



**PACIFIC RIM SCHOOL DISTRICT
PUBLIC BOARD MEETING AGENDA
Tuesday, September 24, 2024, 5:00 p.m.
Bamfield Community School, Bamfield**

Pages

1. **Call to Order/Land Acknowledgement**
We acknowledge that we work and learn on the ḥaḥuuḥi of the Hupačasath (Hupacasath), Huu-ay-aht (Huu-ay-aht), ḷaḥuukʷiḥath (Tla-o-qui-aht), Cišaaḥath (Tseshaht) and the Yuuḥuḥiḥath (Yuu-cluth-aht) Nations.
2. **Approval of Agenda**
THAT the Board of Education approve the September 24, 2024 Public Board Meeting agenda as presented.
3. **Conflict of Interest Declaration**
Are there any conflicts to declare?
4. **Adoption of Minutes** 4
THAT the Board of Education approve the June 25, 2024 Public Board Meeting Minutes as presented.
5. **Announcements of the Chair**
6. **Good News from the Schools**
 - 6.1 **School Report (10 minutes)**
Robin Schmidt, Principal
7. **Trustee Statements**
8. **Petitions/ Delegations/ Presentations**
 - 8.1 **Bamfield Community School Association (BCSA) Annual Report (10 minutes)** 12
Jaslyn Haberl, BCSA Coordinator
9. **Staff Reports**
 - 9.1 **2023/24 Auditor's Summary - Approval of Financial Statements (5 minutes)** 18
Barbara Ross, Secretary Treasurer

THAT the Board of Education of School District No. 70 (Pacific Rim) approved the 2023/24 Audited Financial Statements as presented.
 - 9.2 **2025/26 Minor Capital Plan Submission (5 minutes)** 75
Barbara Ross, Secretary Treasurer

THAT in accordance with provisions under section 142 (4) of the *School Act*, the Board of Education of School District No. 70 (Pacific Rim) hereby approves the

proposed 2025/26 Five-Year Minor Capital Plan (Minor Capital Programs) submission.

- 9.3 2024/25 Organizational Chart (3 minutes)** 80
Paula Mason, Manager of Corporate Services

THAT the Board of Education direct staff through the Superintendent to publish the 2024/25 Organizational Chart as presented.

- 9.4 Approval of Framework for Enhancing Student Learning Report (15 minutes)** 83
James Messenger, Director of Instruction - Learning & Innovation

THAT the Board of Education approve the 2024/2025 Enhancing Student Learning Report as presented; and

THAT the Board of Education direct staff to submit the report to the Ministry of Education and Child Care by September 30, 2024.

10. Policy Development

10.1 Policies for Public Consultation

THAT the Board of Education direct staff through the Superintendent, to publish the following draft policy for a 30-day public consultation period:

- 10.1.a XXX: Tree Protection Policy (P) 85

10.2 Policies for Adoption

There has been no feedback received from the public consultation period.

THAT the Board of Education adopt the following policies as presented.

- 10.2.a Use of District owned vehicles 86
10.2.b XXX: Equipment and In-Kind Donations (P) 87
10.2.c Policy 510: Safe, Caring and Orderly Schools 88
10.2.d Policy 602: Communicating Student Learning 89
10.2.e XXX: Selection of Learning Resources 90
10.2.f XXX: International Student Program 92

11. Notice of Motion

12. Correspondence - Action Required

- 12.1 National Food Schools Advocacy Letter** 94
BCSTA template

THAT the Board of Education direct staff through the Superintendent, to send the National Foods Advocacy Letter to our local Member of Parliament, using the template provided by BCSTA.

13. Correspondence - For Information

- 13.1 2024-09-03 Letter to Families - Minister Singh** 95
13.2 2024-09-06 Letter from Minister Singh 97
13.3 2024-09-10 BCSTA - CEO Announcement 98

13.4	2024-09-11 September 30, 2024 National Day for Truth and Reconciliation Walk and Celebration Event	100
13.5	2024-09-13 CoPA Council Committee Appointments	102
13.6	2024-08-29 ACRD Referral Package	105
14.	External Board Committees	
14.1	2024-09-04 Alberni Valley Museum and Heritage Commission Meeting minutes	122
14.2	2024-06-18 ACRD Agricultural Development Committee Meeting Minutes	131
14.3	ACRD Solid Waste Management Plan Advisory Committee information	138
14.4	July 9 - Sept 8, 2024 Port Alberni Air Quality Council Update	140
15.	Internal District Committees	
15.1	2024-09-03 Education Committee Meeting Minutes	152
15.2	2024-09-10 Policy Committee Meeting Minutes	155
16.	Audience Question Period	
17.	Next Meeting	
	The next regular meeting of the Board of Education will be held on October 22, 2024 at 5:00pm, at the Ucluelet Elementary School, in Ucluelet.	
18.	Adjournment	
	The meeting was adjourned at TIME.	



**PACIFIC RIM SCHOOL DISTRICT
PUBLIC BOARD MEETING MINUTES
Wickaninnish Community School, Tofino
June 25, 2024, 5:00 p.m.**

Pam Craig - Board Chair
Cherilyn Bray - Vice Chair
Janis Joseph - Trustee
Cynthia Orr - Trustee
Larry Ransom - Trustee
Christine Washington - Trustee
Helen Zanette - Trustee
Tim Davie - Superintendent
Peter Klaver - Assistant Superintendent
Barbara Ross - Secretary Treasurer
James Messenger - Director of Instruction, Learning & Innovation
Greg Roe - Director of Operations
Carla Neville - Controller
Michell Bennett - Director of Instruction, Inclusive Education
Paula Mason – Manager of Corporate Services
Dani Stone - Principal
Chris Michaud - Vice Principal
Ryan Dvorak - ADTU President
Nadine White - CUPE President (via Teams)

Audience Members/Guests:

Ian Caplette - NTC Director of Education, Training and Social Development
Wendy Gallic – Community Services Manager, Tseshaht First Nation
Rosemarie Buchannan
Marc Garand, Teacher
Cindy Hutchinson
Waren Rudd

1. Call to Order

The Chair acknowledged that we work and learn on the ḥaḥuuḥi of the Hupačasath(Hupacasath), Huu-ay-aht (Huu-ay-aht), ḥaḥuukʷiḥath (Tla-o-qui-aht), Ciṣaaḥath (Tseshaht) and the Yuuḥuḥiḥath (Yuu-cluth-aht) Nations.

2. Approval of Agenda

Moved by: Trustee Orr
Seconded by: Trustee Washington

THAT the Board of Education approve the June 25, 2024 Public Board Meeting Agenda as presented.

Carried

3. Conflict of Interest Declaration

There were no conflicts declared.

4. Adoption of Minutes

Moved by: Trustee Bray
Seconded by: Trustee Ransom

THAT the Board of Education approve the May 28, 2024 Public Board Meeting Minutes as presented.

Carried

5. Announcements of the Chair

6. Good News from the Schools

6.1 School Presentation (10 minutes)

Principal Stone provided a slideshow presentation highlighting students attending a trip to Meares Island.

7. Trustee Statements

Trustee Craig noted that June has been a month of celebrations and storytelling, congratulating the 2024 grads! Trustee Zanette thanked Mel Burton for her work with the ADSS Breakfast Club.

8. Petitions/ Delegations/ Presentations

8.1 Recognition of Indigenous Education Committee members

Trustee Craig and Superintendent Davie thanked Ian Caplette and Wendy Gallic for their work on the Indigenous Education Council. Mr. Caplette and Ms. Gallic left the meeting at 5:29pm.

8.2 Auditors Presentation (10 minutes)

Ms. Lee provided an overview of her audit planning report.

9. **Staff Reports**

9.1 **Amended 2024/25 Capital Plan/West Coast Bussing Update (10 minutes)**

Director Roe provided an overview of his report, confirming that there are no new licensing requirements, and that training will be provided on how to operate the lift.

9.2 **Approval of 2025/26 Major Capital Plan (15 minutes)**

Director Roe provided an overview of his report.

Moved by: Trustee Ransom

Seconded by: Trustee Washington

THAT the Board of Education approve the submission of the 2025/26 5-year Capital Plan as presented.

Carried

9.3 **Wickaninnish Ballfield Update (5 minutes)**

Director Roe provided an overview of his report, including the content of his meeting on the same day with District of Tofino.

9.4 **Operational Plan update (5 minutes)**

Superintendent Davie provided an overview of his report.

9.5 **Transportation Assistance Rates (5 minutes)**

Moved by: Trustee Bray

Seconded by: Trustee Ransom

THAT the Board of Education approve the rate of \$0.28 (40% of \$0.70) per kilometer with the addition of 0.05 per additional child for a maximum of \$25.75 per day per family, as the Transportation Assistance Rates for the 2024/25 school year.

Carried

9.6 **Exempt and Excluded Compensation (5 minutes)**

Secretary Treasurer Ross provided an overview of her report.

Moved by: Trustee Ransom

Seconded by: Trustee Joseph

THAT the Board of Education approve a submission to BCPSEA that a 3% increase to the compensation of individuals included in the Exempt Staff group be applied, effective July 1, 2024, subject to satisfactory performance, and

THAT the Board of Education approve a submission to BCPSEA that a 3% increase to the compensation of individuals included in the Principal / Vice-Principal group be applied, effective August 1, 2024, subject to satisfactory performance.

Carried

9.7 Trustee Compensation (10 minutes)

Secretary Treasurer Ross provided an overview of her report. Trustee Craig requested that it be noted that she was not in favour of the motion, and also requested that her remuneration not reflect the increase passed.

Moved by: Trustee Washington

Seconded by: Trustee Bray

THAT the Board of Education approve a 3% increase to Trustee compensation, effective July 1, 2024.

Carried

9.8 Boarding Allowance Rates (5 minutes)

Moved by: Trustee Bray

Seconded by: Trustee Washington

THAT the Board of Education approve \$875.00 as the maximum monthly boarding allowance amount an eligible student is entitled to during the 2024/25 school year, with eligibility being defined by the Eligibility section of Administrative Procedure 3306: Boarding Allowance.

Carried

9.9 Advocacy Policy Development (5 minutes)

Moved by: Trustee Washington

Seconded by: Trustee Zanelle

THAT the Board of Education direct staff through the Superintendent, to add a Board Advocacy page to our website.

Carried

9.10 Raincoast Education Society Presentation follow-up (10 minutes)

The Board discussed the request from the Raincoast Education Society (RES) and deliberated that the school district is unable to provide financial assistance at this time. There are many community partners that provide programming within the district and it would be impossible to fund them all. The Board expressed their heartfelt appreciation for the work that the RES is doing and hopes that this work can continue. Superintendent Davie thanked all groups (approximately 46 community partners, including 33 nonprofit organizations and 5 other ministries or agencies) that support students within the district. Although the 2024/25 budget has already been approved, as the Board works through the budget process next year, operating dollars should be allocated as closely to the classrooms as possible, as well as to the teachers and staff that support students within the schools. He noted that the Ministry's focus for targeted dollars is mainly on children and youth in care, students with diverse abilities, and Indigenous learners.

9.11 Kackaamin Review - Summary (5 minutes)

Director Bennett provided an overview of her report.

10. Unfinished Business/ New Business

11. Policy Development

11.1 Policies to be sent for 30-day Public Consultation

Moved by: Trustee Zanette

Seconded by: Trustee Washington

THAT the Board of Education direct staff through the Superintendent, to publish the following draft policies for a 30-day public consultation period:

Carried

11.1.a Policy 602: Communicating Student Learning (P)

11.1.b XXX Selection of Learning Resources Policy (P)

11.1.c XXX: Equipment and In-kind Donations (P)

11.1.d Policy 510: Safe, Caring and Orderly Schools (P)

11.2 Policies for Adoption

Moved by: Trustee Washington

Seconded by: Trustee Zanette

THAT the Board of Education adopt the XXX Off-Site Experience/Field Trip Policy (P) as presented.

Carried

11.2.a XXX Off-Site Experience/Field Trip Policy (P)

12. Notice of Motion

13. Correspondence - Action Required

13.1 ACRD Rezoning Consultation

There were no comments or concerns.

13.2 Field Trip Approvals

Director Messenger provided an overview of the trips, spoke to the upcoming administrative procedures being drafted for review, and noted that anyone seriously interested in chaperoning opportunities should speak with the ADSS travel club.

Moved by: Trustee Bray

Seconded by: Trustee Joseph

THAT the Board of Education approve the ADSS Girls Basketball trip to Washington for July 6-10, 2024, and

THAT the Board of Education approve in principle, the ADSS Travel Club trip to Italy and Greece during Spring Break 2025.

Carried

14. Correspondence - For Information

14.1 Board Motion Tracking (April - May 2024)

14.2 Prime Minister's Award for Excellence in Early Childhood Education 2024

14.3 Joint Press Release - District of Tofino / Pacific Rim School District

14.4 Be Amazing Campaign

15. External Board Committees

15.1 May 14, 2024 ACRD Agricultural Development Committee Meeting Minutes

15.2 June 5, 2024 Heritage Commission Meeting Minutes

15.3 May/June 2024 Port Alberni Air Quality Council Update

16. Internal District Committees

16.1 May 21, 2024 Finance, Operations and Assets Committee Meeting Minutes

Moved by: Trustee Bray

Seconded by: Trustee Ransom

THAT the Board of Education approve the May 21, 2024 Finance, Operations and Assets Committee Meeting Minutes as presented.

Carried

16.2 May 28, 2024 Public Board Meeting Minutes

These minutes were placed here in error, as they were already adopted as Item 4.0.

THAT the Board of Education approve the May 28, 2024 Public Board Meeting Minutes as presented.

16.3 June 4, 2024 Education Committee Meeting Minutes

Moved by: Trustee Orr

Seconded by: Trustee Joseph

THAT the Board of Education approve the June 4, 2024 Education Committee Meeting Minutes as presented.

Carried

16.4 June 11, 2024 Policy Committee Meeting Minutes

Moved by: Trustee Zanette

Seconded by: Trustee Washington

THAT the Board of Education approve the June 11, 2024 Policy Committee Meeting Minutes as presented.

Carried

16.5 June 18, 2024 Finance, Operations and Assets Committee Meeting Minutes

Moved by: Trustee Bray

Seconded by: Trustee Ransom

THAT the Board of Education approve the June 18, 2024 Finance, Operations and Assets Committee Meeting Minutes as presented.

Carried

17. Audience Question Period

Tofino resident Warren Rudd from the Tofino National Heritage Society thanked Trustee Orr for bringing forth the need for a Tree Protection Policy, specifically noting the

upcoming ballfield expansion and the potential construction during the expansion of Wickaninnish Community School.

Port Alberni resident Rosemarie Buchannan asked if the new bus will have seatbelts and if it will be electric powered. The new bus will have seatbelts, but due to the need for out-of-town range for field trips, the bus will be diesel fueled.

ADTU President Ryan Dvorak thanked the school board for the time, energy and diligent work of all teachers and staff.

18. Next Meeting

19. Adjournment

The meeting was adjourned at 6:33pm.

Board Chair

Secretary Treasurer

Bamfield Community School Association 2023-2024 Annual Report

To the School District 70 Board of Trustees

September 17, 2024

Board Members

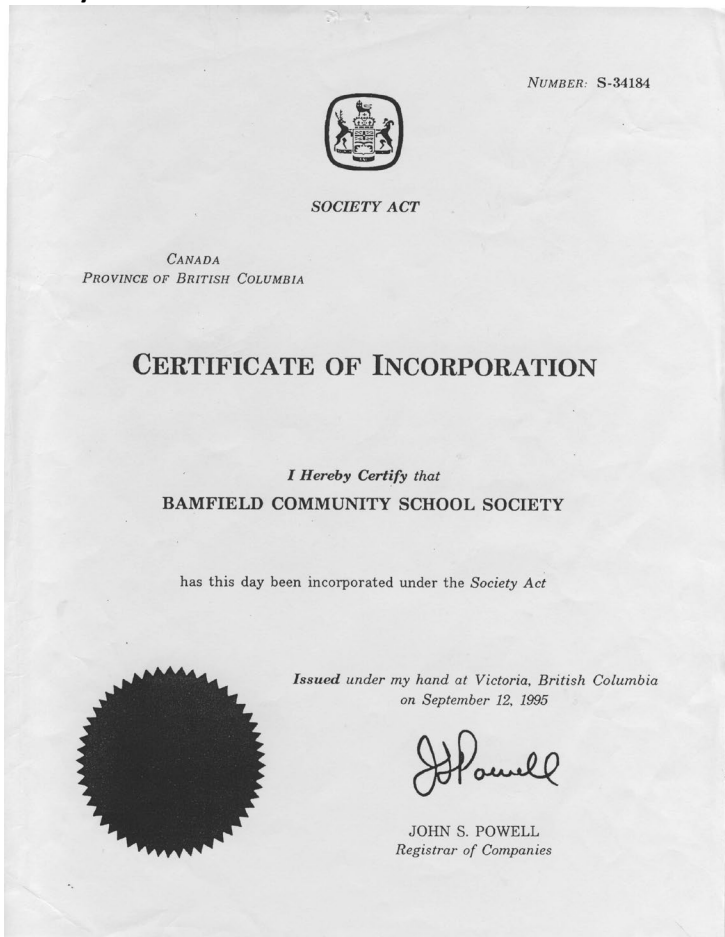
Christine Gruman, Chair
Julie Bradley, Vice Chair
Samantha Kranz, Secretary
Jasmin Schuster, Treasurer
Lisa Bye
Aneri Garg
Kimberley Nookemus
Stella Peters

Coordinator

Jaslyn Haberl
bcsacoordinator@gmail.com
250-728-1220

Proof of Society Status

Business Name: Bamfield Community School Society
Society Number: S-34184



Previous Year's Activities

A Note on Population: The Bamfield Community School had between 42-44 students in the 2023-2024 school year. The Bamfield and Anacla community has approximately 250 year-round residents.

A Note on Scope of Activities: The following report includes only activities funded in whole or in part by the Bamfield Community School Association's operating grant from School District 70. Programs such as Spring Break and Summer Day Camps, programs for graduated youth and adults in the community, and programs for elders are not included.

Early Childhood Programs

Little Buddies Playtime is a program that ran once or twice a month during the last school year in partnership with Paawats daycare, during which children ages 2-5 (and their guardians/caretakers) met for story time, songs, crafts, and games at a community park, Pachena Beach, or at the school. When the classroom dynamics allowed, we joined Ms. Schmitt and the primary class for an hour of playtime, twice in the classroom, and once in the forest. The program brought between 2-5 preschool-aged children and their guardians together to build social skills and to help set up the school as a fun, safe, and exciting place to be!

The BCSA also supported the School District's programs **Ready, Set, Learn!** (March 13, 2024) and **Pop-Up Play** (May 8, 2024), joining SD70 staff and local families for exploratory play, and encouraging parents to connect to supportive resources in our district and community.

Family Programs & Events

Books and Brunch is a monthly program which invites families to the Community Library for a pancake breakfast, an opportunity to explore library books, and to enjoy story time. Attendance varies between 5-15 participants of all ages, with an emphasis on pre-school-aged children and primary-aged children.

Family Games Night is a fun, social, bi-monthly gathering for community members of all ages to play board games, video games, laser tag, and to share a meal. Attendance varies between 10-35 participants, with a majority demographic of school-aged children. We hosted a special edition of Family Games Night in October called the **Monster Mash Family Extravaganza**, during which the school gym was transformed into a Halloween carnival with game stations for children of all ages to enjoy – we had the best turnout of any Family Games Night, with 50 people in attendance.

Alternating with Family Games Night, the BCSA hosted a bi-monthly **Family Movie Night**, turning one of our classrooms into a movie theatre, with families coming to enjoy a film on our big screen from the comfort of our giant bean bags while eating bottomless popcorn. Attendance is generally around 6-10 people. In January, we hosted a special edition of Family Movie Night – an all-day **Bamfield Family Film Festival**, which showcased short, animated films from around the world, sharing folk tales from different cultures with the 20 attendees.

School-Aged Programs

After School Club was hosted twice weekly in the 2023-2024 school year, with one session for grades 1-3 (11 students), and another session for grades 4-6 (14 students). After school, students ate a healthy snack, then played games, made artwork, and tried fun science experiments.

The BCSA hosted several specialty after school programs, including **Story Club**, **Basketball**, and **Volleyball**.

Story Club involved 6 children in grades 3-6 who gathered weekly from September-November to explore reading, writing, and telling stories in new ways. We played games, made crafts, and did theatre activities designed to explore elements of stories, including setting, character, perspective, plot, conflict, and themes.

Between November and June, we hosted a **Basketball After School Club**, which was attended by 15 students in grades 3 and up. The club offered an opportunity for children to learn basketball skills through drills and games, and to engage in social and recreational activity. Several secondary students who are gifted basketball players supported the program as paid junior coaches.

In the Spring, at the request of our secondary students, we began alternating weekly Basketball with **Volleyball After School Club**, learning skills and drills and playing a new sport together. This program drew in a further 9 students, half of whom are in the secondary class, which created a supportive, mentorship dynamic with younger students.

The **Friday Night Chill** is a monthly youth drop-in which invites secondary-aged youth to the school to eat pizza, play games, make art, listen to music, and access safety planning support and harm reduction supplies. Typically, attendance is around 10-12 youth.

The BCSA hosted a weekly **Youth Drop-In** for students in grade 7-12 to stay after school to work on assignments, play board games, go for short hikes, play sports, and hang out together. On 3 occasions throughout the year, we subcontracted artists to join the Youth Drop-In to teach a particular workshop, including **Linocut Printmaking**, **Weaving**, and **Photography**. Attendance was variable, with 2-4 youth typically attending. Although turnout was small, it felt significant to connect with the youth who really wanted the safe space, and we have made some scheduling adjustments for the 2024-2025 school year to attract a larger group of secondary students.

In collaboration with our fabulous secondary teacher Denee Nickel, the BCSA helped to coordinate experiential field trips and workshops through the accredited **Skills Exploration Program**, which sought to showcase a variety of skillsets and careers to youth in our school. The secondary class learned about local fisheries from the Huu-ay-aht First Nations Natural Resources Team at the Sugsaw Hatchery; participated in seeding green gravel to support kelp reforestation efforts in the Barkley Sound from the Kelp Rescue Initiative at the Bamfield Marine Sciences Centre; played around with the basics of DJing with the BCSA Coordinator; learned about engineering design and innovation from oyster farmers at local business Nova Harvest; designed the interior of the soon-to-be-built BCSA Greenhouse, including garden beds, potting tables, and shelving under the tutelage of a local cabinet maker; and scripted, filmed, and acted in a video about the Greenhouse project with the BCSA Coordinator. Participation varied based on secondary class attendance, typically between 7-10 students, with 6 local employers, scientists, and knowledge keepers engaged to support the secondary teacher and BCSA coordinator with our different field trips and projects.

In May and June, the BCSA ran a **Bamfield All-Stars Tee Ball League**, with 14 children ages 4-8 gathering weekly to learn tee ball with awesome volunteer coaches who are Moms in our school, and members of the BCSA Board.

All-Ages Programs

The BCSA hosts a popular monthly **Community Lunch**, where community members of all ages are invited to eat with the students of the BCS, enjoy intergenerational connection, and check out student projects at the school. Typically, between 30-60 community members attend, in addition to the staff and students at the Community School. This event is a small fundraiser for the BCSA, with this year's proceeds invested in Spring Break field trips and new books for the Community Library.

Every Monday night, we host a different **Drop-In Sport**, typically rotating through indoor soccer, volleyball, badminton, dodgeball, kickball, ultimate frisbee, and sometimes throwing in a curve ball like a dance party.

The BCSA hosted a fiercely competitive and totally silly **Dodgeball** league with bi-weekly games through the winter season; although most participants are adults and youth who have completed secondary school, we had about 5 secondary students who regularly participated in the games, building connections with community members in an active, sober space.

The BCSA sponsors secondary students to participate in our adult programming at no cost to the student or their family. In October, we contracted a local costumer extraordinaire to host a **Prosthetic Mask-Making Class**, which was attended by one of our most artistic secondary students free of charge. In December, art teacher and BCSA Board vice-chair Julie Bradley instructed a **Ceramic Ornament Workshop**, attended by another artist in the secondary class. Also in December, a third student joined a **Cooking Class** to learn how to use a whole fish with nothing wasted.

Events, Workshops, Training, and Courses

In September, the BCSA hosted a **Back-to-School Clothing Swap** to support families to update their wardrobes in an environmentally sustainable and affordable way. We also sent folks home from the event with discard books from the Bamfield Community Library and the Ucluelet Secondary School Library.

In September, the BCSA collaborated with the Bamfield Community School teachers and Huu-ay-aht First Nations to host a Community Lunch in honour of the **National Day for Truth and Reconciliation**. The students in the school performed a cultural song and dance, and the community (~30 non-students) gathered for commemoration and a meal.

In October, to mark the National Day for Truth and Reconciliation, we organized **Art & Action: Youth Reconciliation Symposium**. Approximately 200 people gathered at the House of Huu-ay-aht for the day: leaders included many respected Huu-ay-aht knowledge keepers and political leaders, and participants included local Huu-ay-aht and settler youth in secondary school, post-secondary-aged youth who live and work in the Anacla and Bamfield community, and visiting youth from the international school Pearson United World College of the Pacific. Leaders and local youth shared songs, dances, and stories with settlers and visitors to the ḥahuuḥi, and everyone participated in a variety of educational and artistic workshops: visiting the ancient Huu-ay-aht village of Kiiḥin, exploring medicines in our local forest, making nature art, painting, weaving, and visiting the treasures and archives held at the Huu-ay-aht Government Office. We learned about treaty rights, the process of building a nation-to-nation relationship with the colonial governments, the United Nations Declaration on the Rights of Indigenous People, and the Truth and Reconciliation Commission and its 10 Principles of Reconciliation and 94 Calls to Action. Our day concluded with a community feast, bringing even more people together to share in a delicious meal, more songs and dancing, and lots of gratitude and gift giving. The event was primarily funded through the Communities Building Youth Futures grant, but the BCSA Coordinator allocated a significant amount of 'youth programming' staff time into the project. It was a huge effort to bring everyone together, but it was deeply meaningful!

In November, we hosted a series of **Financial Literacy** workshops, including a session designed for youth learning to make their first budgets. Unfortunately, none of our secondary students opted to participate (not totally surprising that they didn't want to spend an evening learning this skillset), but we hope to offer a similar workshop in-class in the coming school year.

In December, the BCSA supported the BCS Teachers in hosting a **Family Winter Holiday Party** at the school, bringing families together for holiday-themed games, crafting, treats, and socializing.

In January, the BCSA hosted a **Red Cross Psychological First Aid Training**, which was attended by elders, adults, youth, and several secondary students. We completed the online course and shared strategies for sustaining personal and collective mental well-being.

In honour of Family Literacy Week at the end of January, we planned and hosted the **Great Big Buddy Read** concurrently with many other schools and community organizations across the province. Community members came to the school to read with a student, with 26 people nurturing a love of literacy, and encouraging reading together across generations.

In February, the BCSA organized a youth-focused **Red Cross Wilderness First Aid Training**, attended by youth workers from the BCSA and Huu-ay-aht First Nations, post-secondary-aged youth working in the community, and 4 secondary students. Over the 40-hour course, we learned skills and strategies for providing extended care through learning activities and scenarios with real-life situations specifically designed for wilderness and remote environments.

In April, we co-hosted the **Hike to High Ground Tsunami Awareness Event** with the Bamfield Community Emergency Program. 54 community members, including BCS staff and students, engaged in a practice drill, and gathered at the fire hall to learn about tsunami, the history of tsunami in our region, and community resilience to natural disasters from Huu-ay-aht knowledge keepers and emergency preparedness experts from the Alberni-Clayoquot Regional District. The event culminated with a community lunch.

In May, the BCSA organized a community **Buckskin Hide Tanning Camp**, with visiting facilitator Fern + Roe Tannery. Over three days, more than 50 community members across 4 generations gathered at the Pachena Beach gazebo to learn the ancient practice of hide tanning. Elders came to watch and share their knowledge and stories of hunting and tanning as youth, people brought drums and shared songs while we worked on the hides, and our children and youth got right in there scraping hair, rubbing the skins with brains, tanning the hides with smoke, and rubbing pumice stones on the hides to soften them. In the 2024-2025 school year, we are planning a collaboration with the Huu-ay-aht First Nations Cultural Wellness Team to invite all those who participated in the tanning to learn how to make medicine bags from the completed hides.

During SD70's **LGBTQIA+ Pride Week** at the end of May, we themed all of our after-school programming around better understanding and celebrating diverse gender and sexual expressions, exploring a variety of pride flags and making banners for the Community Pride March.

At the beginning of June, we held the second annual **Community Pride March and Celebration**. Approximately 40 LGBTQIA2S+ community members and allies (including 8 students) gathered for a pride walk along the Bamfield boardwalk, which culminated in a community potluck in the park, with fun activities and games, and queer history education.

At the end of the school year, we helped the BCS teachers and staff to host a **Year-End Family Lunch**, bringing families together in the school to celebrate our graduating Kindergarten class and all our students' hard work.

At the end of June, through funding from the Participaction Community Sport grant, the BCSA hosted a **Community Archery Engagement and BBQ**, inviting people to come try a new and exciting sport! 90 people of all ages attended the gathering, with many people shooting a bow and arrow for the first time. Now that we have the necessary equipment, we hope to launch an after-school archery club in the 2024-2025 school year.

Services

The BCSA is responsible for the management of the **Community Library**, which has a small but excellent selection of books for all ages and offers free community computer and internet access. This year, the BCSA invested in a lot of new books based on the interests and feedback of our students, resulted in a marked increase in usage by our children and youth! Approximately 75 people used the library in the 2023-2024 school year.

The BCSA manages the **School Breakfast and Lunch Program**, ensuring breakfast snacks and a nutritious lunch is available to all students daily. This program is funded by SD70, Huu-ay-aht First Nations, and the BCSA.

The BCSA is involved in several **regional networks and tables** designed to reduce poverty, increase literacy, improve food security, and advocate for the needs of our community within the Alberni-Clayoquot Regional District and more broadly. These include: the Alberni-Clayoquot Health Network, Decoda Literacy Foundation, Farm to School, the Tamarack Institute's Western Canada Cohort, the Coastal Family Resource Coalition, and Blue Schools Canada. Through these network-building opportunities, the BCSA Coordinator has advocated for in-school supports such as counselling, health services, and food sovereignty, resulting in collaborations with other non-profit organizations and pressuring organizations to serve the Bamfield and Anacla community, and the Bamfield Community School.

Budget

The BCSA received an operating grant of **\$46,000** from SD70 in 2023-2024 to support K-12 programming during the school year.

Core Staff Wages: \$29,785

60% of the BCSA Coordinator's time was dedicated to K-12 Programming from September 2023-June 2024, so we allocated **\$26,785** of the operating grant to Coordinator wages (10 months of annual salary * 60% of Coordinator's time).

Wages for BCSA Literacy Outreach Facilitator to support the BCSA Coordinator to plan and facilitate children's programming, youth programming, and events for families = **\$3,000**

Insurance: \$1,215

Includes the cost of insurance for only the 10 months of the school year

Children's Programming: \$7,500

Groceries for After School Programming snacks = **\$2,400**

Supplies for After School Programming (art supplies, Lego) = **\$655**

Wages for Program Assistant helping with After School Clubs = **\$400**

Wages for Youth Program Assistants helping with Basketball/Volleyball After School Club = **\$120**

Wages for Program Facilitator of Basketball/Volleyball After School Club = **\$825**

Equipment and uniforms for Tee-Ball Program = **\$1,500**

Contribution towards Hide Tanning Camp = **\$1,500**

Printing of Autumn and Spring Program Brochures = **\$100**

Youth Programming: \$7,500

Groceries for Youth Programming snacks = **\$1,300**

Groceries and Pizza for the Friday Night Chill, April-June* = **\$300**

**This cost was covered by the Communities Building Youth Futures Grant from September 2023-March 2024*

Supplies for Youth Programming (art supplies, games, equipment) = **\$1,650**

Wages for Youth Program Assistants helping with Youth Programming = **\$100**

Wages for Artistic Workshop Facilitation during Youth Drop-In = **\$200**

Sponsorship for secondary-aged youth to join paid BCSA workshops = **\$185**

Enrolment in Red Cross Psychological First Aid Course for secondary-aged youth & teacher = **\$160**

Contribution towards Red Cross Wilderness First Aid Course = **\$2,005**

Contribution towards Hide Tanning Camp = **\$1,500**

Printing of Autumn and Spring Program Brochures = **\$100**



PACIFIC RIM SCHOOL DISTRICT PUBLIC BOARD MEETING ACTION SHEET

Date: September 24, 2024
To: Board of Education
From: Barbara Ross, Secretary Treasurer
Subject: 2023-24 Audited Financial Statements

Background

By September 30th of every year, Districts are required to submit signed Audited Financial Statements for the year ended June 30th.

