



**PACIFIC RIM SCHOOL DISTRICT**  
**PUBLIC BOARD MEETING AGENDA**  
 Tuesday, December 10, 2024, 5:00 p.m.  
 Tsuma-as Elementary School, Port Alberni

**Pages**

1.	<b>Call to Order/Land Acknowledgement</b>	
	We acknowledge that we work and learn on the ḥaḥuuli of the Hupačasath (Hupacasath), Huu-ay-aht (Huu-ay-aht), ḷaḥuukwiḥath (Tla-o-qui-aht), Ciḥaaḥath (Tseshaht) and the Yuuḷuḥiḥath (Yuu-cluth-aht) Nations.	
2.	<b>Approval of Agenda</b>	
	THAT the Board of Education approve the December 10, 2024 Public Board Meeting as presented.	
3.	<b>Conflict of Interest Declaration</b>	
	Are there any conflicts to declare?	
4.	<b>Adoption of Minutes</b>	4
	That the Board of Education approve the November 26, 2024 Public Board Meeting minutes as presented.	
5.	<b>Announcements of the Chair</b>	
6.	<b>Good News from the Schools</b>	
	6.1 <b>School Presentation (10 minutes)</b> Principal Girard	
7.	<b>Trustee Statements</b>	
8.	<b>Petitions/ Delegations/ Presentations</b>	
9.	<b>Unfinished Business</b>	
10.	<b>Staff Reports</b>	
	10.1 <b>District Context - Data Discussion Part One (20 minutes)</b> Learning Services Team	14
	10.2 <b>Finance and Operations Update (25 minutes total)</b>	
	10.2.a <b>Lead in Water Update (5 minutes)</b> Alex Taylor, Acting Director of Operations	41
	10.2.b <b>Funding Requests (5 minutes)</b>	
	10.2.b.a <b>School Enhancement Program funding request</b> Alex Taylor, Acting Director of Operations	43
	THAT the Board of Education direct staff through the	

Superintendent to request emergent funding from the Ministry of Education and Child Cares School Enhancement Program of \$100,000 to ensure the PRSD can thoroughly and timely address the safety concerns of staff, students and the public.

10.2.b.b	Carbon Neutral Capital Program emergent funding request Alex Taylor, Acting Director of Operations	44
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THAT the Board of Education direct staff through the Superintendent to approve a request for Emergent CNCP Funding from the Ministry of Education and Child Care for \$90,000 to have PRISM conduct the COp study and implement the recommendations in 2025.

10.2.c	BCS FireSmart (5 minutes) Alex Taylor, Acting Director of Operations	66
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THAT the Board of Education direct staff through the Superintendent to proceed with the BCS FireSmart Critical Infrastructure Project.

10.2.d	West Coast Transportation update (5 minutes) Alex Taylor, Acting Director of Operations	83
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10.2.e	School Protection Program (3 minutes) Carla Neville, Controller	85
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10.2.f	Statement of Financial Information - verbal (2 minutes) Barbara Ross, Secretary Treasurer	
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<b>10.3</b>	<b>Indigenous Focused non-Instructional Day (5 minutes)</b> James Messenger, Director of Instruction - Learning & Innovation / Jaime Hansen, Director of Instruction - Indigenous Education	98
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## 11. Policy Development

### 11.1 Policies for Public Consultation

### 11.2 Policies for Adoption

There has been no feedback from the Public Consultation period.

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

11.2.a	133: Trustee/Teacher Liaison Committee (P)	100
11.2.b	XXX: Employee Long Service and Retirement Recognition (P)	101
11.2.c	410: Criminal Record Review (P)	102
11.2.d	XXX: Employee Files (P)	103
11.2.e	XXX: Vacations/Banked Overtime (P)	104

## 12. Notice of Motion

## 13. Correspondence - Action Required

## 14. Correspondence - For Information

**14.1 Board Motion Tracking**

Paula Mason, Manager of Corporate Services

**15. External Board Committees****16. Internal District Committees****17. Audience Question Period****18. Next Meeting**

The next regular meeting of the Board of Education will be held on January 28, 2025 at 5:00pm, at Alberni District Secondary School.

**19. Adjournment**

The meeting was adjourned at TIME.



**PACIFIC RIM SCHOOL DISTRICT  
PUBLIC BOARD MEETING MINUTES  
November 26, 2024, 5:00 p.m.  
John Howitt Elementary School, Port Alberni**

Pam Craig - Board Chair  
Cherilyn Bray - Vice Chair  
Janis Joseph - Trustee  
Cynthia Orr - Trustee  
Larry Ransom - Trustee  
Chris Washington - Trustee  
Helen Zanette - Trustee  
Tim Davie - Superintendent  
Peter Klaver - Assistant Superintendent  
Barbara Ross - Secretary Treasurer  
Paula Mason - Manager of Corporate Services  
Steven Brown, Principal John Howitt Elementary School  
Ryan Dvorak - ADTU President  
Nadine White - CUPE President  
Charles Mealey, Councillor City of Port Alberni

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**1. Call to Order/Land Acknowledgement**

**2. Approval of Agenda**

Trustee Zanette added item 11.1.h Employee Accident/Injury Procedures (P) and noted that items 15.2-15.4 were from the Alberni Clayoquot Health Network.

**Moved by:** Trustee Ransom

**Seconded by:** Trustee Bray

THAT the Board of Education approve the November 26, 2024 Public Board Meeting agenda as amended.

**Carried**

**3. Conflict of Interest Declaration**

There were no conflicts declared.

**4. Adoption of Minutes**

**Moved by:** Trustee Washington

**Seconded by:** Trustee Bray

THAT the Public Meeting minutes from September 24, 2024 be approved as presented, and

THAT the Public Meeting minutes from October 22, 2024 be approved as presented.

**Carried**

**5. Announcements of the Chair**

Trustee Craig thanked Principal Brown for hosting the meeting at his school.

**6. Good News from the Schools**

**6.1 School Presentation (10 minutes)**

Principal Brown provided a beautiful presentation and answered questions asked by Trustees.

**7. Trustee Statements**

Trustee Orr noted that Tofino resident Mollie Law had received a grant for two trees and was working with Acting Director Taylor to find a spot for them at Wickaninnish Community School. Trustee Washington noted that the recent BCPSEA Symposium was very interesting and she's looking forward to attending the AGM in January 2025. Trustee Bray noted that Trustees had attended BCSTA's Trustee Academy held last week and had invited newly elected Minister of Education and Child Care, Lisa Beare and BCSTA's new CEO Trevor Davies to visit the district. She welcomed City of Port Alberni Councillor Mealey to the meeting.

**7.1 Congratulatory Letters re: recent appointments (5 minutes)**

**Moved by:** Trustee Craig

**Seconded by:** Trustee Ransom

THAT the Board of Education direct staff through the Superintendent to send congratulatory letters to the Honourable Josie Osborne, to the newly elected Teshahst Nation's council, to BCSTA's President Trevor Davies, and to the newly elected Minister of Education and Child Care Lisa Beare.

**Carried**

**8. Petitions/ Delegations/ Presentations**

**9. Unfinished Business/ New Business**

**10. Staff Reports**

**10.1 Trustee / BCSTA / BCPSEA Reports Placeholder (10 minutes)**

Trustee Ransom requested the Board to support a motion to request that the Board Procedure Administrative Procedure be brought forward to the Policy Committee to discuss the addition of a standing Placeholder for Trustee / BCSTA / BCPSEA Reports, for both In-Camera and Public Meeting agendas, thus avoiding the need to go through the usual agenda setting process to add these reports to agendas. Trustee Zanette spoke to her long standing difficulties with the process for adding Emergent Issues to agendas. Trustee Bray requested that her Opposed vote be recorded.

**Moved by:** Trustee Ransom

**Seconded by:** Trustee Zanette

THAT the Board of Education direct staff, through the Superintendent, to submit a request to the Policy Committee that the Board Procedures Administrative Procedure be modified to include a placeholder for Trustee / BCSTA / BCPSEA Reports, for both In-Camera and Public Meeting agendas.

