Protection Plan is underwritten by Chubb Insurance Company of Canada. Please visit eftours.ca/coverage for full eligibility and policy details.

EF's Peace of Mind program

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 travellers and can be enacted at the group level for any reason, including terrorism or other world events. This flexible plan ensures:

- Until 45 days prior to departure, teachers can work with EF to change their group's travel dates, modify their tour plans, find a new tour, or cancel their tour and all travellers will receive a transferable travel voucher.
- Within 44 days or less prior to departure, teachers may still choose any of the above options if a formal travel warning status of "Avoid Non-Essential Travel" or "Avoid All Travel" is issued by the Government of Canada to any of the countries the group is travelling to.

Protecting travellers' payments

EF Educational Tours is registered in accordance with the Travel Industry Act and upholds the standards and policies of this Act. 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 Québec permit with the Office de la protection du consommateur (OPC permit #702732). In the unlikely event of EF bankruptcy, insolvency or cessation of business, EF has secured all advanced payments of its customers, regardless of province or territory of origin, through the above organizations.

EF is accredited in the United States by five prestigious educational associations:



EF is highly respected in the industry by the following organizations:



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

1-800-387-1460 | eftours.ca

Registration Numbers:
TICO-2395858, 50018789 |
CPBC-73991, 73990 | OPC-702732





**Educational
Tours**

Summary of Coverage

THIS SUMMARY OF COVERAGE IS PROVIDED FOR INFORMATION PURPOSES ONLY AND DOES NOT ALTER, AMEND OR EXTEND THE COVERAGE OF THE POLICY DESCRIBED. FOR A FULL DESCRIPTION OF THE TERMS, CONDITIONS AND EXCLUSIONS, REFER TO THE CERTIFICATE OF INSURANCE WORDING.

Group Policy Holder	EF Travel Canada Ltd. 80 Bloor St West, 16 th Floor Toronto, ON M5S 2V1
Covered participants	Participants travelling with EF Institute for Cultural Exchange Ltd. or EF Tours Canada Ltd. on an EF Educational Tour, departing from Canada
Group Policy Number	9908-6985
Insurance Company	Chubb Insurance Company of Canada 199 Bay Street, Suite 2500 P.O. Box 139, Commerce Court West Postal Station Toronto, Ontario M5L 1E2

Coverage

The policy provides maximum compensation to covered participants according to the following schedule:

Illness and Accident

A. Medical Expenses	up to \$1,000,000*
B. Emergency Home Evacuation	up to \$50,000**
C. Family Member Reimbursement	up to \$50,000**
D. Home Repatriation	up to \$50,000**
- local burial	up to \$10,000
E. Accidental Death	up to \$35,000***
F. Accidental Disability	up to \$35,000***

Baggage and Property

G. Baggage and Property	up to \$2,800
- Valuable Property	up to \$1,400
H. Cash	up to \$400
I. Valuable Documents	up to \$700

Delay

J. Baggage Delay	Up to \$75 every 24 hours or part thereof, up to a maximum of \$225 (24 hour waiting period for Baggage Delay)
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Tour Cancellation and Interruption

K. Tour Cancellation	EF Tour price
L. Tour Interruption	Unused part of EF Tour price****
- Transportation extra cost	up to \$1,400
M. Additional Costs for Return Home due to Violent Outbreak	up to \$1,400
N. Accommodation Extra Cost	up to \$140 per day, up to a maximum of \$800
O. Delay due to Theft of Valuable Documents	up to a maximum of \$100 every 24 hours or part thereof, up to a maximum of \$500

*If You are not covered under a Canadian government health insurance plan on the date the claim is incurred, reimbursement for eligible Medical Expenses incurred will be limited to a maximum compensation of \$50,000.

**\$50,000 is the combined maximum compensation for B) Emergency Home Evacuation, C) Family Member Reimbursement and D) Home Repatriation.

*** Payments available under E) Accidental Death and F) Accidental Disability are not subject to a combined limit of coverage per Accident or injury and each provide separate limits of coverage.

**** "Unused" means the Participant's financial loss of any whole, partial or prorated prepaid "Non-Refundable Tour Payments."

If more than one claimant suffers a covered Accidental Death in the same event on the same EF Tour, then the Insurance Company will not pay more than \$10,000,000. If an event results in benefit amounts becoming payable, which when totalled, exceed \$10,000,000, then that amount will be divided proportionally among the claimants.

All amounts shown are in Canadian dollars.

Termination of Insurance

Coverage ends at the earliest of the following dates:

- when Your EF Tour has ended (including the time it takes You to travel via direct route to Your city of residence immediately after Your EF Tour ends);
- when You leave the EF Tour early if it is prior to the end of Your EF Tour; and
- when You return to Your city of residence.

If You have purchased the Optional Extension Coverage, coverage starts and ends based on Your requested travel dates organized by EF.

If the return from Your EF Tour is delayed or interrupted for reasons covered by the Certificate, coverage is extended until Your return to Your city of residence. If You are unable to travel due to a medical condition at the time when Your EF Tour ends, coverage is extended for up to 30 days or until Your Doctor confirms that You are able to travel, whichever comes first, subject to the terms and conditions of the Certificate.

Coverage provided under the **Tour Cancellation** section of the Certificate begins on the day EF receives payment of the premium and ends at the time of departure of Your EF Tour or when You cancel Your EF Tour, whichever date is earliest.

Submitting a claim

If a loss occurs, You should file a claim promptly. The claims process is set out in the Certificate under the section entitled **What to do if a Loss Occurs / How to File a Claim**.

In the event that You need to cancel or interrupt Your EF Tour, contact EF and Crawford & Company (Canada) Ltd. as soon as reasonably possible after the event which causes the Tour Cancellation or Tour Interruption.

EF Institute for Cultural Exchange Ltd. (also operating as EF Educational Tours)

EF Tours Canada Ltd. (also operating as EF Educational Tours)

80 Bloor St West, 16th Floor

Toronto, Ontario M5S 2V1

Telephone: 1 (800) 263-2806

Fax: 1 (800) 556-6046

Emergency Assistance while on tour:

Generali Global Assistance

Telephone: 1 (888) 748-9739 (toll free in the U.S. or Canada)

1 (240) 330-1476 (from other international locations, call collect)

Claims Handling:

Crawford & Company (Canada) Inc.

100 Milverton Drive, Suite 300

Mississauga, Ontario L5R 4H1

Attention: New CHUBB A&H Claim

Telephone: 1 (855) 897-8512

Fax: 1 (905) 602-0185
Email: newhumanriskclaims@crowco.ca

Enjoy worry-free wandering

We're doing everything we can to make planning for the future as risk-free as possible. We offer affordable insurance coverage and Payment Protection that you can add to your tour and provide additional protection programs that are included for no additional fee.



Peace of Mind Program (Provided to all groups)

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 your child on tour and feel good about the investment you've made—that's why we provide EF's exclusive Peace of Mind Program.

You can feel secure planning your group trip in the event that COVID-19 is a continued threat at the time of your scheduled tour.

Here's how it works:

You're 45 days (or more) from departure



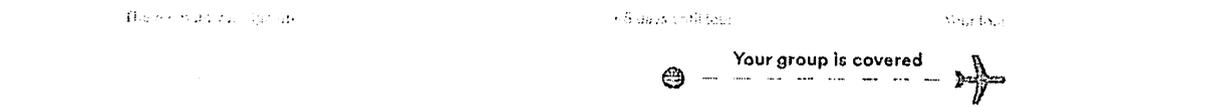
The details:

Group Leaders can make the following decisions on behalf of their group for anyreason (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 [Booking Conditions](#) for additional terms.

Your departure date is less than 45 days away



Group Leaders or the individual traveller may choose not to depart on the tour as scheduled, and will have the choice to select options one, two, and/or three from EF's Peace of Mind Program, as illustrated 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 country or a region of a country you are travelling to, or
- If a Canadian provincial order has newly imposed a travel ban to your destination, 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.



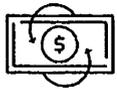
Global Travel Protection Plan (Individual Coverage)

EF's recommended coverage plans let you explore the world worry-free. EF offers a [Global Travel Protection Plan](#) that gives you all the coverage below at one great price. With this plan, you are covered wherever you are in the world and have access to Insurance representatives 24 hours a day. All your plan details are kept with your Tour Director while on tour, so you can relax and enjoy your trip.

International tour \$199

- ✓ Illness and Accident Coverage
- ✓ Baggage and Property Coverage
- ✓ Tour Cancellation and Interruption Coverage
- ✓ 24-hour Emergency Assistance

Note: There are similar products available on the market, so EF travellers may wish to look at other insurance options to protect their investments.



Cancel For Any Reason (Individual Coverage)

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

International tour \$99

110 days or more prior to departure:

Customers will receive a full refund less all non-refundable fees and a \$0 cancellation fee.

109 days to 45 days prior to departure:

Customers will receive a full refund less all non-refundable fees and a \$300 cancellation fee.

44 days or less prior to departure:

Customers will receive a full refund less all non-refundable fees and 50% of the program price.

* 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 cancelled cheque fees. 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.

The details:

- Add this coverage to your account up to 30 days after enrolment
- For more information, read our [coverage and policy flexibility](#)

Questions?

From trip protection to better understanding what's options are available to you, our Traveller Support Team has all the answers. Get in touch at travellersupport@ef.com or 1-800-263-2806.

For complete details on all of our policies, please see our full [Booking Conditions](#).

**INTERNATIONAL EDUCATIONAL TRIPS
APPLICATION INFORMATION
STEP ONE**

This form must be completed as part of a detailed approval process. It must be reviewed and supported by the Principal and Associate Superintendent (for trips outside of Canada and continental USA) and submitted to the Board of Education for approval at least six months prior to date of departure. Once the field trip has been approved, trip details may be confirmed and communication to student and parents/guardians can commence.

Part A:

School: Centre Mountain Lellem Date Submitted: March 16, 2023
Principal: Darren Russell

Supervisor (Educator in charge): Christine Dosouto
Destination of Trip: Galapagos + Ecuador
Departure Date: March 18, 2024 Return Date: March 29, 2024
Grade level(s): 7-12 No. of students involved: 24 (?)

Part B:**SUPERVISION:**

1. a) Name of Lead Supervisor: Christine Dosouto
b) Names of supervisors (indicate male/female/other, teacher, parent/guardian, volunteer, etc.)
Kelly Drorak acting VP @ CML
Donna Newman head secretary @ CML

Note: Volunteers have obtained Criminal Record Checks (as per Policy E-118). (Copies filed with school principal prior to trip departure).

- c) Names of supervisor or tour company representative with firsthand knowledge of customs and culture of country being visited.
EF Tour Consultant Audra Crowe

TRAVEL:

2. Method of travel/transportation:

Planes, boats, bus

APPENDIX E

International Educational Trips

1. Pre-Trip Review

- 1.1 Not less than one month prior to departure on an Out of Province or International 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 cancellation, 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
PLANNING UPDATE
STEP TWO**

NOTE: Planning for International Educational Trips is a two-step process which includes approval and detailed planning. This form must be completed as an update and is to be provided to the Principal and Associate Superintendent one month before the departure of the trip.

GENERAL DESCRIPTION

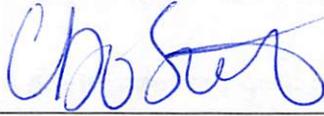
1. Supervisor (Educator in charge): Christine Dosouto
2. Destination of Trip: Ecuador & Galapagos
3. Departure Date: March 18, 2024 Return Date: March 29, 2024
4. Number of school days missed (recommended 3 days max.) 0
5. Names and grade levels of students participating. Please indicate male/female/other.
 - a. Attach list: current to: _____ (Date)
 - b. Final list of participants (names & phone numbers) must be submitted to the Associate Superintendent prior to departure.
 - i. Date Submitted: _____
6.
 - a) Name of Lead Supervisor: Christine Dosouto
 - b) Names of supervisors (indicate male/female/other, teacher, parent/guardian, volunteer, etc.)
 - Christine Dosouto - teacher
 - Donna Newman - secretary
 - Kelly Dvorak - teacher / vp

Note: All volunteers must have obtained Criminal Record Checks (as per Policy E-118). Copies attached.

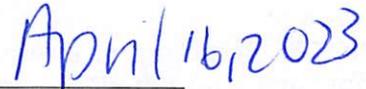
 - c) Names of supervisor or tour company representative with firsthand knowledge of customs and culture of country being visited.
 - EF Tours - Audra Crowe
7. Brief Itinerary and Details: Please attach a detailed itinerary that contains the following information. Please highlight any changes from original application:

Parental Consent Forms:

- Please include a sample of proposed parental/guardian consent forms.



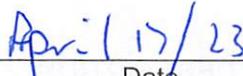
Supervisor's Signature



Date



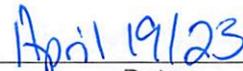
Principal's Signature



Date



Associate Superintendent's Signature



Date

ITINERARY:

3. Brief Itinerary and Details: (attach a detailed itinerary):

Destination	Accommodation	Contact Person	Phone Number	Date
Ecuador	Hotel			March 19-21
Galapagos	Hotel / boat			March 22-27

PLANNING DETAILS

1. Educational Objectives

- a. Describe the curricular and/or extra-curricular relevance students will receive from the International Education trip.

Grade 7 Science - Big Ideas - "Evolution by Natural Selection provides an explanation for the diversity & survival of living things"

- b. Follow-up activities for students

Presentation to their classes on the knowledge they gained on the Theory of Evolution.
 Charles Darwin's ^{theory of} Evolution - while observing species on these islands, he formulated the theory!

2. Supervision

- a) Proposed adult/gender/student ratio: 1:6 (minimum 1:10)

- b) Evidence of experience for supervising staff:

Christine has led 10 EF student tours with Spencer, Belmont & RBSS students and is FLUENT

- c) Arrangements or coverage of supervising staff's assignment (if necessary): ^{In Spanish!}

N/A - we go during Spring Break.

- d) First Aid Arrangements:

Donna Newman - chaperone and EF full time guide have theirs.

3. Accommodation Arrangements:

- Billet Hotel/Motel Camping Other: _____

4. Student Participation

Selection process for participating students:

students who express interest and have the means/willingness to save money & fundraise

*Parents/guardians have been notified that if a student compromises safety of self or others and does not adhere to previously established expectations, that student and possibly a supervisor may be returned home at the expense of the parent/guardian.

FINANCES

1. Total per student cost for the International Education trip: \$ 5,853 (or less)
2. Total per student cost to be paid by each student: \$ 5,853 or less
3. Source of funds (include amounts when there is a difference between total cost and amount paid per student) We're fundraising at CMC
4. TTOC time required: Yes No
5. Total per staff cost for International Field Trip: depends on enrollment (1 free for 6 paying)
6. Total per staff cost to be paid by each staff member: " " "
7. Total overall cost of the International Educational trip: " " "
8. Commercial tour company assisting with arrangements (if applicable):
 - a. Company Name: EF TOURS
 - b. Contact person: Audra Crowe
 - i. Phone: 778-372-2073
 - ii. Email: audra.crowe@ef.com

LIABILITY COVERAGE

6. Describe the arrangements that have been made to ensure that all applications have **adequate health and cancellation insurance for travelling out of the country.**
EF has a 'Global Travel Protection Plan' (attached) and is included in the cost
7. What provisions have been made regarding **proof of citizenship** or immigration status, and/or required vaccinations? COVID 19, HEP A/B, malaria, typhoid, yellow fever.
8. Unique Risk/Safety Considerations: none.

**Parents/guardians have been notified in writing that should the tour/program be cancelled for any reason; the district is not responsible for any costs involved.*

INSURANCE AND ALTERNATE DESTINATION PLANS

Cancellation Insurance Options Communicated to Parents and Students Yes

Medical and Trip Insurance Options Communicated to Parents and Students Yes

Details: attach documentation

I make this mandatory for travellers - it's in EF's Global Travel Protection Plan

Information to Parents/Guardians:

- Please include a sample of proposed letter or notices to parents/guardians.

Destination	Accommodation	Contact Person	Phone Number	Date
Ecuador	Hotel			March 19-21
Galapagos	Hotel			March 22-27

FINANCES: Provide any updated information from original application

8. Costs:

- a. What is the total per student cost for the International Education trip? \$5,853 (or less depends on fundraising)
- b. Of the total per student cost, how much is each student required to pay? " " " "
- c. What is the source of funds and amounts when there is a difference between a) and b)?
- d. How much is the staff required to pay? depends on enrollment (1 free for b)
- e. Total cost of the International Educational trip? " " " " (paid)

9. Commercial tour company used to assist in the arrangements: Yes No

- a. Agency Names: EF TOURS
- b. Contact person: A
- i. Name: Audra Crowe
- ii. Telephone number: 778-372-2073
- iii. e-mail address: audra.crowe@ef.com

LIABILITY COVERAGE

10. Explain the arrangements that have been made to ensure that all applications have **adequate health and cancellation insurance for travelling out of the country.**

EF has a "Global Travel Protection Plan" (attached) and is included in the cost.

11. What provisions have been made regarding **proof of citizenship** or immigration status, and/or required vaccinations?

COVID 19, HEP A/B, malaria, typhoid, yellow fever.

12. Parents/guardians have been notified in writing that should the tour/program be cancelled for any reason; the district is not responsible for any costs involved. Yes No

INSURANCE AND ALTERNATE DESTINATION PLANS

Provided by EF - Fully

RETENTION OF KEY DOCUMENTATION

Prior to departure, it is expected the Principal will retain on file all pertinent documentation. The Trip File will be available to the Associate Superintendent should it be required.

Included Trip File Information:

Information to Parents/Guardians: include actual letter or notices to parents/guardians.

Parental Consent Forms: include all signed parental/guardian consent forms.



+1 (250) 478-5535 

cml@sd62.bc.ca 

centremountainlellum.web.sd62.bc.ca 

Expectations of Behaviour for Students on Spring Break Trips

As a member of Centre Mountain Lellum’s Spring Break Trip to the Galapagos and Ecuador, I understand that I am an ambassador of the school. An ambassador is one who is sent as an official messenger to represent their country. I have the privilege of being part of an educational program.

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

1. Obey requirements (i.e., the school code of conduct) and always accept the authority of supervisors and EF Tour guides.
2. Absolutely no use of alcohol and non-medical use of drugs are allowed.
3. Students must be prompt for group gatherings such as transportation, tours, meals, etc.

Anyone who is not prepared to accept these conditions should not commit themselves to the trip. Breaking condition #2 will be grounds for immediately notifying parents and sending the student back to Victoria on the first available flight, with all costs borne by the parents/guardians.

PARENT/GUARDIAN

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

Date

Parent/Guardian Signature

STUDENT

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

Date

Student name/Signature



EMAIL THAT WILL GO OUT IF APPROVED...

Your child has been invited to learn more about an international travel opportunity to **The Galapagos Islands and Ecuador** during Spring Break 2024!

The Galápagos Islands are most famous for the profound discoveries of Charles Darwin. Carry on that scientific tradition as you learn about the unique species that call the islands home. Please have a look at the attachments for more information.

We will be hosting an informational meeting on **Wednesday, May 31st at 7:00 pm in Centre Mountain Lellum Learning Commons** to provide more details about this opportunity and answer any questions you may have. There is limited space on the trip and enrollment will be open at the end of the meeting.

Christine has led 10 EF tours with Spencer, Belmont and Royal Bay students to Egypt, China, Japan, Europe, Peru, Costa Rica, Australia, Fiji, New Zealand and South Africa.

Hope to see you on May 31st. If you have any questions about this fantastic opportunity, please email me.

Ms. Dosouto

Teacher-Librarian
Centre Mountain Lellum Middle School
250-478-5535



Educational Tour Safety & Security

- A partner you can count on
- Preparing for the tour experience
- Your safety team here and abroad
- Responding to on-tour incidents
- Protection for school boards and travellers

Contact us:
1-800-387-1460

A partner you can count on:

For over 50 years, EF has been working toward one global mission: *Opening the World Through Education*. Together with educators like you, we help more than a million students experience our programs every year and transform their perspectives on the world.