Information

In your board package, you will find:

- Financial Statements Discussion and Analysis (FSD&A)
- Audited Financial Statements (F/S)
- Notes to the Financial Statements (Notes)

These documents will remain in draft form until formally approved via motion.

Overall, it was a difficult year. While we continue to carry a modest surplus we will be making changes as we build our Amended Annual Budget to ensure that a contingency reserve remains in place for emergent issues. Our auditors have provided a clean audit report.

I will be pleased to answer any questions you may have on these financial statements and will be seeking approval, via motion, as follows:

THAT the Board of Education of School District No. 70 (Pacific Rim) approved the 2023/24 Audited Financial Statements as presented.



FINANCIAL STATEMENTS DISCUSSION and ANALYSIS

Year ended June 30, 2024

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**Pacific Rim School District
Financial Statements Discussion and Analysis**

For the Year Ended June 30, 2024

INTRODUCTION

The following is a discussion and analysis of the financial performance of Pacific Rim School District (the “District”) for the fiscal year ended June 30, 2024. This report should be read in conjunction with the district’s consolidated financial statements for the same period and is meant to assist the reader.

The purpose of the Financial Statement Discussion and Analysis is to highlight information and provide explanations which enhance the reader’s understanding of the school district’s financial statements as well as the factors that influence the financial results presented in these statements. This report is a summary of the district’s financial activities, based on currently known facts, decisions and conditions. The statements illustrate, in financial terms, how resources have been allocated and consumed during the fiscal year.

The preparation of this financial statement discussion and analysis is management’s responsibility. All dollar amounts are reported to the nearest thousand.

OVERVIEW OF THE SCHOOL DISTRICT

The Pacific Rim School District is situated on the ɥaɥuuɥi of the ɥiʃaaʔaɥɥ, huupačasʔaɥɥ, ʃaʔuuukʷiʔaɥɥ, huufiiʔaɥɥ First Nations and yuuʔuʔiʔaɥɥ Government, and acknowledges that we work alongside these Nuuchahnulth nations as well as the Ditidaht, Uchucklesaht, Toquaht, Ahousaht, and Hesquiaht First Nations, the Métis Nation of British Columbia and the Alberni-Clayoquot Métis Society to serve the children and youth of the Alberni-Clayoquot region.

The Pacific Rim School District (the district) covers much of Central Vancouver Island’s rugged, picturesque West Coast and serves a regional population of approximately 31,000 residing in the communities of Port Alberni, Tofino, Ucluelet, Bamfield and other remote communities.

The district is home to 4,000 students, 36% of whom are of Indigenous Ancestry, in two neighbourhood secondary schools, eight elementary schools, and one K-12 school. The district has a successful alternate learning centre, a strong French Immersion program, a thriving international student program, and a busy continuing education program.

The district is committed to all student successes and has strong connections to early learning and community wellness and mental health support, as well as the region’s two major post-secondary institutions. The school district employs close to 500 employees.

The governing body of the School District is a Board of Education made up of seven trustees who are each elected for a four-year term. The day-to-day matters are managed by the administrative staff of the district, headed by the Superintendent of Schools.

Our Strategic Plan

Our Strategic Plan, as derived through extensive online and face-to-face consultation, places a strong emphasis on achievement for all. Our focus areas are:

- Indigenous Learner Success and Relationships with First Nations
- Student Achievement
- Mental Health and Social-Emotional Well-being
- Safe, Welcoming and Modern Learning Environments
- Environmental Stewardship and Global Citizenship

Within each of these focus areas, we have developed goals that have been integrated into a working Operational Plan that sets the direction that will allow our district to successfully carry out our mission and move us closer to reaching our vision.

Our Values, Mission, and Vision

The mandate of the Board of Education is to maintain a focus on student achievement and well-being, and to participate in decision making that benefits the entire district while representing the interests of the entire electorate.

The Board is responsible for setting the overall strategic direction for the school district. Trustees work together to establish the Board's Strategic Plan which sets the goals for the district and its budget priorities. The Board is committed to the Calls to Action of the Truth and Reconciliation Commission, BC's Declaration on the Rights of Indigenous Peoples Act, and ongoing support for Indigenous ways of knowing and being, as a framework for reconciliation and learning.

As co-governors with the Ministry of Education and Child Care, the Board shares the belief of seamless inclusive universal child care and before-and-after school care options for those families that require it within environments that incorporate the Early Learning Framework, thus fostering connections between the education and child care sectors.

Our vision is to be a safe, welcoming, and engaging learning community that is diverse, equitable, inclusive, accessible, and collaborative, and creates belonging and opportunities for all.

Our overall intent is to educate students in safe, inclusive, and engaging learning environments where every student develops the knowledge, skills, and abilities to be lifelong learners and responsible members of our global society.

Our Core Values

- Integrity
- Respect
- Responsibility
- Equity
- Compassion
- Honesty

Our Schools

Elementary Schools

École Alberni Elementary School
E J Dunn Elementary School
John Howitt Elementary School
Maquinna Elementary School
Tsuma-as Elementary School
Ucluelet Elementary School
Wood Elementary School

Secondary Schools

Alberni District Secondary School
Ucluelet Secondary School

Community Schools

Bamfield Community School
Wickaninnish Community School

Alternate Programs

Eight Avenue Learning Centre
Pacific Rim International Student Program

COMPOSITION OF THE FINANCIAL STATEMENTS

School district financial statements are prepared in accordance with Section 23.1 of the Budget Transparency and Accountability Act of the Province of British Columbia. This Section requires that the financial statements be prepared in accordance with Canadian public sector accounting standards, except in regard to the accounting for government transfers.

The two key audited statements are:

- The **Statement of Financial Position** summarizes the districts assets and liabilities at June 30, 2024. This provides an indication of the financial health of the school district.
- **The Statement of Operations** summarizes the revenues received and expenses incurred between July 1, 2023 and June 30, 2024. This statement provides an indication of the funding received by the school district and how that funding was spent.
- The **Statement of Changes in Net Financial Assets (Debt)**, the **Statement of Cash Flows** and the **Notes to the Financial Statements** are also audited and provide further analysis of the District's finances.

Financial performance is difficult to ascertain in the audited Financial Statements, as they are a consolidation of three distinct areas:

- The Operating Fund (Schedule 2);
- Special Purpose Funds (Schedule 3); and the
- Capital Fund (Schedule 4).

The schedules are included at the end of the financial statements, following the Notes to the Financial Statements, in a format prescribed by the Ministry. The schedules include more details specific to each of the three areas, providing increased transparency and accountability. The balances reported in the schedules, when consolidated, are consistent with the balances reported in the statements.

- **Schedule 1** illustrates a breakdown of the accumulated surplus (deficit) on Statement 1 into the three reporting areas.
- **Schedule 2** provides detail on the Operating Fund, which accounts for the operating grants and other operating revenues. Legislation requires that the District present a balanced budget for the Operating Fund, whereby budgeted expenditure does not exceed budgeted revenue, and any surplus used to balance the budget is appropriated from surpluses carried forward in previous years.
- **Schedule 3** provides detail on the Special Purpose Funds, which are grants and contributions that are directed towards specific activities. As these are targeted grants, any unspent funding is accounted for as deferred revenue, not as accumulated surplus.

- **Schedule 4** provides detail on the Capital Fund, which accounts for the capital assets and capital revenues.

STATEMENT OF FINANCIAL POSITION

Financial Assets are assets available to discharge existing liabilities or finance future operations.

In Thousands	2024	2023	Change
Cash and Cash Equivalents	\$ 4,740	\$ 7,338	\$ (2,598)
Accounts Receivable - Due from Ministry of Education and Child Care	-	31	(31)
Accounts Receivable - Due from Province - Other	-	87	(87)
Accounts Receivable - Due from First Nations	3,917	3,550	367
Accounts Receivable - Due from Other	1,080	1,166	(86)
Total	\$ 9,737	\$ 12,172	\$ (2,435)

Cash and cash equivalents decreased by \$2.6 million during the year. There are no Accounts Receivable due from the Ministry of Education and Child Care or from Province – Other. Accounts Receivable from First Nations increased by \$0.367 million. Accounts Receivable – Other, increased by \$0.86 million.

Liabilities represent obligations that have been incurred by the District. Total liabilities increased from the prior year by \$2.3 million.

In Thousands	2024	2023	Change
Accounts Payable and Accrued Liabilities	\$ 4,896	\$ 5,007	\$ (111)
Unearned Revenue	459	464	(5)
Deferred Revenue	2,766	2,690	76
Deferred Capital Revenue	112,356	110,285	2,071
Employee Future Benefits	464	451	13
Asset Retirement Obligations	3,796	3,796	-
Debt	187	248	(61)
Capital Lease Obligations	628	268	360
Other Liabilities	-	-	-
Total	\$ 125,552	\$ 123,209	\$ 2,343

Accounts Payable and Accrued Liabilities is mainly comprised of employee remittances for payroll deductions, accumulated employee vacation, accrued wages and trades payable, which includes a significant amount for capital projects.

Unearned Revenue represents revenues received for future periods in the areas of rental revenue and international student tuition.

Deferred Revenue is externally restricted revenue for specific programs such as Community Link,

StrongStart, Ready Set Learn, After School Sport and Arts and includes School Generated Funds. Deferred revenue is not recognized until related expenses are incurred.

Deferred Capital Revenue is revenue to be amortized over the life of the related capital assets.

Non-Financial Assets have increased by \$3.5 million.

In Thousands	2024	2023	Change
Tangible Capital Assets	\$ 124,376	\$ 120,722	\$ 3,654
Restricted Assets (Endowments)	30	30	-
Prepaid Expenses	312	422	(110)
Total	\$ 124,718	\$ 121,174	\$ 3,544

Capital Assets include land, buildings, construction projects in progress, furniture, equipment, vehicles and computers. The increase of \$3.5 million is a result of new additions, less amortization expense and deemed disposals, plus Work in Progress. Works in progress will not be amortized until substantial completion.

Restricted Assets represent the principal portion of the endowment fund received for scholarships. They are considered non-financial assets because they cannot be used to meet the liabilities of the District as they become due.

Prepaid Expenses represent costs that have been paid in advance of the next fiscal year and will become expenses in a future period.

Accumulated Surplus has decreased by \$ 1.2 million.

In Thousands	2024	2023	Change
Operating Fund	\$ 892	\$ 2,180	\$ (1,288)
Special Purpose Funds	30	30	-
Capital Fund	7,981	7,927	54
Total	\$ 8,903	\$ 10,137	\$ (1,234)

Accumulated surplus represents the Board's residual interest in its assets after deducting liabilities. Most of this balance is unavailable to fund operations as it is either restricted or has already been used to invest in buildings, equipment and other capital assets.

STATEMENT OF OPERATIONS

The Statement of Operations is a consolidation of revenues and expenditures in the operating, special purpose and capital funds. Each of these funds is discussed separately below.

Consolidated revenues from all sources increased from \$57.6 million in 2023 to \$63.6 million in 2024. 83% of total revenue is from the Ministry of Education and Child Care and the other 17% comes from several different sources, such as tuition from international students, rentals and leases of school district property, investment income and amortization of deferred revenue.

In Thousands	2024		2023		Change
Ministry Grants	\$ 51,895	90%	\$ 47,904	83%	\$ 3,991
Grants from Other Ministries	376	1%	269	0%	107
Federal Grants	4	0%	12	0%	(8)
Tuition	685	1%	491	1%	194
Other Revenue	6,338	11%	5,385	9%	953
Rentals and Leases	184	0%	107	0%	77
Investment Income	302	1%	179	0%	123
Gain (Loss) on Disposal of Tangible Capital Assets	-	0%	-	0%	-
Amortization of Deferred Capital Revenue	3,796	7%	3,231	6%	565
Total	\$ 63,580	110%	\$ 57,578	100%	\$ 6,002

Operating Fund revenue

This District received \$44.0 million from the Ministry of Education and Child Care in the form of the operating grant, which is based on student enrolment and other student, staffing and geographical factors. The remaining funding totaled \$6.1 million.

In Thousands	2024	2023	Amended Annual Budget	Variance from Prior Year	Variance from Budget
Ministry Grants	\$ 44,034	\$ 41,318	\$ 44,743	\$ 2,716	\$ (709)
Grants from Other Ministries	131	42	53	89	78
Tuition	685	491	676	194	9
Other Revenue	4,825	3,575	3,778	1,250	1,047
Rentals and Leases	184	107	75	77	109
Investment Income	302	179	339	123	(37)
Total	\$ 50,161	\$ 45,712	\$ 49,664	\$ 4,449	\$ 497

Revenues increased by \$4.4 million from the prior year and \$0.5 million from the budget.

Operating Fund expenditures

Expenditures in the Operating Fund totaled \$50.6 million.

In Thousands	2024	2023	Amended Annual Budget	Variance from Prior Year	Variance from Budget
Teachers	\$ 19,492	\$ 18,012	\$ 19,515	\$ 1,480	\$ (23)
Principals and Vice-Principals	4,079	3,407	4,060	672	19
Educational Assistants	3,865	3,194	3,665	671	200
Support Staff	5,072	4,249	5,076	823	(4)
Other Professionals	1,488	1,659	1,483	(171)	5
Substitutes	2,046	2,035	1,613	11	433
	36,042	32,556	35,412	3,486	630
Employee Benefits	8,460	7,539	8,113	921	347
Services and Supplies	6,086	5,680	5,884	406	202
Total	\$ 50,588	\$ 45,775	\$ 49,409	\$ 4,813	\$ 1,179

Operating Surplus

The District ended the fiscal year with a total operating surplus of \$892,344. The 2023-24 Amended Annual Budget planned to draw down the Operating Surplus by \$710,945. The actual appropriation was \$1,287,623. As the appropriation was in excess of what was planned, the District will review the 2045-25 Amended Annual Budget to ensure that the planned appropriation for that budget is not excessive and that the District remains in compliance with Policy 340: Accumulated Operating Surplus, which provides for a Contingency Reserve of 1% to 3% of operating expenditures. When the surplus exceeds that threshold, the District strategically plans to draw down the surplus in future years until the surplus is in that range.

For information, the Contingency Reserve covers:

Contingency Reserve

- elimination of any deficit arising at the end of a fiscal year of operation
- funding for new cost pressures not known at the time of budget development
- severance costs upon termination of employment
- legal action not covered by insurance
- coverage for unfunded disaster recovery costs
- extraordinary utilities cost pressures
- replacement of equipment essential to the continuation of educational programming
- assistance in balancing future years budgets
- unfunded increased that are not covered by additional grants

Special Purpose Funds

Special Purpose Funds revenues are restricted grants designated for specific purposes or programs. Revenue is recognized only when it is expended, not when it is received. Balances can often be deferred to subsequent years for the intended purpose. Some funds require Ministry approval to carry forward and other funds that carry a surplus at the end of the year reduce the funding received in the next fiscal year.

In Thousands	2024	2023	Amended Annual Budget	Variance from Prior Year	Variance from Budget
Ministry of Education and Child Care	\$ 7,861	\$ 6,586	\$ 8,182	\$ 1,275	\$ (321)
Grants from Other Ministries	245	228	415	17	(170)
Federal Grants	4	12	14		
Other Revenue	1,514	1,809	1,288	(295)	226
Total	\$ 9,624	\$ 8,635	\$ 9,899	\$ 997	\$ (265)

The District expended \$9.6 million in Special Purpose Funds in the year. An additional \$76 k of Special Purpose Funds was spent on the purchase of Tangible Capital Assets.

In Thousands	2024	2023	Amended Annual Budget	Variance from Prior Year	Variance from Budget
Instruction	\$ 8,899	\$ 8,200	\$ 9,325	\$ 699	\$ (426)
District Administration	254	-	131	254	123
Operations and Maintenance	212	291	212	(79)	-
Transportation and Housing	183	143	183	40	-
Total	\$ 9,548	\$ 8,634	\$ 9,851	\$ 914	\$ (303)

Capital Fund

Revenues are represented through the amortization of deferred capital revenue.

In Thousands	2024	2023	Amended Annual Budget	Variance from Prior Year	Variance from Budget
Other Revenue	\$ -	\$ 1	\$ -	\$ (1)	\$ -
Gain (Loss) on Disposal of Tangible Capital Asset	-	-			
Amortization of Deferred Capital Revenue	3,796	3,231	3,734	565	62
Total	\$ 3,796	\$ 3,232	\$ 3,734	\$ 564	\$ 62

Expenditures include the amortization of tangible capital assets and interest payments on capital loans and leases.

In Thousands	2024	2023	Amended Annual Budget	Variance from Prior Year	Variance from Budget
Amortization of Tangible Capital Assets					
- Operations and Maintenance	\$ 3,475	\$ 3,004	\$ 3,487	\$ 471	\$ (12)
- Transportation and Housing	1,172	1,013	1,176	159	(4)
Debt Services					
- Capital Lease Interest	21	11	11	10	10
- Capital Loan Interest	10	9	10	1	-
Total	\$ 4,678	\$ 4,037	\$ 4,684	\$ 641	\$ (6)

The District received \$5.8 million in capital grants in 2023/24. Of this amount, \$0.5 million remains in unspent deferred revenue

The District invested \$6.6 million in capital additions And \$0.45 million in work in progress

Furniture and equipment assets of \$650 k, vehicles of 219 k and computers of 330 k were also purchased with Operating Funds, Special Purpose Funds and a small capital lease, in addition to a one-time rebate recognized as revenue in the operating fund.

SUMMARY OF OTHER SIGNIFICANT MATTERS

The District submitted a balanced Annual Budget to the Ministry of Education for the 2024/25 Fiscal Year that will continue to deliver the mix of programs and services currently offered to students in our schools. In preparation of the Amended Annual Budget, significant work will be required to ensure that our modest surplus remains intact.

Moving into 2025/26 and beyond, there are several factors that may impact the District's operations and financial position.

Exempt / Excluded Increases

While labour settlement funding is provided by the Ministry for unionized employees, there is no guarantee of additional funding for exempt / excluded staff. In the past two years, the Ministry has provided funding for increases that match those of the unionized employees. Increases beyond that amount are absorbed by the district, including natural movement within the grid.

Replacement Costs / Availability / Employee Wellness

Amendments to the Employment Standards Act, that originally came into force in April 2022, and more recently adjusted, continue to place an additional load on the District's finances and its capacity to provide adequate staffing levels in an already strained area. No additional funding has been provided for this cost.

CONTACTING MANAGEMENT

This financial report is designed to provide a general overview of the School District's finances and to demonstrate accountability for the public fund received by the school district.

If you have questions about the financial report, please contact the Office of the Secretary Treasurer at 250-723-3565.

You can also find additional information on the district, and its strategic vision, on our website: www.SD70.bc.ca.

Audited Financial Statements of

School District No. 70 (Pacific Rim)

And Independent Auditors' Report thereon

June 30, 2024

School District No. 70 (Pacific Rim)

June 30, 2024

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School District No. 70 (Pacific Rim)

MANAGEMENT REPORT

DRAFT

Management's Responsibility for the Financial Statements.

The accompanying financial statements of School District No. 70 (Pacific Rim) have been prepared by management in accordance with the accounting requirements of Section 23.1 of the Budget Transparency and Accountability Act of British Columbia, supplemented by Regulations 257/2010 and 198/2011 issued by the Province of British Columbia Treasury Board, and the integrity and objectivity of these statements are management's responsibility. Management is also responsible for all of the notes to the financial statements and schedules, and for ensuring that this information is consistent, where appropriate, with the information contained in the financial statements.

The preparation of financial statements necessarily involves the use of estimates based on management's judgment particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

Management is also responsible for implementing and maintaining a system of internal controls to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and reliable financial information is produced.

The Board of Education of School District No. 70 (Pacific Rim) (called the "Board") is responsible for ensuring that management fulfills its responsibilities for financial reporting and internal control and exercises these responsibilities through the Board. The Board reviews internal financial statements on a monthly basis and externally audited financial statements yearly.

The external auditors, KPMG, conduct an independent examination, in accordance with Canadian generally accepted auditing standards, and express their opinion on the financial statements. The external auditors have full and free access to financial management of School District No. 70 (Pacific Rim) and meet when required. The accompanying Independent Auditors' Report outlines their responsibilities, the scope of their examination and their opinion on the School District's financial statements.

On behalf of School District No. 70 (Pacific Rim)

DRAFT

Signature of the Superintendent of the District of Education Date Signed

Signature of Superintendent Date Signed

Signature of the Secretary Treasurer

Date Signed

School District No. 70 (Pacific Rim)

Statement of Financial Position

As at June 30, 2024

	2024 Actual \$	2023 Actual \$
Financial Assets		
Cash and Cash Equivalents	4,739,841	7,338,128
Accounts Receivable		
Due from Province - Ministry of Education and Child Care		30,787
Due from Province - Other		87,000
Due from First Nations	3,917,547	3,549,913
Other	1,079,891	1,166,277
Total Financial Assets	9,737,279	12,172,105
Liabilities		
Accounts Payable and Accrued Liabilities		
Due to Province - Ministry of Education and Child Care	104,038	2,120
Other	4,791,522	5,005,256
Unearned Revenue	459,126	464,425
Deferred Revenue	2,765,907	2,689,863
Deferred Capital Revenue	112,356,319	110,285,247
Employee Future Benefits	463,745	451,338
Asset Retirement Obligation	3,795,590	3,795,590
Debt	187,554	247,937
Capital Lease Obligations	628,138	268,131
Total Liabilities	125,551,939	123,209,907
Net Debt	(115,814,660)	(111,037,802)
Non-Financial Assets		
Tangible Capital Assets	124,375,655	120,722,493
Restricted Assets (Endowments)	30,000	30,000
Prepaid Expenses	312,242	422,236
Total Non-Financial Assets	124,717,897	121,174,729
Accumulated Surplus (Deficit)	8,903,237	10,136,927

Approved by the Board

Signature of the Chairperson of the Board of Education _____ Signed

Signature of the Superintendent _____ Signed

Signature of the Secretary Treasurer _____ Date Signed

DRAFT

School District No. 70 (Pacific Rim)

Statement of Operations
Year Ended June 30, 2024

	2024 Budget	2024 Actual	2023 Actual
	\$	\$	\$
Revenues			
Provincial Grants			
Ministry of Education and Child Care	52,925,000	51,895,015	47,903,666
Other	468,028	376,020	269,088
Federal Grants	13,979	4,250	11,754
Tuition	675,559	685,491	491,119
Other Revenue	5,065,887	6,338,309	5,384,846
Rentals and Leases	75,000	183,866	107,320
Investment Income	339,044	302,358	178,946
Amortization of Deferred Capital Revenue	3,734,348	3,796,186	3,230,808
Total Revenue	<u>63,296,845</u>	<u>63,581,495</u>	<u>57,577,547</u>
Expenses			
Instruction	48,107,963	48,799,224	43,956,549
District Administration	3,322,668	3,310,806	3,089,686
Operations and Maintenance	9,934,193	9,522,161	8,634,668
Transportation and Housing	2,559,109	3,151,616	2,746,462
Debt Services	21,357	31,378	20,505
Total Expense	<u>63,945,290</u>	<u>64,815,185</u>	<u>58,447,870</u>
Surplus (Deficit) for the year	<u>(648,445)</u>	<u>(1,233,690)</u>	<u>(870,323)</u>
Accumulated Surplus (Deficit) from Operations, beginning of year		10,136,927	11,007,250
Accumulated Surplus (Deficit) from Operations, end of year		<u>8,903,237</u>	<u>10,136,927</u>

School District No. 70 (Pacific Rim)

Statement of Changes in Net Debt

Year Ended June 30, 2024

	2024 Budget	2024 Actual	2023 Actual
	\$	\$	\$
Surplus (Deficit) for the year	(648,445)	(1,233,690)	(870,323)
Effect of change in Tangible Capital Assets			
Acquisition of Tangible Capital Assets	(8,774,203)	(8,300,774)	(12,210,937)
Amortization of Tangible Capital Assets	4,663,556	4,647,612	4,017,455
Total Effect of change in Tangible Capital Assets	(4,110,647)	(3,653,162)	(8,193,482)
Acquisition of Prepaid Expenses		(312,242)	(351,543)
Use of Prepaid Expenses		422,236	207,498
Total Effect of change in Other Non-Financial Assets	-	109,994	(144,045)
(Increase) Decrease in Net Debt, before Net Remeasurement Gains (Losses)	(4,759,092)	(4,776,858)	(9,207,850)
Net Remeasurement Gains (Losses)			
(Increase) Decrease in Net Debt		(4,776,858)	(9,207,850)
Net Debt, beginning of year		(111,037,802)	(101,829,952)
Net Debt, end of year		(115,814,660)	(111,037,802)

School District No. 70 (Pacific Rim)

Statement 5

Statement of Cash Flows

Year Ended June 30, 2024

	2024 Actual	2023 Actual
	\$	\$
Operating Transactions		
Surplus (Deficit) for the year	(1,233,690)	(870,323)
Changes in Non-Cash Working Capital		
Decrease (Increase)		
Accounts Receivable	(163,461)	(1,660,061)
Prepaid Expenses	109,994	(144,045)
Increase (Decrease)		
Accounts Payable and Accrued Liabilities	(111,816)	(785,158)
Unearned Revenue	(5,299)	166,220
Deferred Revenue	76,044	177,885
Employee Future Benefits	12,407	(111,199)
Amortization of Tangible Capital Assets	4,647,612	4,017,455
Amortization of Deferred Capital Revenue	(3,796,186)	(3,230,808)
Total Operating Transactions	<u>(464,395)</u>	<u>(2,440,034)</u>
Capital Transactions		
Tangible Capital Assets Purchased	(7,390,691)	(11,611,458)
Tangible Capital Assets -WIP Purchased	(455,203)	(259,300)
Total Capital Transactions	<u>(7,845,894)</u>	<u>(11,870,758)</u>
Financing Transactions		
Loan Payments	(155,256)	(139,859)
Capital Revenue Received	5,867,258	11,493,442
Total Financing Transactions	<u>5,712,002</u>	<u>11,353,583</u>
Net Increase (Decrease) in Cash and Cash Equivalents	<u>(2,598,287)</u>	<u>(2,957,209)</u>
Cash and Cash Equivalents, beginning of year	<u>7,338,128</u>	<u>10,295,337</u>
Cash and Cash Equivalents, end of year	<u>4,739,841</u>	<u>7,338,128</u>
Cash and Cash Equivalents, end of year, is made up of:		
Cash	<u>4,739,841</u>	<u>7,338,128</u>
	<u>4,739,841</u>	<u>7,338,128</u>

School District No. 70 (Pacific Rim)

Schedule of Changes in Accumulated Surplus (Deficit) by Fund
Year Ended June 30, 2024

	Operating Fund	Special Purpose Fund	Capital Fund	2024 Actual	2023 Actual
	\$	\$	\$	\$	\$
Accumulated Surplus (Deficit), beginning of year	2,179,967	30,000	7,926,960	10,136,927	11,007,250
Changes for the year					
Surplus (Deficit) for the year	(427,195)	76,309	(882,804)	(1,233,690)	(870,323)
Interfund Transfers					
Tangible Capital Assets Purchased	(673,794)	(76,309)	750,103	-	
Other	(186,634)		186,634	-	
Net Changes for the year	(1,287,623)	-	53,933	(1,233,690)	(870,323)
Accumulated Surplus (Deficit), end of year - Statement 2	892,344	30,000	7,980,893	8,903,237	10,136,927

School District No. 70 (Pacific Rim)

Schedule 2 (Unaudited)

Schedule of Operating Operations

Year Ended June 30, 2024

	2024 Budget	2024 Actual	2023 Actual
	\$	\$	\$
Revenues			
Provincial Grants			
Ministry of Education and Child Care	44,743,157	44,033,750	41,317,684
Other	53,000	130,939	41,552
Tuition	675,559	685,491	491,119
Other Revenue	3,778,154	4,824,671	3,574,936
Rentals and Leases	75,000	183,866	107,320
Investment Income	339,044	302,358	178,946
Total Revenue	<u>49,663,914</u>	<u>50,161,075</u>	<u>45,711,557</u>
Expenses			
Instruction	38,782,414	39,900,444	35,756,263
District Administration	3,191,514	3,056,421	3,089,686
Operations and Maintenance	6,235,271	5,835,161	5,339,743
Transportation and Housing	1,199,715	1,796,244	1,589,536
Total Expense	<u>49,408,914</u>	<u>50,588,270</u>	<u>45,775,228</u>
Operating Surplus (Deficit) for the year	<u>255,000</u>	<u>(427,195)</u>	<u>(63,671)</u>
Budgeted Appropriation (Retirement) of Surplus (Deficit)	<u>710,945</u>		
Net Transfers (to) from other funds			
Tangible Capital Assets Purchased	(808,049)	(673,794)	(188,080)
Other	(157,896)	(186,634)	(159,864)
Total Net Transfers	<u>(965,945)</u>	<u>(860,428)</u>	<u>(347,944)</u>
Total Operating Surplus (Deficit), for the year	<u>-</u>	<u>(1,287,623)</u>	<u>(411,615)</u>
Operating Surplus (Deficit), beginning of year		2,179,967	2,591,582
Operating Surplus (Deficit), end of year		<u>892,344</u>	<u>2,179,967</u>
Operating Surplus (Deficit), end of year			
Internally Restricted		892,344	2,179,967
Total Operating Surplus (Deficit), end of year		<u>892,344</u>	<u>2,179,967</u>

School District No. 70 (Pacific Rim)

Schedule 2A (Unaudited)

Schedule of Operating Revenue by Source

Year Ended June 30, 2024

	2024 Budget	2024 Actual	2023 Actual
	\$	\$	\$
Provincial Grants - Ministry of Education and Child Care			
Operating Grant, Ministry of Education and Child Care	46,586,625	46,604,654	42,250,755
ISC/LEA Recovery	(3,432,444)	(4,340,070)	(3,549,913)
Other Ministry of Education and Child Care Grants			
Pay Equity	595,220	595,220	595,220
Funding for Graduated Adults	44,641	35,788	44,641
Student Transportation Fund	71,717	71,717	71,717
Support Staff Benefits Grant	47,514	47,514	47,514
FSA Scorer Grant	8,187	8,187	8,187
Early Learning Framework (ELF) Implementation	572		572
Labour Settlement Funding	793,217	793,217	1,669,971
Equity Scan			2,381
ICY Clinical Counsellor	27,908	217,523	176,639
Total Provincial Grants - Ministry of Education and Child Care	44,743,157	44,033,750	41,317,684
Provincial Grants - Other	53,000	130,939	41,552
Tuition			
International and Out of Province Students	675,559	685,491	491,119
Total Tuition	675,559	685,491	491,119
Other Revenues			
Funding from First Nations	3,432,444	4,340,070	3,549,913
Miscellaneous			
IBM Contributions - Rebate	25,321	339,970	25,023
Child Care Revenues	263,954	64,857	
USMA Grant	23,000	23,000	
International Education Mobility Grant	7,455	7,455	
Sports For Life Grant	5,980	5,980	
Preventure Grant	20,000	20,000	
Other Miscellaneous Revenues		23,339	
Total Other Revenue	3,778,154	4,824,671	3,574,936
Rentals and Leases	75,000	183,866	107,320
Investment Income	339,044	302,358	178,946
Total Operating Revenue	49,663,914	50,161,075	45,711,557

School District No. 70 (Pacific Rim)

Schedule 2B (Unaudited)

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

	2024 Budget	2024 Actual	2023 Actual
	\$	\$	\$
Salaries			
Teachers	19,514,797	19,492,369	18,011,706
Principals and Vice Principals	4,059,992	4,078,647	3,407,278
Educational Assistants	3,664,705	3,864,938	3,194,397
Support Staff	5,075,806	5,072,262	4,249,166
Other Professionals	1,483,213	1,487,542	1,659,047
Substitutes	1,613,639	2,046,077	2,034,548
Total Salaries	35,412,152	36,041,835	32,556,142
Employee Benefits	8,113,107	8,460,271	7,538,748
Total Salaries and Benefits	43,525,259	44,502,106	40,094,890
Services and Supplies			
Services	1,943,447	2,010,338	1,964,684
Student Transportation	495,002	512,039	500,411
Professional Development and Travel	389,151	402,545	393,404
Rentals and Leases	209,461	216,670	211,750
Dues and Fees	135,379	140,039	136,859
Insurance	135,301	139,958	136,780
Supplies	1,665,109	1,722,420	1,483,305
Utilities	910,805	942,155	853,145
Total Services and Supplies	5,883,655	6,086,164	5,680,338
Total Operating Expense	49,408,914	50,588,270	45,775,228