**Carried**

**10.2 Disposal of Real Property Bylaw (5 minutes)**

Manager Mason provided an overview of the bylaw, explained the process of how property sales are conducted, and read the bylaw aloud.

**Moved by:** Trustee Washington

**Seconded by:** Trustee Bray

THAT the Board of Education approve all three readings of Disposal of Real Property Bylaw No. 2024-1 in the November 26, 2024 Public Meeting of the Board.

**Carried**

**Moved by:** Trustee Washington

**Seconded by:** Trustee Joseph

THAT this Disposal of Real Property Bylaw may be cited as Board of Education of School District No. 70 (Pacific Rim) Disposal Of Real Property Bylaw No. 2024-1.

**Carried**

**Moved by:** Trustee Washington

**Seconded by:** Trustee Ransom

THAT it be resolved as having been read a first, second and third time as provided for in the bylaws that the Board Chair and the Secretary-Treasurer be authorized to execute this Bylaw on behalf of the Board.

**Carried**

### **10.3 Annual Elections (20 minutes)**

#### 10.3.a Annual Election for Chair

Trustee Zanette nominated Trustee Joseph. Trustee Joseph accepted the nomination. Trustee Ransom nominated Trustee Craig. Trustee Craig accepted the nomination. An election was conducted via ballot. Scrutineers Superintendent Davie and Assistant Superintendent Klaver left the room to count the votes. During their absence Trustees discussed the process of how elections are conducted, questioning whether nominations should/should not be seconded. Manager Mason reminded the room that as we are still in an unadjourned public meeting with scrutineers out of the room counting votes, questions should be put to the table through the Board Chair, not discussed all at once conversationally. Secretary Treasurer Ross announced Trustee Craig as the winner of the election for the position of Board Chair. Trustee Craig assumed the role of Chair.

**Moved by:** Trustee Bray

**Seconded by:** Trustee Washington

THAT the Board of Education direct staff, through the Superintendent, to destroy the ballots used to elect the Board Chair at the 2024 Annual Board Election.

**Carried**

#### 10.3.b Annual Election for Vice-Chair

Trustee Joseph nominated Trustee Zanette for the position of Vice-Chair. Trustee Zanette accepted the nomination. Trustee Bray nominated Trustee Orr for the position of Vice-Chair, Trustee Orr accepted the nomination. An election was conducted via ballot. Scrutineers Superintendent Davie and Assistant Superintendent Klaver left the room to count the votes. Councillor Mealey reminded the room, from the audience, that microphones were still live. Trustee Washington asked Manager Mason to physically view a website she'd pulled up online ([westsidetoastmasters.com](http://westsidetoastmasters.com)) that read that motions related to nominations should be seconded. This was written in a section that was speaking to when you need to specify how nominations will be brought forward. In this district's case, nominations are called for three times, by the Chair. Manager Mason advised that the online source was not Robert's Rules

online and suggested that concerns regarding meeting procedure/election process be brought forward prior or after meetings versus during a meeting. Board Chair Craig announced Trustee Orr as the winner of the election for the position of Vice Chair.

**Moved by:** Trustee Bray

**Seconded by:** Trustee Washington

THAT the Board of Education direct staff, through the Superintendent, to destroy the ballots used to elect the Board Vice Chair at the 2024 Annual Board Election.

**Carried**

### 10.3.c Committee Appointments

Trustee Zanette expressed confusion at the process of electing Trustees to the Standing Committees and requested that an informal conversation be held for everyone to chat about which committee they may like to serve on. Manager Mason confirmed that the process being followed was exactly the same as the process followed the year prior, and followed the process outlined in the current Board Procedure Admin Procedure. The Board Chair proceeded through Committee Appointments, with Trustees being appointed as follows:

#### **Finance, Assets & Operations Committee**

Chair: Trustee Bray

Vice Chair: Trustee Ransom

#### **Policy Committee**

Chair: Trustee Zanette

Vice Chair: Trustee Orr

#### **Education Committee**

Chair: Trustee Joseph

Vice Chair: Trustee Washington

#### **BCSTA Provincial Council representative**

Representative: Trustee Orr

Alternate: Trustee Ransom

Trustee Orr was nominated for the position of BCTSA Provincial Council representative, accepted the nomination, but then nominated Trustee



Ransom for the position instead. An election was held, Trustee Orr was elected to the position of representative, then Trustee Ransom accepted the position of alternate representative.

**BCPSEA representative**

Representative: Trustee Washington

Alternate: Trustee Zanette

**Teacher/Trustee Liaison Committee**

Representative: Trustee Joseph

Representative: Trustee Craig

**Indigenous Education Council**

Trustees Craig & Zanette

**Teacher Pro-D**

Trustee Bray (alt. Trustee Zanette)

Trustee Bray's accepted remaining in the position of representative.

Next Trustee Washington declined remaining in the position of alternate representative, to which Trustee Zanette volunteered to take that position. She then requested to "challenge" the position of Trustee Bray as primary representative, however as she was not involved in the position of representative, rather volunteered as alternate representative, and Trustee Bray had already accepted the position of representative, this is not a valid request and is simply noted as having occurred.

**Special Education Advisory Committee (SSEAC)**

Trustee Joseph (alt. Trustee Bray)

**District Parent's Advisory Council (DPAC)**

Trustee Craig (alt. Trustee Zanette)

**Occupational Health & Safety (In-Camera)**

Trustee Bray (alt. Trustee Zanette)

**Port Alberni Advisory Planning Commissions**

Trustee Ransom (alt. Trustee Washington)

**Port Alberni Museum and Heritage Commission**

Trustee Craig (alt. Trustee Joseph)

**Port Alberni Traffic Advisory Commission**

Trustee Washington (alt. Trustee Ransom)

**Agriculture Development Committee of the ACRD**

Trustee Zanette (alt. Trustee Ransom)

**City of Port Alberni**

Trustee Bray (alt. Trustee Joseph)

**Clayoquot Biosphere Trust**

Trustee Orr (alt. Trustee Zanette)

**District of Ucluelet**

Trustee Orr

**District of Tofino**

Trustee Orr

**Alberni Clayoquot Health Network**

Trustee Zanette

**Solid Waste Management Plan Advisory Committee**

Trustee Zanette

**Alberni Clayoquot School Food Systems Working Group**

Trustee Zanette

**Port Alberni Air Quality Commission**

Trustee Craig

At 6:25pm the meeting was extended for another 20 minutes.

**10.4 Operational Plan (5 minutes)**

Superintendent Davie provided an overview of the operational plan. Trustee Zanette where Co-Governance is currently at in the process. Superintendent Davie advised that we have received names of selected representatives from the Nations, that we have a plan of moving forward with external consultants working with the Board and those selected representatives, and that as of now the work to be done sits with the Trustees. Trustee Zanette then asked what the district is doing to come up with innovative ways to improve student achievement. Superintendent Davie reminded Trustees that the Education Committee presents on a regular basis with updates specific to literacy and numeracy he noted that there will be a two-phased approach presenting local

data to the Board, with a meeting on December 10, 2024 showing the Board where we're presently at, and a second meeting at the Education Committee table on February 4, 2025 specifically to host dialogue amongst Trustees to seek their guidance on how to best move forward.

## **10.5 Finance and Operations Update (15 minutes)**

### **10.5.a Pay Transparency Act**

Secretary Treasurer Ross provided an overview of her report. Trustee Washington asked why it's now a requirement for every individual's pay be revealed? Ms. Ross said she feels that it's designed to increase transparency.

### **10.5.b Professional Development Budgets**

Secretary Treasurer Ross provided an overview of her report. Trustee Ransom clarified that the professional development budget amount was for the whole group, not for each Trustee.

### **10.5.c School Budgets**

Secretary Treasurer Ross provided an overview of her report. Trustee Orr asked if Ms. Ross gets feedback from schools regarding what impact schools actually have when budgets are reduced. Ms. Ross advised that she meets with each school about these budgets each year and noted that \$27,000 of last year's provided budget amount was actually left unused.