Throughout our entire history, the safety of our travellers has been our biggest priority. We train our staff to help with any kind of situation—from lost passports to airline strikes to natural disasters. What's more, with over 600 schools and offices in more than 50 countries, we have a presence in nearly every destination we travel to and can be there to support you on the ground wherever and whenever you need us.

Preparing for the tour experience:

EF Safety First program

The EF Safety First program was created to provide the safest possible tour experience for our customers and takes operational preventative measures to help ensure the safety and welfare of our travellers on all our tours. The Safety First program is aligned with ISO 31000: Risk Management Guidelines, which allows for proactive and continuous management of risk.

Some of the many aspects of the program include:

- Providing training and safety information about the tours, itineraries and destinations to staff, customers, and Tour Directors to prepare all parties for their tours and common situations that may arise.
- Monitoring and reacting to news and warnings in real-time using public world news alerts, local knowledge, industry updates, credible third party alert services, and Government of Canada Travel Advisories to make timely decisions on behalf of our customers. It is EF's policy that we will not travel to locations designated as a avoid non-essential travel or avoid all travel by the Canadian Government.
- Creating and using supplier screening criteria (e.g., for hotels and buses), which are relevant for our customers and are often more detailed than local safety standards.
- Maintaining supplier contracts that contain specific safety clauses to reflect our standards.
- Completing supplier safety checks, spot checks, and risk assessments to confirm that our criteria are being met.
- Routinely vetting destinations, itineraries, and activities for a number of safety factors.
- Consulting with World Aware, Overseas Security Advisory Council, and other risk specialists, lawyers, and insurers to make safety-related decisions.

Hotels

For travellers' protection and comfort, our team regularly inspects hotels to determine whether they comply with EF's standards for cleanliness, quality, and, most importantly, safety. When identifying hotels to work with, our team evaluates whether the properties meet local standards, including means of fire detection and alert as well as available emergency exits. EF also works with industry expert Argent Health and Safety as we regularly review and evaluate our hotel standards and selection process. Additionally, Tour Directors conduct nightly checks at all hotels to evaluate compliance with key safety requirements.

Transportation

EF works with major North American and international air carriers to transport groups to and from their destination. Once on tour, our groups travel, with limited exceptions, by public transportation or EF-arranged coach buses. EF's Operations team vets coach bus suppliers for compliance with local safety standards. In some cases, stricter

safety and quality standards are specifically required by EF. Considerations within our transportation contracts include inspection history of vehicles, driver qualifications and licensing, insurance coverage held by the company, etc. Additionally, we vet other transportation suppliers such as cruises, ferries, and trains. We not only take into account the safety records of the suppliers but also assess the specific routings we use to ensure our safety standards are met. In the event we do not feel comfortable with a routing we will evaluate whether to amend our tour itineraries accordingly.

Activities

A large part of time on tour is spent taking part in educational and experiential activities. From museum visits to zip lining to taking part in a cooking class. Each activity and supplier is selected to meet our standards for educational focus, and just as importantly, for their ability to provide a safe experience.

Crowd safety

Many of the destinations on our tours are popular with tourists or locals, and as such may tend to be crowded. Tour Directors are trained to communicate relevant guidelines to travellers before navigating busy sites and/or taking part in activities where large crowds may be present. These guidelines may include identifying assembly points, alerting travellers to multiple exits from crowded places, reminding travellers to keep snacks and extra clothing layers with them in case they are out longer than expected, and ensuring everyone has the Tour Director's contact information. We also evaluate specific events where large groups are likely to be assembled to determine whether they are appropriate for our travellers to take part in.

Tour Directors

Tour Directors meet travellers at the airport of their arrival destination, and travel with groups until they depart for home. Tour Directors undergo background checks (as is consistent with local laws) every two years and are required to participate in ongoing EF safety trainings. Specifically, they are trained to:

- Communicate relevant safety information to travellers, including advising on how to stay safe during free time
- Share their contact details with travellers so they can be reached to assist with any on-tour emergencies
- Identify, resolve, and when necessary, escalate on-tour safety concerns
- Carry out nightly hotel checks as well as spot checks with suppliers and activities
- Assist with emergencies that may arise and coordinate with EF's Safety & Incident Response Team abroad and Emergency Service & Support Team in Canada.

Your safety team here and abroad:

Worldwide presence

EF is the largest international student travel organization, with over 600 schools and offices in more than 50 countries, including regional offices dedicated to on-tour support. Our 43,000 staff and faculty members around the world provide a local presence and are able to react quickly and in person where necessary. The staff in each office and school are trained to respond to a wide range of emergency situations.

Operations Safety & Incident Response Team

EF's Operations Safety & Incident Response Team, located in operational hubs around the world, supports our travellers and Tour Directors 24/7. This team uses a combination of extensive training, simulations, incident response planning, and previous experience to manage emergencies. As needed, the team can facilitate

additional support for groups on tour, solve operational issues, arrange assistance from outside specialists, and liaise with local and international authorities. The team works in close partnership with our Emergency Service & Support Team in Canada and the Tour Directors to quickly and effectively address on-tour emergencies. The team is also responsible for proactively confirming the safety of our groups in the event of a major world event or natural disaster.

Emergency Service & Support Team

EF's dedicated Emergency Service and Support Team is available 24/7 to help resolve any issue, from a missed flight to a lost passport to more serious on-tour incidents. They also facilitate communication, in both English and French, between travellers 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 Toronto and Vancouver 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.

Responding to on-tour incidents:

Our experience handling travel incidents

Throughout our 50 years of experience, we have learned from many common and unexpected events around the world and have trained our staff on how to handle them should similar situations affect our travellers. Tour Directors also have training and experience dealing with common events such as flight delays, lost passports, or even pickpockets, and are able to escalate events for full support from our Operations Safety & Incident Response Team as needed.

Communication at home and abroad

EF maintains consistent and open communication with the Tour Directors, so we can reach any member of the group in numerous ways, as needed. Additionally, our Emergency Service & Support Team is made up of dedicated EF staff who are available 24 hours a day, 7 days a week, 365 days a year to help groups on the road or parents calling in. All travellers are given a wristband with EF's emergency phone number printed on it, as well as a card listing emergency phone numbers (such as local 911 equivalents) and spaces to write the Tour Director's and Group Leader's phone numbers. EF also maintains a contact list for all groups, which can be utilized to communicate important information to each traveller's emergency contact as necessary.

Medical incidents

In cases of injury or illness to any of our travellers, the Tour Director will connect the affected traveller and a designated adult with local medical professionals, which may include arranging immediate emergency medical care. The Group Leader will contact the traveller's parent to ensure they are aware of the situation and to facilitate continued updates. In the case of hospitalization, the Group Leader or a designated adult will accompany any minor at all times. The Tour Director or other local EF staff will also provide additional support as the situation requires. Should a traveller need to be hospitalized for more than 24 hours, EF will make travel arrangements and cover the cost of a parent/guardian's flight to be with the traveller, if they wish.

Travellers' safety during world events

(e.g., natural disasters, terrorist incidents, political demonstrations, general unrest)

Our Operations Safety & Incident Response Team regularly monitors for incidents that might affect our groups. In such an instance, our first step is to identify any groups in the affected area and initiate communication to confirm their location and safety. From that point forward the Operations Safety & Incident Response Team provides ongoing support and direction to the Tour Director and local EF staff. They will also coordinate with local law enforcement if necessary to remove groups from situations where they may be at risk.

Our teams in Canada and internationally work in close partnership to make arrangements to further support travellers as needed. This could include various actions such as changing hotels, rerouting the remainder of the itinerary, rebooking return flights from a different gateway, or arranging alternate forms of transportation. During any incident, our Canadian-based Emergency Service & Support Team facilitates communication with parents, teachers, students, and others to keep them informed about ongoing developments and how we are working to ensure groups' safety.

Protection for school boards and travellers:

Background checks on adult travellers

EF requires that all adults successfully pass a criminal background check before traveling on our student tours. This requirement helps to provide a safer tour experience for all travellers and aligns with the process and expectations of many school boards for adults who volunteer in schools or chaperone school activities. EF works with a leading professional provider to conduct the background check through a secure process designed to identify only those specific individuals who could present a risk to student travellers while on tour.

General Liability Insurance policy

All EF Group Leaders, schools, and school boards are automatically insured under our \$50 million USD General Liability Insurance policy, regardless of whether or not the tour is affiliated with the school. This policy safeguards Group Leaders, schools, and school boards for covered claims related to on-tour incidents, including bodily injury or property damage. The policy also provides a legal defense and covers all associated legal fees. Upon request, a certificate of insurance (COI) can be provided that names the Group Leader, school, and/or school board as additional insureds on the policy. EF's General Liability Insurance is provided by nationally recognized insurance companies with A.M. Best Ratings of A- or higher. In addition to our General Liability Insurance policy, every traveller is required to accept the conditions found in our Traveller Release & Agreement, including a clause that provides a general release of liability of the Group Leader, school, and school board (regardless of whether the trip is school sponsored).

Assumption of risk waivers

Upon request, EF can provide an example of a waiver for assumption of risk to Group Leaders, schools, or school boards. This waiver is similar to the types of waivers used by many schools for participation in sports programs, and can be used as an additional document demonstrating that travellers are knowingly assuming all risks associated with the trip. EF can also provide a sample waiver for a non-school sponsored tour. However, regardless of whether travellers sign a waiver, the Group Leader, school, and school board are still automatically covered by EF's General Liability policy.

Global Travel Protection Plan

Designed specifically with EF travellers in mind, travellers have the option to purchase the Global Travel Protection Plan. This plan helps individuals protect themselves against the impacts associated with certain unexpected situations such as loss of job by a parent, or death or illness of a family member, and offers medical coverage on tour in case of illness or accident. In addition, travellers are protected in the event the trip is cancelled by the school board due to a teacher's labour strike or the school board determines there is a risk of harm to travellers during their trip when the itinerary is scheduled to travel to a specific region of a country as part of their tour. The Global Travel Protection Plan is underwritten by Chubb Insurance Company of Canada. Please visit eftours.ca/coverage for full eligibility and policy details.

EF's Peace of Mind program

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 travellers and can be enacted at the group level for any reason, including terrorism or other world events. This flexible plan ensures:

- Until 45 days prior to departure, teachers can work with EF to change their group's travel dates, modify their tour plans, find a new tour, or cancel their tour and all travellers will receive a transferable travel voucher.
- Within 44 days or less prior to departure, teachers may still choose any of the above options if a formal travel warning status of "Avoid Non-Essential Travel" or "Avoid All Travel" is issued by the Government of Canada to any of the countries the group is travelling to.

Protecting travellers' payments

EF Educational Tours is registered in accordance with the Travel Industry Act and upholds the standards and policies of this Act. 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 Québec permit with the Office de la protection du consommateur (OPC permit #702732). In the unlikely event of EF bankruptcy, insolvency or cessation of business, EF has secured all advanced payments of its customers, regardless of province or territory of origin, through the above organizations.

EF is accredited in the United States by five prestigious educational associations:



EF is highly respected in the industry by the following organizations:



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

1-800-387-1460 | eftours.ca

Registration Numbers:
TICO-2395858, 50018789 |
CPBC-73991, 73990 | OPC-702732





**Educational
Tours**

Summary of Coverage

THIS SUMMARY OF COVERAGE IS PROVIDED FOR INFORMATION PURPOSES ONLY AND DOES NOT ALTER, AMEND OR EXTEND THE COVERAGE OF THE POLICY DESCRIBED. FOR A FULL DESCRIPTION OF THE TERMS, CONDITIONS AND EXCLUSIONS, REFER TO THE CERTIFICATE OF INSURANCE WORDING.

Group Policy Holder	EF Travel Canada Ltd. 80 Bloor St West, 16 th Floor Toronto, ON M5S 2V1
Covered participants	Participants travelling with EF Institute for Cultural Exchange Ltd. or EF Tours Canada Ltd. on an EF Educational Tour, departing from Canada
Group Policy Number	9908-6985
Insurance Company	Chubb Insurance Company of Canada 199 Bay Street, Suite 2500 P.O. Box 139, Commerce Court West Postal Station Toronto, Ontario M5L 1E2

Coverage

The policy provides maximum compensation to covered participants according to the following schedule:

Illness and Accident

A. Medical Expenses	up to \$1,000,000*
B. Emergency Home Evacuation	up to \$50,000**
C. Family Member Reimbursement	up to \$50,000**
D. Home Repatriation	up to \$50,000**
- local burial	up to \$10,000
E. Accidental Death	up to \$35,000***
F. Accidental Disability	up to \$35,000***

Baggage and Property

G. Baggage and Property	up to \$2,800
- Valuable Property	up to \$1,400
H. Cash	up to \$400
I. Valuable Documents	up to \$700

Delay

J. Baggage Delay	Up to \$75 every 24 hours or part thereof, up to a maximum of \$225 (24 hour waiting period for Baggage Delay)
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Tour Cancellation and Interruption

K. Tour Cancellation	EF Tour price
L. Tour Interruption	Unused part of EF Tour price****
- Transportation extra cost	up to \$1,400
M. Additional Costs for Return Home due to Violent Outbreak	up to \$1,400
N. Accommodation Extra Cost	up to \$140 per day, up to a maximum of \$800
O. Delay due to Theft of Valuable Documents	up to a maximum of \$100 every 24 hours or part thereof, up to a maximum of \$500

*If You are not covered under a Canadian government health insurance plan on the date the claim is incurred, reimbursement for eligible Medical Expenses incurred will be limited to a maximum compensation of \$50,000.

**\$50,000 is the combined maximum compensation for B) Emergency Home Evacuation, C) Family Member Reimbursement and D) Home Repatriation.

*** Payments available under E) Accidental Death and F) Accidental Disability are not subject to a combined limit of coverage per Accident or injury and each provide separate limits of coverage.

**** "Unused" means the Participant's financial loss of any whole, partial or prorated prepaid "Non-Refundable Tour Payments."

If more than one claimant suffers a covered Accidental Death in the same event on the same EF Tour, then the Insurance Company will not pay more than \$10,000,000. If an event results in benefit amounts becoming payable, which when totalled, exceed \$10,000,000, then that amount will be divided proportionally among the claimants.

All amounts shown are in Canadian dollars.

Termination of Insurance

Coverage ends at the earliest of the following dates:

- when Your EF Tour has ended (including the time it takes You to travel via direct route to Your city of residence immediately after Your EF Tour ends);
- when You leave the EF Tour early if it is prior to the end of Your EF Tour; and
- when You return to Your city of residence.

If You have purchased the Optional Extension Coverage, coverage starts and ends based on Your requested travel dates organized by EF.

If the return from Your EF Tour is delayed or interrupted for reasons covered by the Certificate, coverage is extended until Your return to Your city of residence. If You are unable to travel due to a medical condition at the time when Your EF Tour ends, coverage is extended for up to 30 days or until Your Doctor confirms that You are able to travel, whichever comes first, subject to the terms and conditions of the Certificate.

Coverage provided under the **Tour Cancellation** section of the Certificate begins on the day EF receives payment of the premium and ends at the time of departure of Your EF Tour or when You cancel Your EF Tour, whichever date is earliest.

Submitting a claim

If a loss occurs, You should file a claim promptly. The claims process is set out in the Certificate under the section entitled **What to do if a Loss Occurs / How to File a Claim**.

In the event that You need to cancel or interrupt Your EF Tour, contact EF and Crawford & Company (Canada) Ltd. as soon as reasonably possible after the event which causes the Tour Cancellation or Tour Interruption.

EF Institute for Cultural Exchange Ltd. (also operating as EF Educational Tours)

EF Tours Canada Ltd. (also operating as EF Educational Tours)

80 Bloor St West, 16th Floor

Toronto, Ontario M5S 2V1

Telephone: 1 (800) 263-2806

Fax: 1 (800) 556-6046

Emergency Assistance while on tour:

Generali Global Assistance

Telephone: 1 (888) 748-9739 (toll free in the U.S. or Canada)

1 (240) 330-1476 (from other international locations, call collect)

Claims Handling:

Crawford & Company (Canada) Inc.

100 Milverton Drive, Suite 300

Mississauga, Ontario L5R 4H1

Attention: New CHUBB A&H Claim

Telephone: 1 (855) 897-8512

Fax: 1 (905) 602-0185
Email: newhumanriskclaims@crowco.ca



Educational Tours

2023 SAMPLE TOUR SCHEDULE:

CHARTING THE GALÁPAGOS ISLANDS

****Note:** The below is an example of how this tour may run. All times and durations are subject to change, and the order of activities may be switched or substituted as needed based on availability. **

****Note:** There are only 2 seasons in Ecuador – rainy and dry. There is little rainfall during the dry season, which extends from May – October, whereas rainy season is known for its bountiful precipitation (often scattered throughout the day) between the months of November – April. **

Day 1: Fly to Ecuador | Arrive into Quito

Depart North America today on a day flight to Ecuador. Most groups arrive in the evening. Upon arrival to the airport, the group will meet up with their Tour Director and should be prepared to wait up to 2 hours for consolidated groups to arrive. Afterwards, the group will transfer to the hotel for check in. Hotel rooms in Ecuador often have two double beds and students will be expected to share beds. Groups arriving before 8 PM into Quito will be provided a dinner at the hotel; groups arriving after 8 PM will not. Fees for checking a bag to/from Quito ARE included in the price of the traveler's tour. Fees for checking a bag from Quito to/from the Galápagos Islands ARE also included in the price of the traveler's tour.

Day 2: Tour of Quito | Church of la Compañía de Jesús | Intiñan Museum

- Morning: Group will depart the hotel for a Tour Director-led sightseeing tour of Quito (3 hrs). On their tour, travelers will explore the Plaza Grande, where they will visit the Church of la Compañía de Jesús (45 mins). *The sun is INCREDIBLY strong in Ecuador, so travelers should be diligent in using sunscreen, wearing hats/long sleeves, and staying hydrated. Temperatures can drop dramatically during the evening, so travelers should also make sure to pack a sweatshirt/layers.*
- Afternoon: Group will have free time for lunch, after which they will transfer to the Intiñan Museum (45 mins). Travelers will get to see the site at which the Equator runs through (1 hr), and witness the natural forces at work near the Equator. *All lunches will be included for the days on the Galápagos Islands, as well as for all days on the extension. Tap water in Ecuador is NOT safe to drink, so travelers should ensure to only drink water from pre-sealed containers.*
- Evening: Dinner will be included either in a local restaurant or at the hotel. *For safety reasons, there are next to no evening activities offered in Ecuador. The only exception is when groups are visiting the Galápagos Islands, where they will have free time to explore the local communities on the different islands.*

Day 3: Fly to Baltra Island | Twin Craters and Lava Tunnels | Santa Cruz Highlands | Charles Darwin Research Station

- Morning: Group will depart for the airport in Quito and board their flight to Baltra Island (2 hrs). Group will then transfer to Santa Cruz Island (30 mins), after which they will visit the Twin Craters and Lava Tunnels for a short hike and photo opportunity (1 hr). *Carry-on luggage is recommended given the amount of movement on this tour. No more than 44 lbs of luggage is allowed on flights to and from the Galápagos Islands. Travelers will be able to store luggage in their hotel in Quito. Flights often make an extra stop in Guayaquil – travelers will remain on plane as additional passengers board before continuing onto their final destination. Galápagos Local Guides are with the group during the duration of their stay on the Islands. Groups will be split up so that a maximum of 16 travelers will be with one guide.*
- Afternoon: Group will have an included lunch at the Santa Cruz Highlands, after which they will get the chance to see giant tortoises in the highlands (1 hr). The group will then visit the Charles Darwin Research Station for a guided tour of the research facility (2 hrs). *Many travelers often struggle with the large changes in altitude when traveling in Ecuador. Travelers should hydrate more than they normally would, and snack frequently throughout the day. Altitude sickness medication is also recommended.*
- Evening: Dinner will be included either in a local restaurant or at the hotel, with free time after.

