

SCHOOL DISTRICT NO. 63 (SAANICH)

POLICY DEVELOPMENT COMMITTEE

Report to Board Meeting of November 29, 2023

Committee Members:	Trustee VanWell, Chair Trustee Elder Trustee McMurphy
Staff Support:	Dave Eberwein, Superintendent of Schools Jason Reid, Secretary Treasurer
Partner Representatives:	Don Peterson, STA Candice Whitney, CUPE – regrets Suzanne Chisholm, SAA COPACS – regrets
Other Attendees:	Chair Dunford, Vice Chair Silzer, Trustee Hickman & Trustee Vandall

Committee Meeting

Tuesday, November 21, 2023

A. PRESENTATIONS AND QUESTIONS

No Items.

B. ITEMS DISCUSSED

C. ITEMS FOR RECOMMENDATION

1. Transportation Policy Review

- (i) Motion:
The Committee recommends and I, Trustee VanWell move,
That the Board express its appreciation to Capital Bike for the feedback on active transportation which will be shared within the district.
- (ii) Motion:
The Committee recommends and I, Trustee VanWell move,
That the Board revise the proposed Policy 21 (Bus & Van Transportation) language to change the policy name to “Student Transportation” and to correct the spelling of kilometre.

- (iii) Motion:
The Committee recommends and I, Trustee VanWell move,
That the Board confirm its consideration of the proposed amendments to Policy 21 (Student Transportation).
- (iv) Notice of Motion:
I, Trustee VanWell provide notice that at the February 14, 2024 public meeting of the Board of Education, I will move the following motion:
That amendments to Policy 21 (Student Transportation) be approved.

2. Policy 9 (Board Operations)

- (i) Motion:
The Committee recommends and I, Trustee VanWell move,
As the required Notice of Motion has been provided on September 20, 2023, I Trustee VanWell move that revisions to Policy 9 (Board Operations) be approved.
- (ii) Motion:
The Committee recommends and I, Trustee VanWell move,
That staff be requested to examine options for ensuring the confidentiality of a virtual secret ballot.

D. ITEMS FOR INFORMATION

No Items.

E. FUTURE AGENDA ITEMS

- Policy Review – November 2024

Policy 9

BOARD OPERATIONS

The Board's ability to discharge its obligations in an efficient and effective manner is dependent upon the development and implementation of a sound organization design. In order to discharge its responsibilities to the electorate of the District, the Board shall hold meetings as often as necessary. A quorum, which is a simple majority of the number of trustees, must be present for every duly constituted meeting.

The Board has adopted policies so the business of the Board can be conducted in an orderly and efficient manner. All points of procedure not provided for in this Policy Handbook shall be decided in accordance with Robert's Rules of Order.

The Board's fundamental obligation is to preserve, and enhance, the public trust in education, generally, and in the affairs of its operations in particular. Consistent with its objective to encourage the general public to contribute to the educational process, Board meetings will be open to the public. Towards this end, the Board believes its affairs must be conducted in public to the greatest extent possible.

There are times when the BC Freedom of Information and Protection of Privacy Act (FOIPPA) legislation requires or when the Board determines that public interest is best served by private discussion of specific issues in "in-camera" sessions.

In order to carry out its responsibilities effectively, the Board will hold periodic meetings of several types. Formal meetings, at which all formal and legal business of the Board as a corporate body shall be done, may be designated as inaugural, regular, or special meetings.

The Board of Education for the school district is comprised by legislation of a total of seven (7) trustees elected from the following trustee electoral areas:

- Two (2) trustees from Central Saanich
- Two (2) trustees from Saanich
- Two (2) trustees from North Saanich
- One (1) trustee from Town of Sidney

The Board has adopted specific policy governing Board operation and the conduct of its formal meetings.

1. Inaugural and subsequent annual meetings of the Board
 - 1.1. The first or Inaugural meeting of the Board of Education in the year of trustee elections shall be held at the hour 7:00 o'clock post meridian on the first Monday after November

1st in the Board room of the administration building and shall be in accordance with Sections 45, 46, 49, 50, 51, 52, 53 and 54 of the School Act.

- 1.2. The Secretary Treasurer of the Board, or in their absence, the acting Secretary Treasurer, shall call the meeting to order and shall preside at such meeting until a Chair shall have been elected. Upon calling the Inaugural meeting to order the Secretary Treasurer shall proceed to read the returns of elections to the Board as certified by the returning officer and shall report that the necessary oaths and declarations have been completed in accordance with Section 50 of the School Act.
 - 1.3. During the years in which there is not a trustee election an annual meeting shall be held at the hour of 7:00 o'clock post meridian on the first Monday in November in the Board room of the administrative building.
 - 1.4. The Secretary Treasurer shall conduct the election of a Chair for the ensuing year. Nominations shall be made and a vote upon the persons nominated, if more than one, shall forthwith be taken by secret ballot. The person who receives the majority of votes of the trustees present shall be declared elected. If upon the first ballot no person receives a majority of votes, successive ballots will be taken until one of the persons nominated shall receive a majority. A majority of the Board may elect a new Chair or Vice-Chair at any time in accordance with Section 87.4 of the School Act.
 - 1.5. The Secretary Treasurer shall then declare such person as the Chair of the Board for the ensuing year and shall vacate the Chair.
 - 1.6. The Chair shall then forthwith call for nominations for Vice-Chair for the ensuing year or portion thereof, and shall conduct such proceedings in the same manner as enumerated in paragraph 2.4 above.
2. Regular Meetings
- 2.1. Each regular and special meeting of the Board shall ordinarily adjourn at the hour of 11:00 o'clock post meridian unless it is decided by a two-thirds majority of the trustees present to continue such meeting.
 - 2.2. A quorum shall be a majority of those trustees holding office.
 - 2.3. Unless there be a quorum present within one-half hour after the appointed time, the meeting shall stand adjourned.
 - 2.4. The Secretary Treasurer shall ensure that each trustee receives a notice of meeting together with the agenda at least three days prior to the regular Board meeting date. Such agenda shall state all business to be transacted or considered thereat, and no other business shall be considered unless members of the Board agree by majority.
 - 2.5. The time and dates for meetings for the ensuing year will be determined by the Board after consultation with the executive.
 - 2.6. As soon after the hour of meeting as there shall be a quorum present the Chair shall preside and call the meeting to order.