## **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 XXX: Power Outage Procedure for Custodians (P)

11.1.b XXX: Health and Safety Working Alone (P)

11.1.c XXX: Health and Safety New and Young Workers Orientation (P)

11.1.d XXX: Signing Authority (P)

11.1.e 210: Superintendent of Schools / CEO (P)

11.1.f 220: Secretary Treasurer / CFO (P)

11.1.g 200: Executive Committee (P)

11.1.h XXX: Employee Accident/Injury Procedures (P)

**11.2 Policies for Adoption**

**Moved by:** Trustee Zanette

**Seconded by:** Trustee Ransom

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

**Carried**

11.2.a Tree Protection Policy (P)

**12. Notice of Motion**

**13. Correspondence - Action Required**

**14. Correspondence - For Information**

**14.1 BCSTA Provincial Council Report**

**14.2 City of Port Alberni Council Summary**

**15. External Board Committees**

Trustee Zanette noted that the Alberni Clayoquot Health Network (ACHN) would like to request that a copy of the McCreary report be shared with them. Superintendent Davie noted that it had already been shared with Vancouver Island Health Authority (VIHA), and can be sent to ACHN as ewll.

**15.1 BCSTA IEC October 25, 2024 Activity Report**

**15.2 2024-09-11 Table of Partners Meeting Minutes**

**15.3 2024-10-16 Table of Partners Meeting Minutes**

**15.4 2024-11-20 Table of Partners Meeting Minutes**

**15.5 2024-09-23 Alberni Clayoquot School Food Network Minutes**

**15.6 2024-08-20 Agricultural Development Committee Meeting Minutes**

**15.7 ACRD Solid Waste Management Plan Advisory Committee Fall 2024**

**16. Internal District Committees**

**16.1 2024-10-01 Finance, Assets and Operations Committee Meeting Minutes**

**16.2 2024-10-08 Policy Committee Meeting Minutes**

**16.3 2024-11-05 Education Committee Meeting Minutes**

**16.4 2024-11-12 Policy Committee Meeting Minutes**

**17. Audience Question Period**

City of Port Alberni Councillor Charles Mealey noted that their Council appointments will be changing in December and he'll make sure we're updated on any changes.

**18. Next Meeting**

**19. Adjournment**

The meeting was adjourned at 6:45pm.

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Board Chair

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Secretary Treasurer



## PACIFIC RIM SCHOOL DISTRICT PUBLIC BOARD MEETING AGENDA INFORMATION SHEET

**Date:** December 10, 2024  
**To:** Board of Education  
**From:** Learning Services Leadership Team  
**Subject:** Priority Population Data Update

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### 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. The [Enhancing Student Learning Report Order](#) mandates that the following priority populations are identified and reported on individually to ensure equity, reduce systemic barriers, and ensure all students have the opportunity to succeed in the education system.

This mandate aligns with shared values of literacy, numeracy, graduation rates, belonging, and career/life preparation to support equitable outcomes for all learners.

The priority populations required for identification and reporting are:

1. **Indigenous Students**
  - Includes both on-reserve and off-reserve Indigenous students.
2. **Children and Youth in Care**
  - Students under government care or guardianship.
3. **Students with Disabilities or Diverse Abilities**
  - Encompasses students with physical, cognitive, or emotional challenges that impact learning.

Recently, Trustees requested district-level data following a Ministry presentation on provincial data. Additional data on other marginalized populations was also requested.

### Discussion

#### Key Considerations:

- **Data variations:** Numbers may fluctuate due to differing sources and collection timing (e.g., daily enrollment changes).
- **Focus:** Trustees are encouraged to examine overarching trends and patterns rather than minor data discrepancies.
- **Privacy:** All data presented complies with privacy standards to protect individual identities. We cannot provide the data for some populations due to these standards.

#### Updates:

- The Ministry's "How Are We Doing" report for the 2023/2024 school year is forthcoming.

- Trustees are encouraged to explore comprehensive, publicly available data at [Student Success BC](#).

The [Enhancing Student Learning Report](#):

- Analyzes current data comprehensively.
- Supports the rationale for operational goals.
- Aligns goals with the district's strategic plan.

### **Conclusion:**

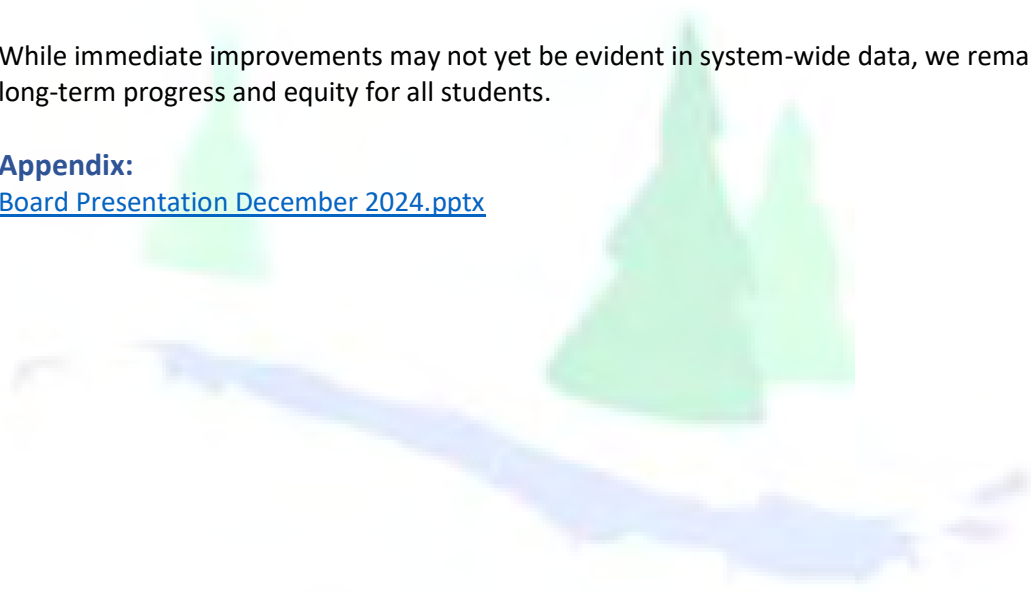
The district recognizes Indigenous students, children and youth in care, and students with disabilities or diverse abilities as priority populations. Historically, these groups have underperformed compared to their peers across most measures, with on-reserve Indigenous students facing additional challenges.

To address these disparities, the district is actively engaging rightsholders and stakeholders to foster improved outcomes. These efforts are integrated into our operational plan, reflecting our district's unique context, performance data, and ongoing community collaboration.

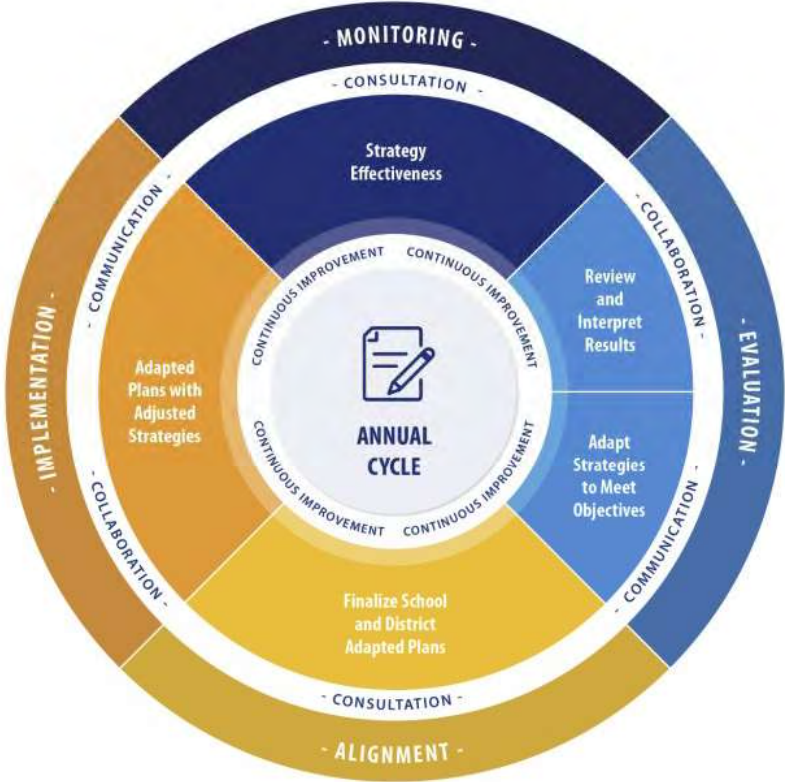
While immediate improvements may not yet be evident in system-wide data, we remain committed to long-term progress and equity for all students.