School District No. 70 (Pacific Rim)

Schedule 2C (Unaudited)

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	14,218,457	1,166,370	34,573	588,723		1,334,371	17,342,494
1.03 Career Programs	97,734						97,734
1.07 Library Services	549,263			35,117			584,380
1.08 Counselling	674,362			86,473			760,835
1.10 Special Education	2,776,611	168,540	3,640,401	12,949	55,417	380,946	7,034,864
1.20 Early Learning and Child Care	97,734			60,829			158,563
1.30 English Language Learning	99,688						99,688
1.31 Indigenous Education	978,520	199,845	189,964	12,954			1,381,283
1.41 School Administration		2,207,772		395,053	49,718	93,808	2,746,351
1.62 International and Out of Province Students		159,669			74,362		234,031
1.64 Other							-
Total Function 1	19,492,369	3,902,196	3,864,938	1,192,098	179,497	1,809,125	30,440,223
4 District Administration							
4.11 Educational Administration		176,451		67,457	251,183		495,091
4.20 Early Learning and Child Care							-
4.40 School District Governance					105,905		105,905
4.41 Business Administration				365,688	639,259		1,004,947
Total Function 4	-	176,451	-	433,145	996,347	-	1,605,943
5 Operations and Maintenance							
5.20 Early Learning and Child Care							-
5.41 Operations and Maintenance Administration				65,867	237,556		303,423
5.50 Maintenance Operations				2,681,354		207,046	2,888,400
5.52 Maintenance of Grounds				214,466			214,466
5.56 Utilities							-
Total Function 5	-	-	-	2,961,687	237,556	207,046	3,406,289
7 Transportation and Housing							
7.41 Transportation and Housing Administration				6,536	74,142		80,678
7.70 Student Transportation				478,796		29,906	508,702
7.73 Housing							-
Total Function 7	-	-	-	485,332	74,142	29,906	589,380
9 Debt Services							
Total Function 9	-	-	-	-	-	-	-
Total Functions 1 - 9	19,492,369	4,078,647	3,864,938	5,072,262	1,487,542	2,046,077	36,041,835

School District No. 70 (Pacific Rim)

Schedule 2C (Unaudited)

Operating Expense by Function, Program and Object

Year Ended June 30, 2024

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2024 Actual	2024 Budget	2023 Actual
	\$	\$	\$	\$	\$	\$	\$
1 Instruction							
1.02 Regular Instruction	17,342,494	4,070,886	21,413,380	1,020,421	22,433,801	21,812,113	21,075,774
1.03 Career Programs	97,734	22,942	120,676	74,986	195,662	203,490	182,771
1.07 Library Services	584,380	137,174	721,554	12,999	734,553	710,746	530,239
1.08 Counselling	760,835	178,594	939,429	143	939,572	914,487	797,319
1.10 Special Education	7,034,864	1,651,327	8,686,191	230,174	8,916,365	8,178,428	7,063,170
1.20 Early Learning and Child Care	158,563	37,220	195,783	6,123	201,906	120,508	
1.30 English Language Learning	99,688	23,400	123,088	996	124,084	122,920	177,989
1.31 Indigenous Education	1,381,283	324,235	1,705,518	519,995	2,225,513	2,371,094	1,944,631
1.41 School Administration	2,746,351	644,664	3,391,015	35,521	3,426,536	3,673,069	3,396,792
1.62 International and Out of Province Students	234,031	54,935	288,966	413,486	702,452	675,559	550,865
1.64 Other	-	-	-	-	-	-	36,713
Total Function 1	30,440,223	7,145,377	37,585,600	2,314,844	39,900,444	38,782,414	35,756,263
4 District Administration							
4.11 Educational Administration	495,091	116,215	611,306	270,107	881,413	843,548	673,900
4.20 Early Learning and Child Care	-	-	-	5,429	5,429	67,759	
4.40 School District Governance	105,905	24,860	130,765	86,263	217,028	270,319	338,584
4.41 Business Administration	1,004,947	235,896	1,240,843	711,708	1,952,551	2,009,888	2,077,202
Total Function 4	1,605,943	376,971	1,982,914	1,073,507	3,056,421	3,191,514	3,089,686
5 Operations and Maintenance							
5.20 Early Learning and Child Care	-	-	-	-	-	76,259	
5.41 Operations and Maintenance Administration	303,423	71,224	374,647	14,551	389,198	223,966	351,051
5.50 Maintenance Operations	2,888,400	678,008	3,566,408	645,343	4,211,751	4,730,664	3,885,624
5.52 Maintenance of Grounds	214,466	50,343	264,809	62,179	326,988	293,577	249,923
5.56 Utilities	-	-	-	907,224	907,224	910,805	853,145
Total Function 5	3,406,289	799,575	4,205,864	1,629,297	5,835,161	6,235,271	5,339,743
7 Transportation and Housing							
7.41 Transportation and Housing Administration	80,678	18,938	99,616		99,616	55,778	45,584
7.70 Student Transportation	508,702	119,410	628,112	951,094	1,579,206	1,143,937	1,535,152
7.73 Housing	-	-	-	117,422	117,422		8,800
Total Function 7	589,380	138,348	727,728	1,068,516	1,796,244	1,199,715	1,589,536
9 Debt Services							
Total Function 9	-	-	-	-	-	-	-
Total Functions 1 - 9	36,041,835	8,460,271	44,502,106	6,086,164	50,588,270	49,408,914	45,775,228

School District No. 70 (Pacific Rim)

Schedule 3 (Unaudited)

Schedule of Special Purpose Operations

Year Ended June 30, 2024

	2024 Budget	2024 Actual	2023 Actual
	\$	\$	\$
Revenues			
Provincial Grants			
Ministry of Education and Child Care	8,181,843	7,861,265	6,585,982
Other	415,028	245,081	227,536
Federal Grants	13,979	4,250	11,754
Other Revenue	1,287,733	1,513,638	1,809,410
Total Revenue	<u>9,898,583</u>	<u>9,624,234</u>	<u>8,634,682</u>
Expenses			
Instruction	9,325,549	8,898,780	8,200,286
District Administration	131,154	254,385	
Operations and Maintenance	211,812	211,812	290,928
Transportation and Housing	182,948	182,948	143,468
Total Expense	<u>9,851,463</u>	<u>9,547,925</u>	<u>8,634,682</u>
Special Purpose Surplus (Deficit) for the year	<u>47,120</u>	<u>76,309</u>	<u>-</u>
Net Transfers (to) from other funds			
Tangible Capital Assets Purchased	(47,120)	(76,309)	
Total Net Transfers	<u>(47,120)</u>	<u>(76,309)</u>	<u>-</u>
Total Special Purpose Surplus (Deficit) for the year	<u>-</u>	<u>-</u>	<u>-</u>
Special Purpose Surplus (Deficit), beginning of year		30,000	30,000
Special Purpose Surplus (Deficit), end of year		<u>30,000</u>	<u>30,000</u>
Special Purpose Surplus (Deficit), end of year			
Endowment Contributions		30,000	30,000
Total Special Purpose Surplus (Deficit), end of year		<u>30,000</u>	<u>30,000</u>

School District No. 70 (Pacific Rim)

Changes in Special Purpose Funds and Expense by Object
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	-	16,645	328,373	1,688,813	-	8,339	100,000	-	-
Add: Restricted Grants									
Provincial Grants - Ministry of Education and Child Care	211,812	175,927			128,000	22,050	212,623	1,002,799	131,154
Provincial Grants - Other									
Federal Grants									
Other			27,750	1,435,011					
	211,812	175,927	27,750	1,435,011	128,000	22,050	212,623	1,002,799	131,154
Less: Allocated to Revenue	211,812	159,320	46,000	1,243,985	128,000	18,535	273,947	1,002,799	131,154
Recovered									
Deferred Revenue, end of year	-	33,252	310,123	1,879,839	-	11,854	38,676	-	-
Revenues									
Provincial Grants - Ministry of Education and Child Care	211,812	159,320			128,000	18,535	273,947	1,002,799	131,154
Provincial Grants - Other									
Federal Grants									
Other Revenue			46,000	1,243,985					
	211,812	159,320	46,000	1,243,985	128,000	18,535	273,947	1,002,799	131,154
Expenses									
Salaries									
Teachers							16,087		
Principals and Vice Principals							50,832	120,379	90,000
Educational Assistants		127,941			100,330	1,049		331,512	
Support Staff								49,163	
Other Professionals								136,444	15,000
Substitutes							16,455		
	-	127,941	-	-	100,330	1,049	83,374	637,498	105,000
Employee Benefits		31,379			27,670	286	20,081	157,641	26,154
Services and Supplies	211,812		46,000	1,243,985		17,200	170,492	131,351	
	211,812	159,320	46,000	1,243,985	128,000	18,535	273,947	926,490	131,154
Net Revenue (Expense) before Interfund Transfers	-	-	-	-	-	-	-	76,309	-
Interfund Transfers									
Tangible Capital Assets Purchased								(76,309)	
	-	-	-	-	-	-	-	(76,309)	-
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-
Additional Expenses funded by, and reported in, the Operating Fund					37,622				

School District No. 70 (Pacific Rim)

Changes in Special Purpose Funds and Expense by Object
Year Ended June 30, 2024

	Classroom Enhancement Fund - Staffing	Classroom Enhancement Fund - Remedies	First Nation Student Transportation	Mental Health in Schools	Early Childhood Education Dual Credit Program	Student & Family Affordability	JUST B4	SEY2KT (Early Years to Kindergarten)	ECL (Early Care & Learning)
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year	-	124,152		15,033		67,210	24,991	17,990	-
Add: Restricted Grants									
Provincial Grants - Ministry of Education and Child Care	4,381,900	473,344	182,948	55,000	45,000	125,000	25,000	19,000	175,000
Provincial Grants - Other									
Federal Grants									
Other									
	4,381,900	473,344	182,948	55,000	45,000	125,000	25,000	19,000	175,000
Less: Allocated to Revenue	4,381,900	473,344	182,948	57,365	17,948	53,583	20,238	24,203	175,000
Recovered		124,152							
Deferred Revenue, end of year	-	-	-	12,668	27,052	138,627	29,753	12,787	-
Revenues									
Provincial Grants - Ministry of Education and Child Care	4,381,900	473,344	182,948	57,365	17,948	53,583	20,238	24,203	175,000
Provincial Grants - Other									
Federal Grants									
Other Revenue									
	4,381,900	473,344	182,948	57,365	17,948	53,583	20,238	24,203	175,000
Expenses									
Salaries									
Teachers	3,562,520	393,409							
Principals and Vice Principals									
Educational Assistants			12,380				15,198	1,547	
Support Staff									
Other Professionals									138,618
Substitutes									
	3,562,520	393,409	12,380	-	-	-	15,198	1,547	138,618
Employee Benefits	819,380	79,935	3,219				4,140	404	35,788
Services and Supplies			167,349	57,365	17,948	53,583	900	22,252	594
	4,381,900	473,344	182,948	57,365	17,948	53,583	20,238	24,203	175,000
Net Revenue (Expense) before Interfund Transfers	-	-	-	-	-	-	-	-	-
Interfund Transfers									
Tangible Capital Assets Purchased	-	-	-	-	-	-	-	-	-
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-
Additional Expenses funded by, and reported in, the Operating Fund			19,580						

School District No. 70 (Pacific Rim)

Changes in Special Purpose Funds and Expense by Object
Year Ended June 30, 2024

	Feeding Futures Fund	School Meals Program	Learning Lab (Early Years)	Non Strong Start	After School Sports & Arts Initiative	Public Safety & SG	Salmonid Program	Cultural Performance	Elementary Sports Council
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year	-	129,012	20,285	-	75,978	52,008	9,729	3,674	7,631
Add: Restricted Grants									
Provincial Grants - Ministry of Education and Child Care	483,245								
Provincial Grants - Other				6,040	21,938	103,074			
Federal Grants							4,250		
Other		70,442	350	3,718			14,375	8,000	2,850
	483,245	70,442	350	9,758	21,938	103,074	18,625	8,000	2,850
Less: Allocated to Revenue	353,227	199,454	457	9,758	88,570	80,471	12,600	11,674	-
Recovered									
Deferred Revenue, end of year	130,018	-	20,178	-	9,346	74,611	15,754	-	10,481
Revenues									
Provincial Grants - Ministry of Education and Child Care	353,227								
Provincial Grants - Other				6,040	88,570	80,471			
Federal Grants							4,250		
Other Revenue		199,454	457	3,718			8,350	11,674	
	353,227	199,454	457	9,758	88,570	80,471	12,600	11,674	-
Expenses									
Salaries									
Teachers					21,343				
Principals and Vice Principals									
Educational Assistants									
Support Staff					2,325				
Other Professionals	6,493					55,373			
Substitutes									
	6,493	-	-	-	23,668	55,373	-	-	-
Employee Benefits	2,364				4,909	14,383			
Services and Supplies	344,370	199,454	457	9,758	59,993	10,715	12,600	11,674	
	353,227	199,454	457	9,758	88,570	80,471	12,600	11,674	-
Net Revenue (Expense) before Interfund Transfers	-	-	-	-	-	-	-	-	-
Interfund Transfers									
Tangible Capital Assets Purchased									
	-	-	-	-	-	-	-	-	-
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-
Additional Expenses funded by, and reported in, the Operating Fund									

School District No. 70 (Pacific Rim)

Changes in Special Purpose Funds and Expense by Object
Year Ended June 30, 2024

	PRP Kackaamin	Early Years (Family Hub)	TOTAL
	\$	\$	\$
Deferred Revenue, beginning of year	-	-	2,689,863
Add: Restricted Grants			
Provincial Grants - Ministry of Education and Child Care	206,830		8,056,632
Provincial Grants - Other		70,000	201,052
Federal Grants			4,250
Other			1,562,496
	206,830	70,000	9,824,430
Less: Allocated to Revenue	195,942	70,000	9,624,234
Recovered			124,152
Deferred Revenue, end of year	10,888	-	2,765,907
Revenues			
Provincial Grants - Ministry of Education and Child Care	195,942		7,861,265
Provincial Grants - Other		70,000	245,081
Federal Grants			4,250
Other Revenue			1,513,638
	195,942	70,000	9,624,234
Expenses			
Salaries			
Teachers	73,201		4,066,560
Principals and Vice Principals			261,211
Educational Assistants			589,957
Support Staff			51,488
Other Professionals		53,210	405,138
Substitutes			16,455
	73,201	53,210	5,390,809
Employee Benefits	20,377	14,756	1,262,866
Services and Supplies	102,364	2,034	2,894,250
	195,942	70,000	9,547,925
Net Revenue (Expense) before Interfund Transfers	-	-	76,309
Interfund Transfers			
Tangible Capital Assets Purchased			(76,309)
	-	-	(76,309)
Net Revenue (Expense)	-	-	-
Additional Expenses funded by, and reported in, the Operating Fund			57,202

School District No. 70 (Pacific Rim)

Schedule 4 (Unaudited)

Schedule of Capital Operations

Year Ended June 30, 2024

	2024 Actual			2023 Actual
	2024 Budget	Invested in Tangible Capital Assets	Local Capital	
	\$	\$	\$	\$
Revenues				
Other Revenue				500
Amortization of Deferred Capital Revenue	3,734,348	3,796,186		3,230,808
Total Revenue	3,734,348	3,796,186	-	3,231,308
Expenses				
Amortization of Tangible Capital Assets				
Operations and Maintenance	3,487,110	3,475,188		3,003,997
Transportation and Housing	1,176,446	1,172,424		1,013,458
Debt Services				
Capital Lease Interest	11,452		20,984	11,452
Capital Loan Interest	9,905		10,394	9,053
Total Expense	4,684,913	4,647,612	31,378	4,037,960
Capital Surplus (Deficit) for the year	(950,565)	(851,426)	(31,378)	(806,652)
Net Transfers (to) from other funds				
Tangible Capital Assets Purchased	855,169	750,103		188,080
Local Capital				159,864
Capital Lease Payment	78,485		115,857	
Capital Loan Payment	79,411		70,777	
Total Net Transfers	1,013,065	750,103	186,634	347,944
Other Adjustments to Fund Balances				
Principal Payment				
Capital Lease		94,873	(94,873)	-
Capital Loan		60,383	(60,383)	-
Total Other Adjustments to Fund Balances		155,256	(155,256)	-
Total Capital Surplus (Deficit) for the year	62,500	53,933	-	(458,708)
Capital Surplus (Deficit), beginning of year		7,926,960	-	8,385,668
Capital Surplus (Deficit), end of year		7,980,893	-	7,926,960

School District No. 70 (Pacific Rim)

Tangible Capital Assets
Year Ended June 30, 2024

	Sites	Buildings	Furniture and Equipment	Vehicles	Computer Software	Computer Hardware	Total
	\$	\$	\$	\$	\$	\$	\$
Cost, beginning of year	2,558,638	172,521,583	3,042,510	920,810		1,144,951	180,188,492
Changes for the Year							
Increase:							
Purchases from:							
Deferred Capital Revenue - Bylaw		2,037,523	480,615				2,518,138
Deferred Capital Revenue - Other		4,122,450					4,122,450
Operating Fund			124,836	219,177		329,781	673,794
Special Purpose Funds			76,309				76,309
Capital Lease			454,880				454,880
Transferred from Work in Progress		246,955					246,955
	-	6,406,928	1,136,640	219,177	-	329,781	8,092,526
Decrease:							
Deemed Disposals			28,502	152,464		219,732	400,698
	-	-	28,502	152,464	-	219,732	400,698
Cost, end of year	2,558,638	178,928,511	4,150,648	987,523	-	1,255,000	187,880,320
Work in Progress, end of year		467,548					467,548
Cost and Work in Progress, end of year	2,558,638	179,396,059	4,150,648	987,523	-	1,255,000	188,347,868
Accumulated Amortization, beginning of year		58,299,251	555,225	395,683	-	475,140	59,725,299
Changes for the Year							
Increase: Amortization for the Year		3,952,542	359,658	95,417		239,995	4,647,612
Decrease:							
Deemed Disposals			28,502	152,464		219,732	400,698
		-	28,502	152,464	-	219,732	400,698
Accumulated Amortization, end of year		62,251,793	886,381	338,636	-	495,403	63,972,213
Tangible Capital Assets - Net	2,558,638	117,144,266	3,264,267	648,887	-	759,597	124,375,655

School District No. 70 (Pacific Rim)

Schedule 4B (Unaudited)

Tangible Capital Assets - Work in Progress
 Year Ended June 30, 2024

	Buildings	Furniture and Equipment	Computer Software	Computer Hardware	Total
	\$	\$	\$	\$	\$
Work in Progress, beginning of year	259,300				259,300
Changes for the Year					
Increase:					
Deferred Capital Revenue - Other	455,203				455,203
	455,203	-	-	-	455,203
Decrease:					
Transferred to Tangible Capital Assets	246,955				246,955
	246,955	-	-	-	246,955
Net Changes for the Year	208,248	-	-	-	208,248
Work in Progress, end of year	467,548	-	-	-	467,548

School District No. 70 (Pacific Rim)

Schedule 4C (Unaudited)

Deferred Capital Revenue

Year Ended June 30, 2024

	Bylaw Capital	Other Provincial	Other Capital	Total Capital
	\$	\$	\$	\$
Deferred Capital Revenue, beginning of year	104,636,280	3,364,508	254,787	108,255,575
Changes for the Year				
Increase:				
Transferred from Deferred Revenue - Capital Additions	2,518,138	4,122,450		6,640,588
Transferred from Work in Progress		246,955		246,955
	<u>2,518,138</u>	<u>4,369,405</u>	-	6,887,543
Decrease:				
Amortization of Deferred Capital Revenue	3,609,625	168,952	17,609	3,796,186
	<u>3,609,625</u>	<u>168,952</u>	<u>17,609</u>	3,796,186
Net Changes for the Year	<u>(1,091,487)</u>	<u>4,200,453</u>	<u>(17,609)</u>	3,091,357
Deferred Capital Revenue, end of year	<u>103,544,793</u>	<u>7,564,961</u>	<u>237,178</u>	111,346,932
Work in Progress, beginning of year		259,300		259,300
Changes for the Year				
Increase				
Transferred from Deferred Revenue - Work in Progress		455,203		455,203
	-	<u>455,203</u>	-	455,203
Decrease				
Transferred to Deferred Capital Revenue		246,955		246,955
	-	<u>246,955</u>	-	246,955
Net Changes for the Year	-	<u>208,248</u>	-	208,248
Work in Progress, end of year	-	<u>467,548</u>	-	467,548
Total Deferred Capital Revenue, end of year	<u>103,544,793</u>	<u>8,032,509</u>	<u>237,178</u>	111,814,480

School District No. 70 (Pacific Rim)

Changes in Unspent Deferred Capital Revenue
Year Ended June 30, 2024

	Bylaw Capital	MECC Restricted Capital	Other Provincial Capital	Land Capital	Other Capital	Total
Balance, beginning of year	\$ 574,523	\$ 84,329	\$ 1,111,520	\$ -	\$ -	\$ 1,770,372
Changes for the Year						
Increase:						
Provincial Grants - Ministry of Education and Child Care	2,181,587	-	3,685,671	-	-	5,867,258
	2,181,587	-	3,685,671	-	-	5,867,258
Decrease:						
Transferred to DCR - Capital Additions	2,518,138	-	4,122,450	-	-	6,640,588
Transferred to DCR - Work in Progress	-	-	455,203	-	-	455,203
	2,518,138	-	4,577,653	-	-	7,095,791
Net Changes for the Year	(336,551)	-	(891,982)	-	-	(1,228,533)
Balance, end of year	237,972	84,329	219,538	-	-	541,839

**SCHOOL DISTRICT NO. 70 (PACIFIC RIM)
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2024**

NOTE 1 AUTHORITY AND PURPOSE

The School District, established in 1887, operates under authority of the *School Act* of British Columbia as a corporation under the name of "The Board of Education of School District No. 70 (Pacific Rim)", and operates as "School District No. 70 (Pacific Rim)." A board of education ("Board") elected for a four-year term governs the School District. The School District provides educational programs to students enrolled in schools in the district and is principally funded by the Province of British Columbia through the Ministry of Education. The School District is exempt from federal and provincial corporate income taxes.

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

These financial statements are prepared by management in accordance with the basis of accounting described below. Significant accounting policies of the School District are as follows:

a) Basis of Accounting

These financial statements have been prepared in accordance with Section 23.1 of the *Budget Transparency and Accountability Act* of the Province of British Columbia supplemented by Regulations 257/2010 and 198/2011 issued by the Province of British Columbia Treasury Board. The *Budget Transparency and Accountability Act* requires that the financial statements be prepared in accordance with the set of standards and guidelines that comprise generally accepted accounting principles for senior governments in Canada, or if the Treasury Board makes a regulation, the set of standards and guidelines that comprise generally accepted accounting principles for senior governments in Canada as modified by the alternate standard or guideline or part thereof adopted in the regulation.

Regulation 257/2010 requires all tax-payer supported organizations in the Schools, Universities, Colleges and Hospitals sectors to adopt Canadian public sector accounting standards without any PS4200 elections.

Regulation 198/2011 requires that restricted contributions received or receivable for acquiring or developing a depreciable tangible capital asset or contributions in the form of a depreciable tangible capital asset are to be deferred and recognized in revenue at the same rate that amortization of the related tangible capital asset is recorded.

For British Columbia tax-payer supported organizations, these contributions include government transfers and externally restricted contributions.

**SCHOOL DISTRICT NO. 70 (PACIFIC RIM)
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2024**

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(Continued)*

a) Basis of Accounting *(Continued)*

The accounting policy requirements under Regulation 198/2011 are significantly different from the requirements of Canadian public sector accounting standards which requires that:

- government transfers, which do not contain a stipulation that creates a liability, be recognized as revenue by the recipient when approved by the transferor and the eligibility criteria have been met in accordance with public sector accounting standard PS3410; and
- externally restricted contributions be recognized as revenue in the period in which the resources are used for the purpose or purposes specified in accordance with public sector accounting standard PS3100.

As a result, revenue recognized in the statement of operations and certain related deferred capital revenue would be recorded differently under Canadian public sector accounting standards.

b) Basis of Consolidation

These financial statements reflect the assets, liabilities, revenues, and expenses of the reporting entity, which is comprised of all controlled entities. Inter-departmental balances and organizational transactions have been eliminated.

The School District does not control any significant external entities and accordingly no entities have been consolidated with the financial statements.

The School District does not administer any trust activities on behalf of external parties.

c) Cash and Cash Equivalents

Cash and cash equivalents include cash and highly liquid securities that are readily convertible to known amounts of cash and that are subject to an insignificant risk of change in value. Cash equivalents generally have a maturity of three months or less at acquisition and are held for the purpose of meeting short-term cash commitments rather than for investing.

d) Accounts Receivable

Accounts receivable are measured at amortized cost and shown net of allowance for doubtful accounts.

e) Unearned Revenue

Unearned revenue includes tuition fees received for courses to be delivered in future periods and receipt of proceeds for services or products to be delivered in a future period. Revenue will be recognized in that future period when the courses, services, or products are provided.

**SCHOOL DISTRICT NO. 70 (PACIFIC RIM)
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2024**

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(Continued)*

f) Deferred Revenue and Deferred Capital Revenue

Deferred revenue includes contributions received with stipulations that meet the description of restricted contributions in the *Restricted Contributions Regulation 198/2011* issued by Treasury Board. When restrictions are met, deferred revenue is recognized as revenue in the fiscal year in a manner consistent with the circumstances and evidence used to support the initial recognition of the contributions received as a liability as detailed in Note 2 (m).

Funding received for the acquisition of depreciable tangible capital assets is recorded as deferred capital revenue and amortized over the life of the asset acquired as revenue in the statement of operations. This accounting treatment is not consistent with the requirements of Canadian public sector accounting standards which require that government transfers be recognized as revenue when approved by the transferor and eligibility criteria have been met unless the transfer contains a stipulation that creates a liability in which case the transfer is recognized as revenue over the period that the liability is extinguished.

g) Employee Future Benefits

The School District provides certain post-employment benefits including vested and non-vested benefits for certain employees pursuant to certain contracts and union agreements.

The School District accrues its obligations and related costs including both vested and non-vested benefits under employee future benefit plans. Benefits include vested sick leave, accumulating non-vested sick leave, early retirement, retirement/severance, vacation, overtime and death benefits. The benefits cost is actuarially determined using the projected unit credit method pro-rated on service and using management's best estimate of expected salary escalation, termination rates, retirement rates and mortality. The discount rate used to measure obligations is based on the cost of borrowing. The cumulative unrecognized actuarial gains and losses are amortized over the expected average remaining service lifetime (EARSL) of active employees covered under the plan.

The most recent valuation of the obligation was performed at March 31, 2022 and projected to March 31, 2025. The next valuation will be performed at March 31, 2025 for use at June 30, 2025. For the purposes of determining the financial position of the plans and the employee future benefit costs, a measurement date of March 31 was adopted for all periods subsequent to July 1, 2004.

The School District and its employees make contributions to the Teachers' Pension Plan and Municipal Pension Plan. The plans are multi-employer plans where assets and obligations are not separated. The costs are expensed as incurred.

**SCHOOL DISTRICT NO. 70 (PACIFIC RIM)
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2024**

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(Continued)*

h) Liability for Contaminated Sites

Contaminated sites are a result of contamination being introduced into air, soil, water or sediment of a chemical, organic or radioactive material or live organism that exceeds an environmental standard. A liability for contaminated sites is recognized when a site is not in productive use and the following criteria are met:

- An environmental standard exists;
- Contamination exceeds the environmental standard;
- The School District is directly responsible or accepts responsibility;
- It is expected that future economic benefits will be given up; and
- A reasonable estimate of the amount can be made.

The liability is recognized as management's estimate of the cost of post-remediation including operation, maintenance and monitoring that are an integral part of the remediation strategy for a contaminated site.

i) Asset Retirement Obligations

A liability is recognized when, as at the financial reporting date:

- there is a legal obligation to incur retirement costs in relation to a tangible capital asset;
- the past transaction or event giving rise to the liability has occurred;
- it is expected that future economic benefits will be given up; and
- a reasonable estimate of the amount can be made.

The liability includes costs for the removal of asbestos and other hazardous material in several of the buildings owned by the School District. The estimate of the asset retirement obligations includes costs directly attributable to the asset retirement activities. The resulting costs have been capitalized into the carrying amount of tangible capital assets and are being amortized on the same basis as the related tangible capital asset (Note 2 (j)). The carrying value of the liability is reviewed at each financial reporting date with changes to the timing or amount of the original estimate of cash flows recorded as an adjustment to the liability and related tangible capital asset.

j) Tangible Capital Assets

The following criteria apply:

- Tangible capital assets acquired or constructed are recorded at cost which includes amounts that are directly related to the acquisition, design, construction, development, improvement or betterment of the assets. Cost also includes overhead directly attributable to construction as well as interest costs that are directly attributable to the acquisition or construction of the asset.
- Donated tangible capital assets from non-related parties are recorded at their fair market value on the date of donation, except in circumstances where fair value cannot be reasonably determined, which are then recognized at nominal value.
- Transfers of capital assets from related parties are recorded at carrying value.
- Work-in-progress is recorded as an acquisition to the applicable asset class at substantial completion. Amortization is not recorded until assets are available for use.
- Tangible capital assets are written down to residual value when conditions indicate they no longer contribute to the ability of the School District to provide services or when the value of future economic benefits associated with the sites and buildings are less than their net book value. The write-downs are accounted for as expenses in the Statement of Operations.
- Buildings that are demolished or destroyed are written-off.
- Works of art, historic assets and other intangible assets are not recorded as assets in these financial statements.

**SCHOOL DISTRICT NO. 70 (PACIFIC RIM)
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2024**

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(Continued)*

j) Tangible Capital Assets (continued)

- The cost, less residual value, of tangible capital assets (excluding sites), is amortized on a straight-line basis over the estimated useful life of the asset. It is management's responsibility to determine the appropriate useful lives for tangible capital assets. These useful lives are reviewed on a regular basis or if significant events initiate the need to revise. Estimated useful life is as follows:

Buildings	40 years
Furniture and Equipment	10 years
Vehicles	10 years
Computer Software	5 years
Computer Hardware	5 years

k) Prepaid Expenses

Payments for insurance, subscriptions, membership and maintenance contracts for use within the School District in a future period are included as a prepaid expense and stated at acquisition cost and are charged to expense over the periods expected to benefit from it.

l) Funds and Reserves

Certain amounts, as approved by the Board, are set aside in accumulated surplus for future operating and capital purposes. Transfers to and from funds and reserves are an adjustment to the respective fund when approved.

m) Revenue Recognition

Revenues are recognized in the period in which the transactions or events occurred that gave rise to the revenues, the amounts are considered to be collectible. All revenues are recorded on an accrual basis, except when the accruals cannot be determined with a reasonable degree of certainty or when their estimation is impracticable.

Contributions received or where eligibility criteria have been met, are recognized as revenue except where the contribution meets the criteria for deferral as described below. Eligibility criteria are the criteria that the School District has to meet in order to receive the contributions including authorization by the transferring government.

For contributions subject to a legislative or contractual stipulation or restriction as to their use, revenue is recognized as follows:

- Non-capital contributions for specific purposes are recorded as deferred revenue and recognized as revenue in the year related expenses are incurred,
- Contributions restricted for site acquisitions are recorded as revenue when the sites are purchased, and
- Contributions restricted for tangible capital assets acquisitions other than sites are recorded as deferred capital revenue and amortized over the useful life of the related assets.

Donated tangible capital assets other than sites are recorded at fair market value and amortized over the useful life of the assets. Donated sites are recorded as revenue at fair market value when received or receivable.

SCHOOL DISTRICT NO. 70 (PACIFIC RIM)
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2024

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(Continued)*

m) Revenue Recognition (continued)

The accounting treatment for restricted contributions is not consistent with the requirements of Canadian public sector accounting standards which require that government transfers be recognized as revenue when approved by the transferor and eligibility criteria have been met unless the transfer contains a stipulation that meets the criteria for liability recognition in which case the transfer is recognized as revenue over the period that the liability is extinguished.