- 2.7. In case the Chair is not present within fifteen minutes after the appointed time, the Vice-Chair shall preside, call the meeting to order, and continue until the arrival of the Chair.
- 2.8. Immediately after the meeting has been called to order the minutes of the preceding meeting or meetings shall be adopted as circulated, or corrected if necessary. Subsequently they shall be certified as correct by the Secretary Treasurer and signed by the Chair or Vice-Chair as the case may be.
- 2.9. The Chair shall preserve order and decorum, and decide questions of order, subject to an appeal to the Board, and in the absence of the Chair, the Vice-Chair shall have the same authority while presiding as the Chair would have, if present.
- 2.10. Whenever the Chair is called upon to decide a point of order or practice, the point shall be stated without unnecessary comment, and the Chair shall cite the rule or authority applicable to the case.
- 2.11. The Chair shall have the same right of voting as the other members of the Board.
- 2.12. All questions shall be decided by a majority of votes but in the case of an equality of votes for and against the motion, the question is resolved in the negative and the Chair shall so declare.
- 2.13. In the absence of the Chair and the Vice-Chair from any meeting of the Board, the trustees present shall elect one of their number to act as Chair.
- 2.14. Should the Chair decide to vacate the position of the Chair for any purpose, they shall call upon the Vice-Chair to assume the responsibility in the interim.
- 2.15. Each trustee, prior to speaking on any question or motion, shall address themselves to the Chair.
- 2.16. When two or more trustees desire to speak at the same time, the Chair shall name the trustee who shall speak first.
- 2.17. When the Chair is putting the question, or when a member is speaking, no trustee shall interrupt except to raise a point of order, or for the purpose of explanation.
- 2.18. A trustee called to order by the Chair shall immediately cease speaking but may afterwards explain; if there is no appeal, the decision of the Chair shall be final.
- 2.19. Each member of the Board shall confine himself/herself to the question under debate.
- 2.20. Any trustee may require the question or motion under discussion to be read at any time during the debate but not in such a manner as to interrupt a member while speaking.
- 2.21. No trustee shall speak more than twice on the same question and not more than two (2) minutes each time unless the Chair determines the need to do otherwise or the Board moves for informal consideration of the question as per Robert's Rules of Order. The Chair may permit members of staff and partner groups to speak on the question as they consider appropriate in the circumstances.
- 2.22. The Chair shall declare the result of all votes, and in the case of a trustee wishing to be recorded as opposed it shall be so recorded in the minutes provided that such trustee states his/her wishes at the time that the vote is taken.

- 2.23. No person officially taking part in the Board meeting shall leave the Board room during a meeting without permission of the Chair.
- 2.24. All petitions, communications, accounts and reports within the jurisdiction of a standing committee may, on presentation to the Board, be referred to the proper committee or official by the Chair without motion.
- 2.25. A notice of motion shall be required to amend or suspend any standing order, policy, bylaw or rule of the Board. Such notice of motion may be submitted to any regular or special meeting of the Board for information and shall be voted upon at a subsequent regular meeting.
- 2.26. All meetings of the Board shall be, unless otherwise herein prescribed, governed by Robert's Rules of Order, except when these rules are in conflict with the School Act or Regulations.

2.27. Order of Business

The Secretary Treasurer in conjunction with the Superintendent of Schools and after consultation with the Chair of the Board shall prepare a proposed agenda for each regular meeting of the Board as follows:

- 2.27.1. Call to Order and Welcome
- 2.27.2. Adoption of the Agenda
- 2.27.3. Adoption of minutes of the last regular or special meeting or meetings
- 2.27.4. Business arising out of the minutes
- 2.27.5.
 - a. Presentations (pre-booked and for Board receipt)
 - b. Delegations (pre-booked and for possible Board deliberation)
 - c. Questions (from partner groups and members of the public)
- 2.27.6. Report from the Chair
- 2.27.7. Report from the Superintendent of Schools
- 2.27.8. School Successes
- 2.27.9. Committee Reports
 - o Education Directions o Finance,
 - Facilities & Technology o Human
 - Resources o Policy
- 2.27.10. Reports from Trustee Representatives
- 2.27.11. Correspondence
- 2.27.12. Question Period (from partner groups and members of the public)
- 2.27.13. Other business as admitted
- 2.27.14. For Information

2.27.15. Adjournment

3. In-Camera Board Meetings

- 3.1. If in the opinion of the Board or a standing committee of the Board, the public interest so requires, the Board or the standing committee shall adopt the procedure of moving into an "In-camera" session pursuant to section 69(2) of the School Act.
- 3.2. The order of business at all In-Camera sessions, unless varied by motion, shall be as follows:
 - 3.2.1. Adoption of Agenda
 - Consideration of Late Items
 - Adoption of Agenda
 - 3.2.2. Adoption of In-camera Minutes
 - 3.2.3. Business Arising out of the Minutes
 - 3.2.4. Report from Board Chair
 - 3.2.5. Report from Superintendent of Schools
 - 3.2.6. Presentations
 - 3.2.7. Committee Reports
 - Education Directions
 - Finance, Facilities & Technology
 - Human Resources
 - Policy
 - 3.2.8. Reports from Trustee Representatives
 - 3.2.9. Correspondence
 - 3.2.10. Question Period
 - 3.2.11. Other Business as Submitted
 - 3.2.12. For Information
 - 3.2.13. Motion to Rise and Report

4. Special Meetings

- 4.1. Special meetings of the Board may be called by the Chair at any time. Any trustee may request a special meeting, such request to be made to the Secretary Treasurer and shall include the names of three other trustees who have agreed to the need for such a special meeting. Prior to a special meeting being called, all trustees must be notified of the meeting and its purpose.

Robert's Rules clarifies that written notice includes electronic communication such as email.

5. Minutes

- 5.1. The Board shall maintain and preserve by means of minutes a record of its proceedings and resolutions.
- 5.2. The minutes shall record:
 - 5.2.1. Date, time and place of meeting;
 - 5.2.2. Type of meeting (inaugural, regular, in-camera or special);
 - 5.2.3. Name of presiding officer;
 - 5.2.4. Names of those trustees and administration in attendance;
 - 5.2.5. Approval of preceding minutes;
 - 5.2.6. Only motions will be recorded in the minutes. Preamble, rationale, or discussions will not be recorded in the minutes, unless directed by the Board through resolution;
 - 5.2.7. Points of order;
 - 5.2.8. Appointments;
 - 5.2.9. Notices of motion;
 - 5.2.10. Recommended motions proposed by Committees; and,
 - 5.2.11. Trustee conflict of interest declaration pursuant to Section 58 of the School Act.
- 5.3. The minutes shall:
 - 5.3.1. Be prepared as directed by the Secretary Treasurer;
 - 5.3.2. Be considered an unofficial record of proceedings until such time as adopted by the Board; and
 - 5.3.3. Upon adoption by the Board, be deemed to be the official and sole record of the Board's business.
- 5.4. The Secretary Treasurer shall ensure that appropriate signatures are affixed to the concluding page of the minutes.
- 5.5. As part of its ongoing effort to keep staff and the public fully informed concerning its affairs and actions, the Board directs the Superintendent to institute and maintain effective and appropriate procedures for the prompt dissemination of information about decisions made at all Board meetings.
- 5.6. The approved minutes of a regular or special meeting shall be posted to the website as soon as practicable following approval. The Superintendent is responsible to post the approved minutes.

5.7. Upon adoption by the Board, the minutes of meetings other than in-camera meetings shall be open to public scrutiny.

6. Rules of Order

6.1. All motions shall be in writing, if so required by the Chair.

6.2. Any motion to be operative shall require a seconder before any debate is permitted.

6.3. A motion having been made and seconded, shall be deemed to be in possession of the Board.

6.4. While a question is under debate no motion shall be received unless to refer it, to amend it, to table it, to postpone it definitely or indefinitely, to adjourn, to consider the question informally, or to move the previous question.

6.5. The previous question, until it is decided, shall preclude all amendments of the main question and shall be put without debate in the following words, "That this question be now put"; if this question be resolved in the affirmative, the original question shall be put forthwith, without any amendment or debate but if the previous question is resolved in the negative, the main question may be debated and amended.

6.6. Amendments shall be put in the reverse order to that in which they are moved, and shall be decided or withdrawn before the main question is put to the vote. Only one amendment shall be allowed to an amendment and any amendment more than once must be on the main question.