### **Appendix:**

[Board Presentation December 2024.pptx](#)



# ANNUAL DISTRICT AND SCHOOL PLAN UPDATE CYCLE







# Understanding and Utilizing Data

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- Data may vary slightly depending on the source and timing of collection.
  - Example: Enrollment numbers can fluctuate daily.
- At the Board level may be helpful to focus on larger patterns and trends rather than incremental differences.
- Data updates from the Ministry and the newly released 'How Are We Doing' report for the 2023/2024 School Year are expected soon.
- Today's presentation highlights key pieces of data:
  - Encourage deeper exploration of publicly available data.
- We are mindful of the data to not publish or collect data that infringes on privacy requirements.



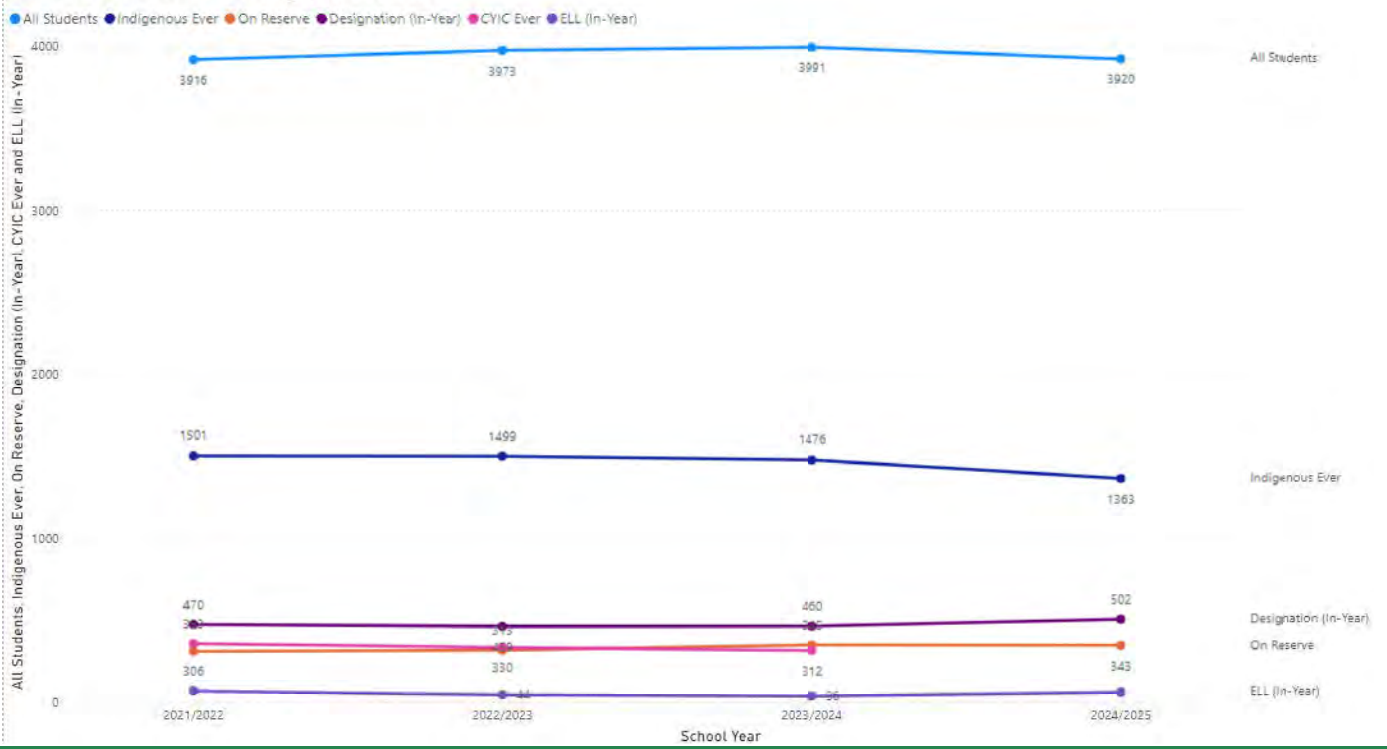
# Understanding and Utilizing Data

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- The [Enhancing Student Learning Report](#)
- Provides comprehensive, current data analysis.
- Offers a rationale for operational goals.
- Aligns goals with the strategic plan.

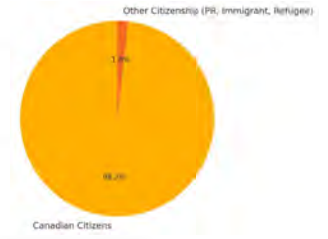
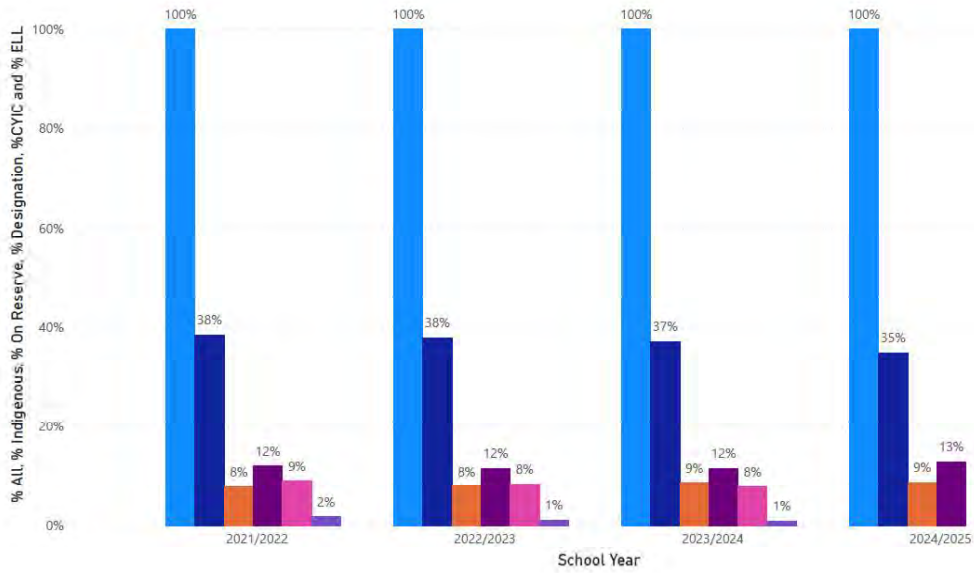
Additionally <https://studentsuccess.gov.bc.ca/> has many useful pieces of data provincially and locally including the How are we doing report?

Pacific Rim School District - Demographics 24-11-26



% All, % Indigenous, % On Reserve, % Designation, %CYIC and % ELL by School Year

● % All ● % Indigenous ● % On Reserve ● % Designation ● %CYIC ● % ELL



### Family background

	Central Vancouver Island	BC
European	59%	43%
Indigenous	15%	10%
East Asian	6%	17%
Southeast Asian	4%	8%
Latin American, South American, Central American	4%	5%
African	2%	3%
Middle Eastern	2%	4%
South Asian	2%	13%
Australian, Pacific Islander	1%	2%
Caribbean	1%	1%
Other	5%	4%
Don't know	22%	12%

Note: Youth could mark all that applied.

Note: The difference between Central Vancouver Island and BC was not statistically significant for 'African' and 'Australian, Pacific Islander'.

## McCreary: Pacific Rim Data 2023

• Ethnic background Students came from a range of backgrounds, and the most common was European.