Day 4: Travel to Isabela Island | Pink Flamingo Habitat | Tortoise Breeding Center | Tintoreras Lava Islet and Snorkeling

Note:

The above is an example of how this tour may run. All times and durations are subject to change, and the order of activities may be switched or substituted as needed based on availability.

- Morning: Group will depart for their transfer to Isabela Island by boat (2 – 3 hrs). *Boat transfers can vary in time depending upon the season. Water can be very choppy, so anti-nausea medication is recommended. Life jackets will be available for all travelers.*
- Afternoon: Group will have an included lunch, after which they will go on a hike past a pink flamingo habitat (1 hr), and visit a giant tortoise breeding center (2 hrs). Travelers will then go on a hike along the Tintoreras Lava Islet (1 hr), off of which they can also go snorkeling and potentially see flamingos, sea lions, and iguanas (1.5 hrs). The group will be accompanied by professional guides the entire time while in the water. *Masks, breathing tubes and life vests will be provided for all travelers.*
- Evening: Dinner will be included either in a local restaurant or at the hotel, with free time after.

Day 5: Travel to Santa Cruz Island | Tortuga Bay

- Morning: Group will depart for their transfer to Santa Cruz Island by boat (2 – 3 hrs). *Boat transfers can vary in time depending upon the season. Water can be very choppy, so anti-nausea medication is recommended. Life jackets will be available for all travelers.*
- Afternoon: Group will have an included lunch, after which they will go on a hike to Tortuga Bay beach which is home to a wide range of Galapagos Island wildlife species such as marine iguanas, lightfoot crab and brown pelicans. Travelers will also have some free time to relax on the Playa de los Alemanes beach.
- Evening: Dinner will be included either in a local restaurant or at the hotel, with free time after.

Day 6: Travel to San Cristóbal Island | Tijeretas Hill | Interpretation Center | Snorkeling

- Morning: Group will depart for their transfer to San Cristóbal Island by boat (2 – 3 hrs). *Boat transfers can vary in time depending upon the season. Water can be very choppy, so anti-nausea medication is recommended. Life jackets will be available for all travelers.*
- Afternoon: Group will have an included lunch, after which they will hike up Tijeretas Hill (1 hr). Travelers will then visit the San Cristóbal Interpretation Center (1.5 hrs), an educational center that teaches about the natural and human history of the islands. The group will then go snorkeling off of La Loberia Beach (1.5 hrs). The group will be accompanied by professional guides the entire time while in the water. *Masks, breathing tubes and life vests will be provided for all travelers.*
- Evening: Dinner will be included either in a local restaurant or at the hotel, with free time after.

Day 7: Free time on San Cristóbal Island | Fly to Quito

- Morning: Group will have a free morning on San Cristóbal Island.
- Afternoon: Group will depart for the airport on San Cristóbal Island and board their flight to Quito (2 hrs). *Flights often make an extra stop in Guayaquil – travelers will remain on plane as additional passengers board before continuing onto their final destination.*
- Evening: Dinner will be included either in a local restaurant or at the hotel.

Day 8: Travel to Otavalo | Local Artisan Demonstration | Cotacachi Waterfall | Depart for Home

- Morning: Group will depart for their transfer to Otavalo (1.5 hrs). Travelers will experience a weaving demonstration from a local artisan, and will learn about the processes behind spinning thread, dyeing it to a certain color, and then ultimately weaving together a piece (1.5 hrs).
- Afternoon: Group will have free time for lunch, after which they will have free time for shopping in the market. Travelers will then go on a short hike and visit the Cotacachi waterfall (1.5 hrs).
- Evening: Dinner will be included either in a local restaurant or the airport (depending on flight departure time). Group will then transfer to the airport for their overnight flight home.

Day 9: Arrive Home

Morning: Group will arrive back in the US.

3-Day Extension

Note:

The above is an example of how this tour may run. All times and durations are subject to change, and the order of activities may be switched or substituted as needed based on availability.

Day 9: Travel to Riobamba | Free Time in Andean Village | Devil's cauldron waterfall

- Morning: Group will depart for their transfer to Riobamba (4hrs). **edr
- Afternoon: Group will stop en route in an Andean village for an included lunch. Travelers will then have free time for shopping. Transfer on to visit the Devil's Cauldron waterfall near Banos. Transfer to hotel for evening (2 hr)
- Evening: Dinner will be included at the hotel, with free time after.

Day 10: Local Community Visit

- Morning: Group will depart from the hotel and transfer to spend a full-day with a local indigenous community in Guamote (1.5 hrs). Travelers will go on a guided tour of the community, where they can observe local flora and fauna and learn about the community's customs and culture.
- Afternoon: Group will have an included lunch with the community, after which they will continue to spend time with the locals. Depending upon the community, local exchange opportunities might include a school visit, playing soccer with local children, or even meeting with some of the elders in the community. The group will then travel back to Riobamba (1.5 hrs).
- Evening: Dinner will be included at the hotel, with free time after.

Day 11: Chimborazo wildlife reserve | Travel to Quito | Depart for Home

- Morning: Following breakfast the group will take the coach to the Chimborazo wildlife reserve (1- 1.5 hr). The park takes its name from the volcano which dominates the park. Students will spend time walking and hiking through the reserve – learning about the unique fauna and wildlife.
- Afternoon: Following lunch, the group will will transfer back to Quito (4 hrs).
- Evening: Group will then transfer to the airport for their overnight flight home. Dinner will be included either in a local restaurant or the airport (depending on flight departure time).

Day 12: Arrive Home

Morning: Group will arrive back home.

TIPPING

Tour Director: 7 days * \$7 - \$9/day = \$49 - \$63/traveler (add \$21 - \$27 for extension)

Bus Driver: 7 * \$3 - \$4/day = \$21 - \$28/traveler (add \$9 - \$12 for extension)

Boat Staff Tipping: 3 * \$2 - \$3/day = \$6 - \$9/traveler

Galápagos Local Guides: 5 * \$5/guide = \$25/traveler

Additional Local Tipping: none on base tour (add \$4 - \$6 for extension)

Total recommended per traveler = \$101 - \$125 (\$135 - \$170 for extension)

*Recommended tipping is in Canadian Dollars and does not include optional excursions.

Note:

The above is an example of how this tour may run. All times and durations are subject to change, and the order of activities may be switched or substituted as needed based on availability.



Your Price Quote

Charting the Galápagos Islands

Prepared For Christine DoSouto	Prepared On March 15, 2023
Your Tour Number 2644171RV	Your Tour Website www.efours.ca/2644171RV

Your travel details

Total Length
12 days

Departing From
Vancouver (BC)

Requested Travel Dates
Monday, March 18, 2024 - Friday, March 29, 2024

Your Departure Date Range

Earliest Sat. Mar. 16 Requested Mon. Mar. 18 Latest Wed. Mar. 20

Total Price

Price valid for travellers enrolled March 15, 2023 - March 31, 2023

<p>Student</p> <p style="font-size: 24px; font-weight: bold; color: red;">\$5,853</p> <p style="font-size: 12px;">or \$514 / 11 mos</p>	<p>Adult</p> <p style="font-size: 24px; font-weight: bold; color: red;">\$6,433</p> <p style="font-size: 12px;">or \$567 / 11 mos</p>
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Student Price Breakdown

Program Price (includes extension)	\$5,854
Peace of Mind	FREE
Global Travel Protection Plan	\$199
Early Enrollment Discount	-\$200

For every 6 paying travellers, 1 chaperone travels FREE

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/2644171RV.
- 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.

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.

* 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 fcav.gouv.qc.ca/en.

Your Tour Consultant

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

Recommended Consent Letter for Children Travelling Abroad

The following sample consent letter, provided by Global Affairs Canada, can be modified to meet your specific needs. For instructions and an interactive form you can use to create a customized letter, visit travel.gc.ca/letter.

To whom it may concern,

I / We,

_____ *full name(s) of parent(s) / person(s) / organization giving consent*

Address:

_____ *street address, city*

_____ *province/state, country*

Telephone and email:

_____ *telephone*

_____ *email*

am / are the parent(s), legal guardian(s) or other authorized person(s) or organization with custody rights, access rights or parental authority over the following child:

Information about travelling child

Name:

_____ *child's full name*

Date and place of birth:

_____ *dd/mm/yyyy*

_____ *city, province/territory*

Number and date of issue of passport (if available):

_____ *number*

_____ *dd/mm/yyyy*

Issuing authority of passport (if available):

_____ *country where passport was issued*

Birth certificate registration number

_____ *number*

Issuing authority of birth certificate

_____ *province / territory where birth certificate was issued*

Information about accompanying person (leave blank if child is travelling alone)

This child has my / our consent to travel alone or

This child has my / our consent to travel with

Name:

_____ *full name of accompanying person*

Relationship to child:

_____ *mother, father, grandparent, sister, brother, relative, friend, other*

Number and date of issue of passport:

_____ *number*

_____ *dd/mm/yyyy*

Issuing authority of passport:

_____ *country where passport was issued*

Contact information during trip

I / We give our consent for this child to travel to:

Destination(s):

_____ *name of destination country / countries*

Travel dates:

_____ *date of departure to date of return*

to stay with / at (if applicable)

_____ *name of person with whom child will be staying / hotel or other accommodation*

at the following address(es)

_____ *street address(es), city (cities)*

_____ *province(s)/state(s), country (countries)*

Telephone and email

This letter may be signed before a witness who has attained the age of majority (18 or 19, depending on the province or territory of residence) OR before a notary public (recommended).

Signature(s) of person(s) giving consent

Signature of witness

_____ *full name of witness*

_____ *signature(s) of person(s) giving consent*

_____ *signature of witness*

_____ *dd/mm/yyyy*

_____ *dd/mm/yyyy*

_____ *city, province/territory*

Questions regarding information in this consent letter should be directed to the person(s) or organization giving consent.

(seal)

Parental Authorization Form

Complete this form and have it notarized by a notary public. You must take this form with you on tour. Do not send it to EF.

_____ has our permission to travel to _____
(student's full name)

under the supervision of _____ on an educational tour in conjunction with EF
(Group Leader's full name)

Institute for Cultural Exchange, Ltd. from _____ to _____
(departure date) (return date)

Signature _____ Signature _____

Print name _____ Print name _____

Address _____ Address _____

Telephone (_____) _____ Telephone (_____) _____

Relationship to student _____ Relationship to student _____

Date _____ Date _____

Notarization section

On _____ before me, the undersigned, a notary public in and for said province
(date)

or territory, personally appeared _____, personally
(parent(s))

known to me or proved to me on the basis of satisfactory evidence to be the person whose name(s) _____
(is/are)

subscribed to the within instrument and acknowledged that _____ executed the same.
(he/she/they)

Witness my hand and official seal,

Signature _____
(notary public in and for said province or territory)

Please note: This form is not valid without notarization or without supplemental documentation required for entry into certain countries. Additional authorization is required for participants who were born in Costa Rica and are travelling to Costa Rica on their EF tour. This authorization is required regardless of whether they hold Canadian citizenship. For further information, please contact the Costa Rican embassy or consulate.



Educational Tours

Dear traveller,

We hope you're excited about your upcoming EF tour! Before you know it, you'll be exploring the world with your friends and classmates. That means it's time to prepare all travel documents you need for your tour.

Parental Authorization Form

Your tour requires that minors under the age of 18 present a Parental Authorization Form at the airport, indicating the traveller has permission to travel with the group. A parent or guardian must complete the form and have it notarized no earlier than 30 days prior to departure. This form can also be downloaded by logging in to your personalized website at eftours.ca/login and clicking on the 'Forms and Resources' tab.

Important information about the Parental Authorization Form:

The following information is from the consulates regarding the Parental Authorization Form. It is important to check with the nearest consulate(s) in your area since requirements may change. They can also answer any questions you may have.

- If parents of a minor are married, both parents must sign the form, even if one parent is accompanying the minor.
- If parents of a minor are divorced, the legal-custody parent must sign the form, and proof of divorce must be established on the form during notarization. Proof of divorce and a Court Order showing Sole Custody must also be taken with you on tour, as it may be required at the airport.
- In the case of a deceased parent, a death certificate is required during notarization. A copy of the death certificate must also be taken with you on tour, as it may be required at the airport.

You must take this Parental Authorization Form with you on tour. Please do not send it to EF. If you have any questions, don't hesitate to call us at 1-800-263-2806.

Sincerely,

The EF Team

Kristina Ross

From: Ravi Parmar <rparmar@sd62.bc.ca>
Sent: Saturday, March 11, 2023 4:34 PM
To: Kristina Ross
Subject: Fwd: Supporting equitable access to public transportation for all students
Attachments: TRANSIT FOR TEENS PARENTAL PERSPECTIVES REPORT.pdf; T4T Motion Kit.pdf

Kris - correspondence for the April public board meeting.

R

Ravi Parmar
 Chairperson, Board of Education
 School District No. 62 (Sooke)

From: Michael Penny <comms@singlemothersbc.org>
Sent: Tuesday, March 7, 2023 11:51:29 AM
To: Ravi Parmar <rparmar@sd62.bc.ca>
Subject: Supporting equitable access to public transportation for all students

CAUTION - EXTERNAL SENDER: This email originated from outside of School District 62. Do not click links or open attachments unless you have verified the sender and know the content is safe.

Good afternoon,

I hope this email finds you well. As the Chair of the Sooke School District, I wanted to bring to your attention an important and timely advocacy campaign called Transit for Teens (#TransitforTeens) that the Single Mothers' Alliance is currently leading. We believe that a concerted advocacy push coming from the School Districts will put real pressure on government to extend free public transit to all youth up to age 18, consequently our organization is seeking to work with trustees from across the Province to pass motions supporting this policy.

Access to public transportation is essential for many young people to attend school, extracurricular activities, and part-time jobs. However, the high cost of public transportation can be a significant barrier for low-income families, including single-parent households. We are pleased to share that motions have been passed by the Vancouver, New Westminster, and Powell River School Boards, and we are hoping to keep the momentum going.

Given your experience and commitment to promoting equitable access to education, we believe that supporting the SMA's "Transit for Teens" campaign would be in alignment with your perspectives. We have attached a Report on Parental Perspectives of a pilot version of this policy and a Motion Kit with sample motion language and supporting data for your consideration.

In addition, as a graduate of SD62 and an elected School Trustee to the Sooke School District, your perspective would be valuable in furthering this cause. We would be pleased to schedule a meeting with our campaign team to go over what support we can offer to you in bringing a motion like this forward.

Thank you for taking the time to read this email. We look forward to hearing from you soon.

Best regards,

Michael Penny (he/him)
Knowledge Mobilization Coordinator

Phone: 250-674-7750

Email: comms@singlemothersbc.org



While corresponding with myself or anyone else at the SMA, please be mindful of the personal information you disclose. Due to the Legal Aid Test Case in which we are a litigant, all records and correspondence of the SMA are discoverable and could potentially be disclosed to the Province. Please find further information [here](#).

SMA organizes on unceded xʷməθkʷiyəm (Musqueam), Skwxwú7mesh (Squamish), and səliwətaʔ (Tseil-Waututh) territories. We acknowledge the historical and present day impacts of colonization and recognize that poverty and gender inequality is interwoven with colonization, oppression and genocide.

#TRANSITFORTEENS

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SCHOOL BOARD MOTION KIT



GETTING A MOTION PASSED

Help raise awareness locally and provincially about the difference transit access for teens could have by visiting your School Board, local municipal or town council and asking elected representatives to pass a resolution that supports the #TransitforTeens campaign.

Start by meeting with local politicians to get them onside. Find out how to get a motion introduced and be prepared to speak at committee and/or council meetings. Use our sample resolution below as a starting point, and be sure to check our website singlemothersbc.org for other helpful resources you can use for research and background information.

SAMPLE RESOLUTION

WHEREAS every teenager aged 13 to 18 should have the right to access school and their communities; THEREFORE be it resolved

THAT the [GOVERNMENT BODY] endorse the Single Mothers' Alliance Transit for Teens Campaign; and in doing so, write a letter to the to the Mayors' Council on Regional Transportation, the board of directors of BC Transit, the Ministry of Transportation and Infrastructure, the Ministry of the Environment and Climate Change Strategy, the Office of the Premier, the Ministry of Social Development and Poverty Reduction, the Ministry of Education and Child Care, the Minister of State for Infrastructure and Transit, the Ministry of Children and Family Development, and the Select Standing Committee on Children and Youth to work with the provincial government to finalize and secure funding, and develop a plan that will provide free public transit for teens aged 13 to 18 in B.C.

WE ARE HERE TO HELP

If you would like any assistance crafting or introducing your motion please reach out to comms@singlemothersbc.org for assistance.

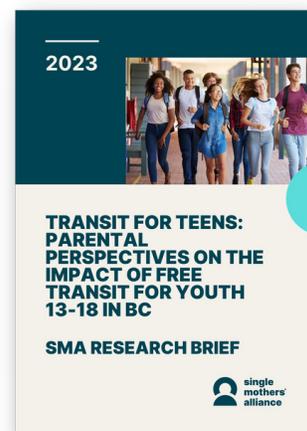


BACKGROUND INFORMATION

Encouraging students to use public transit can increase their independence and participation in employment and civic life (Akiyama, 2017; Gillmore, 2012; Relf, 2012; Sullivan, 2017; Tank, 2016). This extension can also help close the equity gap and reduce poverty (Cleverley, 2017; Griffin, 2019; Isitt, 2020; McManus, 2018; Van Brenk, 2016). Offering free transit to youth can incentivize a shift away from car travel (Todd, 2020), reduce the burden on parents to drive their teenagers around (Tweedie, 2007), and provide access to those in need (Thistle & Paget-Seekins, 2017; Van Brenk, 2016). Sustainability is a critical aspect of public transit, and the benefits of free public transit for teenagers in this regard cannot be overstated. Works by Isitt (2020), Kines (2020), and Schreck (2020) highlight the significance of promoting sustainable transit practices, especially among the younger population.

The Single Mothers' Alliance participated in **The City of Vancouver Reduced Fare Transit Pilot**, which provided 100 participants with free one-zone TransLink Compass Card passes for six months from October 2021 to the end of March 2022. **Our report** on the impact of the pilot program from their parent's perspective concluded:

- Transit access opened up the lives of teens and hugely impacted their ability to access school, after-school programs, volunteering, and social activities.
- Teenagers had increased access to services and supports they needed particularly true for mental health supports
- Parents reported that their teens' sense of inclusion, worth, and mental well-being were visibly affected by the free transit access.
- The pass also increased teenagers' confidence to explore opportunities and activities in their community.



QUICK FACTS

- There are approximately 509,480 British Columbians between the ages of 10-19, over 10% of population total (Statscan 2021).
- Pre-pandemic only 40% of youth reported they had a sense of community connectedness (B.C. Government 2016).
- Transportation is B.C.'s largest source of emissions. The Province's 2030 target is to reduce transportation emissions by about a third.

PUBLIC TRANSIT ENCOURAGES ACTIVE TRANSIT

Almost all public transit journeys include an element of active transportation (i.e. walking, cycling).