Revenue related to fees or services received in advance of the fee being earned or the service being performed is deferred and recognized when the fee is earned or service performed.

Investment income is reported in the period earned. When required by the funding party or related Act, investment income earned on deferred revenue is added to the deferred revenue balance.

n) Expenditures

Expenses are reported on an accrual basis. The cost of all goods consumed and services received during the year is expensed.

Allocation of Costs

- Operating expenses are reported by function, program, and object. Whenever possible, expenditures are determined by actual identification. Additional costs pertaining to specific instructional programs, such as special and aboriginal education, are allocated to these programs. All other costs are allocated to related programs.
- Actual salaries of personnel assigned to two or more functions or programs are allocated based on the time spent in each function and program. School-based clerical salaries are allocated to school administration and partially to other programs to which they may be assigned. Principals and Vice-Principals salaries are allocated to school administration and may be partially allocated to other programs to recognize their other responsibilities.
- Employee benefits and allowances are allocated to the same programs, and in the same proportions, as the individual's salary.
- Supplies and services are allocated based on actual program identification.

o) Financial Instruments

A contract establishing a financial instrument creates, at its inception, rights and obligations to receive or deliver economic benefits. The financial assets and financial liabilities portray these rights and obligations in the financial statements. The School District recognizes a financial instrument when it becomes a party to a financial instrument contract.

Financial instruments consist of cash and cash equivalents, accounts receivable, accounts payable and accrued liabilities and debt. Except for portfolio investments in equity instruments quoted in an active market that are recorded at fair value, all financial assets and liabilities are recorded at cost or amortized cost and the associated transaction costs are added to the carrying value of these investments upon initial recognition and amortized using the effective interest rate method. Transaction costs are incremental costs directly attributable to the acquisition or issue of a financial asset or a financial liability.

SCHOOL DISTRICT NO. 70 (PACIFIC RIM)
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2024

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(Continued)*

o) Financial Instruments (continued)

Unrealized gains and losses from changes in the fair value of financial instruments measured at fair value are recognized in the statement of remeasurement gains and losses. Upon settlement, the cumulative gain or loss is reclassified from the statement of remeasurement gains and losses and recognized in the statement of operations. Interest and dividends attributable to financial instruments are reported in the statement of operations. There are no measurement gains or losses during the periods presented, therefore no statement of remeasurement gains or losses is included in these financial statements.

All financial assets except derivatives are tested annually for impairment. When financial assets are impaired, impairment losses are recorded in the statement of operations. A write-down of a portfolio investment to reflect a loss in value is not reversed for a subsequent increase in value.

For financial instruments measured using amortized cost, the effective interest rate method is used to determine interest revenue or expense.

p) Adoption of New Accounting Standards

On July 1, 2023, the School District adopted Canadian Public Sector Accounting Standard PS 3400, *Revenue* ("PS 3400"). Under the new accounting standard, there are two categories of revenue – exchange and non-exchange. If the transaction gives rise to one or more performance obligations, it is an exchange transaction. If no performance obligations are present, it is a non-exchange transaction. Management has assessed the impact of adopting PS 3400 on the financial statements and noted no changes on adoption of the standard.

On July 1, 2023, the School District adopted Canadian Public Sector Accounting Standard PS 3160, *Public Private Partnerships* ("PS 3160"). The new accounting standard addresses the recognition, measurement, presentation, and disclosure of infrastructure procured by public sector entities through certain types of public private partnership arrangements. Management has assessed the impact of adopting PS 3160 on the financial statements of the School District and has found that at present no such items meet the criteria to be recognized as a public private partnership.

On July 1, 2023, the School District adopted Public Sector Guideline PSG-8, *Purchased Intangibles*, applied on a prospective basis ("PSG-8"). PSG-8 defines purchased intangibles as identifiable non-monetary economic resources without physical substance acquired through an arm's length exchange transaction between knowledgeable, willing parties who are under no compulsion to act. Intangibles acquired through a transfer, contribution, or inter-entity transaction, are not purchased intangibles. Management has assessed the impact of adopting PSG-8 and found that at present no such items meet the criteria to be recognized as a purchased intangible.

**SCHOOL DISTRICT NO. 70 (PACIFIC RIM)
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2024**

**SCHOOL DISTRICT NO. 70 (PACIFIC RIM)
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2024**

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(Continued)*

q) Measurement Uncertainty

Preparation of financial statements in accordance with the basis of accounting described in note 2 requires management to make estimates and assumptions that impact reported amounts of assets and liabilities at the date of the financial statements and revenues and expenses during the reporting periods. Areas requiring the use of management estimates relate to the potential impairment of assets, estimates for contingent liabilities, rates for amortization, asset retirement obligations and estimated employee future benefits. Actual results could differ from those estimates.

NOTE 3 ACCOUNTS RECEIVABLE – OTHER RECEIVABLES

	2024	2023
Due from Federal Government	\$ 82,695	\$ 771,310
Other	1,075,064	394,967
	\$ 1,079,891	\$ 1,166,277

NOTE 4 ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

	2024	2023
Trade payables	\$981,198	\$1,499,746
Salaries and benefits payable	3,353,739	3,048,925
Accrued vacation pay	456,585	456,585
	\$ 4,791,522	\$ 5,005,256

**SCHOOL DISTRICT NO. 70 (PACIFIC RIM)
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2024**

NOTE 5 UNEARNED REVENUE

Unearned revenue consists of contributions received for services to be delivered in a future period. Changes in unearned revenue are as follows:

	2024	2023
Balance, beginning of year		
Tuition fees	457,585	295,025
Rental revenue	6,840	3,180
	464,425	298,205
Changes for the year:		
Increase:		
Tuition fees collected	687,032	653,679
Rental revenue collected	183,866	110,980
	869,357	764,659
Decrease:		
Tuition fees recognized	491,119	491,119
Rental revenue recognized	107,320	107,320
	598,439	598,439
Net changes for the year		
Tuition fees	1,541	162,560
Rental revenue	(6,840)	3,660
	(5,299)	166,220
Balance, end of year		
Tuition fees	459,126	457,585
Rental revenue	-	6,840
	\$ 459,126	\$ 464,425

**SCHOOL DISTRICT NO. 70 (PACIFIC RIM)
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2024**

NOTE 6 DEFERRED REVENUE

Deferred revenue includes unspent grants and contributions received that meet the description of a restricted contribution in the *Restricted Contributions Regulation 198/2011* issued by Treasury Board, i.e., the stipulations associated with those grants and contributions have not yet been fulfilled.

	2024	2023
Balance, beginning of year	\$ 2,689,863	\$ 2,511,978
Changes for the year:		
Increase:		
Provincial grants	8,257,684	7,074,166
Federal grants	4,250	3,400
Other revenue	1,562,496	1,770,145
	9,824,430	8,847,711
Decrease:		
Allocated to revenue	9,624,234	8,634,682
Recovered	124,152	35,144
	9,748,386	8,669,826
Net changes for the year	76,044	177,885
Balance, end of year	\$ 2,765,907	\$ 2,689,863

SCHOOL DISTRICT NO. 70 (PACIFIC RIM)
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2024

NOTE 7 DEFERRED CAPITAL REVENUE

Deferred capital revenue includes grants and contributions received that are restricted by the contributor for the acquisition of tangible capital assets that meet the description of a restricted contribution in the *Restricted Contributions Regulation 198/2011* issued by Treasury Board. Once spent, the contributions are amortized into revenue over the life of the asset acquired.

	2024	2023
Deferred capital revenue subject to amortization		
Balance, beginning of year	\$ 108,255,575	\$ 73,339,903
Increases:		
Capital additions	6,640,588	11,423,378
Transfer from WIP	246,955	26,723,102
Decreases:		
Amortization	(3,796,186)	(3,230,808)
Net change for the year	3,091,357	34,915,672
Balance, end of year	111,346,932	108,255,575
Work in progress		
Balance, beginning of year	259,300	26,723,102
Increases:		
Transfer from unspent deferred capital revenue	455,203	259,300
Decreases:		
Transfer to deferred capital revenue	(246,955)	(26,732,102)
Net change for the year	(208,248)	(26,723,102)
Balance, end of year	467,548	259,300
Unspent deferred capital revenue		
Balance, beginning of year	1,770,372	1,959,608
Increases:		
Provincial Grants - Ministry of Education	5,867,258	11,357,770
Provincial Grants - Other	-	69,500
Other	-	66,172
Decreases:		
Transfer to deferred capital revenue subject to amortization:		
Capital additions	(6,640,588)	(11,423,378)
Transfer to work in progress	(455,203)	(259,300)
Net change for the year	(1,228,533)	(189,236)
Balance, end of year	541,839	1,770,372
Total deferred capital revenue balance, end of year	\$ 112,356,319	\$ 110,285,247

**SCHOOL DISTRICT NO. 70 (PACIFIC RIM)
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2024**

NOTE 8 EMPLOYEE FUTURE BENEFITS

Benefits include vested sick leave, accumulating non-vested sick leave, early retirement, retirement/severance, vacation, overtime and death benefits. Funding is provided when the benefits are paid and accordingly, there are no plan assets. Although no plan assets are uniquely identified, the School District has provided for the payment of these benefits.

	2024	2023
Reconciliation of Accrued Benefit Obligation		
Accrued Benefit Obligation - April 1	\$ 574,453	\$ 659,704
Service Cost	33,248	34,207
Interest Cost	22,606	20,361
Benefit Payments	(77,205)	(197,379)
Actuarial Loss	(16,748)	57,560
Accrued Benefit Obligation - March 31	\$ 536,354	\$ 574,453
 Reconciliation of Funded Status at End of Fiscal Year		
Accrued Benefit Obligation - March 31	\$ 536,354	\$ 574,453
Market Value of Plan Assets - March 31	-	-
Funded Status - Deficit	536,354	574,453
Employer Contributions After Measurement Date	-	(12,677)
Benefits Expense After Measurement Date	13,853	13,964
Unamortized Net Actuarial Gain (Loss)	86,462	124,402
Accrued Benefit Liability - June 30	\$ 463,745	\$ 451,337
 Reconciliation of Change in Accrued Benefit Liability		
Accrued Benefit Liability - July 1	\$ 451,337	\$ 562,535
Net Expense for Fiscal Year	76,934	71,098
Employer Contributions	(64,526)	(182,296)
Accrued Benefit Liability - June 30	\$ 463,745	\$ 451,337

**SCHOOL DISTRICT NO. 70 (PACIFIC RIM)
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2024**

NOTE 8 EMPLOYEE FUTURE BENEFITS *(Continued)*

	2024	2023
Components of Net Benefit Expense		
Service Cost	\$ 33,116	\$ 33,967
Interest Cost	22,627	20,922
Amortization of Net Actuarial Loss	21,191	16,209
Net Benefit Expense	\$ 76,934	\$ 71,098

Assumptions

Discount Rate - April 1	4.00%	3.25%
Discount Rate - March 31	4.25%	4.00%
Long Term Salary Growth - April 1	2.50%+seniority	3.50%+seniority
Long Term Salary Growth - March 31	2.50%+seniority	6.75%+seniority
EARSL - March 31	10 years	10 years

NOTE 9 DEBT

The following loans approved under Section 144 of the *School Act* are outstanding:

	Approval Date	Year Borrowed	Interest Rate	Maturity	Amount Borrowed	Amount Paid	2024 Balance	2023 Balance
Demand	1998	1998	Prime rate	Demand	144,605	144,605	-	1,502
Term	2010	2010	3.25%	2025	124,259	66,848	57,411	65,848
Term	2010	2010	3.25%	2025	124,259	66,848	57,411	65,848
Demand	2015	2021	2.85%	Demand	186,559	113,827	72,732	114,739
Capital lease	2022	2022	13.97%	2026	335,164	134,066	201,098	268,131
Capital lease	2024	2024	7.15%	2029	450,900	23,860	427,040	-
					1,365,746	550,054	815,692	516,068

Future principal payments on debt as currently scheduled are as follows:

2025	\$ 219,531
2026	228,222
2027	130,321
2028	139,200
2029	98,418
Thereafter	-
	\$ 815,692

**SCHOOL DISTRICT NO. 70 (PACIFIC RIM)
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2024**

NOTE 10 TANGIBLE CAPITAL ASSETS

Cost:	Balance at July 1, 2023	Additions	Disposals / Transfers	Balance at June 30, 2024
Sites	\$ 2,558,638	\$ -	\$ -	\$ 2,558,638
Buildings	172,521,583	6,159,973	246,955	178,928,511
Buildings–work in progress	259,300	455,203	(246,955)	467,548
Furniture and Equipment	3,042,510	1,136,640	(28,502)	4,150,648
Vehicles	920,810	219,177	(152,464)	987,523
Computer Hardware	1,144,951	329,781	(219,732)	1,255,000
Total	\$180,447,792	\$ 8,300,774	\$ (400,698)	\$188,347,868

Accumulated Amortization:	Balance at July 1, 2023	Additions	Disposals	Balance at June 30, 2024
Sites	\$ -	\$ -	\$ -	\$ -
Buildings	58,299,251	3,952,542	-	62,251,793
Furniture and Equipment	555,225	359,658	(28,502)	886,381
Vehicles	395,683	95,417	(152,464)	338,636
Computer Hardware	475,140	239,995	(219,732)	495,403
Total	\$ 59,725,299	\$ 4,647,612	\$ (400,698)	\$ 63,972,213

Net Book Value:

	2024	2023
Sites	\$ 2,558,638	\$ 2,558,638
Buildings	116,676,718	114,222,332
Buildings - work in progress	467,548	259,300
Furniture and Equipment	3,264,267	2,487,285
Furniture and Equipment – work in progress	-	-
Vehicles	648,887	525,127
Computer Software	-	-
Computer Hardware	759,597	669,811
Total	\$ 124,375,655	\$ 120,722,493

Works of art and historic assets - the School District manages and controls various works of art and non-operational historical cultural assets including buildings, artifacts, paintings and sculptures and public display areas. These assets are not recorded as tangible capital assets and are not amortized.

**SCHOOL DISTRICT NO. 70 (PACIFIC RIM)
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2024**

NOTE 11 RESTRICTED ASSETS (ENDOWMENTS)

Restricted assets are comprised of the Garner endowment of \$30,000. There were no contributions, additions to or transfers from the endowment during the years presented.

NOTE 12 EMPLOYEE PENSION PLANS

The School District and its employees contribute to the Teachers' Pension Plan and Municipal Pension Plan (jointly trustee pension plans). The boards of trustees for these plans, representing plan members and employers, are responsible for administering the pension plans, including investing assets and administering benefits. The plans are multi-employer defined benefit pension plans. Basic pension benefits are based on a formula. As at December 31, 2023, the Teachers' Pension Plan has about 51,000 active members and approximately 42,000 retired members. As of December 31, 2023, the Municipal Pension Plan has about 256,000 active members, including approximately 31,000 from school districts.

Every three years, an actuarial valuation is performed to assess the financial position of the plans and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plans. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plans. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent actuarial valuation of the Teachers' Pension Plan as at December 31, 2020, indicated a \$1,584 million surplus for basic pension benefits on a going concern basis.

The most recent actuarial valuation for the Municipal Pension Plan as at December 31, 2021, indicated a \$3,761 million funding surplus for basic pension benefits on a going concern basis.

The School District paid \$4,257,831 for employer contributions to the plans in the year ended June 30, 2024 (2022: \$3,826,145).

The next valuation for the Teachers' Pension Plan will be as at December 31, 2023, with results available later in 2024. The next valuation for the Municipal Pension Plan will be as at December 31, 2024, with results available later in 2025.

Employers participating in the plans record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the plans record accrued liabilities and accrued assets for each plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the plans.

**SCHOOL DISTRICT NO. 70 (PACIFIC RIM)
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2024**

NOTE 13 ACCUMULATED SURPLUS

Accumulated surplus consists of individual fund surplus and reserves and reserve funds as follows:

	2024	2023
Invested in tangible capital assets	\$ 7,980,893	\$ 7,926,960
Operating surplus	888,859	2,179,967
Special purpose surplus	30,000	30,000
Local capital surplus	-	-
	\$ 8,899,752	\$ 10,136,927

Inter-fund transfers between the operating, special purpose and capital funds for the year ended June 30, 2024, were as follows:

- Transfer from operating fund to capital fund: \$673,794 for the acquisition of tangible capital assets.
- Transfer from special purpose funds to capital fund: \$76,309 for the acquisition of tangible capital assets.
- Transfer from operating fund to capital fund: \$186,634 for principal and interest payments on debt.

The operating surplus has been internally restricted by the Board for Professional Development Obligations, Indigenous Education Program Surpluses, Asset Replacement Plans and future budget deficiencies.

Board approved initiatives	\$ 670,383
Contingency reserve	218,476
	\$ 888,859

NOTE 14 RELATED PARTY TRANSACTIONS

The School District is related through common ownership to all Province of British Columbia ministries, agencies, school districts, health authorities, colleges, universities, and crown corporations. Transactions with these entities, unless disclosed separately, are considered to be in the normal course of operations and are recorded at the exchange amount.

NOTE 15 CONTRACTUAL OBLIGATIONS AND CONTINGENCIES

The School District has entered into a number of multiple-year contracts for the delivery of services and the construction of tangible capital assets. These contractual obligations will become liabilities in the future when the terms of the contracts are met.

The school district holds \$541,839 in capital dollars for approved projects currently underway or planned. An additional \$3,262,500 in capital grants is available to access for these projects

The nature of the School District's activities are such that there is usually litigation pending or in process at any time. With respect to unsettled claims at June 30, 2024, management believes the School District has valid defenses and appropriate insurance coverage in place. In the event that any claims are successful, management believes that such claims are not expected to have a material effect on the School District's financial position or operations.

**SCHOOL DISTRICT NO. 70 (PACIFIC RIM)
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2024**

NOTE 16 BUDGET FIGURES

The budget figures data presented in these financial statements is based upon the 2024 amended annual budget adopted by the Board on February 27, 2024. The chart following reconciles the originally approved annual budget bylaw approved May 5, 2023 to the amended annual budget bylaw reported in these financial statements.

	2024 Amended Annual Budget	2024 Annual Budget
Revenues		
Provincial Grants		
Ministry of Education	\$ 52,925,000	\$ 50,463,672
Other	468,028	3,000
Federal Grants	13,979	-
Other Revenue	5,065,887	4,516,308
Tuition	675,559	663,750
Rentals and Leases	75,000	75,000
Investment Income	339,044	100,000
Amortization of Deferred Capital Revenue	3,734,348	3,551,498
Total Revenue	63,296,845	59,373,228
Expenses		
Instruction	48,107,963	44,688,152
District Administration	3,322,668	2,830,650
Operations and Maintenance	9,934,193	10,061,377
Transportation and Housing	2,559,109	2,450,869
Debt Services	21,357	9,905
Total Expense	63,945,290	60,040,953
Net Expense	(648,445)	(667,725)
Budgeted Allocation of Surplus	710,945	423,947
Budgeted Deficit for the year	\$ 62,500	\$ (243,778)

NOTE 17 EXPENSE BY OBJECT

	2024	2023
Salaries and benefits	\$ 51,159,301	\$ 45,399,787
Services and supplies	8,980,414	9,134,275
Interest expense	31,378	20,505
Amortization	4,647,612	4,017,455
	\$ 64,818,705	\$ 58,572,022

**SCHOOL DISTRICT NO. 70 (PACIFIC RIM)
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2024**

NOTE 18 ECONOMIC DEPENDENCE

The operations of the School District are dependent on continued funding from the Ministry of Education and various governmental agencies to carry out its programs. These financial statements have been prepared on a going concern basis.

NOTE 19 ASSET RETIREMENT OBLIGATIONS

Legal liabilities exist for the removal and disposal of asbestos and other environmentally hazardous materials within some district owned buildings that will undergo major renovations or demolition in the future. The timing of future settlement is unknown.

	2024	2023
Balance, beginning of year	\$ 3,795,590	\$ 3,795,590
Settlements during the year	-	-
	\$ 3,795,590	\$ 3,795,590

NOTE 20 RISK MANAGEMENT

The School District has exposure to the following risks from its use of financial instruments: credit risk, market risk and liquidity risk.

The Board ensures that the School District has identified its risks and ensures that management monitors and controls them.

a) Credit risk:

Credit risk is the risk of financial loss to an institution if a customer or counterparty to a financial instrument fails to meet its contractual obligations. Such risks arise principally from certain financial assets held consisting of cash, cash equivalents and amounts receivable.

The School District is exposed to credit risk in the event of non-performance by a borrower. This risk is mitigated as most amounts receivable are due from the Province or other government organizations and are collectible.

It is management’s opinion that the School District is not exposed to significant credit risk associated with its cash and cash equivalents as they are placed in recognized British Columbia institutions and the Province of BC Provincial Treasury Central Deposit Program.

b) Market risk:

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk is comprised of currency risk and interest rate risk.

**SCHOOL DISTRICT NO. 70 (PACIFIC RIM)
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2024**

NOTE 20 RISK MANAGEMENT (Continued)

b) Market risk (continued):

Currency risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in the foreign exchange rates. It is management's opinion that the School District is not exposed to significant currency risk, as amounts held and purchases made in foreign currency are insignificant.

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in the market interest rates. The School District is exposed to interest rate risk through its cash equivalents. It is management's opinion that the School District is not exposed to significant interest rate risk as it invests solely in investments that are considered liquid that have a maturity date of no more than 3 years and the Province of BC Provincial Treasury Central Deposit Program. The School District is also exposed to interest rate risk on its debt, the majority of which pays interest at a variable rate.

c) Liquidity risk:

Liquidity risk is the risk that the School District will not be able to meet its financial obligations as they become due.

The School District manages liquidity risk by continually monitoring actual and forecasted cash flows from operations and anticipated investing activities to ensure, as far as possible, that it will always have sufficient liquidity to meet its liabilities when due, under both normal and stressed conditions, without incurring unacceptable losses or risking damage to the School District's reputation.

There has been no change to risk exposures from 2023 related to credit, market or liquidity risks.

Risk Management and insurance services for all School Districts in British Columbia are provided by the Risk Management Branch of the Ministry of Finance.



PACIFIC RIM SCHOOL DISTRICT PUBLIC BOARD MEETING ACTION SHEET

Date: Sept 24th, 2024
To: Board of Education
From: Alex Taylor, Acting Director of Operations
Subject: Approval of 2025/26 5-Year Minor Capital Plan Submission

Background

To comply with Treasury Board direction and the *School Act*, each school district must provide the Ministry with a 5-Year Capital Plan submission for Minor Capital Programs. Included in this submission are the following funding programs: School Enhancement Program (SEP), Carbon Neutral Capital Program (CNCP), Playground Equipment Program (PEP), Bus Acquisition Program (BUS), and the School Food Infrastructure Program (FIP).

The 2025/26 capital project requests for Minor Capital Programs are due on or before September 30 using the web-based Capital Asset Planning System (CAPS).

Food Infrastructure Program (FIP) The Capital Management Branch's Food Infrastructure Program (FIP) is an annual program intended to assist boards of education with creating, improving, or expanding infrastructure to feed students across all communities in British Columbia.

Playground Equipment Program (PEP) The PEP was established to provide playground equipment systems at schools that do not currently have one, or to replace aging playground equipment systems that may pose health and safety hazards.

Bus Acquisition Program (BUS) School buses are considered capital assets and capital funding requests to acquire any new or replacement buses must be made to the Ministry as part of a school district's annual Five-Year Capital Plan submission.

Carbon Neutral Capital Program (CNCP) The CNCP is a program that provides capital funding specifically for energy-efficiency projects that lower a school district's carbon emissions.

School Enhancement Program (SEP) The SEP is a program that provides capital funding specifically for projects that improve the safety, facility condition, operational efficiency, and functionality of existing schools, to extend their useful physical life.

More information on these programs can be found [here](#).

Recommendations

We are proposing that the Board approves the 5-year minor capital plan as presented to you in the attached spreadsheet.

We are proposing that the Board approves the 2025/2026 minor capital plan submissions as presented to you in the attached spreadsheet.

THAT in accordance with provisions under section 142 (4) of the *School Act*, the Board of Education of School District No. 70 (Pacific Rim) hereby approves the proposed 2025/26 Five-Year Minor Capital Plan (Minor Capital Programs) submission.



SD70 Pacific Rim - Minor Capital Projects - 25/26 Submission

Site	Project Type	Primary Driver	Priority	Funding	Cost	Comments	Notes
AES	Roofing	End of Useful Life	1	SEP	\$950,000	Roof is bubbling and lifting in several areas. Patching has been done but the roof is due for replacement	Contracted Work
AES	HVAC / Cooling	End of Useful Life and Improve Comfort	2	SEP	\$2,150,000	Current equipment is over 20 years old. AES 2nd floor temperatures > 30°C in hot weather	Primarily Contracted Work SD70 Forces: Elec - 40 days @ \$400 = \$16000 Plumb - 20 days @ \$400 = \$8000 HVAC - 20 days @ \$400 = \$8000 SD70 Total = \$32000
DES Upper Blocks	Flooring	End of useful life	3	SEP	\$850,000	Flooring is in poor condition in several areas	Contracted Work
ADSS	Artificial Turf Field	End of useful life	4	SEP	\$1,000,000	Turf Field is at the end of its useful life	Contracted Work
				Total SEP	\$4,950,000		
DES Upper Blocks	HVAC / Cooling	Energy Savings and Climate Stewardship	1	CNCP	\$400,000	HVAC System is 25 years old and at the end its useful life	Phase 1: Have of DES to align with allotted CNCP Funding
DES Upper Blocks	HVAC / Cooling	Energy Savings and Climate Stewardship	2	CNCP	\$400,000	HVAC System is 25 years old and at the end its useful life	Phase 2: Have of DES to align with allotted CNCP Funding
Transport Garage/ USS	Charging Infrastructure	Energy Savings and Climate Stewardship	3	CNCP	\$95,000	Add charging infrastructure for future electric bus fleet. Convert current charging stations at USS to Pay Per Use	Contracted Work
HES / WES	Lighting Upgrade	Energy Savings and Climate Stewardship	4	CNCP	\$500,000	Upgrade interior lighting to modern, cool, efficient LED's	Contracted Work
				Total CNCP	\$1,395,000		
TES	Playground Replacement	End of useful life	1	PEP	\$200,000	Current equipment requires frequent repairs. Several components have had to be removed	Primarily Contracted Work SD70 Forces: Grounds - 10 days @ \$400 = \$4000 SD70 Materials: Timbers = \$3500 Drainage = \$2500 SD70 Total = \$10000
				Total PEP	\$200,000		
Transportation	Bus Replacement	Reliable Student Transport	1	BUS	\$1,400,000	SD70 currently contracts student transportation in the communities of Ucluelet and Tofino. SD70 will request 7 new buses (1 to be lift-equipped) in order to transition to a fee-for-service model. SD70 will own the fleet with a contractor responsible for operating, insuring, inspecting, maintaining and housing the fleet	
				Total BUS	\$1,400,000		

SD70 Pacific Rim - Minor Capital Projects - 25/26 Submission

Site	Project Type	Primary Driver	Priority	Funding	Cost	Comments	Notes
VARIOUS	Cooling/Freezing Upgrade	Food Safety / Electrical Safety	1	FIP	\$100,000	and architectural upgrades as required	Elec - 20 days @ \$400 = \$8000 Carpentry - 15 days @ \$400 = \$6000 SD70 Materials Appliances = \$55000 Electrical Upgrades = \$5000 Carpentry = \$5000 Abatement = \$21000 SD70 Total = \$100000
VARIOUS	Cooling Van/ Freezer Van	Food Insecurity	2	FIP	\$125,000	Refrigerated Van/ Freezer Van to deliver food across the Valley and to and from Tofino. Potentially use may also be to and from Nourish Cowichan	
EALC	Kitchen Upgrade	Food Insecurity	3	FIP	\$50,000	EALC requires upgraded infrastructure in order to offer its clientele healthy meal options	In House Work SD70 Forces Elec - 10 days @ \$400 = \$4000 Carpentry - 5 days @ \$400 = \$2000 Plumb - 2 days @ \$400 = \$800 SD70 Materials Appliances = \$25000 Electrical Upgrades = \$5000 Carpentry = \$5000 Abatement = \$8200 SD70 Total = \$50000
USS	Traditional Cooking	Education and cultural values	4	FIP	\$25,000	USS hopes to construct a smoke house and outdoor eating space	In House Work SD70 Forces Carpentry - 20 days @ \$400 = \$8000 SD70 Materials Lumber = \$13000 Electrical Upgrades = \$500 Concrete = \$4000 SD70 Total = \$25000
				Total FIP	\$300,000		

SD70 Pacific Rim - 5 Year Capital Plan Summary

September 10th, 2024

Priority	Site	Project Type	Project Description	25/26	26/27	27/28	28/29	29/30
1	HES	SMP	Seismic Upgrade	\$8,000,000				
2	EALC	SMP	Seismic Upgrade	\$9,000,000				
3	AES	SMP	Seismic Upgrade		\$17,000,000			
4	TES	SMP	Seismic Upgrade			\$22,000,000		
5	WES	SMP	Seismic Upgrade				\$12,000,000	
6	DES	SMP	Seismic Upgrade					\$17,000,000
				\$17,000,000	\$17,000,000	\$22,000,000	\$12,000,000	\$17,000,000
1	WCS	EXP	Expansion	\$20,000,000				
2	ADSS	EXP	Expansion	\$11,000,000				
				\$31,000,000	\$0	\$0	\$0	\$0
1	AES	SEP	Reroof	\$950,000				
2	EALC	SEP	Reroof		\$940,000			
3	BCS	SEP	Reroof			\$400,000		
4	CORE	SEP	Reroof				\$250,000	
5	CORE	SEP	Reroof					\$425,000
6	AES	SEP	HVAC/Cooling Upgrade		\$2,150,000			
7	TES	SEP	HVAC/Cooling Upgrade			\$2,200,000		
8	DES	SEP	Flooring Replacement	\$850,000				
				\$1,800,000	\$3,090,000	\$2,600,000	\$250,000	\$425,000
1	DES	CNCP	Phase 1 HVAC	\$400,000				
2	DES	CNCP	Phase 2 HVAC		\$400,000			
3	HES	CNCP	Lighting Upgrades	\$250,000				
4	WES	CNCP	Lighting Upgrades		\$250,000			
5	BO	CNCP	Bus Charging Infrastructure	\$95,000				
6	TES	CNCP	Lighting Upgrades			\$300,000		
7	MES	CNCP	Lighting Upgrades				\$325,000	
8	DES	CNCP	Lighting Upgrades					\$350,000
				\$745,000	\$650,000	\$300,000	\$325,000	\$350,000
1	TES	PEP	Playground Upgrade	\$200,000				
2	BCS	PEP	Playground Upgrade		\$200,000			
3	WES	PEP	Playground Upgrade			\$200,000		
4	WCS	PEP	Playground Upgrade				\$200,000	
				\$200,000	\$200,000	\$200,000	\$200,000	\$0
1	NA	BUS	Bus Replacement	\$1,400,000		\$200,000		
				\$1,400,000	\$0	\$200,000	\$0	\$0
1	All AV	FIP	Cooling Infrastructure	\$100,000				
2	All AV	FIP	Refrigerated Van	\$125,000				
3	EALC	FIP	Kitchen Renovation	\$50,000				
4	USS	FIP	Traditional Smoke House	\$15,000				
				\$290,000	\$0	\$0	\$0	\$0



PACIFIC RIM SCHOOL DISTRICT PUBLIC BOARD MEETING ACTION SHEET

Date: September 24, 2024
To: Board of Education
From: Paula Mason, Manager of Corporate Services
Subject: Approval of 2024/25 Organizational Chart
Attachments: draft 2024/25 Organizational Chart

Background:

An updated organizational chart is essential for an organization, to ensure clarity and transparency in the reporting structure. It also aids in effective communication and decision making by accurately reflecting the current hierarchy and responsibilities. Lastly an updated chart can improve employee morale and engagement, as it clearly communicates the roles and opportunities within the organization, fostering a sense of purpose and direction.