• Most common family backgrounds:

• European 55%

• Indigenous 24%

• East Asian 6%

• Latin American, South American, Central American 4%

• Southeast Asian 3%

• South Asian 2%

• Other 6%

• Don't know 21%

*Note: Students could mark all that applied.*

## Racial identity and religious affiliation

For the first time, the BC AHS asked youth about their racial identity. Youth in Central Vancouver Island were more likely to identify as White than youth across BC (82% vs. 57% provincially); and were less likely to identify as Asian (9% vs. 31%), Black (2% vs. 3%), Latin American (2% vs. 4%), or another racial identity (2% vs. 5%).

Racial identity	
White	82%
Asian	9%
Indigenous	8%
Black	2%
Latin American/Hispanic	2%
Mixed background	5%
Other	2%

Note: Youth could mark all that applied. Some youth of mixed racial backgrounds chose a single racial identity, while others selected more than one identity, and/or selected the option 'mixed background.'

## McCreary participants report...

In Pacific Rim students were ask about

Racial identity:

- White 78%
- Black 2%
- Asian 6%
- Indigenous 18%
- Latin American/Hispanic 3%
- Mixed race 6%

*Note: Students could mark all that applied*

**Visible Minority Population:**

- **Alberni Valley:** Approximately 4.9% of the population identifies as part of a visible minority group. ISLAND HEALTH
- **British Columbia:** The province has a significantly higher proportion, with 30.3% of residents identifying as visible minorities. ISLAND HEALTH

<https://www.islandhealth.ca/sites/default/files/alberni-clayoquot-local-health-area-profile.pdf>

**Vital Signs Data**

**Alberni Valley 2023**

<b>Respondents</b>	<b>Data Topic</b>	<b>Results</b>
Survey of all local residents (293 responses)	Identify as a Visible Minority	4.5% (largest groups South Asian and Chinese. Indigenous not included as visible minority)
Survey of all local residents (293 responses)	New residents (2021)	4.5% outside of Canada



# McCreary Data

## In Pacific Rim school district,

- 51% of students identified as male,
- 45% as female, and
- 4% identified as non-binary or were not yet sure of their gender identity.
- For 96% of students, their gender identity matched their sex assigned at birth.

Most students identified their sexual orientation as straight.

### Sexual orientation:

- Straight 78%
- Mostly straight 6%
- Bisexual or pansexual 11%
- Gay or lesbian 2%
- Asexual NR Not sure 3%
- Other 0% NR:

• The percentage could not be reported due to risk of deductive disclosure

## Vancouver Island Central:

Sexual orientation	
Straight	72%
Mostly straight	6%
Bisexual or pansexual	11%
Gay or lesbian	4%
Asexual	2%
Not sure	5%
Other	1%

Note: Percentages do not total 100% due to rounding.



# Children and Youth In Care

## CHILDREN AND YOUTH IN CARE (EVER)

School Year	All CYICs #	Aboriginal CYICs		Non-Aboriginal CYICs	
		#	%	#	%
2017/18	364	261	72	103	28
2018/19	357	265	74	92	26
2019/20	370	283	76	87	24
2020/21	358	279	78	79	22
2021/22	351	282	80	69	20

## ABORIGINAL CYIC (EVER) AS A PERCENT OF ABORIGINAL ENROLMENT

School Year	All Aboriginal Students #	Aboriginal Children in CYIC	
		#	%
2017/18	1,409	261	19
2018/19	1,435	265	18
2019/20	1,480	283	19
2020/21	1,434	279	19
2021/22	1,481	282	19

### Government care experience

Students had experienced various types of government care (including through a delegated agency), as well as alternatives to government care, such as a Youth Agreement.

In Pacific Rim school district, the most common types of care that students had experienced were a foster home (7%) and Extended Family Program or Out of Care Order (6%).

### BCAHS SD70 2023

#### Pacific Rim SD

We receive local information from Usma and MCFD regarding CYIC. We share this information with school Principals to help determine supports and programming for this priority population.

## Government care experience

Youth experienced various types of government care (including through a delegated agency), as well as alternatives to government care, such as a Youth Agreement.

Types of care youth had experienced		
	In the past year	Ever
Extended Family Program or Out of Care Order	2%	4%
Foster home	1%	4%
Group home	1%	2%
Youth Agreement	1%	1%
Custody centre/ detention centre	1%	1%

Note: Youth could mark all that applied.

## Government care experience

Youth experienced various types of government care (including through a delegated agency), as well as alternatives to government care, such as a Youth Agreement.

Types of care youth had experienced		
	In the past year	Ever
Extended Family Program or Out of Care Order	2%	4%
Foster home	1%	4%
Group home	1%	2%
Youth Agreement	1%	1%
Custody centre/ detention centre	1%	1%

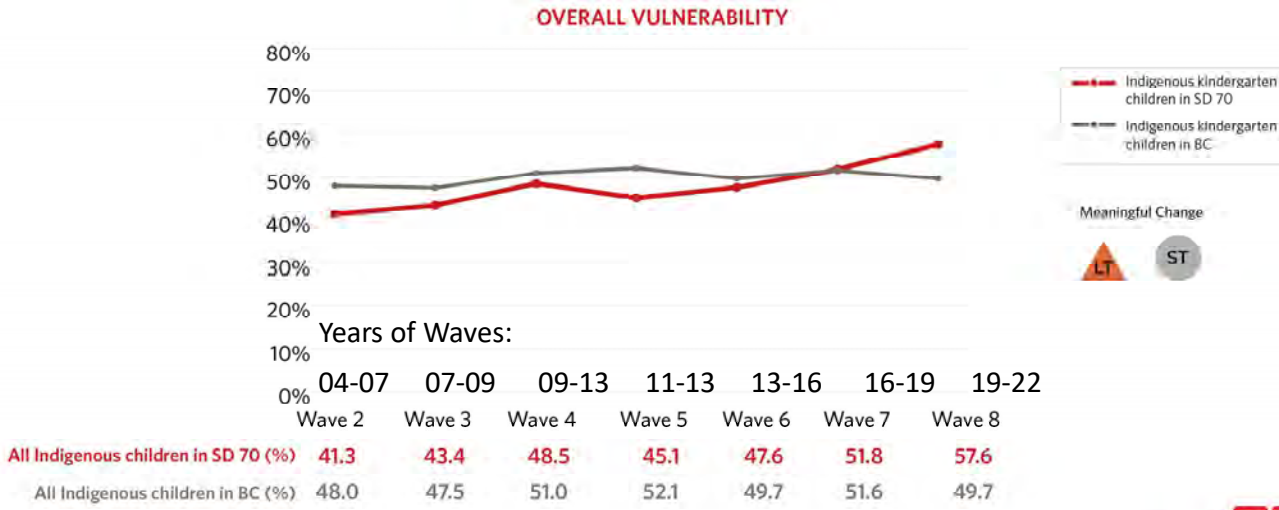
Note: Youth could mark all that applied.