- A Vancouver study found using public transit to get to school increases daily physical activity (Gase et al., 2014)
- Public transit can be both a physically and socially active experience for young people (Jones et al 2012)



SAMPLE LETTER

The Honourable Rob Fleming, MLA
Minister of Transportation and Infrastructure
Province of British Columbia
E-mail: Minister.Transportation@gov.bc.ca

The Honourable David Eby, MLA
Premier of British Columbia
Office of the Premier
Province of British Columbia
E-mail: premier@gov.bc.ca

The Honourable Sheila Malcolmson, MLA
Minister of Social Development and Poverty Reduction
Province of British Columbia
E-mail: SDPR.minister@gov.bc.ca

The Honourable George Heyman, MLA
Minister of the Environment and Climate Change
Strategy & Minister Responsible for TransLink
Province of British Columbia
E-mail: ENV.Minister@gov.bc.ca

The Honourable Rachna Singh, MLA
Minister of Education and Child Care
Province of British Columbia
E-mail: EDUC.Minister@gov.bc.ca

The Honourable Mitzi Dean, MLA
Minister of Children and Family Development
Province of British Columbia
E-mail: MCF.Minister@gov.bc.ca

CC: Select Standing Committee on Children and Youth. Email: ChildrenandYouthCommittee@leg.bc.ca
CC: BC Transit, Board of Directors. Email: Sacha_Ravelli@bctransit.com
CC: The Mayors' Council on Regional Transportation. Email: mayorscouncil@translink.ca
CC: Kevin Falcon, MLA. E-mail: kevin.falcon.mla@leg.bc.ca
CC: Sonia Furstenau, MLA. E-mail: sonia.furstenau.MLA@leg.bc.ca

RE: Extending free transit to include youth 13-18 in all transit systems in BC

The [GOVERNMENT BODY] has recently approved a motion recognizing our support for "Transit for Teens" in BC. In advocating for this policy we would like to begin by expressing our deep gratitude to the province for making transit free for all youth 0-12 in BC as of September 2021. This bold and impactful policy innovation had an immediate and long-term impact on families in BC with children under twelve. We are writing today to appeal to you to build on this innovative policy solution and extend free transit to youth 13-18 in every transit system. Youth are currently excluded from this important program in BC. They do not deserve to be. Youth aged 13-18 in the crucial developmental stage of adolescence need basic mobility more than ever to thrive in every aspect of their lives. Our youths are the future of this province and our most valuable resource. We must ensure their right to access school and thrive while BC brings up new generations who choose sustainable transportation.

We advocate for the province to build on the success of the universal approach already in place and raise the eligibility age to eighteen. A universal approach ensures that no youth is left behind or singled out due to their socioeconomic status. We cannot separate the right of every youth to access their school from their access to the mobility to do so. For low-income youth transit access is a survival lifeline to access shelter, school, support services, health care, and food security.

We can no longer afford to leave our most valuable resource behind, our youth, and we must build a new culture of green transportation rooted in generations to come. Thank you for considering the extension of free transit up to the age of eighteen so all youth have the freedom to thrive in BC.

Sincerely,
[GOVERNMENT BODY]



**single
mothers'
alliance**

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2023



TRANSIT FOR TEENS: PARENTAL PERSPECTIVES ON THE IMPACT OF FREE TRANSIT FOR YOUTH 13-18 IN BC

SMA RESEARCH BRIEF



single
mothers'
alliance

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City of Vancouver Reduced Fare Transit Pilot

Transportation is inextricably linked to people's social and economic well-being and their ability to access the systems that support them. In September 2021, the City of Vancouver launched a pilot project to assess the impacts and benefits of free-fare transit for low-income city residents.

The **City of Vancouver Reduced Fare Transit Pilot** provided 100 participants with free one-zone TransLink Compass Card passes for six months from October 2021 to the end of March 2022. The Single Mothers' Alliance was one of four community partners invited to carry out the pilot project in collaboration with the City of Vancouver. Each community partner was responsible for recruiting an assigned number of participants and onboarding their own peer researchers.

The SMA was responsible for recruiting a total of 30 pilot participants. Three lone-caregiver peer researchers directly impacted by the issue were engaged and supported by SMA to carry out data collection and analysis.

SMA held optional focus groups to capture additional data from the pilot participants supervised by SMA. This report focuses on select data regarding free transit access for youth aged 13-18 from the additional focus groups held by SMA. A full report on the pilot project will be released by the City of Vancouver at a later date.

INTRODUCTION

RECRUITMENT CRITERIA



SMA RECRUITMENT CRITERIA INCLUDED THE FOLLOWING:

- ➔ Families who identified as low-income and who did not own a car or access any other form of subsidized transit.
- ➔ Lone caregiver-led families with single income households.
- ➔ Families residing in isolated neighbourhoods such as the Downtown Eastside and East Vancouver.
- ➔ Mothers escaping intimate partner violence living in transition homes in Vancouver.
- ➔ Low-income households with children under 12 already enjoying free transit and/or with teenagers over 12.
- ➔ Multi-generational households.

KEY FINDINGS - YOUTH

The SMA-led focus groups were guided by a set of open-ended questions and engaged the parents of youth aged 13-18 who received a transit pass in the project. Some parents held pilot transit passes themselves, and others did not.

This report shares a narrow scope of data regarding the impact of free transit on youth pilot participants aged 13-18 from their parent's perspective. A report on the full pilot project research data will be released at a later date by the City of Vancouver.

Access to activities

Parents expressed that unlimited and free transit access opened up the lives of their teens and hugely impacted their ability to access school, after-school programs, volunteering, and social activities.

Uptake of supports

Parents shared that their youth were able to increase access to the services and supports they needed. This was particularly true for those struggling with mental health issues and those accessing programs such as support groups and counseling.

Sense of inclusion

Parents reported that their youth's sense of inclusion, worth, and mental well-being were visibly affected by the free transit access. The ability for youth to move freely without persecution and judgement impacted their sense of belonging and connectedness.

Freedom to thrive

Parents reported that unlimited transit access for youth increased their confidence to explore opportunities and activities. The ability to explore helped them to no longer feel "left behind" and left out of activities and opportunities due to their socioeconomic status.

Data gathered about the experiences of free transit for youth aged 13-18 showed an extremely positive impact in most aspects of their lives.

ACCESS TO ACTIVITIES

Parent focus group participants were asked how the transit pass held by them and/or their youth affected their daily lives. The positive impact of unlimited transit access when it came to their youth's ability to carry out their basic activities and access daily needs such as shopping, attending doctor's appointments, and visiting parks and recreation places in the city for social activities and exercise was emphasized across all the focus groups. Ease of access to get to school, after-school programs, and work was cited as one of the main benefits of unlimited transit access by parents and their teenagers. Participants shared that previously, their inability to afford all the transit their youth needed and asked for limited their youth's access to work opportunities, school, after-school activities, and visiting green spaces in Vancouver.

“Use of transit definitely increased for my daughter. Her high school is only a block away, but through the COVID situation, she really wanted to start trying to go out more to see friends or to try to get to programming through her school. The pass really helped a lot to get her out. It helped her get out more. I've noticed a big change in her because of that pass.”



UPTAKE OF SUPPORTS

The parents of youth participants aged 13–18 indicated that, from their perspective, unlimited and free transit access for their teenagers meant an uptick in their access to available support both at school and within their community. Without the barrier of lack of mobility, parents noticed their teenagers making an increased effort to access support services, which led to an overall perception of improved mental well-being for low-income youth.

“

Just having that pass and being getting out to be able to go get the support that she needs. I [mean] like a program or something to get some help and direction and [deal with] whatever depression she's feeling - it, [the free pass], encouraged her to go. She didn't have to worry about, you know, 'do we have tickets?'

”



SENSE OF INCLUSION

Participants reported their youth shared with them a feeling of being judged when using transit when they could not afford to pay, and some said they experienced persecution and harassment. The ability to "afford" transit fares during the pilot improved their sense of inclusion and belonging to the city and their community. Being able to visit neighborhoods and recreational spaces outside of their immediate surroundings also contributed to an increased feeling of belonging rather than feeling 'stuck' in their neighbourhood.

It would be great to see them just take that one more step and cover the teens to Grade 12. I think those are the people that tremendously need it right now because of mental health and you know, isolation. Once COVID rules drop, they'll be able to get to groups and sessions and counseling more often as they need to or even just go out with friends and hang out. So, I would really like to see them just take that one more step and make transit free for kids and up until Grade 12.



FREEDOM TO THRIVE

Parents with youth who had free transit access for six months repeatedly cited the positive effect the free transit access had on building confidence in their youth to explore their surroundings and opportunities. They shared that free access to transit for youth encouraged them to become more independent in planning their daily activities and doing things on their own. For all participants, transit is the only means of transportation and takes up a significant amount of their income. According to parents and caregivers, accessing free transit for six months during the pilot allowed their families to save on transit and spend on other necessities and activities that benefited their families such as food, outings and activities fees for the whole family and for the children and youth.

“My son, he's got the pass and has actually joined a couple of afterschool programs now. The pass gets him to and from and he doesn't have to worry about whether or not he catches me in the morning to give him tickets, and to see if I even have enough tickets.”



IN THEIR WORDS

“

It's great and a blessing that we have transit systems that run all night with a short stint in between, and to know that my teenage son has a way of getting home without having to worry about whether or not he has cash. It has really allowed that freedom and the flexibility to be able to make it home every night instead of having to sleep at someone else's house. And, you know, [previously] he can't get home; he didn't have enough change and there were no stores open or, you know. For him to be able to access the transit to bring him home safely was a great, great peace of mind as a parent because it ensured that when I wake up in the morning, I know that my son is in bed.

”

“

Every time I handed the bus pass to my kid, he felt really like, wow, we have money on it. And we didn't have to say, oh, 'can you give us a ride here' to the bus driver, and he was so happy to actually tap it. And I was happy because he loves being on the bus. So, it also helped me to connect more with him because we would take long trips, we wouldn't just stay in this [our] area.

”

“

You know, sometimes my son was even asking the bus drivers for free rides because he doesn't have the tickets... So, it's really beneficial to just be able to present the pass and have it available. It has given him a lot of freedom to be able to be social, and to be out with his friends.

”

“

I really feel at peace. And I feel like 'normal' - I don't know what that means. But I feel like a normal human being... respected. And you feel like you are a member of the community because you're not looking at your shoulder for transit police or security.

”

“

What we relied on before COVID-19 was collecting tickets from family programs that we would attend. But because of COVID, there was no programming. And it was really difficult to acquire tickets for her [my teenager]. Now with COVID a lot of the programs are not buying tickets anymore. So, we're really dependent on having a pass. It would be great if they can continue it [the free passes] for sure. I think it would be very beneficial for a lot of teens to have free access to transit.

”

“

It's a good chunk of your finance that really goes into transit, especially when you're not doing a monthly pass. Because you think, oh, well, it's a shorter month, a school break in between or something, so you won't do a monthly pass, and then all of a sudden, you're actually spending a lot more, because now you're restricted with the 90 mins time limit.

”

We would like to extend a **special thank you** to all the City of Vancouver staff who supported our opportunity to carry out additional focus groups within the pilot project.

Thank you to the three SMA-based peer researchers who guided the research and carried out data collection and all focus group participants for their input and participation.

Thank you to Sammie Jo Rumbaua for her work recruiting participants from a diversity of communities and neighbourhoods in Vancouver. We would like to express our gratitude to the YWCA Metro Vancouver for outreach support to transition shelters to recruit mothers escaping gender-based violence to participate in the pilot.

Report prepared by:

Zeynya S. Alemayehu and Viveca Ellis for SMA.
Editing, support and design from Nikki Koutsochilis.

Contact

Single Mothers' Alliance

www.singlemothersbc.com

Research & Policy Lead:

zeynya@singlemothersbc.org

Sooke Music Teachers' Association

March 8th 2023

Letter to trustees and SBO regarding the current state of music education in SD62

Dear Mr. Palmer and all the SD62 trustees,

First, on behalf of the Sooke Music Teachers' Association (S.M.T.A.), let me say thank you for all you do for the schools in the district and the support you provide to staff. We know this support often comes with personal sacrifices and we are grateful for the level of care you provide to the public as you serve.

We, the S.M.T.A, felt it prudent to bring to your attention the shift in music education over the course of the last few years at the elementary level, what these changes have led to, and what we would like you to keep in your minds as schools reach and go over full capacity. Our district continues to grow at an incredible rate and we must be prepared to maintain and build upon the high standard of music education our students have come to love, expect, and benefit from. All data discussed below is current and was collected and collated February 2023 and is representative of the situation faced by current music teachers across 13 (of 19) elementary schools in our district.

At the start of the 2017-2018 school year, 100% of teacher's prep time was dedicated to 100 minutes of music education. Each music teacher had their own classroom, designated room or shared their space with a before/after school care program. We participated in whole district activities such as Music Monday at the Q-center for a number of years, and music programs across district were thriving.

Currently, 50-100% of teacher's prep time is dedicated to music education with 9 schools offering 80-110 minutes, 2 schools offering <80 minutes and 2 schools offering <55 minutes. 7 of these 13 elementary schools have been able to keep their own space or shared room, with 6 music teachers being removed from a dedicated music space. Those teachers are now teaching in shared spaces around the schools (e.g. the gym; library; or a shared multipurpose room- as seen in 4 schools), or off of a cart in the students' homerooms (as seen in 2 schools). Another 2 music teachers are set to lose their school's music room next year as the rooms will be turned into extra classrooms. As of September 2023, more than 50% of music teachers will be displaced from a room designated for music. These changes are due to the fact that prep teachers are not classed as enrolling teachers, therefore their spaces can be turned into 'classrooms' as more spaces are needed for excess students. Keep in mind, no other teacher is asked to give up their space and/or adapt their program like music teachers are in regards to the space and the perceived value of the programs they provide.

For the 7 schools whose music teachers currently have not had to be relocated, or their space reduced in size, programs have continued to thrive with multiple instruments being taught (including, but not limited to; drumming, ukulele, recorder, and ORFF). For every school that has removed the music teacher from their dedicated space, they [the music teacher] have been forced to condense their program offerings, and are unable to offer as rich and varied a program as they used to (for example, no instruments). Not to mention that storage in the school is often unavailable to keep instruments (that in most cases PACs have helped fundraise for), so they are often packed away or moved to another school, which perpetuates the inequality of instruction. Student engagement has also noticeably dropped when music teachers are moved to teach on a cart in homerooms.

These changes have led to major discrepancies. There has been a loss of an equitable high standard of instruction for students; a loss of an equitable amount of music instructional time for students; and a loss of equitable treatment of music teachers. This is especially true when we look at it from the perspective of Indigenous education in our district. Several years ago, music teachers were invited to take part in learning local Indigenous cultural songs that could then be taught to students as a way of bringing gifted Indigenous knowledge into the school. A few years ago, 13 Indigenous drums & rattles were gifted to each elementary school as a way of encouraging the songs to be taught and honoring the intentions of drumming circles. The thought behind this is that music teachers are in a unique position: we see every student in the school which makes it an equitable way of introducing and affirming Indigenous ways of knowing in our district.

Music is considered sacred and important in Indigenous culture. The loss of music rooms makes it difficult to properly pay tribute to our local Indigenous groups and foster the communal learning of oral tradition. Coming together to sing and perform in music classes are a natural way to integrate these aspects and provide a safe and inclusive space for all students. With the loss of a designated music classroom, all 5 areas of Development in the Primary Program (Aesthetic & Artistic, Emotional & Social, Intellectual, Social Responsibility, Physical Development & Wellbeing *B.C Curriculum 2000), that music teachers integrate into their units, are diminished. This is a disservice to our students.

Looking to the future, as prep time increases to 120 minutes starting in September and with another 1000 students reportedly joining our district, we respectfully ask that the SBO and its trustees keep in mind the need for sufficient, designated spaces for music programs in our schools. Many schools have more than 1 prep teacher, therefore dedicated space for these teachers is essential. Music teachers teach much of the Fine Arts curriculum to 200-500 students per week and our role and programs ensure extra-curricular activities like Choir, Winter Concerts, Spring concerts, Talent Shows, Recorder, and Ukulele Clubs etc. are available for the enrichment of all our students.

Many music teachers now face a hard choice between reducing their program to be taught off a cart, a different room less equipped for the subject, or going back to a classroom role which will lead to the loss of high-quality music educators in our district. Ensuring prep teachers have a dedicated space to teach in eliminates this choice, as well as ensures a continued high-quality standard of music education, which positively impacts school culture and opportunities.

We thank you for reading this information and hope we have shown you the importance of creating, and keeping space for music education and its educators in our schools. Our teachers and students deserve it!

Kind regards,

Jess Sketchley

Jessica Sketchley and the SMTA Executive Committee

Schools that participated in data findings:

Colwood Elementary,
Crystal View Elementary,
David Cameron Elementary,
Happy Valley Elementary
John Muir Elementary,
Pexsisen Elementary,
Poirier Elementary,
Ruth King Elementary
Sangster Elementary,
Saseenos Elementary,
Savory Elementary,
Willway Elementary,
Wishart Elementary.

Schools that did not participate:

Ecole John Stubbs,
Hans Helgeson Elementary,
Lakewood Elementary,
Port Renfrew Elementary,
Millstream Elementary,
Sooke Elementary.

A Framework for Teaching:

https://www2.gov.bc.ca/assets/gov/education/early-learning/teach/resources/primary_prog.pdf

OFFICE OF THE MAYOR

March 16, 2023

Board of Education Chair Ravi Parmar and Trustees
Sooke School District Board of Education
3143 Jacklin Road
Langford, BC V9B 5R1

Dear Ravi,

On behalf of Council, I am writing to you today in response to your letter dated March 8, 2023, as well as our own conversations regarding the District's request to the City to fund an artificial turf field at the South Langford Elementary School.

As you are aware, the City of Langford is a long-standing partner of the District and has contributed approximately \$3 million dollars towards District regulation size turf fields and lighting over the past five-years. This includes the financial commitment by the City of \$1.5 million dollars in advance of the District securing funding from the Province for the future North Langford Elementary School. This shows our clear commitment to the partnership with SD62, and provides more regulation size turf field access to local sport user groups.

We understand the upgrade to an artificial turf field over grass is a preference for the District. Unfortunately, the City is facing considerable financial demands to support a variety of overarching needs of the community. This includes significant requests from the YMCA, the West Shore RCMP, and the Langford Fire Department, to name a few. Over the last few years, the City kept annual tax increases low, which has caused significant compression on the financial demands of the City. The reality is, Council is facing budgetary decisions, which will have a considerable impact on the Langford taxpayer, something both myself and members of Council must take into careful consideration. The additional request of \$950,000 from the District for an artificial turf field for South Langford Elementary School could mean an additional 2.5% tax increase, should Gas Tax revenue be needed elsewhere, and is something Council must deliberate during the 2023 budget process.

In addition to the noted budget implications, City staff are reviewing the preliminary results of its Parks, Recreation and Trails Needs Assessment (commissioned last year), which, when completed, will be a tool used for guiding future parks and recreation planning. Preliminary findings received in early March found that the additions of the artificial turf fields at Centre Mountain Lellum Middle School and the soon to be finished field at North Langford Elementary School will provide sufficient programmable space, when taken with the other artificial turf fields already in Langford, until 2031 based on current population projections and sports team registration trends. I anticipate that Council will want to review

t 250.478.7882
e hello@langford.ca

2nd Floor, 877 Goldstream Avenue
Langford, BC V9B 2X8

Langford.ca

Langford

where it all happens

the preliminary Parks, Recreation and Trails Needs Assessment results prior to making a decision regarding SD62's request.

I also wish to note that it is my understanding that the proposed South Langford Elementary field will not be regulation size due to site constraints. Therefore, I expect that Council may also wish to consider if there are other locations that may be more suitable for an additional artificial turf field when the City considers funding artificial turf fields in the future.

While I recognize that the timing may be too late for SD62, it is the City's intention for Council to consider the District's request in the context of the preliminary Parks, Recreation and Trails Needs Assessment findings and in relation to other City budgetary pressures during the upcoming budget process.

In closing, I value the historical relationship between our two organizations, built on trust and respect, and despite the negative media coverage this week, I hope that we can move forward together for the betterment of the community.