Information:

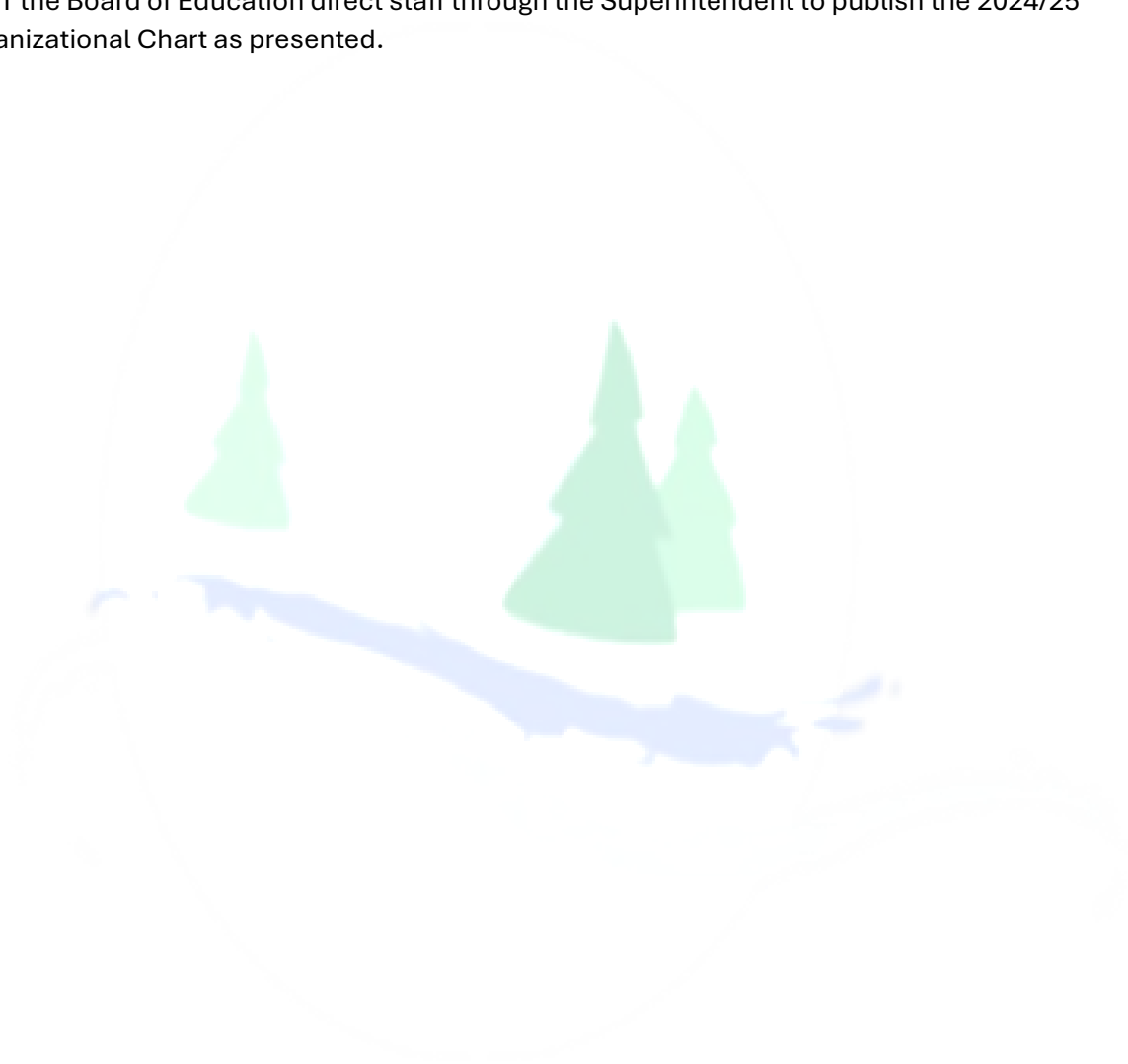
This report introduces a revised organizational chart for the Pacific Rim School District. The purpose of this chart is to provide a clear and streamlined structure that enhances our ability to fulfill our educational mission and better serve our students and community. This new structure is designed to streamline leadership, enhance communication, improve accountability, allocate resources effectively, and increase our focus on student outcomes. The draft chart also incorporates effective succession planning, designed to ensure continuity of leadership and institutional knowledge, thereby safeguarding the long-term stability and success of our school district.

1. **Streamlined Leadership:** The revised structure simplifies the hierarchy, reducing administrative layers and creating a more agile decision-making process. This will foster quicker responses to challenges and opportunities.
2. **Enhanced Communication:** The new chart encourages cross-functional collaboration, enabling better coordination and sharing of vital information among departments, schools, and staff.
3. **Improved Accountability:** By clearly defining roles and responsibilities, we aim to increase accountability at all levels, ensuring that each member of the organization understands their contribution to the district's success.
4. **Proper Resource Allocation:** Optimized resource allocation, including budgeting, staff allocation, and technology resources, and aligning them with our strategic goals will maximize efficiency.

5. Increased Focus on Student Outcomes: Every role within the organization has been designed to put student achievement at the forefront. This will help us better track and improve student outcomes.
6. Succession Planning: We have integrated succession planning into the organizational chart to ensure a smooth transition of leadership and knowledge sharing when key personnel change roles or retire.

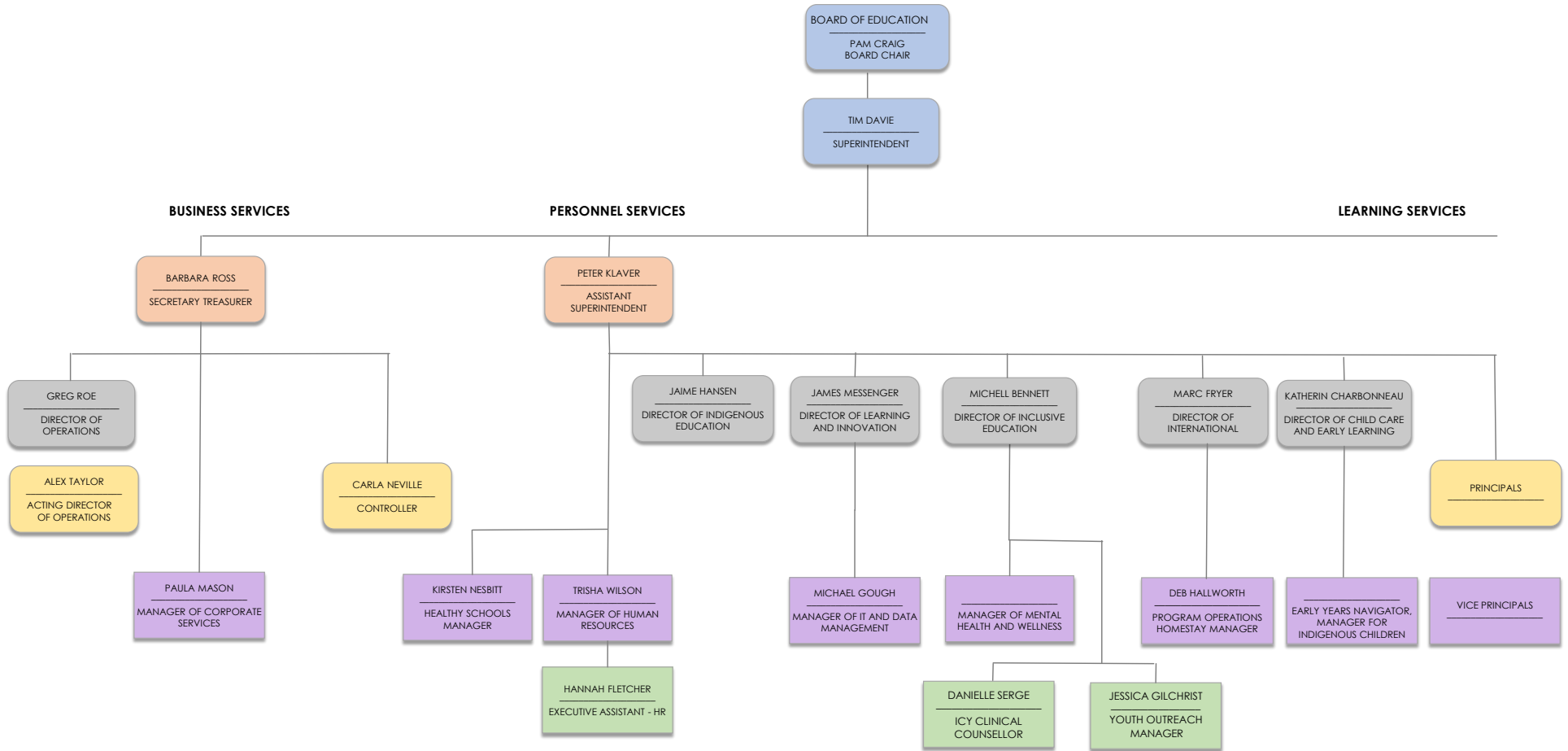
Recommended Motion:

THAT the Board of Education direct staff through the Superintendent to publish the 2024/25 Organizational Chart as presented.





PACIFIC RIM SCHOOL DISTRICT ORGANIZATIONAL CHART 2024/25





PACIFIC RIM SCHOOL DISTRICT PUBLIC BOARD MEETING AGENDA ACTION SHEET

Date: September 24, 2024
To: Board of Education
From: James Messenger, Director of Instruction – Learning & Innovation
Subject: Enhancing Student Learning Report approval

Background

The Ministry of Education and Childcare mandates Boards to set, create and maintain a strategic plan, annually report on student outcomes and put systems in place to continuously improve the educational outcomes for all students and improve equity for Indigenous students, children and youth in care, and students with disabilities or diverse abilities. The policy is grounded in a shared commitment and common values including literacy, numeracy, graduation, belonging and career and life goals to support each and every learner and improve equity of outcomes.

The [Enhancing Student Learning Report Order](#) mandates the following: Each year, a board must prepare and submit to the Minister a report completed in accordance with this order between June 30 and September 30, or a date otherwise determined by the Minister.

Discussion

- Data informing the Enhancing Student Learning Report has been regularly shared with the Education Committee and other rights and stakeholder groups throughout the year.
- In Spring 2024, The Director of Instruction – Learning and Innovation led reviews of District student achievement data informing this report with the IEC, DPAC, Education Committee, Executive Committee, Excluded Management, and PVPA.
- The release of updated [templates and guiding documents](#) in the late Spring further supported us.
- In June 2024, the Learning Services Leadership Team (LSLT) and representatives from the Indigenous Education Council met with a Ministry Review Team to gather guidance to support the continuous improvement of our Enhancing Student Learning Report.

Feedback from these consultations has been instrumental. The LSLT Team has worked diligently over the summer to adjust our operational plan and report, ensuring our strategies are aligned to achieve the best possible outcomes for our students. The report has been significantly improved through this collaborative effort. We also received additional guidance from the coach assigned by the Ministry Review Team.

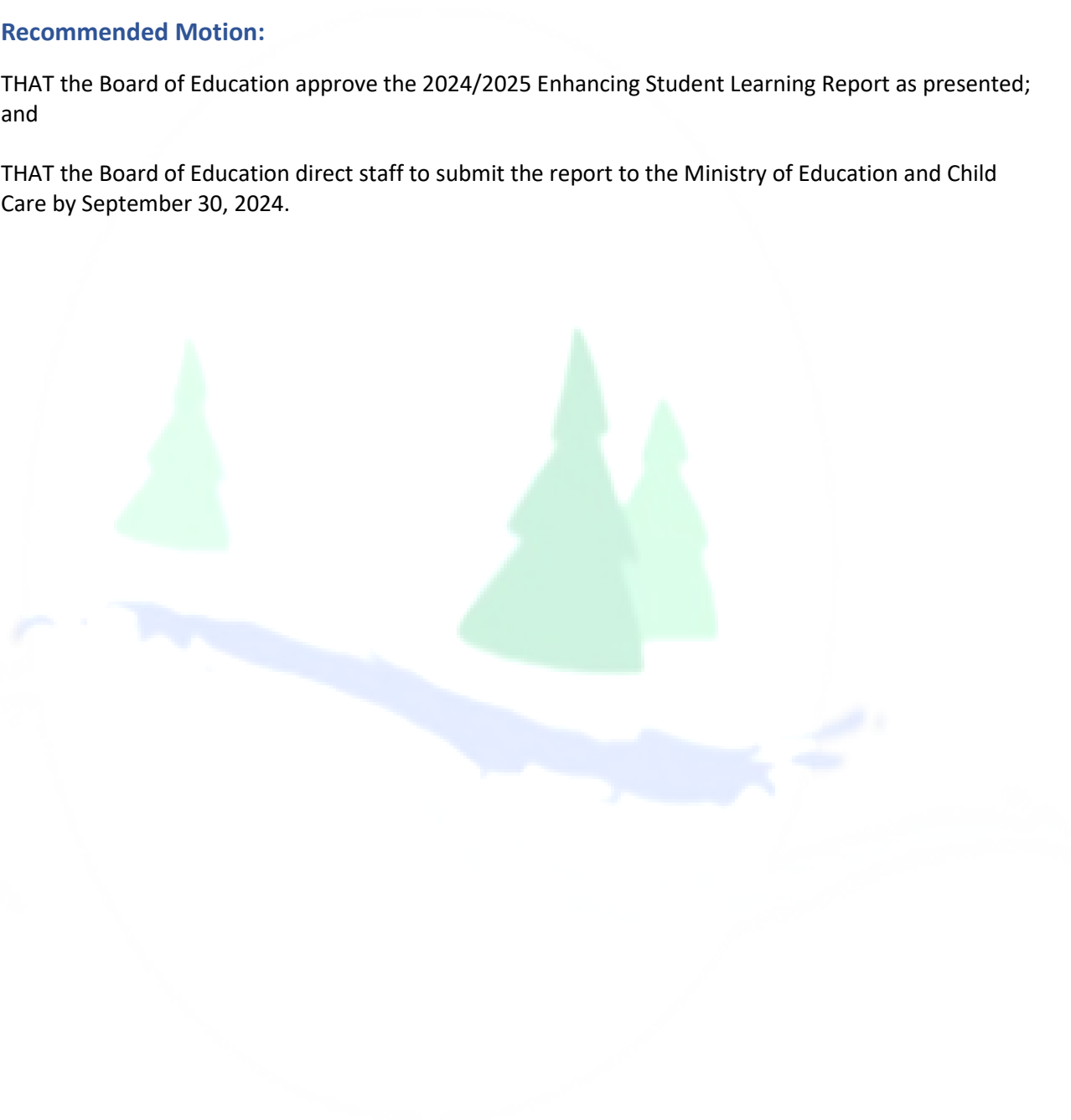
[Enhancing Student Learning Report 2024 Pacific Rim School District - Section A](#) – Data and Evidence Section

[Enhancing Student Learning Report 2024 Pacific Rim School District - Section B](#) – Continuous Improvement Section

Recommended Motion:

THAT the Board of Education approve the 2024/2025 Enhancing Student Learning Report as presented; and

THAT the Board of Education direct staff to submit the report to the Ministry of Education and Child Care by September 30, 2024.





POLICY STATEMENT

The Board of Education (the Board) recognizes its role and responsibility as stewards of the environment. The Board recognizes that trees are integral to the environment, add character to our communities, and are valued by its constituents and students. Trees improve the landscape of district facilities and schools and provide many other benefits including:

- a healthy environment, by filtering air pollutants and stabilizing soil on slopes
- improved grounds, with more privacy and shelter from wind, sun and rain
- and, economic savings, by helping reduce energy costs.

The Pacific Rim School District places significant value on the trees that grace our community, and desires to ensure that trees are removed only when absolutely necessary, with appropriate consultation, and only with the proper approval.

DRAFT

Resources and References

Abbotsford School District Administrative Procedure 521: Tree Removal
NEW: Environmental Stewardship Policy (Pacific Rim School District)
XXXX: Tree Protection (AP) (Pacific Rim School District)
City of North Vancouver Tree Protection Bylaw 7671



XXX: Use of School District-owned Vehicles (P)

Draft: Revised 24 05 14

POLICY STATEMENT

Boards of Education implement policies regarding the use of School District-owned vehicles to ensure responsible and efficient utilization of resources. Such policies establish guidelines for the safe operation, maintenance, and allocation of vehicles, promoting student and staff welfare. Moreover, they help mitigate risks associated with vehicle misuse or unauthorized use, safeguarding the District's assets and reputation. By setting clear regulations, Boards uphold accountability and transparency within the school community, fostering trust and effective governance.

RESOURCES:

XXXX: Use of School District-owned Vehicles (AP)



XXX: Equipment and In-Kind Donations (P)

First Revision: 24 06 11

POLICY STATEMENT

The Board of Education implements policy outlining the procedures and guidelines for accepting and managing equipment and in-kind donations to ensure they align with our organization's mission, goals, and operational needs. It ensures the proper valuation, acknowledgement, and utilization of such donations to ensure that they are recorded and used in a manner that is in line with CRA and Generally Accepted Auditing Standards.



510: Safe, Caring and Orderly Schools (P)

Approved: 85 02 05
Amended: 16 13 12
Amended: 24 06 11

POLICY

Schools that are safe, caring and orderly provide the necessary climate for student achievement. The Board of Education believes that such schools are fostered when students, parents and staff work collaboratively to develop ever-improving policies, procedures and practices for creating and maintaining safe, caring and orderly school environments.

DEFINITIONS

A “**safe school**” is one in which members of the school community are free of the fear of harm, including potential threats from inside or outside the school. The attitudes and actions of students, staff and parents support an environment that is resistant to disruption and intrusion and ensure a constant focus on student achievement.

A “**caring school**” is one in which members of the school community feel a sense of belonging, and have opportunities to relate to one another in positive, supportive ways. All aspects of school life embrace and reflect diversity. The school is an inviting place for students, staff, parents and visitors.

An “**orderly school**” is one in which members of the school community are informed about and exercise their rights and responsibilities as school citizens. Expectations about acceptable behaviour, respect and decorum are generally understood. Responses to violations are based consistently on sound principles and are appropriate to the context.

RESOURCES

NEW Policy: Non-Discrimination

NEW Non-Discrimination (AP)

NEW Policy: Accessibility

XXXX: Safe, Caring and Orderly Schools (A/P)

Policy XXX: Acceptable Use of Cellular Phones, Smart Watches, and Electronic Devices: Usage in Schools, on School Property or During School Related Activities

XXXX: Acceptable Use of Cellular Phones, Smart Watches, and Electronic Devices: Usage in Schools, on School Property or During School Related Activities (AP)

Legal Advice: Harris & Company LLP



602: COMMUNICATING STUDENT LEARNING (P)

Approved: 20 03 10
Amended: 24 06 11

POLICY

The Board of Education is committed to communicating student learning to parents/guardians in ways that are clear, meaningful and ongoing. The Board's policy for communicating student learning is required by Ministerial Orders and Regulations authorized under the *School Act* and based on the principles and practices that contribute to effective communication of student learning (reporting).

The goal of communicating student learning is to ensure that:

- students take part in meaningful conversations that help them develop responsibility for engaging deeply with their learning
- parents and caregivers are well informed, are involved in decisions and dialogue about their child's learning, and understand ways to support and further their child's learning

In Pacific Rim Schools communicating student learning will be done according to the provincial policies and guidelines as well as Administrative Procedure XXXX Communicating Student Learning.

Resources and References:

Province of BC K-12 Student Reporting

Policy

School Regulation, B.C. Reg. 265/89: [School Regulation \(PDF\)](#)

Ministerial Order 93/22, the [Graduation Program Order \(PDF\)](#)

Ministerial Order 150/89: [Special Needs Students Order \(PDF\)](#)

Ministerial Order 190/91: [Permanent Student Record Order \(PDF\)](#)

Ministerial Order 184/23: [Learning Update Order \(PDF\)](#)

Ministerial Order 192/94: [Provincial Letter Grades Order \(PDF\)](#)

Ministerial Order 231/19: [Educational Program Guide Order \(PDF\)](#)

Ministerial Order 295/95: [Required Areas of Learning in an Educational Program Order \(PDF\)](#)

Ministerial Order 638/95: [Individual Education Plan Order \(PDF\)](#)

[K-12 Student Reporting Policy: Communicating Student Learning Guidelines \(PDF\)](#)

[K-12 Student Reporting Information for Educators and School Leaders](#)

[Core Competencies](#)



XXX: SELECTION OF LEARNING RESOURCES (P)

Approved: 86 11 04
Revised: 24 06 11

Purpose

The Ministry of Education and Child Care requires school districts to use educational resource materials (i.e., learning resources) that the Board of Education considers appropriate, specified in an educational program guide, or are recommended by the Minister of Education from time to time. The purpose of this policy is to clarify roles and responsibilities and explain how learning resources are selected and recommended for school use in the Pacific Rim School District, as well as outline the challenge process, allowable uses of school-based learning resource funds, care of learning resources, and reuse and disposal of learning resources.

Definition

Learning resources are defined as any materials – print or digital – that support students in their development of big ideas, curricular competencies, and core competencies as outlined in the BC curriculum.

Policy

1. Pacific Rim School District is committed to providing educators and students with access to a variety of learning resources that support educators in their delivery of curriculum and students in their development of curricular knowledge, competencies, and understandings. The district values the uniqueness of each learner and embraces diverse ways of knowing, being, and learning. We value student choice and equity of access to all learning resources.

Learning resources play a significant role in supporting and enriching curricula. They nurture the skills and competencies necessary to succeed in school and beyond, as well as help students understand themselves, others, and the world.

Overall, quality learning resources:

- a) Reduce barriers to learning.
- b) Take into consideration the interests of all students.
- c) Foster inclusivity.
- d) Consider diverse cultural perspectives and identities.
- e) Account for different points of view.
- f) Deepen knowledge and understanding of Indigenous history, traditions, and culture.
- g) Respond to the impacts of trauma and do not further traumatize students from marginalized and/or racialized communities.
- h) Convey narratives, histories, and perspectives related to race, gender, class, diverse abilities, and other markers of identity.

Digital and print resources that reflect the voices, choices, experiences, and perspectives of all students promote inclusion, foster belonging, advance equity, and empower individuals to define themselves and understand their own identity, culture, and learning strengths. As such, district resources portray diversity, respect, and dignity for all people. They consider the varied interests, abilities, learning styles, and maturity levels of its intended learners.



2. With educator guidance and instruction, students access quality learning resources to develop critical thinking skills. This includes learning to ask effective questions for the purpose of interpreting information; detecting bias in sources; determining why a source might express a particular bias; examining the opinions, perspectives, and values of various groups and individuals; looking for implied meaning; and using the information gathered to form a personal opinion or plan of action. Access to resource-rich environments that engage learners in open-ended inquiry supports critical and creative thinking, increases motivation, and empowers students to take ownership of their learning.
3. The Board believes the responsibility for the selection of learning resources belongs to practicing educators who have the skills, knowledge, and experience to assess and evaluate given resources using district criteria. Opportunities to challenge the use of a learning resource will be provided.

Resources and References:

[Province of BC Learning Resources Policy](#)

School Regulation, B.C. School Regulation 168 (2): [School Regulation \(PDF\)](#)

Ministerial Order 333/99, the [Educational Program Guide Order](#); section 5.

Surrey Schools Policies & Procedures for Learning Resources



XXX: International Student Program (P)

Approved: 24 09 24

International Student Program (PRISP)

Background: The Board of Trustees recognizes the value of international education opportunities for fostering global understanding, cultural exchange, and enriching the learning experiences of students within the district. An international student is defined as any non-Canadian student who pays tuition fees and whose natural parents do not hold any valid visa status that would qualify the student for free schooling in Canada.

Purpose: The purpose of the International Student Program (PRISP) is to provide opportunities for international students to study within our district, promoting cultural exchange, diversity, and global citizenship among students and staff.

Admission and Enrollment:

1. The Board shall establish and maintain the Pacific Rim International Student Program (PRISP) to facilitate the admission and enrollment of international students.
2. International students may be admitted as fee-paying students or through recognized student exchange programs.
3. Admission to PRISP is contingent upon meeting the criteria outlined in the admission policy, including sufficient English language proficiency, availability of space in district schools, and compliance with visa and immigration regulations.

Program Administration:

1. The Board shall designate a Department of International Education to oversee the administration of PRISP, including agency and student recruitment, enrollment, and student support services.
2. The Department of International Education shall establish tuition fees annually, subject to Board approval, to cover program costs and support services for international students.
3. The Board reserves the right to determine entry to educational programs and may place international students in appropriate grade levels based on age, academic background, and language proficiency.

Homestay and Student Support:

1. International students enrolled in PRISP may be placed in district-approved homestay arrangements or reside with parents, guardians, or approved custodians.
2. The Board shall ensure that international students receive adequate support services, including academic counseling, English language support, and cultural orientation programs.



Compliance and Conduct:

1. International students enrolled in PRISP must adhere to the district's code of conduct, school policies, and Canadian laws.
2. The Board reserves the right to dismiss international students from PRISP for violations of conduct or failure to meet academic requirements.

Financial Considerations:

1. Tuition fees for international students shall be established to cover program costs and support services.
2. The Board may refund tuition fees according to established refund policies in cases of program denial, student withdrawal, or program dismissal.

Resources and References

Central Okanagan School District

Sooke School District

Saanich School District

September 11, 2024

Gord Johns

Member of Parliament

Courtenay-Alberni

1209 East Island

Suite 12

Parksville, BC V9P 1R5

gord.johns@parl.gc.ca

Dear MP Johns,

Subject: Funding for National Food Program

The Pacific Rim School District Board of Education appreciated the federal government's recent commitment to investing \$1 billion into a national school food program over five years. Addressing food insecurity for students in our district is a top priority as we strive to ensure all students have equitable learning opportunities, which starts with meeting basic nutrition needs.

We understand that securing the funding required for a national school food program depends on approving the federal budget, a process that comes with political challenges. We ask that you and your colleagues work together to approve the funding needed to make this program a reality. Your support is crucial to creating a future where no student must struggle to learn on an empty stomach.

A national school food program will significantly benefit our district, and we eagerly look forward to using these funds to ensure students are fully nourished each day on their path to successful learning.

Thank you for your support.

Sincerely,

Pam Craig

Board Chair

Pacific Rim School District

Board of Education

CC: BCSTA member Boards of Education
Suzanne Hoffman, CEO, BCSTA
BCSTA Board of Directors



September 3, 2024

Dear Students, Parents, and Caregivers:

As the new school year begins, I would like to extend a warm welcome back to all students, parents, and guardians across the province. The start of a new academic year is always an exciting time, filled with new opportunities for learning, growth, and community. We are committed to ensuring that every student feels safe and supported to reach their full potential, and I want to thank you for your dedication and commitment to this shared goal.

As a parent, I am grateful to everyone who has worked to make sure students throughout the province can have the best education experience possible. With the largest investment in school food programs in our province's history, more students than ever now have access to healthy meals and snacks at school through the Feeding Futures initiative. To help make life more affordable for families we have added \$20 million to the Student and Family Affordability Fund, which helps cover the costs of school supplies, class trips, and extracurricular activities, ensuring that every child can fully participate in school life.

We are continuing to ensure schools remain safe places for students and staff, and this remains one of my top priorities. We have activated protected zones around school grounds to prevent disruptive behaviour, including aggressive protests and harassment. Additionally, our new cell phone policy aims to reduce distractions in the classroom, allowing students to focus on their education. While technology is a crucial part of our lives, fostering digital literacy and healthy tech habits is crucial for keeping our kids safe.

To better support students with disabilities and diverse abilities, we have launched two Provincial School Outreach Teams that provide specialized assistance to communities where access can be limited. Additionally, this year we will start to expand K-12 literacy screening and learning supports to help all students, particularly those with dyslexia and other learning disabilities, achieve their best in school and beyond.

Schools across British Columbia continue to face unprecedented enrolment growth, and our commitment to building and upgrading schools is unwavering. Over the past seven years, we have invested more than \$5 billion to construct, expand, and modernize schools to meet the needs of our growing communities. Every student in BC deserves access to a safe and modern learning environment.

.../2

With the highest enrolment growth in 35 years, the demand for teachers and staff is greater than ever. We are working with education partners to build a robust K-12 workforce that families can rely on now and in the future.

As the Minister of Education and Child Care, it has been a true privilege to witness the remarkable growth in our school communities over the past year. As we head into an exciting new school year, I look forward to seeing even more progress. To those starting their final year, I wish you every success as you prepare for graduation and beyond.

Thank you once again for your incredible efforts. Here's to a fantastic school year ahead!

Sincerely,

A handwritten signature in black ink, appearing to read 'R Singh', with a horizontal line underneath the name.

Rachna Singh
Minister



September 6, 2024

Ref: 301382

Pam Craig, Board Chair
School District No. 70 (Pacific Rim)
Email: pccraig@sd70.bc.ca

Dear Pam Craig:

In 2023, the Ministry of Education and Child Care and the BC School Trustees Association (BCSTA) partnered with a sector advisory committee to co-develop voluntary Provincial Criteria Guidelines for school trustee codes of conduct. The intent of this project was to provide trustees with clarity on their roles and responsibilities respecting conduct, to optimize their ability to deliver educational programs, and to support safe and inclusive schools and workplaces. The Ministry and BCSTA requested that boards work collaboratively to update their codes of conduct in accordance with Guidelines by April 30, 2024.

I am writing to thank you and your board for taking leadership in aligning your Code of Conduct to the Provincial Guidelines and incorporating best practices. Your participation in this initiative supports effective school board governance and allows trustees to focus on serving and meeting the needs of students in the district.

The BCSTA will continue to support school trustees through ongoing education and training opportunities. If you have any questions or concerns, please contact Suzanne Hoffman by email at shoffman@bcsta.org.

Again, I am grateful for your support and your leadership as we work towards continuous improvement in K-12 education and governance.

Sincerely,

Rachna Singh
Minister

cc: Tim Davie, Superintendent, School District No. 70 (Pacific Rim)

SENT TO TRUSTEES

Tuesday, September 10, 2024

Board of Directors for BCSTA announce incoming CEO

The Board of Directors for the British Columbia School Trustees Association (BCSTA) is pleased to announce that Trevor Davies has been selected as its incoming CEO.

Davies, currently serving as the Secretary-Treasurer of CUPE BC, has been instrumental in managing the Union's administrative and financial operations. His role on the Board of Directors for Pacific Blue Cross, Chair of their Investment and Finance Committee, and his experience as a trustee for the BC Municipal Pension Plan have further highlighted his expertise and commitment to member-driven organizations across BC. Davies is a relational leader, and his strong advocacy for public services, belief in the strength of community and partner relations and commitment to good governance will ensure that BCSTA continues to build on its solid relationships across the province and sector.

During the CEO selection process, Davies' extensive experience representing members across multiple sectors, including K-12, post-secondary, municipalities, and community social services stood out. His connections and ability to work with all levels of government adds to the strength of his knowledge, ensuring strong relationships with all partners. This diverse experience will be valuable in supporting BCSTA, member boards and advocacy efforts.

"The Board is thrilled to welcome Trevor as our incoming CEO. His wealth of experience with province-wide organizations and support of their membership and goals will undoubtedly contribute to the continued success of BCSTA and its member boards. Throughout this process, it was evident that Trevor cares deeply

about the members represented by his organizations and is dedicated to utilizing his new role as CEO to improve outcomes for BC students,” said Carolyn Broady, President of the Board of Directors for the BCSTA. “The Board is grateful for the continued commitment of our current CEO, Suzanne Hoffman, who will stay with the organization until December. Her guidance and leadership will ensure a seamless transition between the two CEOs, providing stability and continuity for our organization,” continued Broady.

Davies will start in his new role as incoming CEO in late October.

TREVOR DAVIES
Incoming CEO



We acknowledge that our office is located on the unceded traditional territories of the x^wməθk^wəyəm (Musqueam), Sk̓wx̓wú7mesh (Squamish) and səliłwətał (Tseil-Waututh) Nations.

The BCSTA UPDATE brings you breaking news and reports for B.C. school trustees.





TSESHAHT FIRST NATION

5091 Tsuma-as Dr. Port Alberni, BC V9Y 8X9
P: 250.724.1225 | F: 250.724.4385 | Tseshaht.com

September 11, 2024

To whom it may concern:

Celebrating National Day for Truth and Reconciliation

Fifty-one years have passed since the Alberni Indian Residential School (AIRS) closed its doors. Tseshaht First Nation invites everyone to join us on Monday, September 30, 2024, for our 4th Annual National Day for Truth and Reconciliation (Orange Shirt Day) walk and celebration, honouring AIRS Survivors and those who did not make it home.

We will commence our walk at 10:00 am from the Alberni District Secondary School to the Tseshaht Maht Mahs Gymnasium. A shuttle will be available to return you to your vehicle. At 12:00 pm our celebration at Maht Mahs begins, including lunch, dinner, crafts and activities, culture and healing and more!