# Vancouver Central Island vs BC



## EDI TRENDS - INDIGENOUS KINDERGARTEN CHILDREN IN SD 70

Wave 2-8 overall vulnerability trends for all Indigenous kindergarten children in Pacific Rim (SD 70)



INDIGENOUS EDI DATA - SD 70 PACIFIC RIM



EDI data are collected on a “wave” schedule, spanning 2-4 years, to ensure sufficient data are gathered in all school districts involved. Due to our size, Pacific Rim did not participate every year in each wave. Due to increases in project costs, Wave 9 of EDI data collection will be over four years (2022-23 to 2025-26) instead of three. Pacific Rim will not participate in Wave 9, but in Wave 10- 26/27

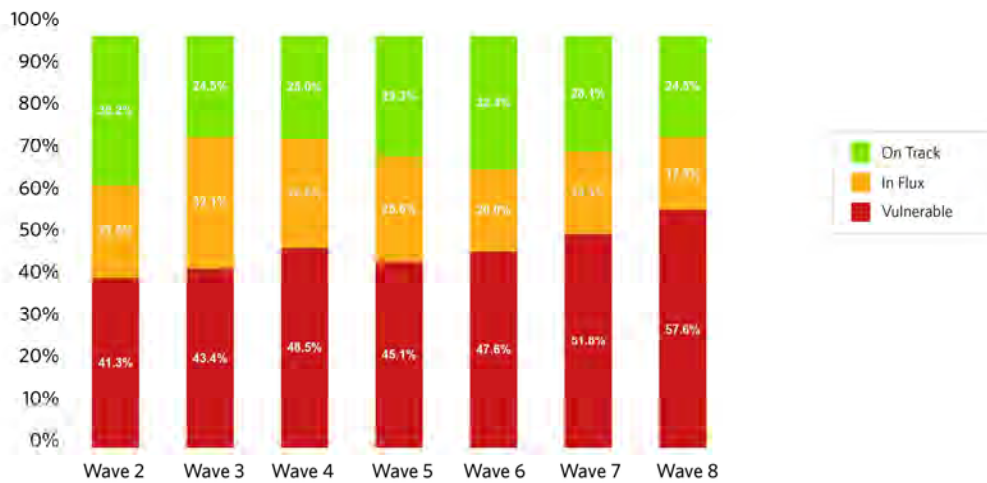
Indigenous children in Pacific Rim District consistently show higher vulnerability rates compared to the BC average.

The gap has widened since Wave 2- where Pacific Rim was 41.3 vulnerable compared to BC's 48%



## EDI TRENDS - INDIGENOUS KINDERGARTEN CHILDREN IN SD 70

Wave 2-8 overall outcomes for all Indigenous kindergarten children in Pacific Rim (SD 70)



These data trends point to systematic inequalities, particularly for on-reserve Indigenous children, who often face additional barriers to success.

INDIGENOUS EDI DATA - SD 70 PACIFIC RIM



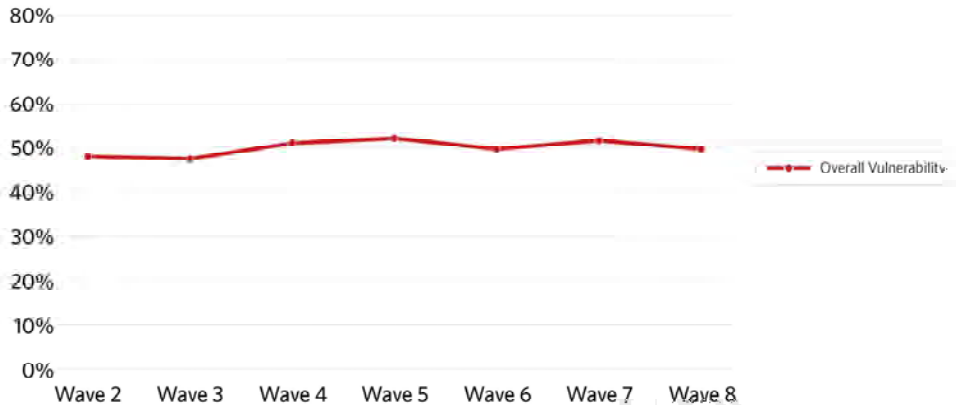
The rising vulnerability rates suggest a growing urgency to address the root causes of developmental challenges, including access to culturally relevant supports and community-based services.



# BC EDI TRENDS - INDIGENOUS KINDERGARTEN CHILDREN IN BC

Wave 2-8 overall vulnerability trends for all Indigenous kindergarten children in BC.

**1 IN 2  
INDIGENOUS  
KINDERGARTEN  
CHILDREN  
VULNERABLE  
IN BC**



While BC data shows a concerning, but stable trend, Pacific Rim increasing rate of vulnerability requires targeted, localized interventions.

ALL INDIGENOUS CHILDREN IN BC (% vulnerable)	Wave 2	Wave 3	Wave 4	Wave 5	Wave 6	Wave 7	Wave 8
	48.0	47.5	51.0	52.1	49.7	51.6	49.7

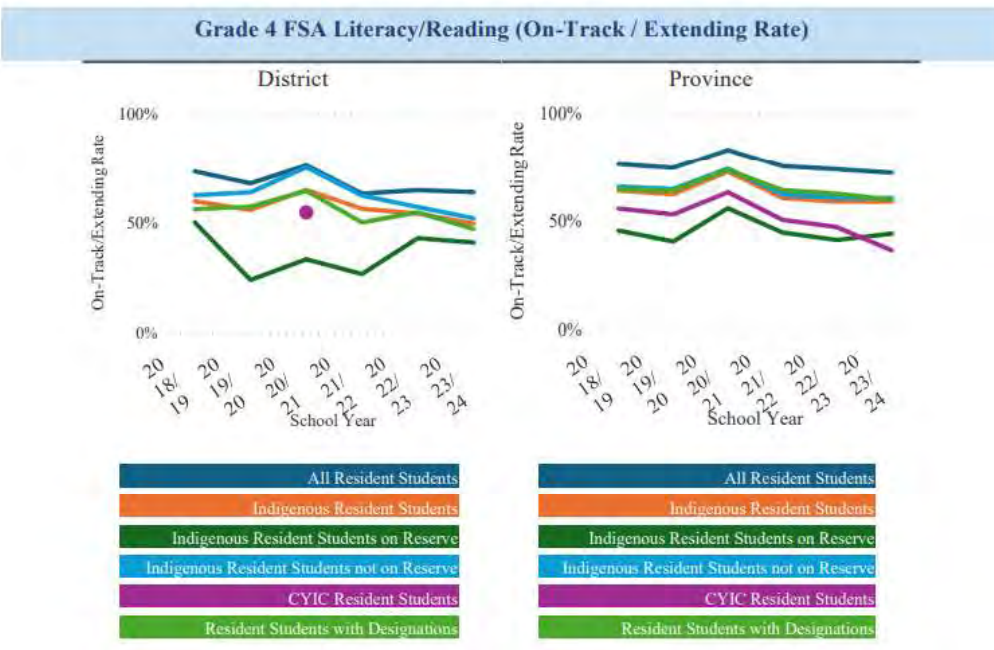
INDIGENOUS EDI DATA - INDIGENOUS KINDERGARTEN CHILDREN IN BC



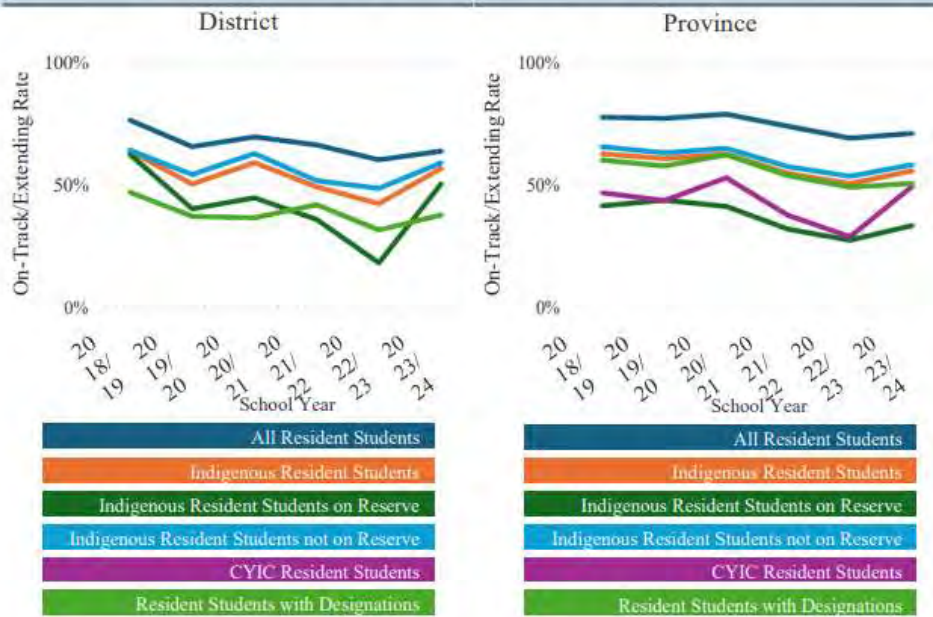
This disparity underscores the importance of **district-specific strategies** like Pacific Rim's operational plan, which includes engaging rightsholders and stakeholders and tailoring supports to Indigenous children and families in the region: StrongStart outreach within Nations and Pop Up Play opportunities in schools and community