Sincerely,



Mayor Scott Goodman
City of Langford





3143 Jacklin Road, Victoria, BC V9B 5R1
sd62.bc.ca | 250.474.9800

March 17, 2023

Mayor & Council
City of Langford
2nd Floor, 877 Goldstream Avenue
Langford, BC V9B 2X8

Dear Mayor Goodmanson and Council:

One of the fundamental beliefs of our Board of Education is that all education partners, staff and citizens in the communities we serve, have a role in supporting student learning, each with distinct responsibilities. It is extremely important that the Sooke School District and City of Langford continue to build and maintain a collaborative relationship in service to the families and residents of Langford.

Many years ago, the Sooke School District adopted the spirit of NA'TSA'MAHT meaning "Being of one mind, one spirit. Together, working side by side, supporting each other, walking together. Good mind, good spirit, for the good of our children, for the good of Mother Earth sustaining us." NA'TSA'MAHT leads how we do the work that we do and that is, together.

I would like to invite the City of Langford Council to meet with the Sooke School District Board of Education next month to continue our important work of improving today and building a tomorrow that we can all be proud of.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ravi Parmar".

Ravi Parmar
Board Chair
Sooke School District Board of Education



Kristina Ross

From: Ravi Parmar <rparmar@sd62.bc.ca>
Sent: Sunday, March 26, 2023 5:45 PM
To: Kristina Ross
Subject: FW: Expansion, growth and music programs

Hi Kris.

Correspondence for the next public board meeting.

R

-----Original Message-----

From: Laurel Parliament [REDACTED]
Sent: Friday, March 17, 2023 10:37 AM
To: Trustees <Trustees@sd62.bc.ca>
Subject: Expansion, growth and music programs

CAUTION - EXTERNAL SENDER: This email originated from outside of School District 62. Do not click links or open attachments unless you have verified the sender and know the content is safe.

Dear School District 62 Trustees,

Thank you for taking the time to read my email today. I am a SD 62 parent, Sooke Resident as well as a long-time employee of the district. As a parent and music teacher, I have growing concerns about the lack of permanence and protection for our Elementary Music Programs.

As you are hopefully aware, the rapid population growth of our area, means that many of our "bursting-at-the-seams" schools are being forced to close music rooms to make room for the addition of classroom divisions. In 2013-2014, music was put in as "prep" for all of our elementary schools. Now heading into ten years later, these strong, vital programs are being relegated to push-in carts, shared with Strong Start, shared with gym, or potentially even shared with library.

Designated music programs with thousands of dollars worth of equipment, supplies and instruments are being pushed into storage (or a shared space) so that a classroom can take over that space. I believe we are now at 5-6 schools where this has happened or will happen.

As you can imagine, the integrity of the original music programs are now at best "tested" and at worst threatened. The school I teach at, and my own child attends, is Saseenos Elementary. Right now we have 9 division classrooms, a library and a music room. I teach music and dance and am going into my tenth year (2023-2024) building a strong and diverse program dedicated to decolonizing the music room, providing a choir for all, as well as other clubs like ukulele and recorder. We offer Orff Instruments (xylophones), percussion, bucket drumming, ukulele, recorder, and more. The plan is to offer music, dance and drama next year as "prep time" expands to 120 minutes per division next year. If we grow by 10-15 more students, what will happen to this program? Will it be forced to share with the library, push-in to classes on a cart, or take over the gym? How will the other programs like PE, library, learning support be affected if spaces are not protected?

My question is, what is the school district going to do about this issue? Are we willing to look at creative solutions and add more spaces where they are desperately needed?

If we truly want to focus on EQUITY, how will removing designated fine arts spaces meet the needs of our diverse population? If we want qualified, highly trained (music) educators, we can't expect them to work off of a cart or share a space with a preschool program. If we want children who can learn to be anything as they grow, we have to provide spaces and equipment in which to truly spark their creativity and foster their grit, collaboration, and unique modes of learning.

I hope that you might take some time to see if we can work together to create a more sustainable plan for growth without sacrificing our children's access to quality, comprehensive fine arts programs and educators.

Yours in education,
Laurel Parliament
Sooke, BC (Saseenos Elementary)

Sent from my iPhone

Kristina Ross

From: Ravi Parmar <rparmar@sd62.bc.ca>
Sent: Saturday, April 8, 2023 10:44 PM
To: Kristina Ross
Cc: Amanda Dowhy
Subject: FW: Moose Hide Campaign

Hi Kris – can you please add this to the agenda for the next public board meeting?

R

From: Moose Hide Education Initiatives <education@moosehidecampaign.ca>
Sent: Friday, March 31, 2023 7:48 AM
To: Ravi Parmar <rparmar@sd62.bc.ca>
Subject: Moose Hide Campaign

CAUTION - EXTERNAL SENDER: This email originated from outside of School District 62. Do not click links or open attachments unless you have verified the sender and know the content is safe.

Hello Ravi,

My name is Alia and I am reaching out to you on behalf of the Moose Hide Campaign. The Moose Hide Campaign is a movement of Indigenous and non-Indigenous men and boys working together to end gender-based violence. The campaign has been brought into the lives of over 400, 000 youth through the K-12 education system and continues to grow each year! We have support from every province and territory and are making change thanks to the dedicated teachers and young people who are joining this reconciliation journey with us.

One of the main initiatives of the movement is the annual Moose Hide Campaign Day, which brings Canadians from coast to coast together to make tangible progress on reconciliation and the creation of a country free of violence. For this year's campaign day, we are excited to offer two livestreams, one for elementary grades and one for middle- and upper-year grades. We will have a variety of new video workshops and lesson plans for each grade level that are focused on reconciliation and change making. All the workshops and our livestreams will be available to registrants in advance of campaign day so you can create learning opportunities that work for your students and schedule. As our campaign is grounded in Indigenous medicine; all of our resources including lesson plans, workshops, and of course, the physical moose hide pins, are and will always remain free of charge.

I am sending along an invitation to Moose Hide Campaign Day 2023 because it is a unique and important opportunity for reconciliation in action for your school district. I hope that you will consider registering or sharing! If you have any questions or would like to discuss further, please do not hesitate to get in touch.

Best,

Alia Riza

Outreach & Engagement Officer

**You are invited to Moose Hide Campaign Day
on May 11, 2023.**

A free virtual event open to all Canadian schools!

Register your students to join schools from coast to coast to coast and join our movement!

This is a tangible Reconciliation in Action opportunity for schools in every corner of Canada.

[Register your class, school or entire district!](#)

On the day you can expect...

- Livestream options depending on grade level
 - Ceremony
- Cultural performances by Indigenous artists
 - Inspiring youth speakers
 - Intergenerational learning
- Engaging and interactive workshop options which are pre-recorded to use as a tool leading up to Moose Hide Campaign Day, on the day, or as follow up to the event the event.

Grounded in ceremony and Indigenous values, the Moose Hide Campaign is a grassroots movement inviting Indigenous and non-Indigenous men and boys, alongside all Canadians, to stand up against violence towards women, children, and all those along the gender continuum. Wearing a moose hide pin is an outward sign of your commitment to honour, respect, and protect the people in your life and to stand up against violence.

To learn more about the Moose Hide Campaign and our teaching resources, please visit our [website](#).

Don't forget to order your moose hide pins [here](#).

We look forward to welcoming you to our ceremony! Let's keep building a society free from violence.

~ The Moose Hide Campaign Team

Please forward the message on to the people and networks who may also be interested in joining Moose Hide Campaign Day 2023!

April 17, 2023

To: Sooke School District #62 Board Chairperson and Trustees
Re: SD62 International Student - Juan de Fuca Soccer Partnership

On behalf of the Juan de Fuca Soccer Board, I write to you with an expression of interest in a partnership with the District to better support extra-curricular soccer opportunities for international students. A proposed partnership would see JDF work with the International Student Department, international students and their host families to support their ability to enjoy organised competitive soccer during their time with the Sooke School District.

Our association has enjoyed a number of students participating in competitive soccer over the past few seasons, but there is a hurdle with ensuring a timely process to get the international players on the field. To receive international student clearance to play in Lower Island Soccer games including insurance is extremely time consuming and it can take months after they sign up to be able to play. This is where we see an opportunity to support international students. We were hoping to discuss with the Board if there was a way to see if students who are coming to the Sooke School District are interested in extra-curricular activities in the community such as soccer and pass on their information to JDF or other community associations before they arrive (with their permission to share). It allows us to begin the process much earlier and puts us in a position to get them on the field and participating as soon as possible.

With the support of the District, we could be sharing more of what our community can offer to international students and that's a "win-win" for both the District and community programming.

Our ongoing relationship with SD62 around venue rental and relations with different entities in the District, ties us together already and this is the next step of maturation of our partnership to integrate school and community programming. We also know that familiarity around a sport or activity can ease transitions and offer students another channel of support through friendship, physical activity and continuation of their growth in the activity or sport.

I would welcome the opportunity on behalf of the JDF Board to chat more and answer any questions you may have around the process and how this could look.

Thank you for your time.

Kevin Allen
Juan de Fuca Soccer President.
250-216-6447
president@jdfsoccer.ca

April 19, 2023

Acting Chair Amanda Dowhy
School District 62
3143 Jacklin Road,
Victoria, BC
V9B 5R1

Re: Support for Global Stewardship Project Motion

Acting Chair Amanda,

In 2001, following the terrorist attack on the World Trade Center, I was part of a delegation who traveled to New York to lend support to families of fallen firefighters. On September 15th, 4 days after the attack, Mayor Young, Staff Sgt. Brown, and I accompanied the firefighter families of deceased New York City firefighters to Ground Zero in an extremely emotional and moving ceremony to honor the 343 firefighters who lost their lives that fateful day.

As I stood amongst the rubble and grieving families, despite being numb with grief I was still acutely aware of the sights, smell, and sounds of those who continued to search in vain for survivors. Soon my thoughts turned to how and why anyone would want to take the lives of so many innocent souls.

After returning to Langford, we learned of coalition forces retaliating against terrorists in the Middle East. Still struggling to understand the heinous actions of 9-11, I began to look past military retaliation for the answer to my question.

The answer for me came through a United Nations spokesperson sharing her hypothesis on the how and why. She briefly said, "Desperate people will do desperate deeds," stating a fundamental fact of the human condition. When people have no food, no means of securing medical aid, no future for their children, they can easily be exploited and manipulated. They will look to find blame, and they will have the capacity to do unimaginable things.

So, rather than seeing military intervention as the answer, I looked to humanitarian efforts to address the underlying problem. My efforts were borne out of compassion for my fellow human beings because I have had the life experience to see myself in others. The projects I have been involved with sought to provide support through capacity building at individual and community levels. Equally important is humanitarian capacity building in the Sooke School District:

1. When students learn about other cultures, they can "connect" with others, and the result is that they will see themselves as not only part of their local community but also part of the global community.
2. When students embody that connection, they will understand that they too share in the responsibility of helping others, both locally and internationally.

Of course, the proposed Stewardship Program and those programs referenced in the agenda report are not only focused on learning about countries that are struggling. The programs involve learning about other cultures, traditions, religions, and food. In this way, the students will see that families across the world want the same fundamentals of life for their children.

If we are to truly embrace the values that we wish to pass on to tomorrow's citizens – today's students – I encourage the Board, like the other school districts in BC that have created a Global Stewardship Program, to adopt this motion.

I thank you in advance of your support for this motion, creating the learning environment for our students to make a difference on a global scale.

A handwritten signature in blue ink, appearing to read 'R. Beckett', with a stylized flourish at the end.

Bob Beckett

April 19, 2023

Acting Chair Amanda Dowhy

SD62

3143 Jacklin Rd.,

Victoria, BC

V9B5R1

Re: Support for Global Stewardship Project Motion

Acting Chair Amanda,

For the past 30 years I have had the pleasure and privilege to work with numerous civic minded folks in transforming Langford from a small unincorporated community into a city that is recognized throughout British Columbia for its appeal to families.

While I and others worked passionately to transform our community, ensuring that we had appropriate infrastructure, recreation facilities, beautification, academic opportunities, and public safety matters addressed, I always recognized that we shared in a global responsibility to assist others, especially following a significant natural or manmade disaster.

Having personally witnessed the impact from various disasters and seeing the value of having our community respond to disasters half the world away, I can attest to the importance and value of recognizing that we can and have repeatedly made a significant and long-lasting contribution to those in need.

When we look to the future, it will be our youth that will need to pick up the torch and lead by example, and when I read your report regarding the motion and associated report, I can't think of a better way to educate and motivate our current students to be not only good citizens, but humanitarians as well.

Thank you for your efforts to create a program that will in time nurture an individual's sense of responsibility to help within their own community but may instill in some to get involved on the world stage level.

Sincerely,



Stew Young

Dear School District 62,

We are writing to you today to express my deep concern about the possible removal of the music room in our daughter's elementary school, Colwood Elementary, due to a 10th division being added. We understand that this is also being discussed in other elementary schools in the district. As parents, we firmly believe that music education is an essential part of a child's overall development, and we urge you to reconsider this decision.

The music room is a place where children can express themselves creatively, learn new skills, and build confidence in themselves. It provides a safe and supportive environment where children can explore their musical interests, whether it be through singing, playing an instrument, or composing their own music. We have seen firsthand how our daughter's passion for music has grown and flourished thanks to the opportunities provided by the music room.

Music education has numerous benefits for children. Studies have shown that learning music can improve cognitive skills, memory, and language development. It also helps children to develop social skills, such as teamwork and communication, and to build self-esteem and confidence.

Removing the music room would not only deprive our child of these valuable experiences but would also be a disservice to the entire school community. It would be a significant loss for the students, teachers, and families who value music education and see it as an important part of a well-rounded education.

We would also like to add that our Parent Advisory Council (PAC) as well as our music teacher have made significant investments (thousands of dollars) in our music room. It is beautiful and well taken care of; there are full class sets of instruments including beautiful drums that our school collectively built with the guidance of our indigenous role models. Recently parents, staff and students attended a ceremony lead by our indigenous role models to bless these drums. It is unacceptable to think these drums may end up in a storage closet and brought from room to room. It is disrespectful not to mention the increased wear and tear on them and other instruments we have invested in.

We understand that budgetary constraints are a reality, but we urge you to consider the long-term benefits of music education for our children in a designated music room environment. Investing in music education now will pay dividends for years to come, both in the personal growth and development of our children and in the cultural enrichment of our community.

In conclusion, we implore you to keep the music room at Colwood Elementary school. We believe that music education is a vital component of a well-rounded, inclusive, education, and we are confident that you share this belief. Thank you for your consideration.

Sincerely,

Skye and Alan McBride

Committee Report of Resources Committee Meeting of April 11, 2023 via MS Teams

Present: Ebony Logins, Trustee (Committee Chair)
Amanda Dowhy, Trustee (Committee Member)
Trudy Spiller, Trustee (Committee Member)
Scott Stinson, Superintendent & CEO
Harold Cull, Secretary-Treasurer
Ed Berlando, STA
Trudy Court, CUPE
Ceilidh Deichmann, SPVPA
Pete Godau, Director of Facilities (virtual)
David Lee-Bonar, Assistant Secretary-Treasurer (virtual)

Staff: Nicole Gestwa, IT

1. CALL TO ORDER AND ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORIES

The meeting was called to order at 6:08 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 March 8, 2023, at its Public Board Meeting dated March 15, 2023.

3. PRESENTATIONS

4. BUSINESS

4.1 23/24 Operating Budget Development Process – Harold Cull

The budget development process for 23/24 school year continues. Based on feedback from stakeholder groups the budget priorities continue to be to: Early Learning Supports; Diversity, Equity and Inclusion; Mental Health and Wellness; and Growth. The Resources Committee discussed these four themes, and the Executive's budget plan to address each of



these priority areas. The Committee discussed the roughly \$21 M that is being added to next year's budget and the estimated impacts this funding will have on the system.

4.2 23/24 Annual Facilities Grant (AFG) Project Details – Pete Godau

Staff provided an overview of the 23/24 Annual Facilities Grant Project Details and discussed how the AFG Program fits into the overall minor capital program. The Committee asked staff questions about some of the programs and projects being considered for the upcoming year. The Committee supports the AFG plan being part of the Capital Plan Bylaw, to be discussed and considered by the Board of Education at the April 25, 2023 Board meeting.

4.3 23/24 Capital Plan Bylaw – Harold Cull

The School District received a formal response to its 23/24 Capital Plan Submission that was approved at the June 2022 Public Board Meeting. In summary, the District received support for seismic projects at Port Renfrew Elementary School and Sooke Elementary. As well as a HVAC update for Spencer Middle School, roofing upgrade to Millstream Elementary School, an energy upgrade to John Muir Elementary, an electrical upgrade to Savory Elementary School and a playground at Dunsmuir Middle School. The Committee discussed the positive news of the capital response letter on the seismic front and support the following two motions going forward to the Board of Education for consideration.

Motion Requested: That the Board of Education of School District 62 (Sooke) allow all three readings of the Capital Plan Bylaw 2023/24-CPSD62-01 at its meeting of April 25, 2023.

Motion Requested: That the Board of Education of School District 62 (Sooke) give first, second and third readings of the Capital Plan Bylaw 2023/24-CPSD62-01.

4.4 24/25 Capital Plan Submission – Harold Cull

The Committee began the discussion of reviewing the District's ask of government with their 24/25 Capital Plan Submission. This is the beginning of the process and staff will bring back a recommended plan for the Committee and Board of Education's consideration in May and June 2023.

5. **ADJOURNMENT AND NEXT MEETING DATE:** May 9, 2023



**CAPITAL BYLAW NO. 2023/24 – CPSD62-01
CAPITAL PLAN 2023/24**

WHEREAS in accordance with section 142 of the *School Act*, the Board of Education of School District No. 62 (Sooke) (hereinafter called the “Board”) has submitted a capital plan to the Minister of Education (hereinafter called the "Minister") and the Minister has approved the capital plan or has approved a capital plan with modifications,

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

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

NOW THEREFORE the Board enacts as follows:

- 1. The Capital Bylaw of the Board for the 2023/2024 Capital Plan as approved by the Minister, to include the supported capital project(s) specified in the letter addressed to the Secretary-Treasurer and Superintendent, dated March 9, 2023, is hereby adopted.
- 2. This Capital Bylaw may be cited as School District 62 (Sooke) Capital Bylaw No. 2023/24 – CPSD62-01.

READ A FIRST TIME THE 25th DAY OF April 2023;
READ A SECOND TIME THE 25th DAY OF April 2023;
READ A THIRD TIME, PASSED THE 25th DAY OF April 2023.

APPLY CORPORATE SEAL

Board Chair

Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original School District 62 (Sooke) Capital Bylaw No. 2023/24 – CPSD62-01 adopted by the Board the 25th day of April 2023.

Secretary-Treasurer

6. DELEGATIONS

6.1 Standing Delegations (STA, CUPE, PVP, SPEAC)

Both CUPE 459 and the STA focused on several areas in the budget which included attendance support, LA/IS teacher time and case loads, funding beyond designations, counselling time, additional ECEs and the budget survey that was partially conducted over spring break.

7. FINANCE, FACILITIES AND SERVICES

7.1 23/24 Budget Plan Discussion

The Committee discussed the budget presentation and the challenges of ensuring the budget priorities are met from an operational and capital perspective. Several areas of the budget were discussed by the Committee and included:

- Professional development;
- Classrooms that have been repurposed;
- Transportation;
- Attendance support and wellness;
- Childcare and ECEs;
- Staff Affordability Fund;
- Inflation;
- Staffing ratios; and
- The financial reserve.

Staff were able to provide responses to questions raised in support of the Board's 1st reading of the Annual Budget Bylaw scheduled for April 25, 2023.

8. ADJOURNMENT

The meeting was adjourned at 8:27 p.m.