6.7. When the question under consideration contains distinct propositions, upon the request of any member of the Board, the vote upon each proposition shall be taken separately.

6.8. After the question is finally put by the Chair, no trustee shall speak to the question nor shall any other motion be made until after the result of the vote has been declared, and the decision of the Chair as to whether the question has finally been put shall be conclusive.

6.9. Whenever the Chair is of the opinion that a motion is contrary to the rules and privileges of the Board, they shall apprise the trustees thereof immediately, and shall cite the rule or authority applicable to the case without any argument or comment.

6.10. Whenever any matter of privilege or order arises, it shall immediately be taken into consideration.

7. Procedures for Delegations to Board

7.1. A delegation wishing to appear must submit to the Secretary Treasurer a request in writing stating the matters they wish to bring before the trustees and, if a brief is to be presented, a copy of the brief and the name of the spokesperson for the delegation.

7.2. If the request is to appear before the Board, the request and all supporting material must be received by the Secretary Treasurer (preferably electronically), prior to 16:30 hours on the Wednesday before the Board meeting.

7.3. If a delegation appears before the Board, the following procedures will be followed:

7.3.1. The time allotted for the delegation's presentation will normally be five minutes;

7.3.2. Board members may direct questions for clarification through the Chair to the spokesperson for the delegation; however, the matter will not be debated;

7.3.3. Normally, the matter will not be considered by the Board at the meeting at which the delegation appears.

7.3.4. The Chair of the Board may waive the notice requirement and permit a delegation to appear before a Board meeting if the Chair of the Board considers the matter to be an emergent item.

8. Audio/Video Recording Devices

8.1. The Board requires that anyone wanting to use recording devices at a public Board meeting must obtain prior approval of the Board Chair. This shall be communicated by the Board Chair at the beginning of the Regular or Special Meeting.

9. Trustee Disqualification from Office Due to Absences

9.1. Section 52.2 of the *School Act* provides the authority to disqualify a Trustee from office should the Trustee be continuously absent from Board meetings for a period of three consecutive months unless those absences are due to illness or with the leave of the Board.

9.2. The decision to disqualify a Trustee will be in accordance with the *School Act* as well as Policy 9.9.

9.3. For the purposes of Policy 9.9, Board meetings shall be defined as regularly scheduled public Board meetings in the Board's annual calendar, as approved by the Board.

9.4. Consecutive months of absence shall consider only those months in which the Board has a regularly scheduled Board meeting. Consecutive months of absence may include month(s) from the previous school year and the current school year.

9.5. A Trustee who is unable to attend a Board meeting should provide advance notice to the Chair of the Board or the Secretary-Treasurer when possible.

10. Trustee Participation in Meetings through Virtual Means

10.1. Trustees should prioritize in-person attendance at Board meetings, but may attend through virtual means if required for extenuating circumstances such as illness, travel, child care responsibilities, or other circumstances that require Trustee attendance in another location.

10.2. Trustees may participate in a meeting of the Board through virtual means provided the technological capability is available for both audio and visual communication with the rest of the Board and must ensure that their location provides for privacy should there be a need for confidentiality.

- 10.3. In keeping with the provisions of Policy 9.10.2, the Board Chair may refuse to allow a Trustee to participate through virtual means.
- 10.4. Trustees participating in a meeting of the Board through virtual means are deemed to be present at the meeting and form part of the quorum.
- 10.5. Notwithstanding the requirements of these procedures, a Trustee may not attend more than three (3) consecutive regularly scheduled public Board meetings through virtual means without being authorized by resolution of the Board to do so.

11. Trustee Remuneration

In accordance with the *School Act* a Board may authorize the payment of remuneration and reasonable allowance for expenses incurred by trustees in the discharge of their duties.

- 11.1. The Board authorizes that the Chair, Vice-Chair and other Trustees be paid Trustee remuneration effective July 1, 2023, as follows:

Chair - \$22,197
Vice-Chair - \$20,375
Trustees - \$18,960

These remunerations will be reviewed annually and will increase by no less than the economic increase to CUPE support staff wages in any year.

12. Trustee Expense Reimbursement

Travel and related expenses incurred by Trustees and district personnel will be reimbursed as follows:

- 12.1. Per Diem:

The per diem allowance shall be the same as used by the BC School Trustees' Association (BCSTA).

These allowances will be paid in US Funds when incurred in the United States.

- 12.2. International Travel:

Travel to international locations may result in costs that are higher than established per diem amounts for Canadian travel. All reasonable business travel costs will be reimbursed.

For the purposes of this policy, travel to international locations is defined as travel outside of Canada and the United States.

- 12.3. Lodging:

When selecting lodging, district personnel will consult and use either BC Government approved accommodation or accommodation at an equivalent or lower cost unless there are extenuating circumstances approved by a supervisor. All overnight accommodation on Board business is to be charged directly to School District No. 63 if possible, less any personal calls or items charged. Should it be necessary for the claimant to pay for lodging, a receipt is required to support reimbursement.

12.4. Mileage Rates:

Trustees and district personnel will be reimbursed at the rates noted below. The maximum amount claimable is limited to the cost of economy air fare between points travelled, when air transportation is available and practical.

12.5. Reimbursement Rates:

Reimbursement rate will be consistent with the rate set out in the teachers' collective agreement.

12.6. Travel Costs:

Whenever possible travel arrangements should be made through and billed directly to the Board Office and should be booked in advance so as to take advantage of any fare reductions that are available. Arrangements should be structured such that any benefits that accrue from group bookings (for example, loyalty points or free travel benefits) go to the Board.

BC Government corporate supply arrangements open to school districts (for example for rental cars) should be used where economical.

Should the claimant pay transportation costs, the amount paid may be claimed provided receipts or tickets are attached to the claim form.

12.7. Incidental Expenses:

Parking, taxi fares, telephone calls, ferry fares, etc., will be paid for by the Board when those expenses are necessary for Board business and when supported receipts. Expenses under \$5.00 will be reimbursed provided a short description of items is included on the claim form.

12.8. Travel Advances:

A travel advance, in an amount not exceeding the estimated expenses to be incurred, may be made on request. To clear the outstanding advance, the claim form together with applicable receipts is to be forwarded to the Board Office for processing within seven days of the completion of the business or journey.

12.9. Trustee Expenses:

Trustees are understood to incur Board-related expenses related to holding office, which are reimbursed by the remuneration paid to each trustee. Those Board-related expenses include mileage to and from regularly scheduled Board and Committee meetings and general expenses such as the portion of residential or cellular phones, internet costs and computer costs related to Board business. Additionally, trustees may claim reimbursement for one printer cartridge per year and additional vehicle insurance costs for business use of an automobile. Cell phone costs may be claimed by the Chair and Vice-Chair of the Board.

13. Conflict of Interest

13.1. The Board of Education (the "Board") directs its members not only to adhere to all laws regarding conflicts of interest but also to be alert to situations that have the

appearance of a conflict of interest and to avoid actions that might be detrimental to themselves or to the Board.

13.2. If a trustee has any pecuniary interest in any matter, or a deemed pecuniary interest as defined in Part V of the School Act, and is present at a meeting of the Board at which the matter is considered, the trustee:

13.2.1. Shall at the meeting disclose his or her pecuniary interest and the general nature of the pecuniary interest;

13.2.2. Shall not take part in the discussion of or vote on any question in respect of the matter; and

13.2.3. Shall not attempt in any way, whether before, during or after the meeting, to influence the voting on any question in respect of the matter.