For more information or to contribute/donate to this event, please contact Engagement Coordinator, Leanne Harding at 250.724.1225 or leanne.airs@tseshaht.com

We look forward to a day of honouring Survivors, celebrating resilience, healing through culture and creating joy.

Kleco, kleco

Wahmeesh (Ken Watts)
Elected Chief Councillor
Tseshaht First Nation

ćišaaʔath

NATIONAL DAY FOR TRUTH & RECONCILIATION CELEBRATION



Orange Shirt Day!
Monday, September 30, 2024

10:00 am - Walk starts @ ADSS
(4000 Roger St., Port Alberni, BC)

*A shuttle will be available to return to your cars

12:00 pm - Celebration begins @ Maht Mahs
(5000 Mission Rd., Tseshaht First Nation, Port Alberni, BC)

*A day of honouring survivors, celebrating resilience,
healing through culture, and creating joy.*

51 years have passed since the Alberni Indian Residential School closed its doors. We invite everyone to join us in celebration with a walk to honour AIRS Survivors & those that did not make it home followed by many uplifting activities.

- lunch & dinner
- crafts & activities
- cultural & healing
- & so much more!

ćuk^waać
(you all come)

**EVERYONE
WELCOME!**

BRING YOUR DRUMS AND SHAWLS! WEAR ORANGE!

For more information, or to make a contribution/donation to this event, please contact:
AIRS Engagement Coordinator, Leanne Harding at leanne.airs@tseshaht.com



CITY OF PORT ALBERNI

City Hall
4850 Argyle Street,
Port Alberni, BC V9Y 1V8
Telephone: 250-723-2146 Fax: 250-723-1003
www.portalberni.ca

Our File No. 0540-01

September 13, 2024

SD70 Pacific Rim
4690 Roger Street
Port Alberni, BC V9Y 3Z4
by email: pcraig@sd70.bc.ca

Attn: Pam Craig, Board Chair

Dear Ms. Craig

Re: Committee Appointment | Amendment

At its Regular meeting of August 12, 2024, Council appointed Councillor Charles Mealey as liaison to School District 70 previously held by Councillor John Douglas. A new committee member will be appointed once the By-Election has taken place.

An amended 2024 Council Committee Appointment list is attached for your reference.

Yours truly,
CITY OF PORT ALBERNI

Sara Darling
Deputy Director of Corporate Services

Encl.

c: M. Fox, CAO

**CITY OF PORT ALBERNI
COUNCIL APPOINTMENTS**

1. Mayor Sharie Minions

The Mayor is the head and chief executive officer of the City with duties prescribed by the Community Charter. Further to these duties the Mayor will participate in the following:

- Court of Revision
- Director, Alberni-Clayoquot Regional District
- Member, Alberni-Clayoquot Regional District Emergency Program Executive Committee
- Member, Forestry Worker Supports and Community Resilience Council [Provincial]
- Member, North Island-Sunshine Coast Regional Advisory Committee (NISCRAC)

2. Councillor Dustin Dame

- Liaison, Advisory Planning Commission (*Alternate: Councillor Haggard*)
- Liaison, AV Transition Town Society
- Liaison, Learning Council/North Island College
- Liaison, Uptown Merchants Association
- Member, Audit Committee

3. Councillor Debbie Haggard

- Director, Alberni-Clayoquot Regional District
- Member, Alberni Clayoquot Health Network
- Member, Alberni-Clayoquot Regional District Alberni Valley Aquatic Centre Advisory Committee
- Liaison, AV Community Forest Corporation
- Member, Community Action Team
- Member, Personnel Committee
- Member, Tsawak-qin Public Advisory Group

4. Councillor Charles Mealey

- Member, Advisory Traffic Committee
- Member, Alberni Clayoquot Continuing Care Society
- Member, Alberni Valley Heritage Commission
- Member, Personnel Committee
- Liaison, School District #70

5. Councillor Todd Patola

- Court of Revision
- Member, Air Quality Council
- Member, Audit Committee
- Trustee, Vancouver Island Regional Library Board (VIRL) (*Alternate: Councillor Haggard*)
- Member, Personnel Committee

6. Councillor Cindy Solda

- Court of Revision
- Liaison, Alberni Valley Chamber of Commerce
- Liaison, Alberni Valley Regional Airport Advisory Committee
- Liaison, West Coast Native Healthcare Society
- Member, Alberni-Clayoquot Regional District Accessibility Committee (*Alternate: Councillor Dame*)
- Member, Alberni-Clayoquot Regional District Emergency Program Executive Committee
- Member, Audit Committee
- Member, Alberni-Clayoquot Regional District Transportation Advisory Committee (*Alternate: Councillor Mealey*)
- Liaison, Community Investment Program

**SCHEDULE OF APPOINTMENTS FOR THE DEPUTY MAYOR FOR
REGULAR AND COMMITTEE OF THE WHOLE MEETINGS**

January & July	Cindy Solda	April & October	Debbie Haggard
February & September	Todd Patola	May & November	Charles Mealey
March & August	Todd Patola	June & December	Dustin Dame

Deputy Mayor outside of formal meetings will be determined based on Council liaison appointments

**CITY OF PORT ALBERNI
COUNCIL APPOINTMENTS**

Regional District of Alberni Clayoquot Representatives
Mayor Minions (allocated 5 votes), Councillor Haggard (allocated 5 votes)
Alternates (in order)
Councillors Patola, Solda, Mealey & Dame

Personnel Committee
Councillors Haggard, Mealey & Patola

Audit Committee
Councillors Dame, Patola & Solda

Community Investment Program
Cindy Solda (Councillor), Colleen May (City), Willa Thorpe (City)
Community Members: Joshua Dahling, Callan Noye, Colin Schult

Court of Revision
Mayor Minions, Councillors Patola & Solda

Board of Variance
Boris Lehner, John McNabb, James Lee

Advisory Planning Commission
Dustin Dame (Councillor), Serena Mayer (Hupacasath), Sgt. Mike Thompson (RCMP), Derrin Fines (Fire),
Manager of Parks [Wayne Mihalicz] (City), Chris Washington (SD70), Ken Watts (Tseshaht)
Community Members: Jack Roland, Daniel Holder, Joe McQuaid, Sandy McRuer,
Callan Noye, Stefanie Weber, Jack Roland

Alberni Valley Heritage Commission
Charles Mealey (Councillor), Claudia Romaniuk (AVCAC), Jolleen Dick (AVCC) Elliot Drew (McLean Mill),
Penny Cote (ACRD), Pam Craig (SD70), Gareth Flostrand (ADHS), Ed Ross (Tseshaht),
Richard Spencer (WVHHS), Willa Thorpe (City), Ken Watson (PAMHS), Vacant (Hupacasath)
Community Member: Colin Schult

Advisory Traffic Committee
Charles Mealey (Councillor), Kathy Deschamps (Diversified Transportation), Jim MacDonald (City),
A/Sgt. Jordan Hamlyn (RCMP), Jessica Learn (MOTI), Travis Cross (Fire), Larry Ransom (SD70),
Caroline Robinson (ICBC)

Port Alberni Port Authority
Arne Elias (July 1, 2021 - June 30, 2024)

Air Quality Council
Todd Patola (Councillor) & Mike Owens (Fire)



**BYLAW NOS.: P1498 & P1499
ACRD FILE NO.: RD23017**

You are requested to comment on the attached bylaw for potential effect on your agency's interests. We would appreciate your response by **September 26, 2024**. If no response is received, it will be assumed that your agency's interests are unaffected. Please let us know if you need additional time.

PURPOSE OF THE BYLAW: The Sproat Lake Campground property on Two Rivers Arm is zoned Comprehensive Development Lot 565/567 (CD 565/567) District and is split into two sub-zones. The applicants are proposing zoning bylaw amendments to increase the number of permitted campsites from 50 to 55 within the CD 565/567 A sub-zone on the westernmost portion of the property and to reduce the minimum lot size from 1.6 ha (4 ac) to 1 ha (2.5 ac) within the CD 565/567 B sub-zone on the east side of the property to facilitate a future two-lot subdivision within this area. The applicants are also proposing to adjust the zoning boundary between the two sections of the parcel as shown on the site plan provided with the application.

GENERAL LOCATION: 18001 Stirling Arm Road, Two Rivers Arm, Sproat Lake

LEGAL DESCRIPTION: LOT 1 DISTRICT LOTS 565 AND 567 CLAYOQUOT DISTRICT PLAN EPP73383

AREA OF PROPERTY AFFECTED: 4.78 hectares (11.83 acres)

ALR STATUS: In ALR Not in ALR

OCP DESIGNATION: Comprehensive Development Area

Please fill out the Bylaw Response Summary included in the email. If your agency's interests are "Unaffected", no further information is necessary. In all other cases, we would appreciate receiving additional information to substantiate your position and, if necessary, outline any conditions related to your position. Please make note of any legislation or official government policy which would affect our consideration of this bylaw.

Alex Dyer
Alex Dyer, MCIP, RPP, Planning Manager

August 29, 2024
Date

This referral has also been sent to the following agencies:

- ✓ Vancouver Island Heath Authority
- ✓ Ministry of Transportation & Infrastructure
- ✓ Tseshaht First Nation
- ✓ Hupacasath First Nation

RD23017

- ✓ Ministry of Forests
- ✓ Ministry of Water, Land and Resource Stewardship
- ✓ ACRD Building Inspection

- ✓ School District No. 70
- ✓ Sproat Lake Fire Department



To: ACRD Board of Directors

Meeting Date: June 12, 2024

From: Brooke Eschuk, Jr. Planner

File #: PL2020008 / RD23017

Application Type: Rezoning Application

Voting Structure: Electoral Area Directors

Electoral Area: "D" Sproat Lake

Subject: Rezoning Application RD23017 – 18001 Stirling Arm Road (0742476 BC Ltd. – Sproat Lake Campground)

Recommendation:

THAT Bylaw P1498, Regional District of Alberni-Clayoquot Zoning Text Amendment Bylaw be read a first time.

THAT Bylaw P1499, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be read a first time.

THAT the public hearing for Bylaws P1498 and P1499 be delegated to the Director for Electoral Area 'D', the Alternate Director, or the Chairperson of the Regional District.

THAT the Board of Directors confirm that adoption of Bylaws P1498 and P1499 is subject to:

- a. Confirmation from a Registered On-Site Wastewater Practitioner that the portion of property within CD 565/567 B can accommodate on-site sewage disposal to a 1 hectare minimum lot size for subdivision.*
- b. Meeting all technical referral agency requirements.*

Development Proposal: The Sproat Lake Campground property on Two Rivers Arm is zoned Comprehensive Development Lot 565/567 (CD 565/567) District and is split into two sub-zones. The applicants are proposing a zoning bylaw amendment to increase the number of campsites from 50 to 55 within the CD 565/567 A sub-zone on the westernmost portion of the property and to reduce the minimum lot size from 1.6 ha (4 ac) to 1 ha (2.5 ac) within the CD 565/567 B sub-zone on the east side of the property to facilitate a future two-lot subdivision within this area. The applicants are also proposing to adjust the zoning boundary between the two sections of the parcel as shown on the site plan provided with the application.

Advisory Planning Commission (APC) Recommendation: This application was considered by the Sproat Lake APC at their May 27, 2024 meeting. The APC resolved to support the rezoning application as presented.

Property Owner(s)/Applicant(s): 0742479 BC Ltd. (Dennis Swanson, Vicki Swanson, Brad Rodway, and Phil Savage)

Property Information:

Civic Address	18001 Stirling Arm Road						
Legal Description	LOT 1 DISTRICT LOTS 565 AND 567 CLAYOQUOT DISTRICT PLAN EPP73383						
PID	030-553-091	Folio	3503.020	ALR? (Y/N)	N	Lot Size	4.78 ha (11.83 ac)

Current Zoning	CD 565/567 A & CD 565/567 B	Proposed Zoning	CD 565/567 A & CD 565/567 B (amended)
Current OCP	Comprehensive Development Area	Proposed OCP	n/a
Development Permit Area(s)	DPA I – Riparian Areas Protection DPA IV – Natural Hazard Areas Protection		
Current Use & Description	<p>The property is 4.78 ha (11.84 ac) and is used for un-serviced seasonal waterfront camping. The campsite previously operated under temporary use permits issued in 2015 and 2017 to allow for up to 30 sites. The parcel was rezoned to a comprehensive development zone in 2019. The comprehensive development zone is split into two sub-zones; CD 565/567 A allows one seasonal campground with up to 50 camping sites, and CD 565/567 B allows up to four cottages to be used as vacation or seasonal residences.</p> <p>The campground is bisected by two creeks that drain into Sproat Lake. The western side of the parcel within sub-zone A is developed as a campground and accessed from Stirling Arm Main. The easternmost side of the parcel within sub-zone B is largely undeveloped.</p>		

Surrounding Zoning and Land Use			
North	WF1 / Sproat Lake	South	A4 / Resource Use
East	A4 / Resource Use	West	A4 / Resource Use

Services:

- a) **Wastewater Disposal:** Campsite users are serviced by pump trucks for sewage removal. The seasonal cottage uses would be serviced by on-site sewage disposal. The property owner is expected to provide a report from a Registered Onsite Wastewater Practitioner (ROWP) indicating that the sub-zone B area is capable of accommodating on-site sewage disposal to a 1 hectare minimum lot size for future subdivision.
- b) **Water Supply:** The parcels are not serviced. Campsite users supply their own water.
- c) **Fire Protection:** The parcels are not within a fire protection area.
- d) **Access:** Access to the property is by water from Sproat Lake and by two access points from Stirling Arm Main Forest Service Road on the south side of Sproat Lake. There is an internal road system that provides access to each individual campsite. The property includes shared marina access facilities for the users of the campground.

Planning Policy Discussion:

- a) **Official Community Plan:** The parcels are designated as Comprehensive Development Area which allows for a mix of land uses that are reflective of the uniqueness of a parcel and considers how the development interacts with environmental and topographic features on a site-specific property. The parcels are impacted by two Development Permit Areas (DPAs): DPA I – Foreshore and Riparian Areas Protection and DPA II – Natural Hazard Areas Protection.

DPA I includes a 30 metre riparian area measured in both upland and foreshore directions from the natural boundary of the lake. DPA I also includes a 15 metre riparian area surrounding the creeks that dissect the property. A development permit application and assessment from a Qualified Environmental Professional will be required prior to any development of new campsites, cottages or subdivision within the riparian areas.

DPA II includes land that may be at risk of natural hazards such as flooding, slides, or erosion. The upland areas on the south side of Two Rivers Arm are identified as areas of potential natural hazard risk due to steep slopes. A development permit application and assessment by a Professional Engineer will be required prior to any new

development within this area. The applicants have previously provided a Geotechnical Engineering assessment from 2015. An updated assessment will be required prior to the development of new campsites or cottages.

This proposal complies with the objectives and policies of the Sproat Lake Official Community Plan (OCP) provided all development permit requirements are satisfied prior to any development at the site.

- b) Zoning:** The Comprehensive Development Lot 565/567 (CD 565/567) District provides for the development of parcels intended for recreational use without the provision of water, sewage disposal, or fire protection services by the regional district. Occupancy is intended to be seasonal for half the year. This zone is divided into two sub zones “CD565/567 A” and “CD565/567 B”. The applicants wish to increase the number of campsites on the parcel designated CD 565/567 A from 50 to 55 requiring a text amendment to Section 165.1 (2) of the ARCD Zoning Bylaw.

The applicants also intend to reduce the minimum lot size from 1.6 ha (4 ac) to 1 ha (2.5 ac) in the CD 565/567 B area to accommodate future subdivision. An amendment to the Zoning Atlas would relocate the boundary slightly between CD 565/567 A and CD 565/567 B to better align with the topography and existing uses at the site. The adjusted zoning boundaries would result in a 2.5 ha portion of land across the west half of the property in sub-zone A and a 2.29 ha portion of land on the east half of the property in sub-zone B.

	Current: CD 565/567 B	Proposed: CD 565/567 B
Minimum Lot Area (ha)	1.6 (4 ac)	1.0 (2.5 ac)
Minimum Lot Width (m)	-	-
Principal & Accessory Front Yard Setback (m)	15.2	-
Principal Side Yard Setback (m)	4.5	-
Principal Rear Yard Setback (m)	9.1	-
Accessory Side Yard Setback (m)	n/a	-
Accessory Rear Yard Setback (m)	n/a	-
Watercourse Setback (m)	30m	-

This proposal requires an amendment to the Comprehensive Development (CD565/567 A and B) District set out in the ARCD Zoning Bylaw.

Comments: The proposed campsites are to be located on the undeveloped portion of the parcel on the westernmost end of the property. The proposed sites will be within the DPA I (30m) riparian area along the shore of Sproat Lake. If the rezoning is adopted, the applicants will need to apply for a development permit to satisfy the requirements of DPA I and DPA II in the Sproat Lake OCP prior to any new campsite development, cottage construction, or subdivision of the site. The development permit application would include an updated site plan and assessments from Qualified Environmental Professionals. Any new dock construction would also require a development permit application to satisfy the foreshore development guidelines provided in DPA I.

The Sproat Lake Campground development has been operating as an un-serviced, seasonal campground for many years. The development provides for regulated camping on the Sproat Lake waterfront in accordance with the conditions of use outlined in the comprehensive development zone and the development permit area guidelines in the Sproat Lake OCP. The campground is operated over the spring and summer months with individual campsites rented long-term for the entire season. The applicants intend to add 5 additional campsites to the development to allow for overflow camping and family camping for their long-term renters. The applicants also intend to reduce the minimum lot size in

sub-zone B to allow for this area to be subdivided into two lots in the future. The subdivision would not allow for additional cottages to be built within this area; the zoning limits the number of cottages to four within the area zoned CD 565/567 B.

Planning staff recommend that the Board proceed with first reading of the bylaws and delegate a public hearing to be held to gather public input on the rezoning application.

Submitted by: *Alex Dyer*
Alex Dyer, MCIP, RPP, Planning Manager

Reviewed by: *Cynthia Dick*
Cynthia Dick, General Manager of Administrative Services

Approved by: *Daniel Sailland*
Daniel Sailland, MBA, Chief Administrative Officer



Looking east toward the undeveloped Lot 565/567 B



Looking East along the lower internal road system



Looking east opposite the westernmost creek.



DPA – I (15m) looking towards the undeveloped westernmost side of the parcel.



looking North toward Stirling Arm Main, and south toward Sproat lake (DPA I – easternmost creek).



New dock infrastructure to be installed in the future. A development permit is required prior to beginning this work.

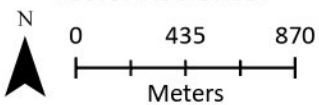
 Subject Property

**Subject
Property**

 Legal Description: LOT 1 DISTRICT LOTS 565 AND 567 CLAYOQUOT DISTRICT PLAN EPP73383

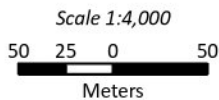





ALBERNI-CLAYOQUOT
REGIONAL DISTRICT





LOT 1 DISTRICT LOTS 565 AND 567 CLAYOQUOT DISTRICT PLAN EPP73383



-  Subject Property
-  ACRD Zoning Bylaw15
-  Parcels



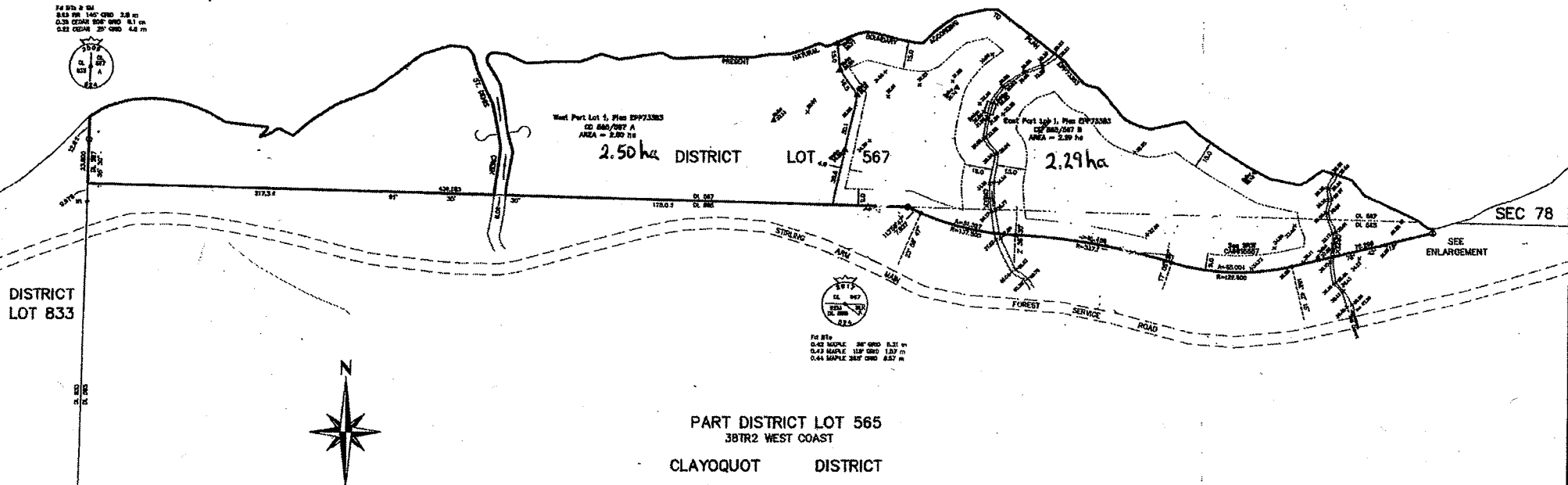
Prepared 2024-06-05
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SKETCH PLAN TO ACCOMPANY A REZONING TO COMPREHENSIVE DEVELOPMENT
 LOT 1 DISTRICT LOTS 565 AND 567 CLAYOQUOT DISTRICT PLAN EPP73383

BOCS 92F.025 & 92F.026
 PID 030-553-091

SPROAT LAKE
 TWO RIVERS ARM



PART DISTRICT LOT 565
 38TR2 WEST COAST
 CLAYOQUOT DISTRICT

ELEVATIONS
 Elevations are in CGVD2011 Analytic Datum and are shown from the Contour Interval Footings.
 Flood Contour/Sea Level as per Hydrological Hydrology Commission Report dated May 1, 2025 in District 28.83 m.
 Property Line Elevations are Based from Plan EPP73383

LEGEND
 ■ DENOTES PROPOSED CASH (A)
 --- DENOTES PROPOSED DRIVEWAY

LEGEND
 ○ DENOTES BENCHMARK WITH POINT FOUND
 ⊙ DENOTES BENCHMARK CAPPED POINT FOUND
 △ DENOTES BENCHMARK SPICAL
 ▲ DENOTES STAKE

J.E. ANDERSON & ASSOCIATES
 84 Lorne Street West & Commercial Highway
 P.O. Box 127, St. John's, NL A1B 2X7
 Telephone: (709) 576-2700
 188-118-4388 Fax: (709) 576-2700
 File #: 61946-3

All Dimensions are in Metres and Decimals thereof
 0 10 20 40 60 80 100
 The Horizontal Scale of this Plan is 1:1000
 was plotted on a 260 mm x 380 mm (21.647" x 30") sheet

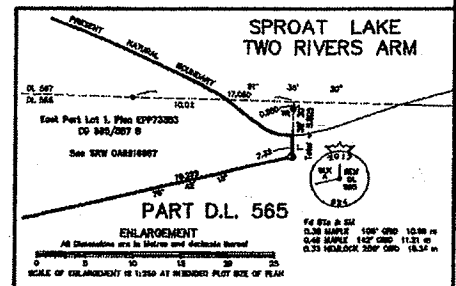
THIS PLAN LIES WITHIN THE ALBERTA-CLAYOQUOT REGIONAL DISTRICT

LOCAL NOTATIONS
 TYPICAL CHARACTERISTICS OF CANNESIA - Copied
 Underwritten Description and Measurements CANNESIA - Part in DL 565
 SEE CANNESIA - Part in DL 567
 CANNESIA CANNESIA & CANNESIA - A.C.B.S.

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This Plan has been Prepared in Accordance with the Professional Reference Manual and is Certified Correct 9th & 9th Day of October, 2025.

J.E. Anderson
 J.E. Anderson & Associates
 Professional Engineer
 License No. 10114
 The document is not valid unless digitally signed.



SHOWING LOCATIONS OF IMPROVEMENTS THEREON

BCGS 92F.025 & 92F.026



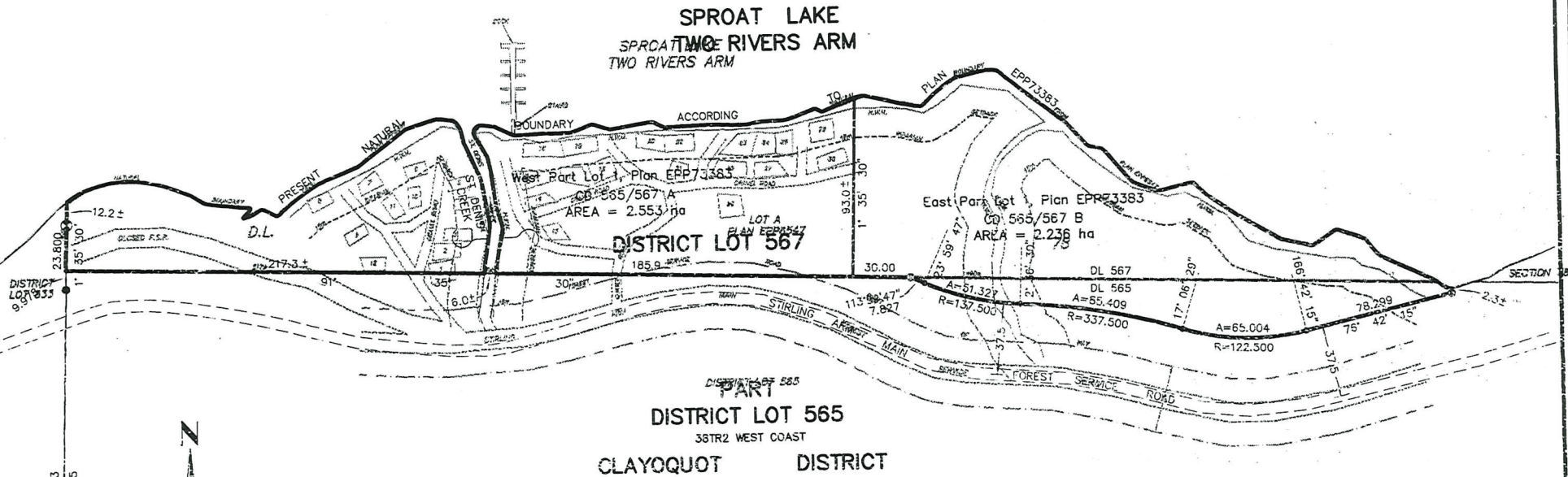
The surveyed data are to 100mm in plan and 100mm in height (±) when plotted at a scale of 1:1000

LEGEND

- All distances are in metres and decimals thereof.
- All bearings are from True North (MAGNETIC) and are subject to this notice.
- P.M.A. - Details that have been approved by both the Municipal Development Services and the Provincial Government.
- Schedule A, H, Schedule

SKETCH PLAN TO ACCOMPANY A REZONING TO COMPREHENSIVE DEVELOPMENT LOT 1 DISTRICT LOTS 565 AND 567 CLAYOQUOT DISTRICT PLAN EPP73383

NOTE: PLAN EPP73383 HAS NOT BEEN REGISTERED AS OF THIS DATE
BCGS 92F.025 & 92F.026

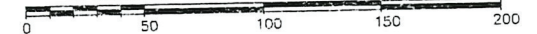


Property Line Dimensions are Derived from Plan EPP73383

LEGEND

- DENOTES STANDARD IRON POST FOUND
- ⊙ DENOTES STANDARD CAPPED POST FOUND

All Dimensions are in Metres and decimals thereof



The intended scale of this Plan is 1:2000 when plotted on a 280 mm x 432 mm (11"x17") Sheet

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This Plan has been Prepared in Accordance with the Professional Reference Manual and is Certified Correct this 12th Day of April, 2018.

J.E. ANDERSON & ASSOCIATES
Professional Land Surveyors & Consulting Engineers
203 - 177 Weld St., PO Box 247
Parksville, BC V9P 2G4
250-748-5755 parksville@jeanderson.com

File : 60182-6

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REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

BYLAW NO. P1498

OFFICIAL ZONING TEXT AMENDMENT

A bylaw of the Regional District of Alberni-Clayoquot to amend Bylaw No. 15, being the “Regional District of Alberni-Clayoquot Zoning By-law No. 15, 1971”.

WHEREAS the *Local Government Act* authorizes the Regional Board to amend a zoning bylaw upon the affirmative vote of the directors in accordance with Sections 464, 465, 470 and 479 of the *Local Government Act*;

AND WHEREAS the Board of Directors of the Regional District of Alberni-Clayoquot, in open meeting assembled, enacts the following amendment to the text of the Regional District of Alberni-Clayoquot Zoning By-law No. 15, 1971:

1. TITLE

This bylaw may be cited as the Regional District of Alberni-Clayoquot Zoning Text Amendment Bylaw No. P1498.

2. Bylaw No. 15 of the Regional District of Alberni-Clayoquot is hereby amended by:

- a. Replacing Section 165.1(2) with: “One (1) seasonal campground with a maximum of Fifty-Five (55) camping sites. Occupancy is limited to 153 days per calendar year.”
- b. Replacing Section 165.2(1) with: “CD 565/567 A will permit one campground with a maximum of 55 camping sites.”
- c. Replacing Section 165.2(2) with: “CD 565/567 B will permit a maximum of four cottages.”
- d. Replacing Section 165.2(3) with: “The area zoned CD 565/567 A and CD 565/567 B shall only be subdivided into a maximum of three (3) fee simple or bare land strata lots.”
- e. By amending Section 200, Schedule II – Bulk and Site Regulations as follows:

Zoning District or Use	Minimum Lot Width (feet)	Minimum Lot Area	Maximum Lot Coverage	Minimum Setbacks (Feet)			Maximum Height (feet)
				Front	Rear	Side	
CD 565/567 B	150	1 hectare	10%	50	30	15	18

3. This bylaw shall come into force and take effect upon the adoption thereof.

Read a first time this day of ,

Public Hearing held this day of ,

Read a second time this day of ,

Read a third time this day of ,

Adopted this day of ,

Corporate Officer

Chair of the Regional Board



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

BYLAW NO. P1499

OFFICIAL ZONING ATLAS AMENDMENT NO. 782

A bylaw of the Regional District of Alberni-Clayoquot to amend Bylaw No. 15, being the “Regional District of Alberni-Clayoquot Zoning By-law No. 15, 1971”.

WHEREAS the *Local Government Act* authorizes the Regional Board to amend a zoning bylaw after a public hearing and upon the affirmative vote of the directors in accordance with Sections 464, 465, 470 and 479 of the *Local Government Act*;

AND WHEREAS an application has been made to rezone a property;

AND WHEREAS the Board of Directors of the Regional District of Alberni-Clayoquot, in open meeting assembled, enacts the following amendment to the Official Zoning Atlas of the Regional District of Alberni-Clayoquot Zoning By-law No. 15, 1971:

1. TITLE
This bylaw may be cited as the Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw No. P1499.
2. Bylaw No. 15 of the Regional District of Alberni-Clayoquot is hereby amended by rezoning:
LOT 1 DISTRICT LOTS 565 AND 567 CLAYOQUOT DISTRICT PLAN EPP73383 to
Comprehensive Development Lot 565/567 District (CD 565/567 A) and Comprehensive Development Lot 565/567 District (CD 565/567 B) as shown on Schedule ‘A’ which is attached to and forms part of this bylaw.
3. This bylaw shall come into force and take effect upon the adoption thereof.