Certified Correct:

Interim Chairperson of the Board

Secretary-Treasurer



Board Info Note
Public Board Meeting
April 25, 2023
Agenda Item: 7.3 – 23/24 Annual Budget Bylaw

Background

- The District has been working through the 23/24 budget development process since the middle of February and staff have now drafted a recommended plan for the Board to consider tonight and on May 23rd
- The attached Annual Budget Bylaw and Ministry template were part of the package and discussion held on April 18th at the Board’s Committee of the Whole (COW)
- As no formal direction was received from the Board at the COW meeting, staff are asking the Board to review and debate the budget plan presented prior to considering the 1st reading of the bylaw at their meeting tonight

Prepared by: Harold Cull, Secretary Treasurer

ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 62 (SOOKE) (called the "Board") to adopt the Annual Budget of the Board for the fiscal year 2023/2024 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

1. The Board has complied with the provisions of the *Act*, Ministerial Orders, and Ministry of Education and Child Care Policies respecting the Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 62 (Sooke) Annual Budget Bylaw for fiscal year 2023/2024.
3. The attached Statement 2 showing the estimated revenue and expense for the 2023/2024 fiscal year and the total budget bylaw amount of \$205,967,471 for the 2023/2024 fiscal year was prepared in accordance with the *Act*.
4. Statement 2, 4 and Schedules 2 to 4 are adopted as the Annual Budget of the Board for the fiscal year 2023/2024.

READ A FIRST TIME THE 25th DAY OF APRIL, 2023;

READ A SECOND TIME THE 23rd DAY OF MAY, 2023;

READ A THIRD TIME, PASSED AND ADOPTED THE 23rd DAY OF MAY, 2023;

Chairperson of the Board

(Corporate Seal)

Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 62 (Sooke) Annual Budget Bylaw 2023/2024, adopted by the Board the 23rd DAY OF MAY, 2023.

Secretary Treasurer

Annual Budget

School District No. 62 (Sooke)

June 30, 2024

School District No. 62 (Sooke)

June 30, 2024

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*NOTE - Statement 1, Statement 3, Statement 5, Schedule 1 and Schedules 4A - 4D are used for Financial Statement reporting only.

ANNUAL BUDGET BYLAW

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READ A SECOND TIME THE 23rd DAY OF MAY, 2023;

READ A THIRD TIME, PASSED AND ADOPTED THE 23rd DAY OF MAY, 2023;

Chairperson of the Board

(Corporate Seal)

Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 62 (Sooke) Annual Budget Bylaw 2023/2024, adopted by the Board the 23rd DAY OF MAY, 2023.

Secretary Treasurer

School District No. 62 (Sooke)

Annual Budget - Revenue and Expense
Year Ended June 30, 2024

	2024 Annual Budget	2023 Amended Annual Budget
Ministry Operating Grant Funded FTE's		
School-Age	13,330,000	12,763,875
Adult	16,500	99,438
Total Ministry Operating Grant Funded FTE's	13,346,500	12,863,313
Revenues	\$	\$
Provincial Grants		
Ministry of Education and Child Care	182,231,009	163,941,392
Tuition	6,879,749	6,899,749
Other Revenue	3,876,766	5,036,317
Rentals and Leases	502,500	502,500
Investment Income	363,875	370,395
Amortization of Deferred Capital Revenue	11,034,978	9,581,173
Amortization of Deferred Capital Revenue - For Lease	61,477	61,477
Total Revenue	204,950,354	186,393,003
Expenses		
Instruction	168,514,190	151,717,077
District Administration	7,121,344	6,870,183
Operations and Maintenance	26,040,348	23,942,726
Transportation and Housing	3,941,589	3,951,925
Total Expense	205,617,471	186,481,911
Net Revenue (Expense)	(667,117)	(88,908)
Budgeted Allocation (Retirement) of Surplus (Deficit)	156,344	3,111,224
Budgeted Surplus (Deficit), for the year	(510,773)	3,022,316
Budgeted Surplus (Deficit), for the year comprised of:		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	(510,773)	3,022,316
Budgeted Surplus (Deficit), for the year	(510,773)	3,022,316

School District No. 62 (Sooke)

Annual Budget - Revenue and Expense

Year Ended June 30, 2024

	2024	2023 Amended
	Annual Budget	Annual Budget
Budget Bylaw Amount		
Operating - Total Expense	159,926,129	145,344,959
Operating - Tangible Capital Assets Purchased		1,654,418
Special Purpose Funds - Total Expense	32,475,454	29,362,862
Capital Fund - Total Expense	13,215,888	11,774,090
Capital Fund - Tangible Capital Assets Purchased from Local Capital	350,000	350,000
Total Budget Bylaw Amount	205,967,471	188,486,329

Approved by the Board

Signature of the Chairperson of the Board of Education

Date Signed

Signature of the Superintendent

Date Signed

Signature of the Secretary Treasurer

Date Signed

School District No. 62 (Sooke)
 Annual Budget - Changes in Net Financial Assets (Debt)
 Year Ended June 30, 2024

	2024	2023 Amended
	Annual Budget	Annual Budget
	\$	\$
Surplus (Deficit) for the year	<u>(667,117)</u>	<u>(88,908)</u>
Effect of change in Tangible Capital Assets		
Acquisition of Tangible Capital Assets		
From Operating and Special Purpose Funds		(1,654,418)
From Local Capital	(350,000)	(350,000)
From Deferred Capital Revenue		(21,747,390)
Total Acquisition of Tangible Capital Assets	<u>(350,000)</u>	<u>(23,751,808)</u>
Amortization of Tangible Capital Assets	<u>11,895,751</u>	10,461,149
Total Effect of change in Tangible Capital Assets	<u>11,545,751</u>	<u>(13,290,659)</u>
	<u>-</u>	<u>-</u>
(Increase) Decrease in Net Financial Assets (Debt)	<u><u>10,878,634</u></u>	<u><u>(13,379,567)</u></u>

School District No. 62 (Sooke)
Annual Budget - Operating Revenue and Expense
Year Ended June 30, 2024

	2024 Annual Budget	2023 Amended Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education and Child Care	151,437,995	135,536,363
Tuition	6,879,749	6,899,749
Other Revenue	945,666	945,666
Rentals and Leases	502,500	502,500
Investment Income	353,875	353,875
Total Revenue	160,119,785	144,238,153
Expenses		
Instruction	136,375,613	122,691,092
District Administration	7,121,344	6,870,183
Operations and Maintenance	13,116,992	12,407,348
Transportation and Housing	3,312,180	3,376,336
Total Expense	159,926,129	145,344,959
Net Revenue (Expense)	193,656	(1,106,806)
Budgeted Prior Year Surplus Appropriation	156,344	3,111,224
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased		(1,654,418)
Local Capital	(350,000)	(350,000)
Total Net Transfers	(350,000)	(2,004,418)
Budgeted Surplus (Deficit), for the year	-	-

School District No. 62 (Sooke)

Annual Budget - Schedule of Operating Revenue by Source
Year Ended June 30, 2024

	2024 Annual Budget	2023 Amended Annual Budget
	\$	\$
Provincial Grants - Ministry of Education and Child Care		
Operating Grant, Ministry of Education and Child Care	150,612,444	129,597,913
ISC/LEA Recovery	(515,866)	(515,866)
Other Ministry of Education and Child Care Grants		
Pay Equity	931,052	931,052
Funding for Graduated Adults	40,000	40,000
Student Transportation Fund	358,365	358,365
FSA Scorer Grant	12,000	12,000
Labour Settlement Funding		5,112,899
Total Provincial Grants - Ministry of Education and Child Care	151,437,995	135,536,363
Tuition		
Continuing Education	90,000	110,000
International and Out of Province Students	6,789,749	6,789,749
Total Tuition	6,879,749	6,899,749
Other Revenues		
Funding from First Nations	515,866	515,866
Miscellaneous		
Grants for Crossing Guards	70,000	70,000
Rebates	51,000	51,000
SGF Discretionary	200,000	200,000
Miscellaneous	108,800	108,800
Total Other Revenue	945,666	945,666
Rentals and Leases	502,500	502,500
Investment Income	353,875	353,875
Total Operating Revenue	160,119,785	144,238,153

School District No. 62 (Sooke)

Annual Budget - Schedule of Operating Expense by Object
Year Ended June 30, 2024

	2024	2023 Amended
	Annual Budget	Annual Budget
	\$	\$
Salaries		
Teachers	60,310,293	54,564,115
Principals and Vice Principals	9,909,659	9,745,939
Educational Assistants	16,600,332	13,552,784
Support Staff	15,209,931	13,727,935
Other Professionals	5,506,595	5,281,009
Substitutes	6,173,919	5,437,225
Total Salaries	113,710,729	102,309,007
Employee Benefits	29,188,926	26,065,358
Total Salaries and Benefits	142,899,655	128,374,365
Services and Supplies		
Services	7,343,233	7,631,049
Professional Development and Travel	1,063,697	1,068,586
Rentals and Leases	311,891	386,891
Dues and Fees	153,156	153,156
Insurance	522,651	467,651
Supplies	5,790,202	5,456,617
Utilities	1,815,844	1,780,844
Bad Debt	25,800	25,800
Total Services and Supplies	17,026,474	16,970,594
Total Operating Expense	159,926,129	145,344,959

School District No. 62 (Sooke)

Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2024

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	\$	\$	\$	\$	\$	\$	\$
1 Instruction							
1.02 Regular Instruction	51,036,397	261,836	158,187	2,368,670	533,374	4,387,991	58,746,455
1.03 Career Programs	245,412			206,505		13,781	465,698
1.07 Library Services	556,467			311,682		6,424	874,573
1.08 Counselling	2,021,227					1,120	2,022,347
1.10 Special Education	4,060,063	282,781	16,080,145	109,172	1,219,585	892,304	22,644,050
1.30 English Language Learning	791,339			131,512			922,851
1.31 Indigenous Education	600,500	253,700	362,000	89,350		41,600	1,347,150
1.41 School Administration		8,685,767		2,681,761		242,544	11,610,072
1.61 Continuing Education				30,938			30,938
1.62 International and Out of Province Students	987,813	273,907		352,000			1,613,720
Total Function 1	60,299,218	9,757,991	16,600,332	6,281,590	1,752,959	5,585,764	100,277,854
4 District Administration							
4.11 Educational Administration		151,668			896,716		1,048,384
4.40 School District Governance					147,500		147,500
4.41 Business Administration	11,075			651,443	2,241,174	119,262	3,022,954
Total Function 4	11,075	151,668	-	651,443	3,285,390	119,262	4,218,838
5 Operations and Maintenance							
5.41 Operations and Maintenance Administration				130,693	151,980		282,673
5.50 Maintenance Operations				5,742,002	216,493	383,263	6,341,758
5.52 Maintenance of Grounds				594,113	-		594,113
5.56 Utilities							-
Total Function 5	-	-	-	6,466,808	368,473	383,263	7,218,544
7 Transportation and Housing							
7.41 Transportation and Housing Administration				127,445	99,773		227,218
7.70 Student Transportation				1,682,645		85,630	1,768,275
Total Function 7	-	-	-	1,810,090	99,773	85,630	1,995,493
9 Debt Services							
Total Function 9	-	-	-	-	-	-	-
Total Functions 1 - 9	60,310,293	9,909,659	16,600,332	15,209,931	5,506,595	6,173,919	113,710,729

School District No. 62 (Sooke)

Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2024

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2024 Annual Budget	2023 Amended Annual Budget
	\$	\$	\$	\$	\$	\$
1 Instruction						
1.02 Regular Instruction	58,746,455	15,574,754	74,321,209	4,285,744	78,606,953	70,213,743
1.03 Career Programs	465,698	130,525	596,223	355,730	951,953	953,555
1.07 Library Services	874,573	225,393	1,099,966	45,194	1,145,160	2,516,165
1.08 Counselling	2,022,347	529,123	2,551,470	6,237	2,557,707	2,787,815
1.10 Special Education	22,644,050	5,825,853	28,469,903	624,549	29,094,452	21,585,936
1.30 English Language Learning	922,851	240,334	1,163,185	160,000	1,323,185	2,635,688
1.31 Indigenous Education	1,347,150	349,425	1,696,575	423,825	2,120,400	2,003,534
1.41 School Administration	11,610,072	2,693,651	14,303,723	669,998	14,973,721	14,375,962
1.61 Continuing Education	30,938	6,005	36,943	19,500	56,443	73,055
1.62 International and Out of Province Students	1,613,720	377,032	1,990,752	3,554,887	5,545,639	5,545,639
Total Function 1	100,277,854	25,952,095	126,229,949	10,145,664	136,375,613	122,691,092
4 District Administration						
4.11 Educational Administration	1,048,384	220,231	1,268,615	596,592	1,865,207	1,825,090
4.40 School District Governance	147,500	9,500	157,000	132,088	289,088	314,088
4.41 Business Administration	3,022,954	692,025	3,714,979	1,252,070	4,967,049	4,731,005
Total Function 4	4,218,838	921,756	5,140,594	1,980,750	7,121,344	6,870,183
5 Operations and Maintenance						
5.41 Operations and Maintenance Administration	282,673	65,765	348,438	376,918	725,356	1,100,108
5.50 Maintenance Operations	6,341,758	1,629,520	7,971,278	1,516,016	9,487,294	8,502,817
5.52 Maintenance of Grounds	594,113	146,032	740,145	348,353	1,088,498	1,023,579
5.56 Utilities	-	-	-	1,815,844	1,815,844	1,780,844
Total Function 5	7,218,544	1,841,317	9,059,861	4,057,131	13,116,992	12,407,348
7 Transportation and Housing						
7.41 Transportation and Housing Administration	227,218	55,648	282,866	57,991	340,857	432,446
7.70 Student Transportation	1,768,275	418,110	2,186,385	784,938	2,971,323	2,943,890
Total Function 7	1,995,493	473,758	2,469,251	842,929	3,312,180	3,376,336
9 Debt Services						
Total Function 9	-	-	-	-	-	-
Total Functions 1 - 9	113,710,729	29,188,926	142,899,655	17,026,474	159,926,129	145,344,959

School District No. 62 (Sooke)

Annual Budget - Special Purpose Revenue and Expense
Year Ended June 30, 2024

	2024	2023 Amended
	Annual Budget	Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education and Child Care	29,534,354	25,255,691
Other Revenue	2,931,100	4,090,651
Investment Income	10,000	16,520
Total Revenue	32,475,454	29,362,862
Expenses		
Instruction	32,138,577	29,025,985
Operations and Maintenance	336,877	336,877
Total Expense	32,475,454	29,362,862
Budgeted Surplus (Deficit), for the year	-	-

School District No. 62 (Sooke)

Annual Budget - Changes in Special Purpose Funds
Year Ended June 30, 2024

	Annual Facility Grant	Learning Improvement Fund	Scholarships and Bursaries	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP	CommunityLINK	Classroom Enhancement Fund - Overhead
	\$	\$	\$	\$	\$		\$	\$	\$
Deferred Revenue, beginning of year	-	-	-	-	-	-	-	-	-
Add: Restricted Grants									
Provincial Grants - Ministry of Education and Child Care	336,877	570,089			192,000	41,650	339,831	789,819	1,564,934
Other				2,000,000				46,000	
Investment Income			10,000						
	336,877	570,089	10,000	2,000,000	192,000	41,650	339,831	835,819	1,564,934
Less: Allocated to Revenue	336,877	570,089	10,000	2,000,000	192,000	41,650	339,831	835,819	1,564,934
Deferred Revenue, end of year	-	-	-	-	-	-	-	-	-
Revenues									
Provincial Grants - Ministry of Education and Child Care	336,877	570,089			192,000	41,650	339,831	789,819	1,564,934
Other Revenue				2,000,000				46,000	
Investment Income			10,000						
	336,877	570,089	10,000	2,000,000	192,000	41,650	339,831	835,819	1,564,934
Expenses									
Salaries									
Teachers							45,000		30,217
Principals and Vice Principals								46,000	
Educational Assistants		445,382							186,516
Support Staff				8,000	125,000			54,500	153,602
Other Professionals								165,000	
Substitutes				15,000	10,000	19,500		15,000	872,462
	-	445,382	-	23,000	135,000	19,500	45,000	280,500	1,242,797
Employee Benefits		124,707		5,750	33,000	5,950	11,000	67,000	282,476
Services and Supplies	336,877		10,000	1,971,250	24,000	16,200	283,831	488,319	39,661
	336,877	570,089	10,000	2,000,000	192,000	41,650	339,831	835,819	1,564,934
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 62 (Sooke)

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2024

	Classroom Enhancement Fund - Staffing	First Nation Student Transportation	Mental Health in Schools	Changing Results for Young Children	Seamless Day Kindergarten	SEY2KT (Early Years to Kindergarten)	ECL Early Care & Learning	School Food Programs	Youth Work Trades
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year	-	-	-	-	-	-	-	-	-
Add: Restricted Grants									
Provincial Grants - Ministry of Education and Child Care	23,798,000	29,044	51,000	6,000	55,400	19,000	175,000	1,565,710	
Other									30,000
Investment Income									
	23,798,000	29,044	51,000	6,000	55,400	19,000	175,000	1,565,710	30,000
Less: Allocated to Revenue	23,798,000	29,044	51,000	6,000	55,400	19,000	175,000	1,565,710	30,000
Deferred Revenue, end of year	-	-	-	-	-	-	-	-	-
Revenues									
Provincial Grants - Ministry of Education and Child Care	23,798,000	29,044	51,000	6,000	55,400	19,000	175,000	1,565,710	
Other Revenue									30,000
Investment Income									
	23,798,000	29,044	51,000	6,000	55,400	19,000	175,000	1,565,710	30,000
Expenses									
Salaries									
Teachers	18,932,379						36,000		25,000
Principals and Vice Principals							40,000		
Educational Assistants									
Support Staff					40,000		6,000		
Other Professionals									
Substitutes			10,000			5,000	38,000		
	18,932,379	-	10,000	-	40,000	5,000	120,000	-	25,000
Employee Benefits	4,865,621		2,000		14,300	1,000	34,000		5,000
Services and Supplies		29,044	39,000	6,000	1,100	13,000	21,000	1,565,710	
	23,798,000	29,044	51,000	6,000	55,400	19,000	175,000	1,565,710	30,000
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 62 (Sooke)

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2024

	Academies	Artstarts	Donations	Theatres	TOTAL
	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year	-	-	-	-	-
Add: Restricted Grants					
Provincial Grants - Ministry of Education and Child Care					29,534,354
Other	806,000	7,600	40,000	1,500	2,931,100
Investment Income					10,000
	806,000	7,600	40,000	1,500	32,475,454
Less: Allocated to Revenue	806,000	7,600	40,000	1,500	32,475,454
Deferred Revenue, end of year	-	-	-	-	-
Revenues					
Provincial Grants - Ministry of Education and Child Care					29,534,354
Other Revenue	806,000	7,600	40,000	1,500	2,931,100
Investment Income					10,000
	806,000	7,600	40,000	1,500	32,475,454
Expenses					
Salaries					
Teachers	70,000				19,138,596
Principals and Vice Principals	20,000				106,000
Educational Assistants					631,898
Support Staff	60,000				447,102
Other Professionals					165,000
Substitutes	9,300				994,262
	159,300	-	-	-	21,482,858
Employee Benefits	38,000				5,489,804
Services and Supplies	608,700	7,600	40,000	1,500	5,502,792
	806,000	7,600	40,000	1,500	32,475,454
Net Revenue (Expense)	-	-	-	-	-

School District No. 62 (Sooke)
 Annual Budget - Capital Revenue and Expense
 Year Ended June 30, 2024

	2024 Annual Budget			2023 Amended Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
Revenues				
Provincial Grants				
Ministry of Education and Child Care	1,258,660		1,258,660	3,149,338
Amortization of Deferred Capital Revenue	11,034,978		11,034,978	9,581,173
Amortization of Deferred Capital Revenue - For Lease	61,477		61,477	61,477
Total Revenue	12,355,115	-	12,355,115	12,791,988
Expenses				
Operations and Maintenance	1,320,137		1,320,137	1,312,941
Amortization of Tangible Capital Assets				
Operations and Maintenance	11,266,342		11,266,342	9,885,560
Transportation and Housing	629,409		629,409	575,589
Total Expense	13,215,888	-	13,215,888	11,774,090
Net Revenue (Expense)	(860,773)	-	(860,773)	1,017,898
Net Transfers (to) from other funds				
Tangible Capital Assets Purchased			-	1,654,418
Local Capital		350,000	350,000	350,000
Total Net Transfers	-	350,000	350,000	2,004,418
Other Adjustments to Fund Balances				
Tangible Capital Assets WIP Purchased from Local Capital	350,000	(350,000)	-	
Total Other Adjustments to Fund Balances	350,000	(350,000)	-	
Budgeted Surplus (Deficit), for the year	(510,773)	-	(510,773)	3,022,316