13.3. If the meeting is not open to the public, in addition to complying with the above the trustee shall immediately leave the meeting or the part of the meeting during which the matter is under consideration.

13.4. If a meeting is open to the public, every disclosure of pecuniary interest and the general nature of it shall be recorded in the minutes of the meeting. If the meeting is not open to the public, the fact that a disclosure of pecuniary interest was made, but not the general nature of that interest, shall be reported to, and recorded in the minutes of, the next meeting that is open to the public.

14. Logo and District Names

13.1 The Logo and Design Use

Description

The logo is the property of the Saanich School District and shall only be used by internal and external organizations with prior approval of the Superintendent.



13.2 Legal Name

Board of Education of School District No. 63 (Saanich)

13.3 Saanich School District or Saanich Schools

Reference: 50, 56, 57, 58, 59, 66-71, 71(1), 72 School Act
Financial Disclosure Act
Income Tax Act

Approved: November 2020
Amended:

To: Policy Committee

Prepared By: Jason Reid
Secretary Treasurer

Subject: Transportation Policy Review Consultation

Date: November 15, 2023

Purpose and Background

The purpose of this briefing note is to report on the results of the community consultations regarding the proposed revisions to Policy 21 – Bus and Van Transportation (See attachment 1), for consideration by the Policy Committee.

An in-person open house was completed in each of the three zones (North, Central, South), as well as a 4th virtual open house. At these meetings, I presented the following contextual information:

- the current transportation policy;
- issues and concerns we have heard;
- what we learned from the provincial transportation survey (of other BC school districts) and review of other BC school district policies;
- what we learned from the transportation survey to parents, students and staff; and,
- the proposed policy amendments and resulting service changes anticipated.

A copy of the presentation is included for reference as attachment 2. At each meeting, the following questions were posed to participants for feedback and discussion.

1. Do the proposed policy amendments reflect the concerns identified to date and the direction from the policy committee (i.e. the direction from the January 2023 policy committee meeting)?
2. Is there anything else that should be considered?

Consultation Results

At the in-person meetings, feedback was provided in the meetings (to the extent there was time for table discussion), and through a follow-up survey. The feedback received from the in-person meetings is included as attachments 3, 4, and 5.

For the virtual meeting, feedback was received through a follow-up survey and is included as attachment 6.

A theme noted in the open house meetings (both in the feedback and questions) was the view by many that students attending the French Immersion Program should have equal access to transportation. This feedback related more to existing policy language rather than the proposed policy revisions, although the proposed changes to policy will likely decrease available space for courtesy riders (including those attending a French Immersion program).

Other correspondence relating to the proposed policy revisions are included as attachment 7.

More background information on the policy review can be found in the September 2023 briefing to committee.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Jason Reid".

Jason Reid
Secretary-Treasurer

JR/klg

Attachments: 1 - Proposed Amendments to Policy 21 (Bus & Van Transportation)

- 2 - Open House Presentation
- 3 - North Zone Open House Feedback
- 4 - South Zone Open House Feedback
- 5 - Central Zone Open House Feedback
- 6 - Virtual Open House Feedback
- 7 – Other Related Correspondence

Proposed Amendments to Policy 21

November 2023

Green bolded text are proposed additions to policy and red strikethrough text represent proposed deletions.

POLICY 21 - ~~BUS AND VAN~~ STUDENT TRANSPORTATION

The Superintendent shall establish an efficient and effective student transportation system to provide for the transportation of students to and from their nearest catchment school. **Support for active student travel is an important part of a comprehensive approach to student transportation.** Student safety shall be the highest priority in the provision of student transportation by the district.

The transportation system shall be provided in accordance with the following Guiding Principles:

- 1 Routes, **subject to being economically viable**, will be established to ensure:
 - 1.1 transportation **to their regular program catchment school** for those students living outside the following walk limits by traveled road or walkway from ~~the their regular program catchment school nearest school in their catchment area:~~
 - i. Kindergarten – Grade 5 Students: **2.5** ~~4.0~~ kilometres
 - ii. Students of Grades 6 – 12 inclusive: **4.8** kilometres
 - 1.2 **students entitled to transportation in paragraph 1.1 will not have to travel further than 2.5 kilometres by traveled road or walkway to the nearest bus stop.**
 - 1.3 **travel times are optimized for students being transported to their regular program catchment school from outside the walk limits established in paragraph 1.1.**
- 2 **The district will endeavor to establish routes that serve as many students eligible for service under guiding principle 1 as possible. A minimum of 15 students eligible for transportation services under guiding principle 1 are required for a route to be considered economically viable.**
- 3 ~~When it is necessary to address a concern of safety or to serve a district program catchment area,~~ **Additional transportation may be provided considered if there are significant safety concerns, such as a major highway crossing, or in support of students with exceptional transportation needs.**
- 4 The transportation routes shall be established to operate within the operating budget established by the Board. Bus routes shall be published in August of each school year.
- 5 Consideration shall be given to providing service when a student is directed to attend a school other than the nearest school in their catchment area.

Proposed Amendments to Policy 21

November 2023

- 6 Courtesy riders are district students not otherwise addressed in guiding principles 1 to 45, and may be transported if the legal seating capacity of the bus has not been reached. **Seating priority is reserved for those students entitled to transportation by guiding principles 1 to 5. Courtesy riders attending District Programs (as defined in Administrative Procedure 560) will be prioritized over other courtesy riders.**
- 7 **As transportation routes are established to provide optimal service in accordance with paragraphs 1 to 5, transportation routes and bus stops will not be altered to enhance service for courtesy riders.**
- 8 **Active transportation will be promoted through a variety of means including, but not limited to:**
 - 8.1 **Working with local governments to address road safety concerns as well as identify opportunities to create active transportation routes to school;**
 - 8.2 **Providing communication to students, parents/guardians and the community on road safety issues; and**
 - 8.3 **Building student awareness on various active transportation options for arriving to school.**
- 9 **Riders will be charged a registration fee and an additional fee for late registrations. Late fees are intended to encourage timely registration and improve the effectiveness of route planning prior to school start-up. The establishment of fees and any required revisions will be approved by the Board.**
- 10 The Superintendent will establish and keep current, safety procedures for the district's transportation system and for the rental of commercial buses or vans for student transportation. Passenger vans shall be limited to a maximum of 10 passengers.