## Educational Outcome 1: Literacy

Measure 1.1: Grade 4 & Grade 7 Literacy Expectations



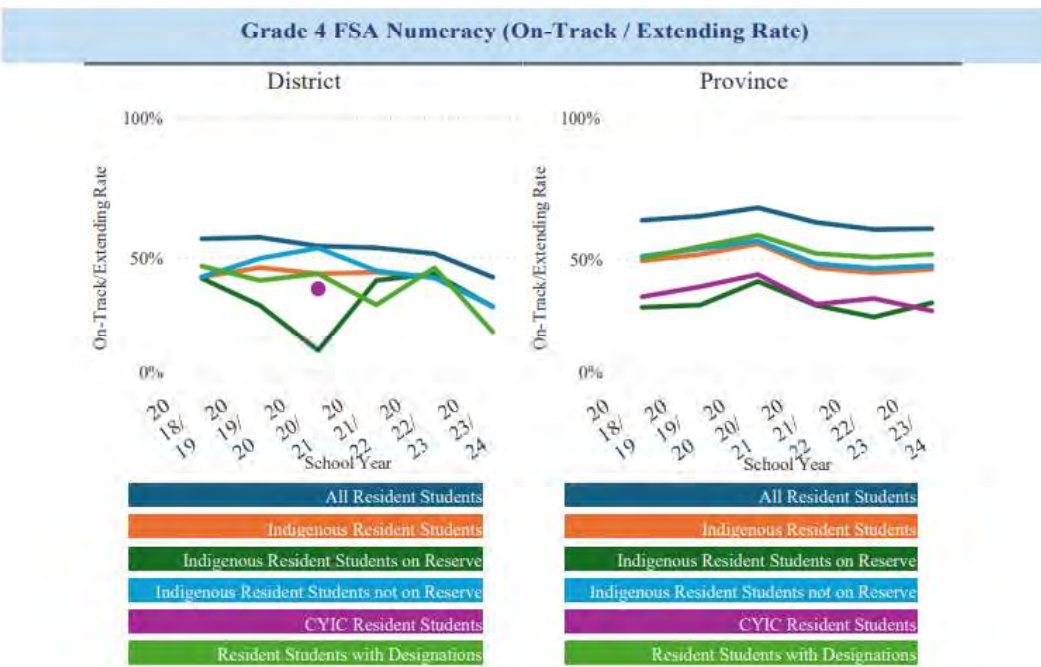
### Grade 7 FSA Literacy/Reading (On-Track / Extending Rate)





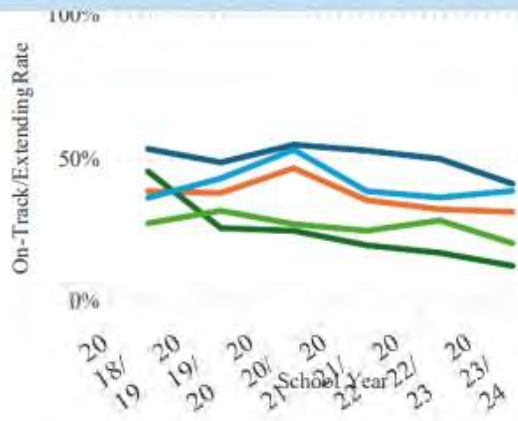
## Educational Outcome 2: Numeracy

Measure 2.1: Grade 4 & Grade 7 Numeracy Expectations

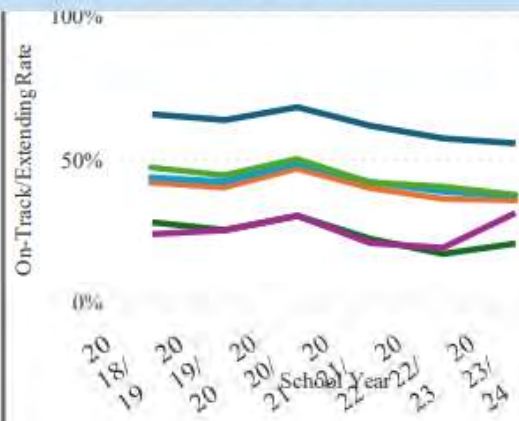




### Grade 7 FSA Numeracy (On-Track / Extending Rate)

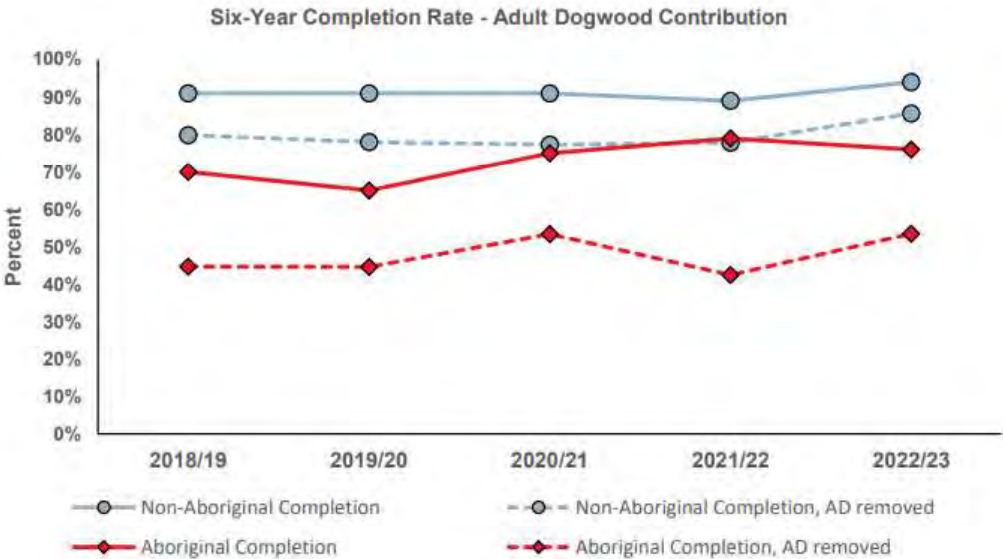


- All Resident Students
- Indigenous Resident Students
- Indigenous Resident Students on Reserve
- Indigenous Resident Students not on Reserve
- CYIC Resident Students
- Resident Students with Designations



- All Resident Students
- Indigenous Resident Students
- Indigenous Resident Students on Reserve
- Indigenous Resident Students not on Reserve
- CYIC Resident Students
- Resident Students with Designations

# Adult Graduation Diploma (p45)



# Course Mark Results (p18)

Course	Aboriginal					Non-Aboriginal				
	Course Mark Count #	C+ or Better		B or Better		Course Mark Count #	C+ or Better		B or Better	
	#	#	%	#	%	#	#	%	#	%
English 10 (combined)*	185	77	42	58	31	376	254	68	218	58
English First Peoples 10 (combined)*	-	-	-	-	-	-	-	-	-	-
Foundations of Math and Pre-calculus 10	45	17	38	13	29	135	85	63	70	52
Workplace Math 10	55	27	49	17	31	72	56	78	44	61
Science 10	88	29	33	18	20	189	120	63	103	54
Life Sciences 11	33	21	64	16	48	76	45	59	37	49
Pre-calculus 11	22	12	55	11	50	117	83	71	70	60
Science for Citizens 11	15	Msk	Msk	Msk	Msk	15	10	67	10	67
BC First Peoples 12	30	17	57	14	47	33	25	76	20	61
English 12 (combined)*	79	41	52	27	34	136	92	68	68	50
English First Peoples 12	52	19	37	11	21	93	52	56	38	41
Apprenticeship Math 12	-	-	-	-	-	-	-	-	-	-
Calculus 12	-	-	-	-	-	Msk	Msk	Msk	Msk	Msk
Foundations of Math 12	Msk	Msk	Msk	Msk	Msk	13	Msk	Msk	Msk	Msk
Pre-calculus 12	Msk	Msk	Msk	Msk	Msk	48	37	77	32	67
Contemporary Indigenous Studies 12	Msk	Msk	Msk	Msk	Msk	Msk	Msk	Msk	Msk	Msk

# Evergreen for Grade 12 Students

Student Credentials Awarded for Province, 070 - Pacific Rim, All Schools



- Credential Graph
- Year over Year % Change
- Student Data
- School Data
- District Data
- Province Data

Filters Applied :  
 School Years: 2011/12 - 2022/23, Credential Type: Evergreen, Residency: Resident



## Did you know...

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- 44% of students identified with designations are Indigenous.
- 52% of Indigenous students in grades 4-7 who have a designation are designated with a behavioral or mental health designation compared to 34% of Non-Indigenous students for grades 4-7.