**COMMITTEE REPORT OF THE
EDUCATION-POLICY COMMITTEE
School Board Office
April 4, 2023 – 6:00 p.m.**

Present: Allison Watson, Trustee (Committee Chair)
Russ Chipps, Trustee (Committee Member)
Amanda Culver, STA
Lou Leslie, CUPE
Georgette Walker, SPVPA
Scott Stinson, Superintendent/CEO
Monica Braniff, Associate Superintendent
Windy Beadall, Acting Associate Superintendent

Guests: David Lee-Bonar, Heather Lait

Regrets: Cendra Beaton, Trustee (Committee Member), Paul Block, Associate Superintendent, Sandra Arnold (SPEAC)

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 Chair, Allison Watson**

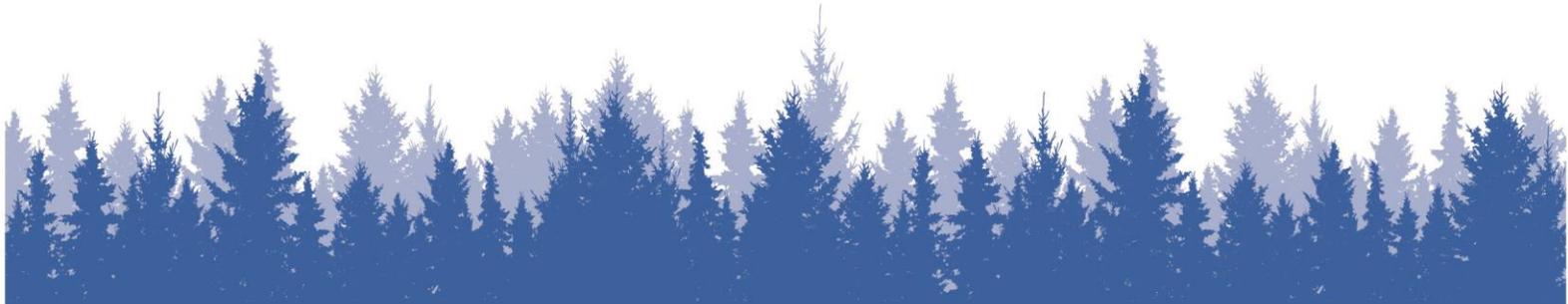
Chair Watson reiterated the work that has been done with regard to reconciliation. She reflected on last month's presentation on the SENĆOŦEN language legacy project. Some reflective comments were made by the Chair, Superintendent, Board Chair Ravi Parmar and committee member Georgette Walker on language and importance of it being reflected in our schools.

3. **COMMITTEE REPORT** of March 7, 2023 Education-Policy Committee meeting

The committee report for the March 7, 2023 Education-Policy Committee meeting was received by the committee. No errors or omissions were noted.

4. **BAA COURSE PROPOSALS**

There were no BAA course proposals for this meeting.



5. **REVIEW OF POLICIES/REGULATIONS**

- a. Draft Revised Policy and Regulations – F-333 “Accumulated Operating Surplus” - David Lee-Bonar

Mr. Lee-Bonar advised that to comply with the Ministry of Education’s K-12 Public Education Accumulated Operating Surplus Policy, the District’s Reserve Policy must establish procedures that guide the accumulation, spending and reporting of operating surplus funds and outline how the Board will engage with local community and education partner groups, including local First Nations and Métis Nation BC. He noted that the name of the draft revised Policy and Regulations has been changed to “Accumulated Operating Surplus”.

Recommended Motion:

That the Board of Education of School District 62 (Sooke) give Notice of Motion to draft revised Policy and Regulations F-333 “Accumulated Operating Surplus”.

- b. Draft New Policy and Regulations F-334 “Financial Planning and Reporting” - David Lee- Bonar

Mr. Lee-Bonar reviewed the K-12 Public Education Financial Planning and Reporting Policy. He advised that in order to comply with the Ministry’s Policy, Boards must develop, implement and provide to the Ministry multi-year financial plans that outline how funding and resources will be used to support their strategic plans and operational needs. As such, Boards must have local policies in place that support transparency and accountability by:

- Clearly identifying how local community and partner groups, including local First Nations and Métis Nation BC will be engaged to provide input into the development of Board financial plans; and
- Addressing how local community and partner groups, including local First Nations and Métis Nation BC will be informed of Boards’ progress towards aligning funding and resources with Board strategic plans, other operational needs of the school district, and enhanced student educational outcomes.
- It was suggested that the draft new policy and regulations be brought forward to the Resources Committee for information.

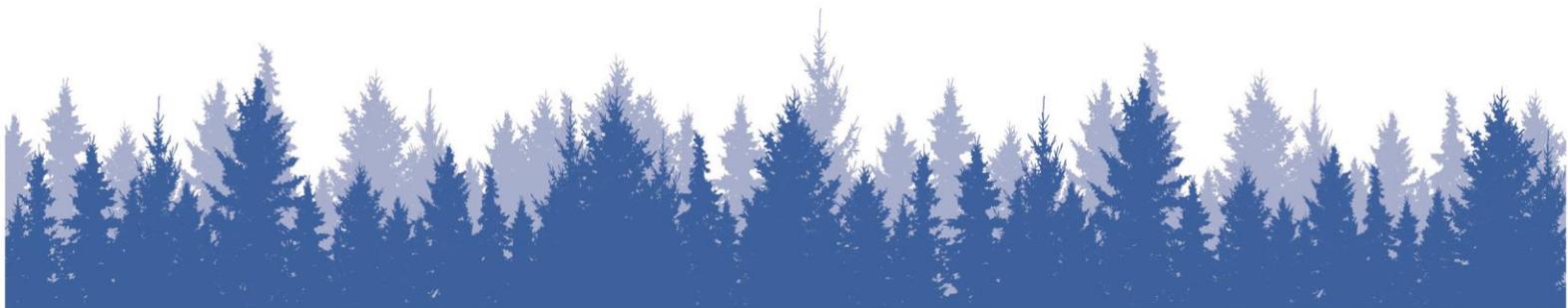
Recommended Motion:

That the Board of Education of School District 62 (Sooke) give Notice of Motion to draft new Policy and Regulations F-334 “Financial Planning and Reporting”.

6. **NEW BUSINESS**

- a. Online Learning Hubs Presentation – Heather Lait

Heather Lait gave a comprehensive presentation on the implementation of online learning hubs in the school district. She spoke about the changes coming for the 2023-24 school year and the



expansion of blended learning to include grade 9. The presentation received positive comments from the members of the Committee.

b. Global Stewardship – Scott Stinson

Scott Stinson presented the intent to bring a motion to the Board to direct staff to explore some global stewardship programs. This can be done through the Education-Policy Committee.

Recommended Motion:

That the Board of Education of School District 62 (Sooke) direct the Superintendent to develop a Global Stewardship program for SD62 to be reviewed through the Education-Policy Committee for the purposes of initiating opportunities to support SD62 students becoming global citizens.

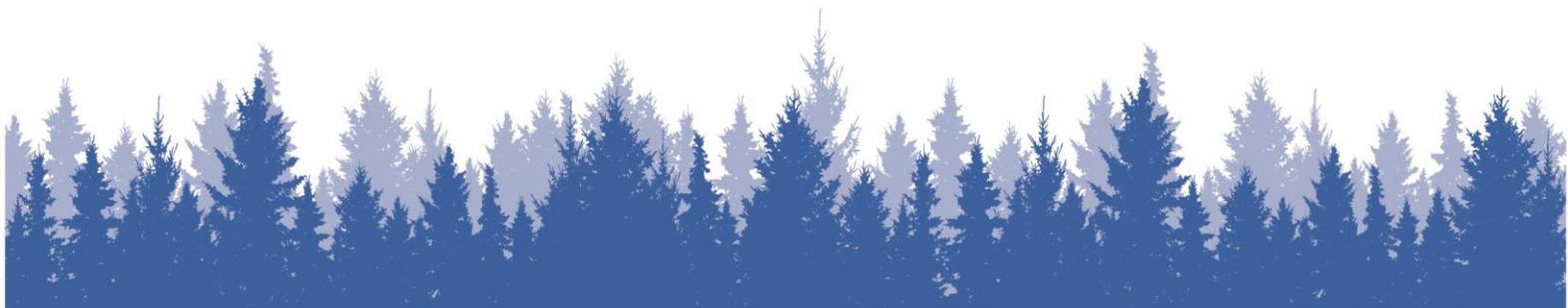
7. **FOR INFORMATION**

- a. Research Project Approval – Kapil, Meg – “The Stress Stories Project”
- b. Research Project Approval – Downes-Peters, Brittany – “Supporting Students with Autism in Inclusive Classrooms”

8. **FOR FUTURE MEETINGS**

9. **ADJOURNMENT AND NEXT MEETING DATE:** May 2, 2023

DRAFT



POLICY AND REGULATIONS ADOPTION

School District #62 (Sooke)

April 25, 2023

Draft revised Policy and Regulations F-333 "Accumulated Operating Surplus" are now ready for Notice of Motion.

NOTICE OF MOTION:

That the Board of Education of School District 62 (Sooke) give Notice of Motion to draft revised Policy and Regulations F-333 "Accumulated Operating Surplus".

School District #62 (Sooke)

FINANCIAL RESERVE ACCUMULATED OPERATING SURPLUS	No.: F-333
	Effective: Apr. 24/18 Revised: Reviewed: Feb. 19/18; Apr. 4/23; Apr. 25/23

SCHOOL BOARD POLICY

The Board of Education is responsible to ensure the District has strong financial management control of its resources.

To **increase transparency and** ensure the necessary resources are available when required, the Board of Education will establish an appropriate ~~financial reserve~~ **operating surplus** to provide for the ongoing operational and capital needs of the District **and consult and engage with education partners and local First Nations and Métis Nation BC on proposed uses of the operating surplus**. The District shall build and maintain an accumulated ~~reserve~~ **contingency** of 2% of operating expenses.

The long term financial health of the District is critical to ensure that a strong educational system is maintained for the students of the District.

School District #62 (Sooke)

FINANCIAL RESERVE ACCUMULATED OPERATING SURPLUS	No.: F-333
	Effective: Apr. 24/18 Revised: Reviewed: Feb. 19/18; Apr. 4/23; Apr. 25/23

REGULATIONS

The Board of Education is responsible to ensure the District has strong financial management control of its resources. The Superintendent, through the Secretary Treasurer, is responsible for the overall financial management of the District's resources.

The accumulated operating surplus (operating surplus) represents the extent to which revenue from all previous years exceeds expenditures from all previous years. The use of the operating surplus enables the Board to engage in long-term planning, mitigate financial risk and support consistent services for students.

The Board will use the existing Ministry of Education and Child Care's financial reporting framework to report on the planned and actual use of operating surplus. The reporting of surpluses and inter-fund transfers are publicly provided through both the financial statement and budget reporting processes. The district budget reporting processes will outline the initial plan for surpluses and transfers and the financial statements will report on the actual surpluses and transfers in any given budget year.

Prior to the approval of the financial statements and budget, the Board of Education will consult and engage with education partners and local First Nations and Métis Nation BC on proposed uses of the operating surplus. The Board will provide public information as to where, when and how the community can provide feedback on the subject.

The Board uses the following categories to manage the operating surplus:

- Unrestricted Operating Surplus (Contingency)
- Internally Restricted Operating Surplus
- Restricted for Future Capital Cost-Sharing
- Local Capital

Unrestricted Operating Surplus (Contingency)

The District shall maintain records of all its revenues and expenditures in accordance with generally accepted accounting principles. The Board believes that the maintenance of a strong financial position is fundamental to the District's overall fiscal strategy, and as such, an appropriate level of ~~reserve~~ **contingency** funds should be established.

Reserve Amount and Establishment

Strong financial management practices include protecting the District financially from extraordinary circumstances which could negatively impact the education of students. The District shall build and maintain an accumulated ~~reserve~~ **contingency** of 2% of operating expenses. In order to expend funds in the year received, it is understood that it will take a number of years for the District to reach the desired level.

This ~~reserve~~ **contingency** will be created through the following mechanisms:

- Annually budgeting \$250,000 to be generated from Rental and Leases Revenue; and
- ~~Retain any local capital proceeds in the reserve account; and~~
- Retain any (unrestricted) annual operating excess in the ~~reserve~~ **contingency** account.

Use of Funds

~~The Secretary Treasurer shall designate accumulated reserve funds as restricted and~~ **These funds are to be** used only for purposes as agreed upon by the Board. These purposes are to include:

- 1) unexpected occurrences having a negative financial impact on the current fiscal year;
- 2) extraordinary needs arising from the delivery of the Strategic Plan; and
- 3) the replacement of fixed assets.

~~Reserve Funds~~ **The contingency** can only be accessed by Board resolution and by inclusion in the annual budget of the Board, ~~or in the case of Restricted Capital Reserve, Board resolution and Minister of Education approval.~~

~~Reserve Funds~~ **The contingency** will not be used for ongoing operating expenses, except as directed by Board motion.

Internally Restricted Operating Surplus

The Board can make restrictions for items that are identified by the Board and have defined timelines. The three streams of internally restricted operating surplus are:

- Restricted due to the nature of constraints on the funds;
- Restricted for anticipated unusual expenses identified by the Board; and
- Restricted for operations spanning multiple school years.

Restricted for Future Capital Cost-Sharing

To support major capital projects that are identified in the Board's five-year Capital Plan and approved by the Ministry for concept plan or business case development, the Board may restrict the Financial Reserve to satisfy capital project cost-share expectations.

Local Capital

Local Capital will include the Board's portion of any proceeds from the disposition of capital assets, transfers from operating funds and interest earned on Local Capital funds restricted for the purchase of tangible capital assets. Capital projects that are not supported by the government through the Ministry of Education and Child Care's Capital Plan funding need to be funded through school district funds.

POLICY AND REGULATIONS ADOPTION

School District #62 (Sooke)

April 25, 2023

Draft new Policy and Regulations F-334 "Financial Planning and Reporting" are now ready for Notice of Motion.

NOTICE OF MOTION:

That the Board of Education of School District 62 (Sooke) give Notice of Motion to draft new Policy and Regulations F-334 "Financial Planning and Reporting".

School District #62 (Sooke)

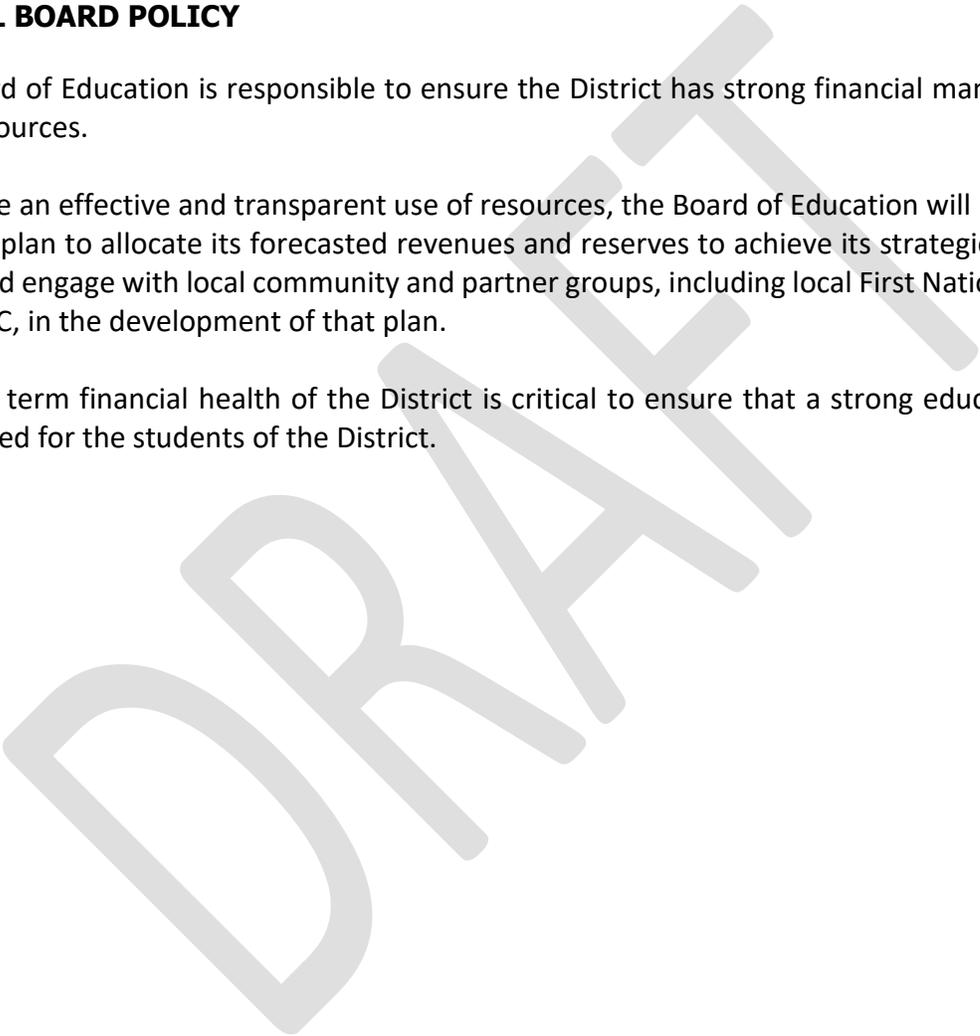
FINANCIAL PLANNING AND REPORTING	No.: F-334
	Effective: Revised: Reviewed: Apr. 4/23; Apr. 25/23

SCHOOL BOARD POLICY

The Board of Education is responsible to ensure the District has strong financial management control of its resources.

To ensure an effective and transparent use of resources, the Board of Education will build a multi-year financial plan to allocate its forecasted revenues and reserves to achieve its strategic and operational plans, and engage with local community and partner groups, including local First Nations and the Metis Nation BC, in the development of that plan.

The long term financial health of the District is critical to ensure that a strong educational system is maintained for the students of the District.



School District #62 (Sooke)

FINANCIAL PLANNING AND REPORTING	No.: F-334
	Effective: Revised: Reviewed: Apr. 4/23; Apr. 25/23

REGULATIONS

The Board of Education (“Board”) recognizes its responsibility for the effective use of public funds in providing the best possible education to the students in the communities it serves. The Board has a duty to govern the District in a fiscally responsible manner, while carrying out the strategies required to achieve its goals.

Multi-year Financial Plans

The annual operating budget is aligned with the three-year financial plan that the Board must develop, implement, and provide to the Ministry reflecting the implementation and maintenance of the Board’s educational and operational objectives including enhanced student educational outcomes. The financial allocations included in the budget should support the strategic directions identified in the Board’s Strategic Plan and the Framework for Enhanced Student Learning.

Engagement

When the Board is developing its multi-year financial plans it will consult and engage with education partner groups, including local First Nations and Métis Nation BC. The Board will provide public information as to where, when and how the community can provide feedback on the subject.

Reporting

The Board will also report the Board’s progress on aligning funding and resources with their strategic plans and other operational needs of the school district, including enhancing student educational outcomes, by posting annual information on its website as part of its usual report out to stakeholders and the public.

The Board will use the existing Ministry financial reporting framework (including a Financial Statement Discussion and Analysis Report) to annually report on Boards’ progress towards meeting Board objectives as outlined in their multi-year financial plans.