**Transportation Policy Review
Virtual Open House
October 23, 2023**



Work Completed to Date

- Provincial Transportation Survey (BC School Districts) (Fall 2022)
- Review of BC School District Policy/Procedure (Fall 2022)
- District survey (Parents/Guardians, Student and Staff (January 2023))
- Policy Committee Direction (January 2023)
- Draft Policy Language (April 2023)

Next Steps in the Process

- Open House Meetings (zonal meetings and virtual meeting) (Fall 2023)
- Policy Committee reviews final draft policy language (Fall 2023)
- Board Notice of Motion to amend policy (Winter 2024)
- Policy adoption following 2 month consultation (Spring 2024)
- Policy implemented for 2024/25 school year

Current Policy

- Establish routes that transport students living outside the walk limits (grades K to 5: 4.0 km / grades 6 to 12: 4.8 km) to and from their nearest catchment school. (Policy 21)
- Manage within the operating budget established by the Board. (Policy 21)
- Transport courtesy riders on existing routes only if additional capacity is available. (Policy 21)
- When necessary to address a concern of safety or to serve a district program catchment area, additional school transportation may be provided. (Policy 21)
- Programs of Choice, including French Immersion, are established without transportation assistance from the district. (Policy 24)

Current Administrative Procedure 560

- Outlines procedure for application and registration for bus service
- Registrations are prioritized in the following order
 1. Students attending catchment school from outside walk limits
 2. Students attending District programs
 3. Students attending school of choice – confirmed after October 1st and greatest distance prioritized

Saanich Specific Observations

- As the Saanich Peninsula is relatively contained, Saanich is able to serve a greater proportion of students relative to many other school districts
- The combination of geographically contained catchments and higher elementary walk limits has resulted in service variation for courtesy riders travelling to their catchment school from within the walk limits.
- Service for district programs varies significantly between zones. For example, there are more options for north zone students travelling to a French Immersion program school than there is for south zone students.
- The 4.0 km walk limit for elementary age students has historically been raised as a concern.
- As routes have evolved over time to meet many transportation needs, wait times and route times have become an increasing concern expressed by parents.
- Late registrations and ghost riders (i.e. register but do not ride) significantly challenge the registration and route planning process in advance of school start up

Provincial Survey and Policy Review Observations

- Saanich serves a greater proportion of students (29%) when compared to the average of nine other districts with similar geography (23%).
- Of the 33 districts that responded, 15 reported having lower walk limits with walk limits most often being lower at elementary
- Most districts with lower walk limits also designate maximum walking distances to bus stops, minimum spacing of bus stops, or designate certain urban areas as non-service zones.
- Of the 32 districts that responded, 25 reported that fees were not charged.
- More recently developed policies reflect an increased focus on active transportation
- Many policies have language limiting travel times for students travelling to their catchment school and/or specify that routes will not be altered to accommodate courtesy riders.

What we heard in the survey

- Transportation services are very important to families
- A desire and for many an expectation that policy be changed to increase overall service levels
- Survey Questions: “What should the Board consider when determining how transportation routes and services are established?”

	Distance to Catchment School	Distance to Bus stop	Active Transportation Options / Road Safety	Rider Age	Student Vulnerability	Route Length / Wait Times	Courtesy Riders / Programs of Choice
THEME							
COUNT	85	49	97	59	30	78	42

- Strong support for many considerations in establishing routes that are in conflict with one another (ex. distance to bus stop versus route time). Many respondents selected many or all considerations.

What we heard in the survey

- Route length/wait times was the theme most often identified as a single priority and many responses described student experience with long route times and/or long wait times between bell time and drop-off or pick-up.
- Road safety and student vulnerability were also often a focus in many responses.
- Many responses noted that safety and serving vulnerable students should be prioritized over active transportation and environmental concerns.
- Many commented on limited active transportation routes in some areas, that active transportation was age dependent and that active transportation was more challenging during winter months.
- Many respondents were opposed to any fees; however, more respondents were in favour of fees to maintain services if necessary or to enhance services.
- Many respondents that were not otherwise in favour of fees, were supportive of a late registration fee if it would improve the timeliness of registrations and the effectiveness of route planning before school start up.

Policy Committee Direction (Jan 2023)

Following review and consideration of the survey results, in January 2023 the Policy Committee requested that staff assess options for policy revisions that:

- lowers K-5 walk limits considering variation in school geography,
- reflects safety considerations in determining service / routes,
- encourages and supports active transportation and environmental considerations,
- encourages timely registration and discourages ghost riders (students who register and then do not access service),
- focuses route design on optimizing service for students entitled to service by policy,
- clarifies how courtesy riders are defined (including removing contradictory reference to serving a program catchment areas), and
- reflects consideration of supporting vulnerable students.

Proposed Policy Revisions

Walkthrough and discuss proposed policy revisions.

Questions?

Survey Questions

1. Do the proposed transportation policy amendments reflect the key concerns identified to date and the direction from the Policy Committee?
2. Is there anything else the Policy Committee should consider in its review of the transportation policy?

Thank you for your support today.

Contacts:

Board Chair Tim Dunford

tdunford@saanichschools.ca

Secretary Treasurer Jason Reid

jreid@saanichschools.ca

Superintendent Dave Eberwein

deberwein@saanichschools.ca



Attachment 3
North Zone Transportation Policy Review Open House
North Saanich Middle School
Thursday, October 5, 2023

There were 10 people who filled in the sign-in sheet (excluding Trustees and district staff).

Table Discussion Feedback

Do the proposed transportation policy amendments reflect the key concerns identified to date and the direction from the Policy Committee?

- The policy revisions reflect the survey feedback that was gathered but they don't reflect concerns that arose over the summer for French immersion students not being given equal ridership priority to bus registration.
- No, because all students do not have equal access to bus service (if attending a district program).
- I believe that people need to know the facts ahead of choosing school locations/special programs. If parents knew that they wouldn't receive bus services, then might re-think to use catchment schools.
- Are the "vulnerable students" in the direction the students with exceptional transportation needs in draft policy? If not, where are they? Concerns met: lowers K-5 walk limits, encourages timely registration, focus route. Design on optimizing service for those entitled, clarifies how courtesy riders are defined.
- Other than the walking limit for elementary students.

Is there anything else the Policy Committee should consider in its review of the transportation policy?

- Please include a policy consideration for students enrolled in programs that receive funding (i.e., federal or otherwise) supporting these programs. That is, transportation is a finite resource which bears an expense; therefore programs where additional funding is provided should qualify for transportation differently than those which do not.
- The policy revisions do not address the issue of French Immersion students not being given equal access to bus ridership priority as their English program counterparts. This was not an issue at the time of the bus survey last winter and it needs to be incorporated into the current policy revisions. It should not be written into policy that some students have greater access than others, despite the financial implications related to the change.
- Having a procedure for families to withdraw if they no longer need the service.
- Registration fees set barrier for access.
- I feel like Deep Cove immersion is my regular school as it is my catchment. I don't think we should be isolated because I couldn't send my kids to our closest school (Sidney) which is more convenient.
- Differentiation of active transportation among age groups, considering the required involvement of parents/caregivers for younger children. For ghost riders, there should be an

automated follow-up that allows a parent to easily unregister. It should be a simple link within the email to make it easy.

Survey Feedback

Do the proposed transportation policy amendments reflect the key concerns identified to date and the direction from the Policy Committee?

Response 1

Possibly

Response 2

Mostly yes

Is there anything else the Policy Committee should consider in its review of the Transportation Policy?

Response 1

The fees will stop some families who need transport from registering. If buses are full, more buses are needed. Perhaps French Immersion and other programs should pay a fee, not catchment students. Have better communication with families and a process in place for withdrawal.

Response 2

A clearer definition of “active transportation” and what means exactly within the overall transportation policy. In theory its great if families could walk or bike their kids to school but this doesn’t fit well with the modern family. Most families/caregivers drive or drop off at the bus stop as they are rushing to get to work. Most don’t have the luxury of the time it takes to walk/bike their kids to school & back and can’t send their elementary school+ kids solo on busy roads.

Attachment 4
South Zone Transportation Review Policy Open House
Royal Oak Middle School
Tuesday, October 10, 2023

There were 9 people who filled in the sign-in sheet (excluding Trustees and district staff).