Read a first time this day of ,
Public hearing held this day of ,
Read a second time this day of ,
Read a third time this day of ,

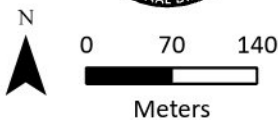
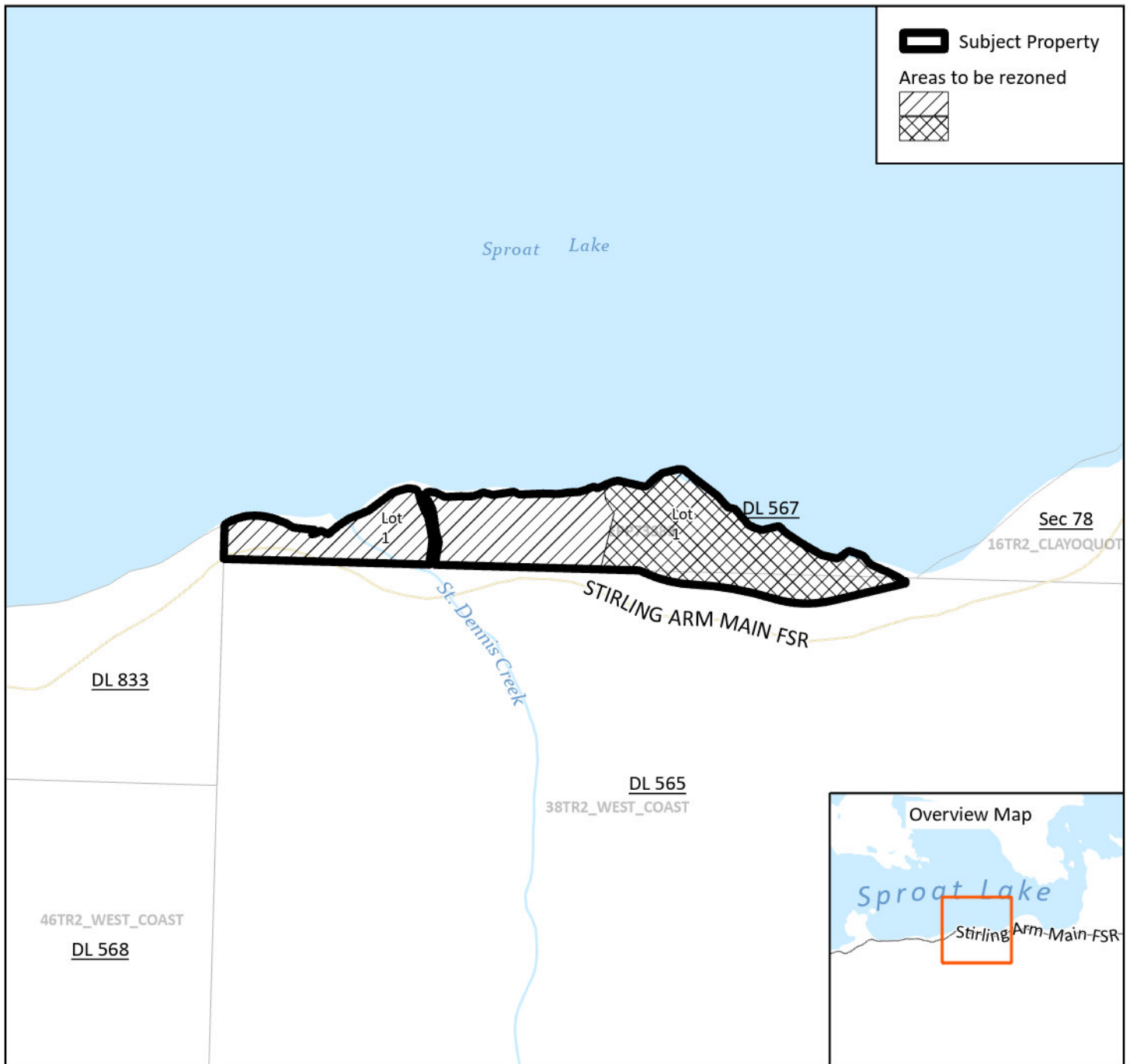
Adopted this day of ,

Corporate Officer



Chair of the Regional Board

Schedule 'A'

This schedule is attached to and forms part of Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw P1499, 2024



Legal Description: LOT 1 DISTRICT LOTS 565 AND 567 CLAYOQUOT DISTRICT
PLAN EPP73383

-  To be rezoned to Comprehensive Development Lot 565/567 District (CD 565/567 A)
-  To be rezoned to Comprehensive Development Lot 565/567 District (CD 565/567 B)



Heritage Commission Meeting
September 4, 2024
Minutes

Location:
AV Museum

Attendees:

ACRD	Penny Cote
City Council	Charles Mealey
Community at Large	Colin Schult
Historical Society	Gareth Flostrand
Industrial Heritage	Richard Spencer
Maritime Heritage	Don Jones
School District 70	Pam Craig
Staff	Willa Thorpe

Regrets:

Chamber of Commerce
Community Arts Council
Hupačasath First Nation
McLean Mill
čišaaʔath (Tseshaht) First Nation

Called to Order: 7:03pm


1. Moved by Pam that the agenda of the September 4, 2024 meeting be approved as amended.
2. Moved by Colin that the minutes of the June 5, 2024 meeting be approved as circulated.
3. Old Business
 - a. Train Station – update to exterior doors
 - i. On June 10, Council passed the motion as provided by the Heritage Commission at the June meeting:
Enable the addition of a total of two exterior doors on the east side (facing Kingsway Ave.) so long as both doors appear period-specific from the exterior
4. Correspondence – none
5. New Business
 - a. Election of Chair
 - i. Gareth has been voted in by acclamation
 - b. Port Alberni Association for Community Living – Employment Opportunities
 - i. Heritage Commission member organizations are encouraged to reach out to the Community Employment Program with any part-time employment opportunities they may have:
MG Walker
communityemployment@pacl.ca



**Heritage Commission Meeting
September 4, 2024
Minutes**

778-421-0717 opt. 3 ext. 3

- 6. Reports
 - a. Chamber of Commerce – no report
 - b. McLean Mill



McLean Mill National Historic Site Update, Sept 4, 2024
Prepared by Elliot Drew

The season was almost a regular season with no major catastrophes or global issues to effect business and visitors. We saw the return of large group tours and various community events throughout the summer. Our new heritage strategy launched in July with the expanded signage for our Self Guided Walking tour and an admission model that has been met with mostly positive feedback. While our campground saw a slow start, we built to a 25% total occupancy for August making it our busiest month ever. Rentals are slower this year as the affordability crunch has forced people to rethink where they are spending their pennies, but we are still receiving inquiries for 2025.

Our 4 summer students took on a lot this year to manage the day to day running of our operation and I am so thankful to them for all their hard work in delivering a positive and enjoyable experience to our guests. The great work Richard has done over the past year has paid dividends, keeping us organized and building our heritage value proposition. We continue to work on our plan to expand our ability to tell the story of our history through this amazing site. Renovations continue to slowly improve our space as I have time to work on them. The back storage room of the McLean Hall and the new snack bar in Admin are steadily transforming to prepare for new and exciting things.

Our biggest news of the year has been in the works since May and we are please to welcome the One Mile Productions team to the site for most of September and October, while they shoot their upcoming film. This has been an encompassing and time-consuming project for me but will be a great showcase for our site and our community. Over the coming months this will be our main focus and will require closing the site completely for part of this time.

As always, we a proud of our role in sharing our site and our heritage with all our visitors.

MONTH:	YTD AUG	TOTAL DAYS:	107	TOTAL HOURS:	642
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DATE	# of Parties	# of Visitors	LOCAL	BC	CAN	US	INTERN
2024	1373	3759	340	211	79	65	214
2023	955	2657	339	218	45	55	207

IMPORTANT DATES:

Sept 2, 2024 – Oct 22, 2024	One Mile Productions – Movie Shoot
Sept 7, 2024	Wedding
Sept 18, 2024	PAPA Conference Social
Sept 24, 2024	National Forest Week Activities SD70



Heritage Commission Meeting
September 4, 2024
Minutes

- c. Historical Society
- i. Our wonderful volunteers took some time off during July & August for a much-deserved rest. The Archives stayed open and a “more slender” crew held the fort. Research was ongoing, as was sorting and organizing our paper trails. The volunteers put in 386 hours during the summer. Way to go ladies!
 - ii. Donations for our “paper history” are still coming in. Any donations with photos are given to the Museum for their photograph collection. We received an old map (1909), which one of our volunteers is busy repairing.
 - iii. All our volunteers will be getting together for an afternoon tea on Monday, Sept. 9th. What a lovely way to hear about all their projects, especially from those who don’t work the same day as you. Thank you to Diane Dobson for hosting this event!
 - iv. The Archives are open Tues-Thurs., 11am to 3 pm.
- d. Industrial Heritage Society



**Western Vancouver Island
Industrial Heritage Society**


September 4, 2024 Report to the Heritage Commission

1. Over the past three months, the Industrial Heritage Centre has seen multiple school groups and Parks and Rec Groups visit, as volunteers put on their regular program for the groups.
2. In July, we hired James Mollet as our 2024 Summer Student, with funding from Canada Summer Jobs. James spent the summer helping around the shop, learning from some of our senior volunteers and providing guided tours and information to visitors.
3. 2024 Train Operations kicked off on June 28th and ran every Friday, Saturday and Sunday through the summer, with special events taking place on Canada Day and BC Day. The train saw 5,226 passengers ride over 33 days (average of 158 passengers/day).
4. The WVIHS applied for and was awarded a grant from the Alberni Valley Community Forest for upgrades to the Alberni Pacific Railway passenger cars and crew speeder. We look forward to being able to begin doing some much-needed refurbishments to these this fall.
5. Over the Labour Day Long Weekend, we hosted our annual Antique Trucks and Machinery Show, which had a good turnout. Some trucks arrived from out of town, including the Mayors Choice winner Ryan Bakken with Pacific Peterbilt and their 2025 unit. Another draw was on Sunday when the Port Alberni Fire Department brought their new “Tower” truck with a 100ft ladder which was put on display beside Port Alberni's First Firetruck, a 192 Chevrolet.
6. Planning has begun as we move closer to fall with new projects starting soon, and planning for fall and Christmas events, including the annual Santa Train. Stay tuned!



Heritage Commission Meeting
September 4, 2024
Minutes

- e. Maritime Heritage Society



Port Alberni Maritime Heritage Society
September 4, 2024 Report to the Heritage Commission

Fall Season Open Hours
Our summer season has now ended as our summer staff have either returned to school or have gone on to other commitments. The Gallery and the Lighthouse are now open from 11:00 am to 3:00 pm Tuesday through Saturday, at least until the Saturday before Thanksgiving. Tours may be arranged with our Facility Coordinator, Dale Gross, by contacting him at the below-noted contact information.

Art Sale Exhibit and Fund Raiser
Our Facility Coordinator will be working with the Alberni Valley Museum's Education Curator to develop children's maritime programs which can be given to school groups during the Fall, Winter and Spring months.

Lighthouse Upgrade
The society raised a total of \$44,600 for our Lighthouse Upgrade project. Our iconic Lighthouse now looks beautiful with new white metal siding and red trim, the fallen-down gutter has been re-installed, the broken sign has been fixed and our HVAC system, which broke down July 1, now provides cooling and heat. Come have a look! We have approximately \$8,000 of unspent funding which we will use to paint the upper portion of the Lighthouse.

Upcoming Tour
On Tuesday September 17th our Facility Coordinator will be giving a tour of the Gallery and the Lighthouse to a group from Vancouver which is coming specifically to visit our two little pocket museums.

Contact Information

Telephone	250-723-8164
Website	portalbernimaritimeheritage.ca
Facebook	maritimediscoverycentre
Email	portalbernimhs@gmail.com

- f. Regional District
 - i. Rode train and inspected track between Parksville and Port Alberni with the Island Corridor Foundation and discussed potential return of freight on rail
 - ii. Attending UBCM for a week on September 14
- g. Community Arts Council – no report



Heritage Commission Meeting
September 4, 2024
Minutes

h. School District

- i. Newly posted to the school district website is the Pacific Rim Resource Guide: Mental Health and Support Resources for Children, Youth and Families. This is a living document which means it will require regular updating and revisions to remain current.
- ii. Reminder that once again Access Zones are in place around schools. Police have the authority to arrest or issue tickets to anyone found impeding access, disrupting or interfering with educational activities or attempting to intimidate an individual within 20 metres of school property.
- iii. The media has been reminding the public of the Premier's request to school districts to restrict (ban) the use of cell phones in schools. Pacific Rim did update the district Administrative Procedure on the use of cell phones in schools – the key phrase in these procedures is, "It is expected that students will not access or use personally owned devices during instructional time unless permission is granted by the supervising staff..."
- iv. Early Learning and Childcare: Summer Pop Up Play events give families and children the chance to engage with others, access services and establish new relationships. Kindergarten Orcas – successful transition to Kindergarten Program – past 8 years. Focus on play-based learning and building a positive relationship with school.
- v. Pacific Rim School district has the new position of Healthy Schools Manager, Kirsten Nesbitt, to coordinate school lunches.

i. Community at Large

September Activities Around Town

Valley Vonka Bars are back for Sale – 1,000 bars with Golden tickets hidden. \$4 donation is suggested

September is Literacy month – Raise a Reader, all donations matched 100% literacyalberni.ca/donate

5-8 Alberni District Fall Fair, Thursday 5pm to Sunday at 5pm

6-7 VIPW takes over the Alberni Fall Fair – AV Multiplex – Free with Admission to the Fair

7 – Fall Fair Parade – 9am Marshalling on Bute Street, Parade @ 11am along 10th Ave to the Fairgrounds

7 – Heifers and Hors D'Oeuvres – Cabin at Shannon Farms \$100/ticket

10 – Story Book Lantern Walk 6-9pm CMHA – World Suicide Awareness Day @ Blair Park



Heritage Commission Meeting
September 4, 2024
Minutes

- 11 – Barkley Sounds Community Choir rehearsals 7-9pm every Wed. @ AV United Church
- 12 and 26 – Knit Nights at the Museum 6-8pm
- 14 – Portal Players – clothing and costume Sale fundraiser @4pm @ the Theatre
- 14 – Sowing Seed Conference 9-430 @ BW Barclay – PacificCARE – CCRR Program
- 14 – Financial Education Workshop – free – 10 key principles and mistakes to avoid when investing 11-1230 @ Literacy Alberni
- 14 – Special Olympics registration 1030-12 @ Rainbow Lanes
- 14-15 – Port Alberni Toy Run – 40th Anniversary. Bikes arrive in town around noon and ride to Glenwood, bike games, kids’ games, vendors, beer garden. Dance at night, Pancake Breakfast and then Poker Run
patoyrun@gmail.com
- 15 – Terry Fox Run registration starts @ 930 @ RCL Run starts @ 10 – organized by AV Lions Club
- 15 – Send Air Jump Jam @ Williamson Park 12-5
- 15 – Family Farms Day 11-3 www.avfood.ca/events
- 17 – NIC Orientation Event 11-1
- 18 – AVTTS present Free Owatchet – a disc. on restoring Dry Creek at the Somass Lands 7pm Char’s Landing
- 19 – Summit Beauty Bar – 1 year Birthday event
- 19 – All the Rage with No Big Dill market – 7685 McKenzie Rd 5-8pm – Final pop-up market
- 20 – Dog and Cat teeth cleaning @ Bosleys 10am-6pm
- 21 – First Annual Equinox Garlic Festival – Harbour Quay 9am-2pm, calling all garlic lovers, growers, eaters or the curious
- 25th – Connect with your City – Open House 6pm, meet the dedicated staff Echo Centre 6-8pm. Wide range of games and activities, games for kids, snacks and drinks, interactive displays
- 26-30 – 1984 Heck No, how are we 40 years past Orwell? All grads from ’84...or any year, or even didn’t grads, come for a reunion, donations to Dry Grad ’25
- 27 – Tour De Rock fundraiser @530pm @ RCL – tix \$25/30 - Chicken Cordon Bleu. Riders piped in at approx. 530, intros then dinner then Auction

j. City Council



Heritage Commission Meeting
September 4, 2024
Minutes



CITY COUNCIL MEETING SUMMARY

An information report summarizing the Regular meeting of Council held August 12, 2024. These are not the official minutes. For more information, please contact the Corporate Services department at 250.723.2146 or email: corp_serv@portalberni.ca.

■ **BYLAWS**

“Waterworks Bylaw No. 5107, 2024”, “Sewer Connection and Regulation Bylaw No. 5108, 2024” and “Solid Waste Collection and Disposal Bylaw No. 5109, 2024” were adopted. These amendments are required in order to apply new rates applicable to water consumption/connections, sewer fees/connections as well as solid waste disposal to ensure:

- revenue sufficiency for system maintenance and capital replacements;
- rate equity for fairness;
- resource conservation to improve management and reduce operating costs.

“Official Community Plan Amendment (3830 5th Avenue) Bylaw No. 5094” and “Zoning Bylaw Amendment (3830 5th Avenue) Bylaw No. 5113” were introduced, given first and second reading, and advanced to a Public Hearing to be held Monday, September 9, 2024 at 6:00 pm in City Hall, Council Chambers.

These bylaws, upon adoption, will enable a multi-residential development at 3830 5th Avenue.

■ **CORRESPONDENCE**

Alberni Valley Tyee Club | Salmon Festival
Council authorized the Alberni Valley Tyee Club access to the Somass Lands public walkway on Thursday, August 29, 2024 to Monday, September 2, 2024 for the purpose of the Salmon Festival weigh station.

Alberni Valley Community Forest Corporation | Community Donation
Council supported the recommendation from the Alberni Valley Community Forest Corporation to provide a donation to the Navy League Cadet Corps 113 in the amount of \$5,000 towards the purchase of a boat trailer to help with launching and transportation of their vessels to training locations.

Council supported the recommendation from the Alberni Valley Community Forest Corporation to provide a donation to the Western Vancouver Island Industrial Heritage Society in the amount of \$5,000 towards the upgrading and maintenance of the Speeder and passenger cars for use in this

year’s run along the waterfront and special theme events.

Laura Donovan | Suicide Prevention Support for Children

Council directed staff to provide a letter addressed to the Minister of Education in support of improved suicide prevention for children.

Long Shot Events | Alberni Shores Event

Council directed staff to prepare a letter requesting further information from Long Shot Events on their organization and their proposed event (Alberni Shores Festival).

Council also received their correspondence summary which included letters from:

- a. Truck Loggers Association | ForestryWorksforBC Campaign
- b. Ministry of Agriculture and Food | Drought Challenges
- c. Ministry of Municipal Affairs | Invitation to meet with the Health Authorities of BC during the upcoming UBCM Convention
- d. Environment Assessment Office | Review of the Environmental Assessment Act, 2018
- e. BC Emergency Health Services | Port Alberni receiving Community Paramedic
- f. Adventure Sport Park | Survey Results
- g. BC Care Providers Association | Home Health – Intermunicipal Business Licence
- h. BC Wildfire Service | Provincial Wildfire Update – July 16, 2024
- i. North Island College | Strategic Plan and Year 3 Dashboard Report
- j. City of Abashiri | Condolences for Councillor John Douglas
- k. Ministry of Housing | Small-Scale Multi-Unit Housing Update [SSMUH]
- l. Public Safety Canada – Crime Prevention Branch | National Strategy to Reduce Gun and Gang Violence
- m. Tetra Tech | Dam Safety Review – Lizard Lake Dam and Bainbridge Dam
- n. BC Active Transportation Infrastructure Grants Program | 2024/25 Program Intake
- o. Ministry of Environment and Climate Change Strategy | Community Wood Smoke



Heritage Commission Meeting September 4, 2024 Minutes

- Reduction Program and Environmental Data Quality Assurance Regulation [EDQAR]
- p. R. Toso, Mobius Books | Argyle Street Design
 - q. Alberni-Clayoquot Regional District | News Release – Rail Corridor Study
 - r. Alberni-Clayoquot Regional District | Keeping you Connected June 2024

▪ NEW BUSINESS

Public Bench Standards | Recommendations from the July 29th Committee of the Whole
Council directed staff to develop City-wide park, memorial and pedestrian bench standards including a placement strategy associated with a needs analysis and to terminate the contract for bench placement and advertising effective December 31, 2024.

Corporate Strategic Plan Review
Council received the report 'Corporate Strategic Plan Review' dated July 29, 2024.

2024 Council Committee Appointments
THAT amendments to the Council appointments to Committees and Council representatives to public bodies, commissions and select committees was approved, as follows:

- August Deputy Mayor [Councillor Todd Patola]
- Community Investment Program [Councillor Cindy Solda]
- Liaison, AV Community Forest Corporation [Councillor Deb Haggard]
- Liaison, Learning Council/North Island College [Councillor Dustin Dame]
- Liaison, School District #70 [Councillor Charles Mealey]
- Member, Tsawak-qin Public Advisory Group [Councillor Deb Haggard]

City of Port Alberni Event Support
Council consider providing approval to events and festivals for a 5 [five] year period subject to event organizers working with City administration for operational items and costing.

▪ QUESTION PERIOD

N. Anderson
Commented about concerns raised about Argyle Street Design for parking and inquired about the timing of a by-election.

▪ COUNCIL MEETINGS

The City of Port Alberni now offers hybrid Council and Committee of the Whole meetings.

We encourage you to remain informed on City business and community topics through the following options:

- Attend in-person in City Hall, Council Chambers, located at 4850 Argyle Street
- Livestream @ www.portalberni.ca
- Join online or by phone using MS Teams

Regular Council meetings are held at 2:00 pm on the second and fourth Monday of each month. All meeting recordings are posted on the City website for viewing.

Complete Council agendas including all correspondence and reports are available at portalberni.ca. Generally, these are posted the Friday before each Regular Council meeting and are archived on the site.

The Council Summary is prepared following each regular Council meeting and posted on the City's website. You can also visit the City website and sign up to receive summaries delivered directly to your inbox.

For more information related to Council meetings, including how to participate, please visit www.portalberni.ca/council. You may also contact the Corporate Services department at 250.723.2146 or email corp_serv@portalberni.ca.

▪ MEETINGS AT A GLANCE

Tuesday, September 3rd
6:00 pm – Committee of the Whole
Council Chambers

Wednesday, September 4th
7:00 pm – Alberni Valley Heritage Commission
Alberni Valley Museum

Monday, September 9th
2:00 pm – Regular Council
Council Chambers



**Heritage Commission Meeting
September 4, 2024
Minutes**

- k. Museum
 - i. Summer camps

Year	Camp	Participants	Total
2024	Culture Connections (1)	11	40
	Camp Roots	13	
	Dino Camp	12	
	Culture Connections (2)	4	
2023	Art Extravaganza	12	44
	Culture Connections	8	
	Camp Roots (1)	10	
	Camp Roots (2)	8	
	Dino Camp	6	
2022	Camp Roots	13	13
2021	Camp Roots (1)	13	33
	Dino Camp	8	
	Camp Roots (2)	12	

- ii. Film Fest
 1. Films will be shown at 5pm on the third Sunday of each month
 2. Tickets for the films go on sale this week

Season	Date	Film
Fall 2024	Sept. 15	Thelma
	Oct. 20	Great Escaper
	Nov. 17	Boy in the Woods
Winter 2025	Jan. 19	To be announced
	Feb. 16	
	Mar. 16	
	Apr. 20	

- iii. Sheila Perry, our new Manager of Culture, starts on October 1

- I. Hupačasath First Nation – no report
- m. čišaaʔath (Tseshaht) First Nation – no report

- 7. Next Meeting
 - a. October 2, 7pm (AV Museum)

- 8. Moved by Colin to adjourn at 8:09pm.



Alberni-Clayoquot Regional District

MINUTES OF THE AGRICULTURAL DEVELOPMENT COMMITTEE MEETING HELD ON TUESDAY, JUNE 18, 2024, 9:30 AM

Via Zoom

MEMBERS

PRESENT:

Heather Shobe, Chairperson, Eden Tree Farm
Ann Siddall, Alberni District Fall Fair Association
Fred Boyko, Director, Electoral Area "B" (Beaufort)
Helen Zanette, SD70 Trustee
Anna Lewis, Alberni Valley Food Security Society
Lisa Aylard, Alberni Farmers' Institute, Stonehaven Farm
Patty Radcliffe, 4H

REGRETS:

Tanya Shannon, Shannon Farms
Pat Deakin, City of Port Alberni
Kaley Ruel, Island Health
Cecilia Addy, Port Alberni Port Authority
Jen Cody, Nuu-chah-nulth Tribal Council
Thom O'Dell, Ministry of Agriculture & Food
Erika Goldt, Coastal Food Roundtable, Eat West Coast
Bob Collins, Arrowvale Farm
Victoria Lake, Effingham Oyster
Alex Taylor, Shelter Farm
Claire Boudreau, Spirit Square Farmers Market

STAFF PRESENT:

Amy Needham, Sustainability Planner
Kristin Kerr-Donohue, Administrative Assistant

The meeting can be viewed on the Alberni-Clayoquot Regional District website at:

<https://www.acrd.bc.ca/events/18-6-2024/>

1. CALL TO ORDER

The Chairperson called the meeting to order at 9:34 am.

The Chairperson recognized this meeting is being held throughout the Nuu-chah-nulth territories.

The Chairperson reported this meeting is being recorded and livestreamed to YouTube on the Regional District website.

Introductions - Committee Members and Staff via Zoom.

2. APPROVAL OF AGENDA

MOVED: A. Lewis
SECONDED: H. Zanette

THAT the agenda be approved with the addition of item 7(a) request to send condolences from the Agricultural Development Committee to Bill Thomson on the recent loss of his wife, Dezi Thomson.

CARRIED

3. DECLARATIONS

4. MINUTES

a. Agricultural Development Committee Minutes – May 14, 2024

MOVED: A. Siddall
SECONDED: H. Zanette

THAT the minutes of the Agricultural Development Committee meeting held on May 14, 2024 be adopted.

CARRIED

5. CORRESPONDENCE

a. AGRISERVICE BC June 2024 Bulletin

b. LOWER MAINLAND LOCAL GOVERNMENT ASSOCIATION 2024 Resolutions Disposition, Pitt Meadows proposed tax changes on pages: R46-Unfarmed Land Tax R47-School Tax Exemption R54-Minimum Income Requirements for Farm Classification

Committee discussion on the Pitt Meadows proposed tax change resolutions, how the farm-tax breakdown works, what qualifies on Agricultural Land Reserve (ALR) land as farm-use, and the idea of having separated ALR Zones to be able to have separate policies based on the needs of the individual zones.

The committee does not support the resolutions as they are currently written and put forward a motion based on the following reasons:

- Unfarmed Land Tax and the removal of the School Tax Exemption would force property owners to farm all their ALR land. In the Alberni Valley this would require forested land to be logged to create arable land, having negative environmental and public impacts.

- Increase to the Minimum Income Requirements for Farm Classification on properties between two and ten acres would have a significant negative impact in a sector where the farming income is already at a narrow margin and fewer people are farming each year.
- Tax increases/changes aimed at Lower Mainland ALR property speculation issues should not negatively affect the rest of the producers on ALR lands in BC. Blanket restrictions and taxes on farmland will not encourage people to farm, it will make economically viable farming even harder to attain.

P. Radcliffe joined the meeting at 9:45 am.

MOVED: L. Aylard

SECONDED: F. Boyko

THAT the Agricultural Development Committee recommend that the ACRD Board of Directors not support the resolutions, R46-Unfarmed Land Tax, R47-School Tax Exemption, and R54-Minimum Income Requirements for Farm Classification, proposed by Pitt Meadows, at the 2024 Union of BC Municipalities Convention.

CARRIED

MOVED: A. Lewis

SECONDED: H. Zanette

THAT the Agricultural Development Committee receive items a-b for information.

CARRIED

6. REPORTS

- a. Alberni-Clayoquot Regional District – A. Needham
- Greenhouse Grower Course – Amy met with North Island College (NIC) to discuss a fall grant application and course intake. NIC is responsible for developing the curriculum and confirming the teacher. Amy will be assisting with making the connections for where the program could be held. Also discussing options with NIC for evening/weekend course offerings open to the public, and an Indigenous-focused course.
 - The Request for Proposal for the Food Security Emergency Planning Project was awarded to Upland Agricultural Consulting. They have extensive background in agricultural and livestock emergency planning and have both an agricultural emergency expert on their team, as well as accessing local knowledge through Anna Lewis. The ACRD is planning to meet with them to launch the project soon and will be in touch with committees and agricultural groups as the schedule unfolds to begin engagement. Amy is planning to engage in person with the agricultural committees if possible. This will not be tied to any committee meetings; Amy will reach out individually to set up engagement. Amy recognized

that summer is an especially busy time for producers and that engagement might be better scheduled for the Fall or later.

- Amy has applied for the additional 25% of the Agricultural Water Infrastructure funding through the Watershed Security Fund. Should be informed by September 2024 if the application was approved. If not, then the stacking grant money will come from the Local Government Climate Action Program funds, which are distributed to local governments to help fund climate mitigation and adaptation projects such as this one.
- The Request for Proposals for the Agricultural Water Infrastructure project is out and closes on July 5, 2024.
- There will be an opportunity for discussion on the zoning bylaw agricultural resolution from the last ADC meeting at the June 19 Electoral Area Directors meeting.
- There was a request from the ADC last meeting to contact the BC Centre for Agritech Innovation to ask if they could attend the Fall Fair. Amy met with them on May 31 and has a follow-up meeting booked on June 26 with their team plus the City of Port Alberni and North Island College to discuss options for engagement. If they end up being unavailable for the Fall Fair there may be the option to invite them as a delegation to a future ADC meeting to showcase their projects and initiatives.

Comment from the Chair – there is one farmer in the valley who is very interested in developing Agritech to support harvesting on small blueberry farms, current technology is only available for large scale farms. Please share the information on this as it comes up.

- Previous discussion with the ADC has identified a desire for at least one in-person meeting per year. Committee members selected to have an in-person meeting in November instead.

b. ACRD System Change Project – H. Shobe

- Last meeting was held on June 12. View the [Final Presentation here](#). Discussion focused on networks and the importance of being strategic when developing to reduce redundancy and competition for resources, supporting high-level tables where members have explicit permission to make decisions for those they represent which is important for policy making, and that networks have a very clear mandate and stick to it.
- There is a lot of excitement that the Ministry of Social Development and Poverty Reduction now has a mandate to support food security and will give the opportunity to engage more with producers and will potentially give producers more voice and avenues to get support for what they need.
- Support engagement with producers by having meetings on the farms as this is the best way to educate.
- Regarding Farmers' Institutes, aiming to develop leadership and organizational capacity from within the farming community is important

to support the organizations themselves instead of having others speak for them.

- c. School District # 70 – H. Zanette
- Last Public SD70 Directors meeting before summer will be held June 25th at Wickaninnish School in Tofino
 - Annual budget was passed at their last meeting.
 - Staff Wellness Committee being set up, idea is to brand it and get staff engaged.
 - New Board and Committee meeting schedule has been committed to for 2025
 - Have adopted the Acceptable Use of Cell Phones, Smart Watches, and Electronic Device Use in Schools Policy, this is a Provincial requirement, the procedure will be posted on the SD70 website soon.
 - Tree Protection Policy is being drafted.
 - Kirsten Nesbitt is new Healthy Schools Manager.

Request from the Chairperson that we invite the SD70 Healthy Schools Manager to an ADC meeting. A. Needham is in contact with her through the Farm to School BC group and will invite her to an ADC meeting when she has settled into her new position.

- d. Alberni Farmers' Institute – L. Aylard
- Participated in the Homestead Market held by Beaver Creek Community Club on June 15, was well attended and many tables from the Alberni Valley and surrounding areas.
 - Represented the BC Cattlemen's Association at an event at Save-On-Foods supporting BC raised beef. Public engagement was great and had many interesting conversations regarding how and where to purchase meats directly from farmers.
- e. Alberni District Fall Fair – A. Siddall
- Currently do not have a convener for Agriculture Education, so that job is falling on Ann's shoulders.
 - Would be very interested to have the Agritech component at the Fall Fair, requested suggestions from the committee.
- Committee suggestions of potential tables for the Agriculture Building:
- New Fiber Guild to participate in the Agriculture Building, could have the whole production from sheep to the multiple products that can come from fleece harvest.
 - Wayne Smith, from Vancouver Island Grain and Milling, with his table-top combine display.
 - Matilda Atleo's traditional foods display would also be an interesting add to the Ag Building.
 - Nitanis Desjarlais also has an interesting Indigenous Food Gathering presentation/display.
 - Farmers' Institute will discuss their involvement in the 2024 Fall Fair Agriculture Building at their next meeting.
- f. Alberni Valley Food Security Society – A. Lewis

- Helped to get Haahuupayak School garden irrigation up and running.
- Helping Joanne get the Hupacasath garden set back up.