School District 62 (Sooke)

Draft - Board of Education 90-Day Work Plan Summary

Action	May 2023	June 2023	July 2023
Approve	<ul style="list-style-type: none"> - Final readings of Initial Budget Bylaw - Final readings of Capital Plan Bylaw - Auditor engagement/plan 	<ul style="list-style-type: none"> - Annual Plan Package - Strategic Plan Targets - 5-Year capital Plan - Superintendent Growth Report 	
Review	<p><i>3rd Quarter Report Package:</i></p> <ul style="list-style-type: none"> - Strategic Plan Quarterly Report - FESL (if applicable) - Financial forecast - Enrolment report <p>Minor & Major Capital Work</p>	<ul style="list-style-type: none"> - District 23/24 Operations Plan - 22/24 Board Motion Review 	
Complete	<ul style="list-style-type: none"> - Host Retirement/Long Service Event (May 31) - Board Learning Series 		
Engage	<ul style="list-style-type: none"> - Trustee Student Visits (May 26 TBC) - Partner Meetings/Events <ul style="list-style-type: none"> • Colwood (May 29 TBC) • Hulitan (May 17) 	<ul style="list-style-type: none"> - Graduation Ceremonies and School Year End celebrations (EMCS, June 3, RBSS June 4, Belmont June 11, Westshore June 28) - Partner Meetings/Events <ul style="list-style-type: none"> • Sooke (June 5) • CUPE's 60th Anniversary (before June 27 Board Meeting) 	

Committee Key: [Education Policy Committee](#). [Resources Committee](#). [Audit Committee](#)

**Report to the Board of Education, Sooke School District
RE: Na'tsa'maht Education Council Meeting at Lekwungen Room, SD62 School Board Office,
April 19, 2023**

1. Guest Presentations/ Discussion & Feedback

1.1. Employment Equity Application for Special Program – Fred Hibbs, Executive Director of Human Resources

- PowerPoint Presentation
- Requesting the support of the NEC
- A Draft of the Confidential Application and letter of support from the NEC was supplied for NEC members to review. Email input to Jon Car jcarr@sd62.bc.ca or Marlys Denny mdenny@sd62.bc.ca
- Motion to approve will be requested at the next NEC Meeting May 17, 2023

Comments:

- This is a blanket application. Once given approval, more work/consultation will need to be done on how this will be implanted though out the School District
 - Members representing the 4 Posts are in attendance in todays meeting

2. Budget - Harold Cull, Secretary Treasurer

- PowerPoint Presentation
- Reviewed the Summary of Budget Changes – Attachment #1
- Email question/input to Harold Cull hcull@sd62.bc.ca

3. The Village Initiative – Cindy Andrew, Healthy Schools Consultant

- PowerPoint Presentation
- The Village Initiative is a network of more than 40 organizations sharing a commitment to the vision of healthy and thriving children, youth, and families across the Sooke and West Shore region. Powered by United Way SVI and SD62 – with the support of many.
- All are invited to join next meeting or if your organization is interested in joining the Network contact Cindy Andrew at candrew@sd62.bc.ca or action@thevillageinitiative.ca

4. School District Update

4.1. Board Chair – Paul Block, Associate Super-Intendent -Tabled

4.2. PVP Changes for 2023-24 – Paul Block, Associate Super-Intendent - Tabled

4.3. Feeding Futures – Vanessa R. Whyte, District Principal Safe & Healthy Schools – Attachment #2

- PowerPoint Presentation
- Our goal is supporting students in SD62 by providing nutritious meals in a universal manner to ensure that hunger is not a barrier to learning
- Email question/input to Vanessa White, SD62 District Principal, Safe and Healthy Schools vrwhite@sd62.bc.ca

Comments:

- Are you looking for other sources for funding?
- Have Indigenous owned business to provide food
- The more food we can get to families the better
- No data is collected on who is receiving the food
- Do you provide traditional Indigenous food/meals?
- Could including kitchen space in future builds of new schools help alleviate space constraints and keep costs down?

5. NA'TSA'MAHT Indigenous Education Update-Tabled

- 5.1. Consent Form 2023-24 – Attachment #3
- 5.2. Position of Special Responsibility
- 5.3. Indigenous Education Budget Priorities
- 5.4. Community Events Update
 - NA'TSA'MAHT Engagement Dinners
 - Year End Celebrations

*Next Meeting: May 17, 2023 12:30 – 3:00 in SD62 SBO Lekwungen Room
Lunch will be served at 12:30 – 1:00.*

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, Coast Salish; T'Sou-ke Nation, Coast Salish; the West Coast Pacheedaht Nation, Nuuchahnulth. (Words gifted by the Nations SD62 works with.)

Attachment #1

School District #62
Summary of Budget Changes
22/23 Amended Budget to 23/24 Budget

Type	Strat Plan Link	FTEs	Operating	Special Purpose	Capital	Total
22/23 Amended Budget (net of carry overs)			143.585	27.737	11.774	183.096
Revenue						
22/23 Enrolment Revenue			0.634			0.634
K-12 Standard Enrolment Growth		652.00	9.573			9.573
Inclusive Education Services - Levels 1, 2 and 3			4.810			4.810
Na'tsa'maht Indigenous Education			0.188			0.188
English Language Learners (ELL)			0.717			0.717
Operating Grant - misc. changes			0.614			0.614
Revenue Total			16.535	0.000	0.000	16.535
Early Learning						
2 additional ECEs to pilot project*	L2	2.00	0.092			0.092
Additional Teachers - Early Literacy Program	L2	2.51	0.005	0.292		0.296
Diversity, Equity and Inclusion						
DEI audit recommendations*	L1		0.100			0.100
Inclusive Education Services (net of labour settlement)	L3	TBD	2.795			2.795
Na'tsa'maht Indigenous Education	E2		0.188			0.188
English Language Learners (ELL) clerical support*	L3	1.00	0.059			0.059
Additional Teachers - ELL and English Second Dialect	L3	6.80	0.013	0.790		0.802
Additional Teachers - Inclusion Support	L3	1.83	0.003	0.212		0.215
Additional Teachers - Learning Assistance	L3	9.44	0.018	1.096		1.114
Mental Health & Wellness						
School Food Infrastructure Program (Feeding Futures Fund)	L3			1.566		1.566
Student & Family Affordability Fund	L3			-1.252		-1.252
Additional Teachers - school counsellors	L3	1.23	0.146			0.146
Program Review - student wellness	E4		0.100			0.100
Program Review - wellness/attendance support	E4	1.00	0.170			0.170
Growth						
Staffing:						
Total Labour Settlement (all employee groups)	E1		6.419	0.244		6.663
Additional Teachers - Classroom and Prep	L2	34.61	2.284	1.791		4.075
School based clerical: ratio adjustments*	E1	1.58	0.095			0.095
Supervision Assistants: ratio adjustments*	E1	2.75	0.165			0.165
Custodial: ratio adjustments*	E1	2.00	0.146			0.146
Digital Literacy Coordinator*	L3	0.50	0.055			0.055
Digital Communications Coordinator*	E3	1.00	0.085			0.085
School Technology Support*	G3	1.00	0.100			0.100
						0.000
Services & Supplies:						0.000
Program Review - AFG salaries, IT device refresh	G3		0.372			0.372
Pressures - increments, benefits, ToCs, reserve policy	G2		2.217			2.217
Inflation on utilities, Facilities services/supplies & school supplies*	G2		0.194			0.194
Facilities' operating system*	G2		0.025			0.025
FOIPPA & Security: software & training/release time*	G3		0.075			0.075
School Equipment Replacement*	G2		0.075			0.075
Ratios - enrolment driven salary and supply ratios	E1		0.247			0.247
Other:						
Amortization Expense	G2				1.435	1.435
South Langford Elementary capital contribution	G2				0.350	0.350
Salary Differential	E1		0.100			0.100
Other	G2				0.007	0.007
Expenditure Total			16.341	4.739	1.792	22.872
23/24 Budget			159.926	32.475	13.566	205.967

* = Discretionary Expenditure

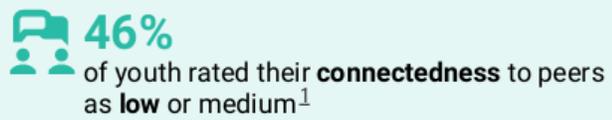
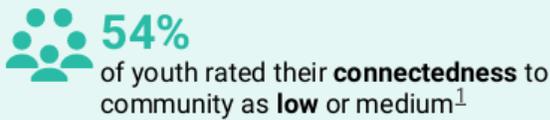
Attachment #2

Wellbeing of Children and Youth



across Sooke and the West Shore

OPPORTUNITIES FOR INVESTMENT

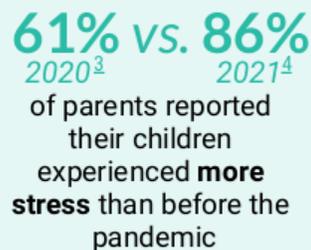
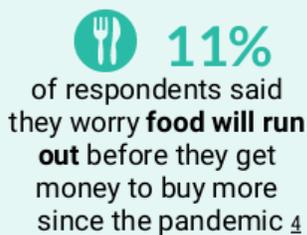


3/10

children were likely to **experience challenges** in their school years & beyond²



64% of parents rated child **wellbeing** as **worse** since the pandemic⁴



¹ Human Early Learning Partnership. Middle Years Development Instrument [MDI] Grade 6 report. School District & Community Results, 2021-2022. Sooke (SD62). Vancouver, BC: University of British Columbia, School of Population and Public Health; May 2022.

² Human Early Learning Partnership. Early Development Instrument [EDI] report. Wave 7 Community Profile, 2019. Sooke School District (SD62). Vancouver, BC: University of British Columbia, Faculty of Medicine, School of Population and Public Health; February 2020.

³ British Columbia Center of Diseases Control (2020). BC COVID-19 SPEAK Round 1 Survey. Prepared by British Columbia Center for Disease Control.

⁴ British Columbia Center of Diseases Control (2021). BC COVID-19 SPEAK Round 2 Survey. Prepared by British Columbia Center for Disease Control.



Attachment #3



NA'TSA'MAHT
INDIGENOUS
EDUCATION

NA'TSA'MAHT INDIGENOUS EDUCATION

2023-24 Annual Consent

Our goal is to enhance educational, social, and cultural opportunities for Indigenous students. By indicating on your child's registration form that they have Indigenous Ancestry your child is eligible to receive these enhanced in-class programs and services. The options for self-identification include: Status (on or off-reserve), Non-Status, Inuit and Métis.

The programs and services are intended to improve academic achievement as well as deepen the understanding of Indigenous perspectives and content already being offered in Kindergarten to Grade 12 curriculums.

The programming is inclusive of all students, held in-class, with no students being pulled from class or singled out.

Examples of programs and services include:

- Indigenous Role Model presentations
- Elders-in-Residence programs
- Cultural projects and activities in classrooms and schools
- Field Trips, gatherings & special events
- Academic in-class support provided by Na'tsa'maht Education Teachers and/or Classroom Program Assistants
- Secondary students are also made aware of scholarships, bursaries, post-secondary options, and community programs

Schools are required to check if you wish for your child to have access to the programs and services each year. If our information is incorrect or if you do not wish your child to participate in the enhanced programming, please contact your child's school before September 28th, 2023 as all students will receive these enhanced programs unless we hear from you.

If you have any questions about Na'tsa'maht Indigenous Education programming, please contact the Na'tsa'maht staff member at your child's school or the Na'tsa'maht Office at 250-474-9833.

Sooke School District acknowledges 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 Esquimalt Nation and Songhees Nation. School District 62 is proud of the relationships and grateful for the partnerships that have been built with local Nations and Urban Indigenous Organization.

Na'tsa'maht One Mind, One Spirit - caawidk™ Do Together - Peyak mimwayr Peyak isprii One Mind, One Spirit



Committee Report of Governance Committee Meeting April 17, 2023

Present: Amanda Dowhy, Trustee (Committee Chair)
Trudy Spiller, Trustee (Committee Member)
Allison Watson (Committee Member)

Staff: Scott Stinson, Superintendent & CEO
Harold Cull, Secretary-Treasurer

1. CALL TO ORDER AND ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORIES

The meeting was called to order at 5:06 pm by the Committee Chair, and she acknowledged that that the Committee was 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; 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. COMMITTEE REPORT

The Board of Education of Sooke School District 62 (Sooke) received the Governance Committee Report dated June 20, 2022 at the Board Meeting dated June 28, 2022.

3. PRESENTATIONS

There were no presentations.

4. BUSINESS

4.1 Review of Terms of Reference – Scott Stinson

The Governance Committee reviewed the Terms of Reference for the Committee, and any questions that the trustees had were answered. It was confirmed that the Board has approved the Terms of Reference for all Board committees.

4.2 Summary of Work to Date – Scott Stinson

A summary of work to date was provided from staff to Committee members. The Committee discussed trustee participation on staff hiring panels and instructed the Superintendent to create a survey/questionnaire for trustees to complete prior to bringing the issue back to the next Committee meeting. It was also noted that the previous Board passed a motion, as opposed to a policy, approving annual adjustments to trustee remuneration based on the provincial consumer price index.

4.3 Policy Update Direction

a. A-100 Statement of Philosophy

Staff provided a review of the revised draft policy A-100 Statement of Philosophy and the Committee supported the following motion going to the Board for review and consideration:

Recommended Motion: That the Board of Education of School District 62 (Sooke) give Notice of Motion to draft revised Policy A-100 “Statement of Philosophy” as presented to the Governance Committee at their meeting on April 17, 2023.

b. A-101 Administrative Organization

Staff provided a review of the revised draft policy A-101 Administrative Organization and the Committee supported the following motion going to the Board for review and consideration:

Recommended Motion: That the Board of Education of School District 62 (Sooke) give Notice of Motion to draft revised Policy A-101 “Administrative Organization” as presented to the Governance Committee at their meeting on April 17, 2023.

c. A-400 School Board Meetings

The Committee discussed the necessity to include the Board Bylaw 1-20 regarding procedural regulations in the body of Policy A-400 School Board Meetings and it was determined that including the reference to the bylaw at the bottom of the policy (housekeeping item) was sufficient.

4.4 Policy A-350 Professional Development

For agenda items 4.4 a, b and c: Staff provided a review of the revised draft policy A-350 Professional Development and the Committee supported the following motion going to the Board for review and consideration:

Recommended Motion: That the Board of Education of School District 62 (Sooke) give Notice of Motion to draft revised Policy A-350 “Professional Development” as presented to the Governance Committee at their meeting on April 17, 2023.

5. ADJOURNMENT AND NEXT MEETING DATE: May 8, 2023 at 5:00 pm.



Board Info Note

Public Board Meeting

April 25, 2023

Agenda Item 11.1: Superintendent's Update

LEARNING

Safety and Resilience Grant

- Through the Island Health Safety and Resilience Grant, we secured 48K in funding to assist with program costs for Hear4Peers, an evidence-based, research-backed mental health promotion and education program through the Canadian Mental Health Association. The structure of the program is built on a peer mentoring support system that is developed by coaching 20 student volunteers and 3-4 supporting adults in a secondary school. This team of students and adults then implements peer support activities with Grade 9 students. In addition, the team visits middle feeder schools to share the program with incoming Grade 8's as part of the transition process between middle and secondary. When the Grade 8's begin at secondary school, they have a network of peer mentors who they know and recognize. The program has been running successfully in Vancouver; we will be the first pilot school district on Vancouver Island to participate. Big thanks to Cindy Andrew who wrote the grant application in collaboration with a team of school counsellors.

Diversity, Equity, Inclusion Audit – Bakau Consulting

- As part of the Diversity, Equity, Inclusion (DEI) Audit, four surveys are running April 24-May 5 to understand perspectives on experiences of DEI in the District. The surveys are specifically for secondary students, parents/guardians, staff and community partners. Following the surveys there will be a series of focus groups with students and staff to gather more information. This work greatly advances the work of the strategic plan by gathering an understanding of where we currently are in the district with regards to DEI and will make recommendations for improvements.

ENGAGEMENT

Feeding Futures School Food Program

- Recently the Provincial Government announced funding to support school food programs. SD62 has received targeted funding to support district initiatives for school meals, food programs and other initiatives that support healthy eating and student nutrition.
- At present, the school district is developing a draft plan to use as a vehicle for consultation with Indigenous Rights Holders, parents and district stakeholders.
- The grant allows for staff time to coordinate the program, in addition to the direct provision of food.
- More information will come forward to the Board through both the Education-Policy Committee and Resources Committee.

- On Wednesday, April 20th the NA'TSA'MAHT Indigenous Education Department hosted a community dinner at Ruth King Elementary School. The event was well attended with approximately 200 students, families, community members, and staff. This community dinner was the third this spring facilitated in joint leadership with District Principal, Jon Carr and District Vice Principal, Marlys Denny. We look forward to the NA'TSA'MAHT Dinner that is scheduled at Saseenos Elementary on Wednesday, April 26th.
- Families, Elders and staff had the opportunity to enjoy a delicious meal of meat or vegetarian chili with bannock and salad catered by SD62 role model, Caroline Frank. Beyond the incredible meal, highlights of the evening included student calls to action, drumming lead by Gramma Clifton, and author Ren Louie at the Kids' Corner. The students' performance moved the crowd with their leadership and drumming skills. Positive feedback was provided through conversations with staff.
- We would like to take this opportunity to acknowledge the Nations SD62 partners with and the urban Indigenous partners for sharing their time, wisdom and stories on both nights. We are honoured for their presence and for the support they provide in our collective effort to strengthen connections to the communities we serve.
- We would like to thank and acknowledge Board Trustees Russ Chipps and Ravi Parmar for attending the dinner, as well as the following community members: Elder Shirley Alphonse, Elder Henry Chipps, Brother Rick Peters, Elder Earl Claxton, Kookum Jo-Ina Young, Gramma Clifton, Caroline Frank, Ren Louie, Lynai Quatell and Julia Clifton from Hulitan Family and Services Society as well as representation from the University of Victoria.
- We would also like to thank and acknowledge Principal Vicki Ives, Vice Principal Sarah Finnie and the staff from Ruth King for hosting and opening their doors and hearts to the community. We would also acknowledge members of the NA'TSA'MAHT Department Team, especially Trish McNabb, who volunteered to make this evening a tremendous success.



- Sangster Elementary Choir attended the Greater Victoria Performing Arts Festival on Thursday, April 13th and sang beautifully. Over the April 15/16th weekend, our music teacher/choir director, Chris Poynter received information that the choir was invited to a Showcase Event on Tuesday evening (April 18th), along with being awarded a \$100 Commitment to Choral Education Award. Very exciting! Seven choirs out of twenty were invited to perform at the GVPA Festival Showcase on Tuesday which is held at St. Patrick's Parish Church at 7:00pm.



GROWTH

Early Learning and Child Care

- Beginning in the 2022/2023 school year, the Ministry of Education and Child Care provided targeted funding for Early learning and Child Care, guaranteed for three years. As we explored the need and programming in the school year, we used the funds for a 0.4 lead position that Frances Krusekopf filled in addition to her principal duties at Millstream Elementary. As we move into next year, recognizing the extent of work required in this portfolio and the need for a full PVP team at Millstream, we will be moving the lead educator to a full-time district principal role and providing Millstream with a full-time principal and a vice-principal. The district role is a two-year term position to correspond with the funding and will be re-evaluated based on extension of the grant funding at that time.

Digital Solutions Laptop Rollout

- As part of our ongoing commitment to support teaching staff in schools, we continue to work with our Principals and Facilities team to refresh Middle School Teacher Laptops.

The deployment Schedule and the number of laptops allocated are below:

School Name	# Laptops Requested	# Spare Laptops	Rollout Dates
Dunsmuir Middle School	46	9	April 14 & 17
Journey Middle School	41	8	April 24 & 25
Spencer Middle School	42	8	May 12 & 15
John Stubbs Middle and Elementary	61	12	May 19, 23, 24