Table Discussion Feedback

Do the proposed transportation policy amendments reflect the key concerns identified to date and the direction from the Policy Committee?

- It's unclear to me, sorry.

Is there anything else the Policy Committee should consider in its review of the transportation policy?

- Could there be consideration for courtesy riders who have used transportation in previous years to be grandfathered in as riders?
- Also, as a teacher working in the district, could consideration be given for my children to travel to the school I work at?
- Streamlined timely communication targets for responses.
- Clear procedures (i.e., web forms) for applications, parents safety concerns . I just need my kid to be on the bus he is in area for his catchment school, outside of the walking distance.
- For ghost riders, consider penalties for ghost rides or rewards (lower registration fee in future years) for regular riders.

Survey Feedback

Do the proposed transportation policy amendments reflect the key concerns identified to date and the direction from the Policy Committee?

Response 1

[no entry]

Is there anything else the Policy Committee should consider in its review of the Transportation Policy?

Response 1

As mentioned in the meeting, I think it's important that less fortunate/indigent people have the opportunity to provide their feedback on the proposed registration fee. Single parents who may be adversely affected by the proposed fees and other changes may not have the time/ability to attend the one online meeting. I think the link to the recorded session should be shared with all district parents so they can watch the online session when they have the time and be allowed to submit their survey. There are parents with disabled children or no vehicle/phone/computer that may make attending at a specific time difficult. These same people would have difficulty paying bus registration fees. Yes, they can have it

waived, but it makes the process of registering more onerous on those who cannot afford to simply pay it. I also think the registration fees should be one per household and not one per student. If the purpose is to stop ghost riders, then perhaps have a commitment from families that their rider will ride the bus at least 50% of the time or they lose their seat on the bus by mid October to allow others who need the seats.

I think transportation communication is typically occurring over email - which I mentioned during the meeting can be a tricky issue for some parents. I think having the students go home with a flyer stating deadlines and potential late penalty fees would help for those who don't typically register on time. It helps if the students know about the deadline too because they can ask their parents if they registered for the bus or not. I have a lot of respect for those in the transportation section of the school district, it's a thankless job that so many families rely on. I hope in future more parents will properly register on time for the service only if they need it.

Attachment 5
Central Zone Transportation Policy Review Open House
Bayside Middle School
Wednesday, October 18, 2023

There were 9 people who filled in the sign-in sheet (excluding Trustees and district staff).

Table Discussion Feedback

Do the proposed transportation policy amendments reflect the key concerns identified to date and the direction from the Policy Committee?

- 2016 funds – what was the purpose? Funding only eligible for those who don't charge fees.
- I think we have a solution – clarity on purpose objective - think beyond the bus
- I do think this policy needs to be reviewed from an equity bias–disabilities – families facing economic hardship.
- Policy could further outline how involvement in supporting active transportation – SD Vancouver, TransLink, and society for Children and Youth.
- They reflect the direction from the Policy Comm but not other concerns since Jan 2023. This past summer many FI students learned they didn't get bus spot. This was not an issue when the survey was circulated last winter. The policy needs to be revised to give them the same access.
- K-5 walk limits – agree with 2.5km.
- Safety considerations – has the school district consulted with local governments to ensure they can support and address road safety concerns.
- Reg fee or late fee to discourage ghost riders – agree.
- Clarify courtesy riders – amend AP560.
- I think that 4.8 km is long for middle school aged kids especially considering the lack of sidewalks within about 1.5km of Bayside.
- My kids' routes are both “milk runs” but I have no issues with bus route times. I do have a small concern that it's okay for a kindergarten student to ride with a grade 12 student.
- How does the revision address immersion school needs for the region? I understand the larger bus routes were meant to address this issue as there is no FI at Parkland and North Saanich?

Is there anything else the Policy Committee should consider in its review of the transportation policy?

- Could get more sophisticated in our scheduling.
- Conduct on buses.
- Communications.
- Drive to 5.
- Encouraging ridership on the city bus.
- Policy Comm should consider why they think it's okay not to give FI students equal bus access as the English program students. Because the policy has always been that way is no excuse and is perpetuating inequality. Equality being too expensive and not in the budget is also not sufficient rationale.
- K-5 walk limits – agree with 2.5km.

- Amendment to AP560 – amend language to reflect equitable opportunities for FI students. If the district both French and English programs they need to ensure equal bussing opportunities for FI students.
- Please consider offering an option to register manually for transportation in the event there are technical difficulties completing the registration.
- Include a terms of reference within policy – define “exceptional transportation needs”
- It sounds as though the issues in the policy come down to funding. The policy should not be determined by funds available but instead driven by safe and equitable transportation opportunities for all.
- Equal opportunity for FI students. Considering FI as a courtesy is wrong. It’s not a courtesy to learn and our other official language. I really don’t see why you must add more routes to the south just to have equal opportunity to an existing bus route. I’m sure you can find a way to write it into policy.
- A new registration system needs to be put in place. The existing one is difficult to load and read maps. Some routes are missing or incorrectly numbered.
- A small fee will be fine. But please don’t make it a deterrent.
- Both of our children use routes 8 in the morning and Routes 7 and 22 in the afternoon to get home. From Bayside to Dean Park it’s 8 km+. From Stelly’s a little less. We have been going to the schools for four years. We have concerns our children will no longer have transportation. Also Route 22 is often full in the afternoon and occasionally my son has to walk up Dean Park Road.
- Route optimization should be discussed further.
- My boys are both on routes that collect most riders outside the Bayside/Stelly’s catchment.
- If courtesy riders are unable to take the bus, then significant parts of these routes should not run as they technically can’t collect students along the route.
- If routes remain unchanged, then my kids will generally continue riding on the bus as there is space.
- Route 22 Stelly’s via Dean Park is often overpacked and while my son is allowed on the bus he often can’t get on.

Survey Feedback

Do the proposed transportation policy amendments reflect the key concerns identified to date and the direction from the Policy Committee?

Response 1

No they do not. You are building your policy to meet some needs but more specifically due to your budget restraints. It’s irresponsible to build a Policy around a budget that is not sufficient to meet the needs of the community. The policy you’re proposing may address some of the concerns parents had, however, meeting those concerns will also create hardship for those that will be excluded from the policy. Your policy proposal will create inequity between English and French immersion students. Your policy will benefit English learners and exclude French learners. Please do better. Do the work needed to seek additional budget money so that you can provide appropriate transportation to meet the needs of all those that require it.

Response 2

No

Response 3

I think the Policy's Committee's direction should include giving all students equal access to bus ridership priority, regardless of the language program that they pursue. To maintain inequality in the bus policy is completely inappropriate and does not reflect modern day education programs. I know this policy has been in place for a very long time, but that's no excuse for not correcting it, even if it poses budgetary challenges for the school district.

Response 4

I believe that there is an opportunity to broaden the language of the policy to support children to get to school, whether by School bus, active transportation, carpooling, city buses etc. by expanding the name of the policy to reflect this larger goal: "Student Transportation Policy" perhaps?

The policy states that the purpose of the program is to "establish an efficient and effective student transportation system to provide for the transportation of students to and from their nearest catchment school. Support for active student travel is an important part of a comprehensive approach to student transportation"

I would request clarity on whether the 'student transportation system' includes only buses? I think that is what comes to mind at the moment, but my hope is that the scope of this policy can be expanded such that the 'system' includes school buses, but also active involvement in active transportation initiatives and programs as well as support/encouragement of the city bus system (which is free for youth!).