L. Aylard left the meeting at 10:46 am

- Summer student has been hired for 2024. Will be updating the [Community Food Offering Guide](#). They will be starting inventory of the meat from the meat cutter's course to be able to distribute to the SD70 Backpack program.
 - Final Grow Local Workshop will be on July 7th, focused on winter gardens.
 - [2024 Grower's Guide](#) is out, has been distributed, and is available digitally as well.
 - Starting to think about Family Farm Day and if anyone in the committee has any ideas of new farms or urban sites that would be interested, please reach out to Anna directly. Potential to have one of the school gardens participate.
- g. 4-H – P. Radcliffe
- Registration is now closed, kids are working hard on their projects now.
 - Provided a petting farm last weekend for the Pediatric Stroke Association Fundraiser and Walk. Part of the 4-H program involves community service and giving back to the community.
 - The Cloverbuds have gone out to the Cox Lake Blueberry Farm and learned from the beekeepers about the importance of pollination.

L. Aylard rejoined the meeting at 10:54 am

- 4-H Club will attend the Coombs Fair in August and the Fall Fair in September
- h. Primary Agricultural Producers
- A. Needham for T. Shannon
 - Shannon Farm - the weather has cooperated this spring for a great silage harvest and grass growth for feed, much better than last year.
 - The Cabin - the Gather & Graze event is well underway with planning, Saturday, July 27 is sold out, and spots are filling up for Friday, July 26. [Menu and poster available here](#). Contact Tanya at thecabin@shannonfarms.ca for more information.
 - L. Aylard – Stonehaven Farm
 - Grass and silage harvest has been very productive this year, not able to do hay yet, but a lot being able to be put away for winter feed.
 - Support for local beef and lamb has been very good, selling out very quickly, with little to no advertising.
- i. Directors Update - F. Boyko

- Advised the committee that a Log Train Trail meeting is being held on Tuesday June 18th at McLeans Mill.
 - Committee discussed that many agricultural producers have property that is adjacent to the trail and utilize the trail to access their water sources and neighbouring properties. Would appreciate better access point signage as are starting to have people parking on private property, potentially blocking equipment from being accessed. Signage regarding respectful use of the trail would also be appreciated, starting to see more garbage. Important that agricultural producers, especially those located on the trail, are included in these decisions.

MOVED: A. Lewis
SECONDED: A. Siddall

THAT the verbal reports a-i be received.

CARRIED

7. LATE BUSINESS

- a. **Request from Pat Deakin to consider sending condolences to Bill Thomson on the recent death of his wife.**

MOVED: L. Aylard
SECONDED: A. Siddall

THAT the Agriculture Development Committee send their condolences, in the form of a gift and/or card, to Bill Thomson on the recent loss of his wife.

CARRIED

8. QUESTION PERIOD

Questions/Comments from the public. The Administrative Assistant advised there were no questions or comments respecting an agenda topic from public:

- Participating in the Zoom webinar
- Submissions received by email at responses@acrd.bc.ca.

9. ADJOURN

The meeting adjourned at 11:08 am.

Certified Correct:

Heather Shobe

Heather Shobe,
Chairperson

Kristin Kerr-Donohue

Kristin Kerr-Donohue,
Administrative Assistant

ACRD Solid Waste Management Plan PUBLIC ADVISORY COMMITTEE

Meeting #6 Summary

MEETING DETAILS



ACRD Board
Office (Port
Alberni)



PRESENT:

John Jack (Chair), Tom Stere (Vice-Chair), Helen Zanette, Terry Deakin, William Severinson, John McNabb, Pam Craig, Paulo Eichelberger, Jodie Frank, Tamara Shulman.

KEY DISCUSSION POINTS

OPTIONS PRIORITY REVIEW

Building on the options review activity from the last PAC meeting, members reviewed the rankings they gave activities based committee prioritization, anticipated public interest, level of effort and diversion potential. The average results were shared with the group, showing which had ranked highest in each level of the waste reduction hierarchy showing what options ranked highest.

Some of the higher rating items included:

- education and behaviour change
- reuse, recycling and construction and demolition collection infrastructure – (especially for the West Coast),
- business and institutions - zero waste initiatives,
- hazardous material collection
- ongoing support and advocacy work related to Extended Producer Responsibility (EPR).

NEXT STEPS



This preliminary ranking of the options provides insight into the most impactful and highest priorities and will inform the work needed to develop proposed strategies and actions for the next phase of the SWMP's development process.

DIVING DEEPER ON OPTIONS

Waste reduction planner Tamara Shulman provided the next iteration of proposed strategies and actions for Committee review and discussion. Each strategy and action was described and rationale for why each is needed was outlined. Best practice visual examples were highlighted throughout.

Rationale for initiatives ranged across environmental, social and economic factors. Examples include the need to lower carbon footprint, reduce impact from landfilling, meet regulatory requirements, ensure equitable and accessible services and mitigate cost increases over time.



Feasibility considerations for each strategy will be mapped out as part of the next phase investigatory work to be completed over the summer. This includes considering current actions; regional best practices; engaging with collaborators and potential new partners; and resource requirements. Opportunities will then be further filtered based on guiding principles, goals and targets and that will be summarized for the fall phase 2 consultation.



ACRD Solid Waste Management Plan PUBLIC ADVISORY COMMITTEE

Meeting #6 Summary

TIMELINE

The timeline for the plan's development is mapped out below and will continue to be fine tuned based on the committee's process and input received.

SPRING/SUMMER 2023
SWMP Initiated Meeting

SEPTEMBER 2023
Project Kick Off and PAC Introduction Meeting

OCTOBER 2023
PAC Meeting #2: System Overview & Guiding Principles
Public Survey #1: Managing Your Waste

NOVEMBER 2023
PAC Meeting #3: Survey Results, Options
Brainstorm, Guiding Principles

FEBRUARY 2024
PAC Meeting #4: Guiding Principles
PAC Meeting #5: Options, Best Practices & Evaluation

SPRING/SUMMER 2024
PAC Meeting #6: Target and Goal Setting by Strategy

FALL 2024
Public Engagement on Draft Strategies and Actions

WINTER 2024/2025
Draft Plan Developed

WINTER 2024/2025
Public Engagement - Draft Plan Review

SPRING 2025
Draft Plan submitted to Province

WE ARE HERE



SITE TOURS:

Committee members visited Port Alberni-based sites including Recycle Matters, the Third Avenue Depot and the adjacent Maker Space and Reuse Centre – all are run by INEO Employment Services and seek to facilitate recycling and reuse while offering employment opportunities for people in the community.

INSPIRATION FROM LET'S TALK TRASH

Tai Ullman of Let's Talk Trash Consulting presented on Qathet's Resource Recovery Centre where an old incinerator and dump site is in the final stages of being converted into a one-stop shop drop off and education centre for the community. The regional district received a \$6 million federal grant to clean up the site and design a new facility that repurposed abandoned materials where viable (e.g., tires, metal pipe), accentuated the natural setting (riparian area and ponds) and has intake buildings aligned in the order of the pollution prevention hierarchy.



ALBERNI-CLAYOQUOT
REGIONAL DISTRICT



Public education highlights

- Radio PSA continuing on the air for summer and early fall (July through October)
 - Subject: building do-it-yourself air cleaners for wildfire season
 - Listeners are directed to content on AQC web page on ACRD website covering how to create safer air zones at home during a serious wildfire smoke event, and other important information
- Received July and August PSA play statistics from Island Radio
 - Total PSA plays in July and August = 49 (24 in July and 25 in August)
 - Plays during weekday afternoon drive (preferred) = 13 (6 in July and 7 in August)
- March through August visitor traffic data for AQC web page
 - The average number of page users per month has been up since the PSAs began running in March (at least double the monthly average going back to 2022¹)
 - The number of page users in August was 12 times higher than in August 2022 (the most recent August for which we have data), and was the third highest of all months for which we have data
- At the Alberni District Fall Fair, as part of the ACRD's FireSmart booth (thanks to Randy Thoen), AQC demonstrated how to build a DIY air purifier, and provided other air quality information

Advocacy highlights

- Upcoming Catalyst meeting: 26 September 2024, 1-3pm
 - AQC has accepted an offer from Ashley Popovich, Environmental Manager, Catalyst Port Alberni for an AQC meeting that will include a presentation by Catalyst
 - This meeting will be held onsite at Catalyst and will include a tour
 - We will issue a meeting request to all AQC members this week
- On 5 September 2024, AQC was notified by the Ministry of Environment that Catalyst's application regarding Permit PA-1863 had passed the screening phase. It now moves forward to the final Review and Decision Phase, in which our 70% emissions limit reduction request will be considered.
- Communications regarding slash-pile burning (SPB)
 - On August 15th, we issued a letter (attached) to the ACRD Board via Heather Zenner providing additional context and detail regarding our request for a letter of support to the Ministry of Forests in furtherance of our request for SPB reductions
 - At their August 28th meeting, the ACRD Board supported our request for a letter of support to the Ministry of Forests requesting increased use of alternatives to SPB
 - At Chair John Jack's suggestion, copies are to be sent to Mosaic, as well as our MLA Josie Osborne and MP Gord Johns

¹ Based on available historical data, and using reasonable assumptions regarding Google Analytics methodology updates

Other highlights

- We are returning to our regular schedule after our summer break (July and August)
- In recent months, our PurpleAir network of air quality monitors has suffered setbacks
 - The monitor on 14th Avenue failed and is irreparable
 - The Cherry Creek monitor has been offline for 2 months and is to be investigated
 - The Bush Road, Cyril Place, and TMS Hector monitors have been transmitting partially anomalous data for weeks and are to be investigated
 - Work will continue this month to plan next steps, including possible new monitor installations

In the pipeline

- Investigate PurpleAir device issues and develop remediation plans
- Develop wildfire preparation and mitigation strategies, including emergency alerts
- Study public clean air refuge options, using input from Island Health's May 2024 letters
- Continued work to have a venting index produced specific to the Alberni Valley
- Make updates to the Airshed Management Plan
- Request increased enforcement of burning bylaws outside the City of Port Alberni
- Explore additional public education through vehicles such as bill inserts



Port Alberni
Air Quality
Council

August 15, 2024

Board of Directors
Alberni-Clayoquot Regional District
3008 Fifth Avenue
Port Alberni, BC V9Y 2E3

Attention: John Jack, Chairperson

Dear John,

Further to our recent request to the ACRD Board of Directors (in our letter dated 2 July 2024) for a letter of support to the Ministry of Forests regarding open burning of wood residue in the forestry industry, we understand that clarification has been requested, which we provide below.

In our recent letter to the Ministry of Forests, we stated:

We believe that a precondition to any forest harvesting project should be a comprehensive plan for wise management of residues, in order to minimize harm to human health and the global climate.

The Ministry's response letter stated:

In June 2023, the Chief Forester's office released the 'Chief Forester Forest Management Options for Reducing Slash Pile Burning: Best Management Practices', which include planning, silviculture and harvesting practices considerations to minimize slash pile burning. This document contains recommended harvest practices like creating windrows (brush mats), redistributing woody material within the block, and piling in a way that facilitates biomass extraction.



Port Alberni
Air Quality
Council

aqc.coordinator@gmail.com

Page 1

The Province provides valuable geographic guidance in its OBSCR Smoke Sensitivity Zones maps¹. The relevant maps for the ACRD are Maps 62, 63, and 69. AQC urges the Ministry to prevent slash-pile burning (SPB) in High Smoke Sensitivity Zones (red zones on the maps). We also urge them to minimize SPB in Medium Smoke Sensitivity Zones (yellow zones on the maps). Of course, no burning should be done when the Province's ventilation index website states that conditions are not appropriate for burning.

AQC's stated request uses the phrase "especially near populated areas," and the OBSCR Smoke Sensitivity Zones were created by government to protect populated areas. The Ministry has provided best practices that AQC believes should be embraced by the industry. Our desire is to state clearly to the Ministry that:

- AQC advocates for Ministry best practices to become industry norms, both in proximity to our ACRD communities and everywhere else in the ACRD;
- AQC will vigorously represent the interests of residents, their health, and the global environment; and
- the ACRD Board of Directors supports the AQC's efforts in this regard.

We are grateful to the Board of Directors for the opportunity to clarify our request. We hope this letter provides the necessary detail and context. We are happy to provide any additional information that may be required.

Sincerely,



Ken McBride
Chair
Port Alberni Air Quality Council



Keith Wyton
President
Alberni Air Quality Society

Attachments:

April 17th AQC letter to the Ministry of Forests

May 2nd letter to AQC from James Proteau, MOF District Manager

July 2nd AQC letter to ACRD Board of Directors

¹ <https://www2.gov.bc.ca/gov/content/environment/air-land-water/air/air-pollution/smoke-burning/regulations/openburningregulation/regional-smoke-sensitivity-zone-mapsheets>



Port Alberni
Air Quality
Council

April 17, 2024

Ministry of Forests, Lands, and Natural Resource Operations
South Island Natural Resource District (DSI)
4885 Cherry Creek Road
Port Alberni, BC V9Y 8E9

Attention: James Proteau, District Manager, South Island NRD
Matthew Macdonald, Stewardship Officer, South Island NRD
Honourable Bruce Ralston, Minister of Forests

Dear James,

The Port Alberni Air Quality Council (AQC) is an organization that works closely with the Alberni-Clayoquot Regional District (ACRD) to promote better air quality in the ACRD and the Alberni Valley. We operate with support from the ACRD and the BC Ministry of Environment.

Part of our mission is to reduce the open burning of brush in the ACRD by private citizens and by industry. We believe that the common forestry industry practice of slash-pile burning (SPB) should be replaced wherever possible by other approaches to residue management. SPB by the BC forestry industry is a significant source of greenhouse gases, particulates, and other air pollutants. The consequences, including immediate harmful health effects from particulates (including PM_{2.5} fine particulates), as well as exacerbation of global climate change, demonstrate an urgent need to curtail the use of SPB.

In the Alberni Valley, concerns have been expressed by Port Alberni city council members and others about SPB and related practices. Residents have raised the question of how fair it is for them to be asked to avoid burning brush on their properties while forest industry burning is done as standard practice. We believe that, especially near populated areas, SPB and other practices with serious health risks should not be permitted.

Wherever possible, other methods of residue management should be used by the forestry industry. A few examples of cleaner methods¹ are:

- Harvesting of small-dimension roundwood as feedstock for firewood, fenceposts, rail ties, and other products
- Creation of brush-mats from residual branches and small roundwood to reduce rutting and compaction from heavy equipment
- Use of logging residue as feedstock for biofuels such as pellets, briquettes, and liquid fuels, potentially displacing some fossil fuels such as coal or gasoline
- Leaving residual materials in the cutting area, in sorted and oriented piles or decks, which can facilitate future harvesting as new uses and markets emerge
- Redistribution of residual materials in the cutting area, either leaving them whole or modifying them by chipping or other methods, which can provide wildlife habitat and enhance soil
- Where necessary, use of mobile burning units, air curtain burning, and other higher efficiency incineration methods to reduce harmful particulate emissions

We believe that a precondition to any forest harvesting project should be a comprehensive plan for wise management of residues, in order to minimize harm to human health and the global climate. We urge the Ministry to take aggressive action to make health and climate change mitigation central to BC forestry practices.

A 2019 economic and trade report² suggests that promoting the harvesting of waste wood on Vancouver Island offers both potential economic benefits (e.g. fibre for Catalyst and other mills; product exports) and environmental and health benefits (e.g. reduced PM_{2.5} and CO₂ emissions). We believe that such changes in forestry practices represent potentially transformative win-win opportunities for both local industries and quality of life in the Alberni Valley and elsewhere.

The Forest Enhancement Society of BC (FESBC) plays an important role in enabling waste wood use. We strongly encourage long-term commitments to fund the work of FESBC. We also support the use of commercial forest thinning practices such as those used in Finland, which can reduce wildfire severity and associated health risks, and promote fibre production.

¹ Source: "The burning question: Addressing harvest residue management in BC," E. Nance et al, *Canadian Biomass*, 15 February 2023

² *Marketable Waste Wood on Vancouver Island*, B. Collins and J. McCannel, prepared for the Vancouver Island Economic Alliance and Foreign Trade Zone Vancouver Island, February, 2019 (ftzvi.com/wp-content/uploads/2019/11/Marketable-Waste-Wood-on-Vancouver-Island.pdf)

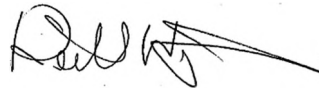
The multi-stakeholder AQC represents the communities of the ACRD on matters of airshed management and protection. Forest practices affect all ACRD communities, and we would appreciate being involved in decisions regarding forestry activities affecting our communities' airsheds. We invite you to meet with us as soon as possible to discuss forestry policies.

We look forward to your response.

Sincerely,



Ken McBride
Chair
Port Alberni Air Quality Council



Keith Wyton
President
Alberni Air Quality Society



Reference: 278464

May 2, 2024

VIA EMAIL: aqc.coordinator@gmail.com

Ken McBride, Chair, Port Alberni Air Quality Council
Keith Wyton, President, Alberni Air Quality Society

Dear Ken and Keith,

Thank you for your letter of April 17, 2024, detailing your concerns regarding air pollution related to current forestry practices in the Alberni-Clayoquot Regional District (ACRD). I understand that the Air Quality Council's mission is to reduce the open burning of brush in the ACRD. I recognize that private citizens might view an unfairness in adhering to limits to burning on their properties, while industry burning occurs as a standard practice.

Under the *Wildfire Act*, a person carrying out an industrial activity or prescribed activity is required to assess and abate fire hazards as necessary. Moreover, it is particularly important to ensure that fires do not threaten communities, critical infrastructure, or other significant values. Currently, slash pile burning is the most common tool used to ensure the reduction of wildfire risk.

The province is aware of the need to minimize the burning of slash piles. The Ministry's 2021 report on [Modernizing Forest Policy in British Columbia](#) speaks to this desired intention, to both increase fibre access for value-added domestic manufacturers and to reduce emissions. The following are examples of Provincial initiatives that have been designed to better facilitate the reduction of slash pile burning:

Chief Forester Forest Management Options for Reducing Slash Pile Burning: Best Management Practices

In June 2023, the Chief Forester's office released the [Chief Forester Forest Management Options for Reducing Slash Pile Burning: Best Management Practices](#), which include planning, silviculture and harvesting practices considerations to minimize slash pile burning. This document contains recommended harvest practices like creating windrows (brush mats), redistributing woody material within the block, and piling in a way that facilitates biomass extraction.

Coast Concurrent Residual Harvest System Process

Page 1 of 3

Ministry of Forests

South Island Natural Resource
District

Mailing Address:
4885 Cherry Creek Road
Port Alberni, BC V9Y 8E9

Tel: 250 731-3000
Fax: 250 731-3010
Website: www.gov.bc.ca/for

In 2019, the Ministry introduced the [Coast Concurrent Residual Harvest System Process \(CRHS\)](#). The primary purpose of this system is to provide an alternative method of scale for low quality timber harvested on the Coast. The objective is to reduce the administrative burden associated with timber delivered to secondary manufacturing facilities, and thereby improve the utilization of forest resources. This is intended for products like pellets, post and rail, firewood, cants, or pulp.

Another initiative supporting improved fibre utilization and the reduction of burning was the establishment of a Coast Fibre Recovery Zone. The zone was established on Crown lands on the coast and within proximity to communities, including lands around the Alberni Valley, Bamfield and the ACRD. Within this zone, forest licensees pay increased stumpage rates if the volumes of logs left behind in harvested cutblocks are more than what have been established as acceptable levels.

Forest Enhancement Society of BC

As you have indicated, the Forest Enhancement Society of BC (FESBC) plays an important role in enabling waste wood use on Crown lands. FESBC funds projects that increase residual fibre utilization by non-lumber producing facilities, utilize fibre from fire and insect damaged stands, and minimize emissions associated with open burning. Funding these projects also encourages diversity and innovation by the forest sector to utilize otherwise uneconomical residual fibre located on provincial crown land.

Prior to 2023, British Columbia mills received \$18.3 million from FESBC. From 2023-2025, FESBC has provided an additional \$6.5 million in funding to Paper Excellence, Alberni, and Crofton mills, to help cover the incremental costs in hauling fibre to their mills. Further, in 2023, the province announced funding for forty-two new FESBC projects across BC. We continue to encourage, throughout the province, applications for FESBC funding and specifically for potential Alberni-focused projects that meet the criteria of this program.

Commercial Thinning

The expansion of commercial thinning on provincial Crown land is a priority objective in our Ministry of Forests Action Plan for 2024. While the practice has occurred on Crown land for many years, commercial thinning has traditionally been best suited to area-based tenure holders (TFLs), community forests, woodlots, and private lands, because the future benefits of these practices will flow directly to the tenure holder. As you suggest, there may also be benefits from commercial thinning in helping to reduce wildfire risks.

These Ministry of Forests initiatives on Crown lands represent some of the important work being done in an attempt to facilitate the reduction of slash pile burning that occurs in the province. As a District Manager, I will communicate through our organization that local groups like the AQC are looking for improvements in the Province's approach. I also encourage the AQC to reach out directly to Private organizations around the ACRD who manage forest lands, including Mosaic Forest Management. Local input is important and encourages continuous improvement and development of tools that can ultimately lead to a reduction of pile burning in the future.

Ken McBride, Keith Wyton

Thank you for writing to share your suggestions. If you have any questions, please reach out to Heidi Reinikka, Land and Resource Specialist, South Island Natural Resource District, 250-736-6878, heidi.reinikka@gov.bc.ca.

Sincerely,

James Proteau, RPF
District Manager
South Island Natural Resource District

Pc. Honourable Bruce Ralston, Minister of Forests
Shane Berg, Assistant Deputy Minister, Chief Forester, Minister of Forests
Heidi Reinikka, Land and Resource Specialist, South Island Natural Resource District



Port Alberni
Air Quality
Council

July 2, 2024

Board of Directors
Alberni-Clayoquot Regional District
3008 Fifth Avenue
Port Alberni, BC V9Y 2E3

Attention: John Jack, Chairperson

Dear John,

As you will recall, AQC received generous support from the Board of Directors following our presentation to the Board last February 28th. In addition to the valuable letter of support to the Ministry of Environment regarding Catalyst Paper's emissions permit, the Board also offered support for our efforts to promote cleaner alternatives to the open burning of wood residue in the forestry industry.

Last April 17th, AQC submitted a detailed letter to the Ministry of Forests (MOF) to propose specific actions we believe the MOF and the forestry industry should take to increase the use of cleaner residue management methods. James Proteau, the local MOF District Manager, responded with a detailed letter on May 2nd. Copies of both of these letters are attached for your reference.

We would now like to request a letter of support from the Board of Directors to the MOF, to give greater weight to our recommendations. Any such support from the Board would be invaluable as we work to discourage the use of common forestry practices such as slash-pile burning – especially in populated areas, where the health effects can be most serious.

In a June 5th e-mail to Heather, we have submitted some suggested verbiage. Of course, we are happy to respond to any questions or concerns you may have.



Port Alberni
Air Quality
Council

aqc.coordinator@gmail.com

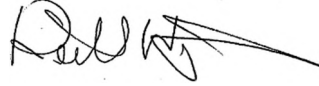
Page 1

As always, we are extremely grateful to the ACRD for its generous support of the AQC. We look forward to continued cooperation as we work toward cleaner and healthier air in Port Alberni and our entire region.

Sincerely,



Ken McBride
Chair
Port Alberni Air Quality Council



Keith Wyton
President
Alberni Air Quality Society

Attachments:

April 17th AQC letter to the Ministry of Forests

May 2nd letter to AQC from James Proteau, MOF District Manager



**PACIFIC RIM SCHOOL DISTRICT
EDUCATION COMMITTEE MEETING MINUTES
September 3, 2024, 4:00 p.m.
Administration Office**

Pam Craig - Board Chair
Cherilyn Bray – Vice Chair
Cynthia Orr – West Coast Trustee (Virtual)
Janis Joseph - Trustee
Helen Zanette - Trustee
Tim Davie - Superintendent
Peter Klaver - Assistant Superintendent
James Messenger - Director of Instruction- Learning and Innovation
Jaime Hansen – Director of Instruction – Indigenous Education
Michell Bennett - Director of Instruction – Inclusive Education
Marc Fryer – Director of International Education and Newcomers
Katherin Charbonneau – Director of Early Learning and Childcare
Siri Curliss – Manager of Mental Health and Wellness
Ryan Dvorak - ADTU President
Nadine White - CUPE President
Sean Peterson – PVPA President
Darcy Phipps - DPAC President (Virtual)
Melissa Bartier – Director of Education, Training and Social Development (Virtual)
Hannah Fletcher - Executive Assistant HR

1. Call to Order/Land Acknowledgment

The meeting was called to order at 4:01 pm.

The Chair acknowledged that we work and learn on the ḥaḥuʉi of the Hupačasath (Hupacasath), Huu-ay-aht (Huu-ay-aht), ʕaʔuukʷiʔaḥ (Tla-o-qui-aht), Cišaaʔaḥ (Tseshaht) and the Yuuʉuʔiʔaḥ (Yuu-cluth-aht) Nations.

2. Introductions

Meliss Bartier, Director of Education, Training and Social Development, was introduced by Jaime after the staff reports.

3. Approval of Agenda

Moved by: Trustee Craig

Seconded by: Trustee Bray

THAT the Education Committee meeting agenda for September 3, 2024, be approved as presented.

Carried

4. **Petitions/Delegations/Presentations**

5. **Unfinished Business**

6. **Emergent Issues**

7. **Staff Reports**

7.1 Enhancing Student Learning Report (15 minutes)

Director of Instruction, James Messenger, gave an overview of his information sheet.

Trustee Zanette asked if the difference for the reporting is because the information being presented is different or is the way the learning is happening the difference.

Director Messenger clarified the Ministry of Education and Childcare has provided more guidance and templates for School Districts so Pacific Rim School District has stuck to using the templates and guidance provided where in the past the District's documents were more public facing and easily consumable. The feedback from the Ministry of Education and Childcare was to be more aligned with the guidelines and templates.

Assistant Superintendent Klaver added the feedback from the Ministry of Education and Childcare was to align more with our Operational Plan, so the reports clearly give the information the Ministry requires.

Darcy Phipps, District PAC Chair joined the meeting virtually at 4:04 pm.

7.2 Learning Services Calendar (10 minutes)

Director of Instruction, James Messenger, presented an overview of his information sheet and responded to questions from Trustees.

7.3 Accessibility Plan Summary 2023 - 2024 (10 minutes)

Director of Instruction, Michell Bennet, provided an overview of her information sheet.

7.4 International Exchange - France (10 minutes)

Director of International Students and Newcomers, Marc Fryer, provided an overview of his information sheet.

Melissa Bartier, Director of Education, Training and Social Development for Nuu Chah Nulth Tribal Council joined the meeting virtually at 4:18 pm.

7.5 Early Learning and Childcare Update (10 minutes)

Katherin Charbonneau, Director of Early Learning and Childcare, provided an overview of her information sheet and responded to questions from Trustees.

7.6 Request for Truth and Reconciliation Parking Lot (2 minutes)

Director of Instruction, Jaime Hansen, provided an overview of her information sheet.

7.7 Pacific Rim Resource Guide (5 minutes)

Siri Curliss, Manager of Mental Health and Wellness, provided an overview of her information sheet and responded to questions from Trustees.

8. Correspondence - For Information

8.1 Deputy Minister's Bulletin (5 minutes)

Superintendent, Tim Davie, provided an overview of the Deputy Minister's bulletin in regard to SOGI protests.

9. Next Meeting

The next Education Committee Meeting will be held on November 5, 2024, at 4:00 pm, at the Administration Office.

10. Adjournment

The meeting was adjourned at 4:51 pm.

Board Chair

Secretary Treasurer



**PACIFIC RIM SCHOOL DISTRICT
POLICY COMMITTEE MEETING MINUTES
September 10, 2024, 4:00 p.m.
Administration Office**

Pam Craig - Board Chair
Cherilyn Bray - Vice Chair
Janis Joseph - Trustee
Cynthia Orr - Trustee (via Teams)
Chris Washington - Trustee
Helen Zanette - Trustee
Tim Davie - Superintendent
Peter Klaver - Assistant Superintendent
Barbara Ross - Secretary Treasurer
Ryan Dvorak - ADTU President
Nadine White - CUPE President (via Teams)
Darcy Phipps - DPAC President (via Teams)
Carla Neville - Controller
Paula Mason - Manager of Corporate Services

1. Call to Order/Land Acknowledgement

The Chair acknowledged that we work and learn on the ḥaḥuʉi of the Hupač̣asath (Hupacasath), Huu-ay-aht (Huu-ay-aht), ʕaʔuukʷiʔath (Tla-o-qui-aht), Čišaaʔath (Tseshaht) and the Yuuʉuʔiʔath (Yuu-cluth-aht) Nations.

2. Introductions

3. Approval of Agenda

Moved by: Trustee Craig

Seconded by: Trustee Bray

THAT the Board of Education approve the September 10, 2024 Policy Committee Meeting Agenda as presented.

Carried

4. New or Revised Draft Policy

4.1 XXX: Tree Protection (P)

Superintendent Davie provided an overview of his report. Trustee Zanette requested that as staff are mentioned in the Administrative Procedure, they should also be mentioned in the Policy. The Committee recommended that the Policy be sent to Board for approval to go to public consultation.

5. New or Revised Draft Administrative Procedures

5.1 XXXX: Tree Protection (AP)

There were no questions from the Committee. Superintendent Davie noted that he had searched all 59 other school districts, finding no other Tree Protection policies were found. Abbotsford had a Tree Removal Policy, and the municipality of North Vancouver has a fulsome policy. Our school district will be the first in the province to have this type of policy. Trustee Craig commented that a Director from the Alberni Clayoquot Regional District had asked her if we have tree removal policy, she would like to share it with their organization.

5.2 XXXX: Equipment and In-Kind Donations (AP)

Trustees Zanette asked if someone donates to the school using a gift card, are they eligible for tax receipts? Ms. Neville answered that the district would rather receive donations in cash than via gift card, as the amounts on a gift card cannot be verified.

5.3 XXXX: Disposal of District Property or Facilities (AP)

There were no questions from the Committee.

5.4 3305: Housing (AP)

Ms. Neville presented on Director Roe's behalf, reviewing the section that's been added to the document, which clarifies a tenant's responsibility when damages occur, ensuring fair accountability and preventing unnecessary expenses. Trustees asked questions about how often inspections are conducted, tenants calling staff to assist with lockouts and incurring callout charges, and whether this document follows the BC Tenancy Act. Frequency of inspections should be left open as there are occasionally cases where more frequent access may be needed. Tenants should not call staff directly and will be charged a fee for lockout calls. The BC Tenancy Act does not apply to staff accommodation. A representative for DPAC commented that the Administrative Procedure seemed overly detailed and that the points should be outlined in the tenancy agreement.

6. Policies to be sent to the Board for Approval to go out to Public Consultation

7. Policy/Admin Procedure out for Public Consultation

8. Forward to next Public Board Meeting for Adoption

8.1 Policy 602: Communicating Student Learning (P)

- 8.2 XXX Selection of Learning Resources Policy (P)
- 8.3 XXX: Equipment and In-kind Donations (P)
- 8.4 Policy 510: Safe, Caring and Orderly Schools (P)
- 8.5 XXX: Use of School District-owned Vehicles (P)
- 8.6 XXX: International Student Program (P)

9. **Completed Business**

- 9.1 XXX Off-Site Experience/Field Trip Policy (P)

10. **New Business**

10.1 **Public Consultation Feedback**

Trustee Zanette asked why, if the Policy Committee agrees with the proposed method as outlined, they need to forward the recommended changes to the Board of Education for adoption at the next In-Camera meeting. Ms. Mason explained that staff would need to be provided with direction through a motion to revise the Policy Development Policy, which would then be brought to the next Policy Committee Meeting for review.

11. **Correspondence - For Information**

12. **Future Policy/Administrative Procedures**

Superintendent Davie commented that management has taken a look at all policies and administrative procedures and has assigned them to staff for review/revision.

- 12.1 **Policy 500: Student Admission and School of Choice**
- 12.2 **Student Admission and School of Choice (A/P)**
- 12.3 **AP 3110: School Volunteers**
- 12.4 **5017: CyberSafety**
- 12.5 **Off-site Experience / Field Trip (AP)**

13. **Next Meeting Date**

14. **Adjournment**

The meeting was adjourned at 4:30pm.

The representative for DPAC asked, after the meeting had been adjourned, why section 8 of the agenda seemed to have been skipped. It was explained that those items had already been reviewed in detail by the Committee at the previous Committee meeting and will stay on the agenda showing where they sit in the approval process, until they are finalized.

Board Chair

Secretary Treasurer