I would suggest that the program purpose be more explicit in terms of what is meant by 'efficient and effective'. Some suggested wording being to "maximize the number of children served, particularly those facing barriers or challenges getting to/from school while reducing carbon emissions and traffic congestion around schools through operation of a network of school bus routes (established according to the principles listed later in the policy), promotion of the city bus services and actively developing/delivering programs and initiatives aimed at supporting active transportation for students as a means of promoting their physical, mental and social wellbeing."

The different ways the school district can promote active transportation identified in bullets 8.1, 8.2, and 8.3 should be further expanded to the potential for the district to play a more active role in active transportation programming and initiatives (e.g. walking school bus/riding school bus programs, bike skills programs / training opportunities and others). We invest significant staff, physical infrastructure and monetary resources on our road-based bus services, could investments in non-bus transportation programming and partnerships that reflect our shared goals and strategic plan goals of supporting mental health and global citizenship be a possibility?

The policy doesn't mention that students who face challenges to getting to school will be accommodated/supported in any particular way. I was told that such students will always be supported in practice, but if I were a parent in need and read this policy, I wouldn't know that I could reach out for additional supports. This program is an optional 'nice to have', so I think it's important that the families and kids that really need it are able to access it.

One more technical question: The policy says that the bus routes will be published in August. How can families register in the spring if the routes are not published until August?

Is there anything else the Policy Committee should consider in its review of the transportation policy?

Response 1

[no entry]

Response 2

French Immersion students should not be considered courtesy riders. They should have equal opportunity to secure a spot on the bus. Also, the results from the previous survey are inaccurate. The issue of wait listing French Immersion students last summer occurred after the survey was conducted. Being waitlisted never occurred before in all the years our children have been taking the bus. "Courtesy Riders /Programs of Choice" would score higher if respondents were given the survey today. If the Board is unable to secure the necessary resources to meet the entire ridership demand, either through fees (Families are prepared to pay registration/transportation fees) or provincial funding, then a chronological registration process should be considered. Confirm seat on the bus by order in which paid registrations are made, regardless of whether a rider is in the English or French Immersion stream. Thank you.

Response 3

The Policy Committee should consider why they think it's ok not to give French Immersion students equal bus access to the English program students. When the bus survey took place last winter, French Immersion students were not experiencing bus enrolment issues. It was this past summer where this issue became apparent because of increased bus enrolment. The Policy Committee needs to consider these more recent issues when reviewing the Transportation Policy. This issue was know (over the Summer) at the time that the revised policy was being developed for the Board.

Response 4

Thank you for your work and your attentive and careful review.

**Attachment 6
Transportation Policy Review Virtual Open House
Virtual Meeting
Monday, October 23, 2023**

There were 20 people who signed into this virtual meeting (excluding Trustees and district staff).

Survey Feedback

Do the proposed transportation policy amendments reflect the key concerns identified to date and the direction from the Policy Committee?

Response 1

[no entry]

Response 2

[no entry]

Response 3

Not Fully

Is there anything else the Policy Committee should consider in its review of the transportation policy?

Response 1

Start with not parking SD63 busses unlawfully adjacent yellow curb on Royal Oak Drive adjacent Lochside Elementary in a bike lane. If you don't do this all of the flowery language in your Transportation Policy is meaningless.

Response 2

The Proposed Amendments to Policy 21 must be properly spell-checked with a Canadian checker. the correct, Canadian spelling of metric distance is kilometre. Please note;METER is a measuring instrument; e.g. thermometer, speedometer. METRE is a unit of distance; e.g. millimetre, centimetre. Thank you.

Response 3

Yes. The Committee should consider strengthening language around Active Transportation (AT) (#8). In particular, the Policy should more actively and directly work with responsible municipalities to establish fully safe, AAA AT lanes. Additionally, the Policy should establish a comprehensive road safety training programs for students using common modes of AT, particularly cycling and walking.

Letter to Saanich School District 63:**Transportation Policy Review: Recommendations for Enhancing Active Transportation****November 15, 2023**

Dear Policy Review Committee, Board of Trustees, and Secretary Treasurer,

Capital Bike thanks you for your leadership in incorporating active transportation in your Transportation Policy Review. Specifically, we refer to Item #8 of the Draft Transportation Policy Revisions:

8 Active transportation will be promoted through a variety of means including, but not limited to:

8.1 Working with local governments to address road safety concerns as well as identify opportunities to create active transportation routes to school;

8.2 Providing communication to students, parents/guardians and the community on road safety issues; and

8.3 Building student awareness on various active transportation options for arriving to school.

Student Well-being, Environmental Sustainability, and Equity: A Call for Ambitious Action

Considering the critical intersection of student health, sustainable environmental practices, and the climate emergency, Capital Bike commends SD63 for aligning with the global movement toward cycling and active transportation to schools. Recognizing that effective policy requires clear and ambitious objectives and dedicated resources, we offer our feedback to strengthen your Transportation Policy Review.

Capital Bike: Who are we?

Capital Bike is a cycling advocacy organization working in the Capital Region to get “more people, cycling more places, more often.” As a community-driven charitable organization, we develop and promote cycling education programs, organize events like Go By Bike Week (GBBW), and advocate at all government levels to improve cycling safety and infrastructure.

Cycling to School: A Multi-faceted Benefit

Research continues to demonstrate the many and substantial benefits from students making their way to school by bicycling or other forms of active transportation. These include important physical and mental health benefits:

- increased physical activity
- improved cardiovascular fitness, muscle strength, and overall physical endurance
- better bone health
- enhanced motor skills
- reduced risk of obesity
- promotion of long-lasting healthy lifestyle habits
- stress reduction
- improved concentration, focus, and school performance
- enhanced mood
- better sleep quality
- increased energy levels
- social and community interaction opportunities

When students cycle or walk to school, they are also significant environmental benefits:

- reducing climate-warming carbon emissions (which is critical as road transportation remains the CRD's number one source of carbon emissions, and trips to K-12 schools account for 7% of all outbound trips in the CRD.)
- improving air quality resulting from reduced tailpipe emissions and particulates from brakes and tires
- mitigating noise pollution
- promoting cycling infrastructure the whole community can utilize
- encouraging sustainable transportation practices and eco-friendly habits

Important equity considerations come into play as well, such as:

- reducing the financial burden for lower-income families where safe and convenient infrastructure is available to reduce car dependence

Our Recommendations and Feedback

We propose the following additions to Item #8 in the Draft Transportation Policy, aiming to make it more ambitious, concrete, prescriptive, and measurable:

1) Encourage Cycling and Active Trips to School with Needed Infrastructure:

- a) Formally adopt the CRD's All Ages and Abilities bikeway policy to help guide district construction & advocacy on bikeways.
- b) Collaborate with municipalities to accelerate the construction of a quick-build complete cycling network by 2027 that provides an All Ages and Abilities (AAA) bikeway to the main entrance of every school. Where needed, provide school land to enable students to arrive at school safely where roads are not designed to permit AAA infrastructure near schools.
- c) Reassess the distribution of School District budgeted funds, resources, and land allocation to facilitate different commuting modes, prioritizing active transportation options.
- d) Reconsider infrastructure projects that promote car-dependency over cycling and walking to school, especially those projects which negatively affect those cycling to school and those on bikes in the wider community. As an example, pick-up and drop-off zones should be designed to not endanger people on bikes and discourage people from using active transportation. Recently, SD63 has proposed a drop-off driveway parallel to the Lochside trail at Lochside School; this design runs counter to good design practices and would discourage people riding to school and along the Lochside trail.

2) Provide Better, Secure Bicycle Parking and End-of-trip Facilities:

- a) Provide secure, covered parking for bicycles and other modes of active transportation for students and staff. Consult the school community on placement and design.
- b) Provide end-of-trip facilities for staff and students, including lockers, change rooms and showers. Consult potential users on placement and design.
- c) Ensure entrances to school grounds and to bicycle parking facilities are suitable and wide enough for easy access for non-standard bicycles (e.g., cargo and bucket bicycles), while meeting school security concerns.
- d) Provide infrastructure for electric bicycle battery charging.

- e) Provide bicycle repair facilities for minor repairs and adjustments, like flat tires.
- f) Advocate to the Ministry of Transportation and Infrastructure (MOTI) to provide funding to top up the Annual Facility Grant funding from the Ministry of Education and Child Care (ECC) to support site upgrades for enhancing accessibility for vulnerable road users.
- g) Advocate to the Ministry of Social Development and Poverty Reduction (SDPR) to increase ECC's Annual Facility Grant for accessibility upgrades to enhance access to school grounds for people with physical impairments.

3) Lead the Culture Change to Active Transportation to School:

- a) Advocate to MOTI for increased funding to run 'Ready, Step, Roll' (RSR), and support the CRD to roll out the Ready, Step, Roll (RSR) initiative every year at every school in the District.
- b) Host RSR events to coincide with Capital Bike's tri-annual Go By Bike Week (GBBW) events.
- c) At the beginning of the school year, at every school: Engage with students and their families around the economic, climate, and health benefits of travelling to school using public transit and active transportation. Engage and inspire students with a school assembly. Reinforce with parents and staff who do drive to schools the critical importance of their role in safeguarding vulnerable road users.
- d) Advocate to MOTI for increased funding and to shift the funding model for 'Everyone Rides, Grades 4 and 5' (ERG45) to fund school districts directly, not external agencies, so that School Districts can hire Active Transportation coordinators to coordinate RSR and ERG45 at each school in the School District.
- e) Provide training to grade 6-8 students to use public transportation, similar to the exemplary Kingston (Ontario) Model. [<https://clean50.com/the-kingston-model-for-youth-transit-programming-the-benefits-public-transit-can-have-on-our-youth-schools-and-the-community>]
- f) Eliminate student car parking at high schools, except for those students where a need is demonstrated. Repurpose recovered parking space for climate mitigation purposes.
- g) Work with municipalities and parent groups towards the elimination of car drop-off zones around schools.
- h) Foster the creation and ongoing support of adult-led "bike-buses" for younger riders.

- i) Assign personnel within the District to be responsible for implementing and supporting these culture change initiatives. Provide paid release time for staff members willing to champion and coordinate these initiatives in their schools.

4) Be a Strong Advocate for Continuing Improvements:

- a) Establish a regular liaison within the District to coordinate with municipal staff on improving active transportation to schools, including creating a Safe Routes to Schools Plan, including AAA routes and safe walking connections to the entrance of each school.
- b) Advocate for traffic calming measures, paired with speed limit reductions to 30 km/h or less, on all streets adjacent to all schools at all times.
- c) Advocate to municipalities to create School Streets in front of all school front doors.
- d) Advocate to municipalities that when public works or construction occurs near schools, that safe paths for vulnerable road users be prioritized.
- e) Establish a District Active Transport Committee to review best practices, engage with the community and parents, make recommendations to the Board, and monitor progress.
- f) Set active transportation targets school-by-school and report on progress on a yearly basis. Targets might include: percentage of students with “safe routes” to school, students walking to school, students cycling to school, and number of active transportation related safety incidents per year.

More and more, local governments and school authorities around the world are taking significant steps to enable and promote active transportation and cycling to address climate, livability, health, and environmental challenges. It's terrific that the Saanich School District is joining the trend and contemplating important changes. The necessary changes only really happen when elected leaders create and commit to concrete plans and provide resources to make them happen. Commitment to change is strengthened through ambitious, specific, and detailed policy. We hope our recommendations will be useful in the development of your policy. Capital Bike has a team of expert staff and volunteers who are here to support cycling and active transportation initiatives. Please don't hesitate to reach out. Thank you very much.

Yours,

Rebecca Freedman
Co-Chair, Capital Bike

Niki Sutherland
Co-Chair, Capital Bike

AM/PS

FW: Letter in support of the Proposed Amendments to Policy 21

Saanich Schools Communication <Communication@saanichschools.ca>

Thu 2023-11-09 3:31 PM

To: Dave Eberwein <deberwein@saanichschools.ca>; Jason Reid <jreid@saanichschools.ca>

From: Ronya Lake <ronyagarden@gmail.com>

Sent: Friday, November 3, 2023 2:11 PM

To: Saanich Schools Communication <Communication@saanichschools.ca>

Subject: Letter in support of the Proposed Amendments to Policy 21

[Caution: External Sender] This email is from a sender outside the organization. Do not open attachments, reply, or click links unless you have verified the content and sender are legitimate.

Dear Saanich Schools & Dave Eberwein,

I regret that I was unable to attend the open house transportation meeting about the Proposed Amendments to Policy 21, I am writing to let you know that

I am strongly in favour of these changes. My daughter currently attends Cordova Bay Elementary, and takes the bus to school. The changes would mean that she could also take the bus home from school.

I work from home, and I start my work day at 4am. I then take a break from 7am to 8:20am to get my daughter ready for her day, and wait for the school bus. I finish my work day at 2:00pm so that I can arrive at the school to pick her up at 2:30pm. School gets out at 2:47pm but I need to arrive early because of limited parking at the school.

The changes proposed would extend my work day by about an hour, allowing me to wake up at 5am instead of at 4am to start my work day.

There is very limited parking at our school, and so most of the parents arrive 20 - 30 minutes early, to ensure that they can get a parking spot.

The proposed changes would free up parking spots at Cordova Bay Elementary, meaning that the parents and guardians who are picking up their children wouldn't have to arrive so early.

As the task of dropping off and picking up kids from schools still predominantly falls on women, I can imagine that this would have a similar impact on the schedules of many other mothers in my community. I have seen other mothers taking meetings on their phones while they sit and wait in their cars at pick up, or trying to work on laptops and phones in the parking area while they wait to pick up their children. The challenge of trying to fit a full time job into about 5 hours of time is one that we all manage differently, but this proposed change would ease the pressure for so many parents.

From my child's perspective, she is very keen to continue to find ways to reduce her carbon footprint, and taking the bus is something she is very proud to do.

From a community perspective, the bus rides are a chance for children to socialize with kids who are older or younger from their neighbourhood, and to build connections and friendships outside of their class groups.

Thank you kindly,

I look forward to seeing the bus system expand to include transportation home from Cordova Bay school,

Ronya Lake (Helena's Mum)
545 Brookleigh Rd

--

Ronya Lake

<https://linktr.ee/Ronyalake>

2502136135