## Did you know...

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76% of Indigenous students that started grade 8 in 2017-18 graduated in 2022-23 compared to 94% of non-Indigenous students.

Did you know that 57% of Indigenous students graduate with a Dogwood in 5 years compared to 89% of non-Indigenous students.

Did you know that 76% of Indigenous students graduate with a Dogwood in 6 years compared to 94% of non-Indigenous students



## Did you know...

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61% of our students who graduated with an Adult Dogwood were Indigenous. Of these Indigenous students 65% were under the age of 19.



# Conclusion

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Indigenous students, children and youth in care, and students with disabilities or diverse abilities are priority populations identified under the Enhancing Student Learning Order. These groups consistently perform at lower levels compared to "all students" across most performance measures. Additionally, on-reserve Indigenous students tend to achieve at even lower rates than their off-reserve peers.

Our District has been actively collaborating with rightsholders and stakeholders to build the foundation for improved outcomes for all students. This work is reflected in our operational plan, which considers the unique context of our district, performance data, and ongoing community engagement.

While the impact of current interventions may not be immediately apparent, we anticipate observing positive changes in system-wide data over time.





## PACIFIC RIM SCHOOL DISTRICT Public Board Meeting INFORMATION SHEET

**Date:** 10-Dec-24  
**To:** Board of Education  
**From:** Alex Taylor, Acting Director of Operations  
**Subject:** Lead in Water Testing  
**Attachments:** NA

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### Background

As per the Ministry of Education and Child Care's Policy on [Testing Lead Content in Drinking Water of School Facilities](#) school districts must test for lead content in drinking water in their school facilities to ensure quality meets established guidelines, and must take reasonable steps necessary to resolve elevated lead levels that are outside established guidelines on any drinking water quality test results. The results must be reported annually to the Ministry of Education and Child Care (the Ministry).

### Information

Although school districts were introduced to the new legislation in 2016, at that time they were being encouraged to work with their local health authorities to conduct testing every three years. The Maximum Acceptable Concentration (MAC) levels were 0.010 mg/L. On April 1, 2019 the policy changed the maximum acceptable concentration (MAC) level from 0.010 mg/L to 0.005 mg/L, and then on February 26, 2024 the policy changed school district deadlines for annual submission of water testing results to the Ministry from March 30th to February 28th.

By 2018, Pacific Rim School District school sites and other District-owned buildings had been tested, however this was done according to the original legislation and MAC levels. In 2020, 2022, 2023 and 2024 the school district conducted full or partial lead in water testing. The school district installed water filling stations and inline filters in many sites since the original testing was done.

In November 2024, the water testing results provided to the school district in May 2024, were brought to the attention of Senior Leadership and the Board of Education. We acknowledge the community's concerns about the delay in bringing forward these water testing results and are in the process of investigating why that delay occurred. In response to the results, immediate corrective actions were put in place that included,

- a daily flush routine,
- temporary and permanent signage,
- shutting off water sources that could not pass the flush tests
- adding additional safe water sources to schools who required them
- Bottled water service for school sites that had not yet been tested

Engineering controls and hazard elimination methods such as inline filters and new faucets were also sourced and are expected to start being implemented in the first week of December 2024.

At this time, our top priority is ensuring the health and safety of all students and staff, as such we are actively working to prevent any potential exposure to unsafe lead levels.

Additional testing across other district facilities is now underway and due to be completed by the end of December 2024. Going forward these, and all future water testing results, will be posted on our [Water Testing](#) webpage for public viewing.

We are committed to ensuring that such a situation is never repeated, with measures being put in place that include:

- Strengthening internal reporting and monitoring systems to ensure water testing results are promptly addressed, by way of updating existing and creating new policies and procedures,
- Enhancing our testing protocols beyond the minimum standards to provide additional safeguards, and
- Allocation of resources in future Capital Planning submissions for long-term infrastructure improvements to address this issue at its source.

The trust and well-being of our students, staff, and community are of utmost importance to us. We deeply value everyone's understanding and patience as we work to resolve this matter responsibly.





## PACIFIC RIM SCHOOL DISTRICT Public Board Meeting ACTION SHEET

**Date:** 10-Dec-24  
**To:** Board of Education  
**From:** Alex Taylor, Acting Director of Operations  
**Subject:** Funding Request # 1  
**Attachments:** NA

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### Background

As per the Ministry of Education and Child Care's Policy on [Testing Lead Content in Drinking Water of School Facilities](#) school districts must take reasonable steps necessary to resolve elevated lead levels that are outside established guidelines on any drinking water quality test results.

### Information

In response to recent water testing results, the school district has committed to putting the following measures in place for long-term mitigation:

- Strengthening internal reporting and monitoring systems to ensure water testing results are promptly addressed, by way of updating existing and creating new policies and procedures,
- Enhancing our testing protocols beyond the minimum standards to provide additional safeguards, and
- **Allocation of resources in future Capital Planning submissions for long-term infrastructure improvements to address this issue at its source.**

The timely response to the corrective actions required to be compliant in this Ministry Directive will cost the District more than what was budgeted for the 2024/2025 school year. Below lists summarizes the additional costs the District will need to help bring us into compliance.

1. Increased and unbudgeted contracted sampling ~**\$8,000**
2. Bottled water drinking service for schools ~**\$7,000**
3. Purchasing and installing in line filtration equipment where applicable ~**\$10,000**
4. Changing out taps and faucets that have failed ~**\$75,000**

As such, staff request that the Board of Education approve staff to request \$100,000 in funding from the Ministry of Education and Child Care's School Enhancement Program, to ensure the school district can thoroughly and timely address the safety concerns of staff, students and the public.

### Recommended Motion:

THAT the Board of Education direct staff through the Superintendent to request funding from the Ministry of Education and Child Care's School Enhancement Program of \$100,000 to ensure the PRSD can thoroughly and timely address the safety concerns of staff, students and the public.



**PACIFIC RIM SCHOOL DISTRICT**  
**Public Board Meeting**  
**ACTION SHEET**

**Date:** 10-Dec-24  
**To:** **Board of Education**  
**From:** Alex Taylor, Acting Director of Operations  
**Subject:** **Continuous Optimization Program**  
**Attachments:** Proposal for Engineering Consulting Services

---

### **Background**

The BC Hydro Continuous Optimization Program (COp) provides funding to have an approved service provider help improve the efficiency of your most energy-intensive systems, such as heating, ventilation and air-conditioning (HVAC). Through a retro-commissioning or recommissioning process, the focus is on identifying and implementing simple, low-cost solutions without having to undertake a major capital investment.

**Investigate:** Our service provider will start by investigating our sites and reporting on opportunities to optimize your existing systems, as well as reviewing measures that were previously implemented. This takes about four to six months. At the end of this stage, 75% of your project funding will be paid.

**Implement:** Next, you'll choose a bundle of the identified improvements to proceed with and your service provider or contractor will implement them. This takes about five to six months.

**Complete:** Lastly, your service provider will verify that the measures have been implemented. This takes about one to two months. Once final invoices are submitted, the last 25% of your project funding will be paid.

### **Information**

Prism Engineering is a trusted consulting partner of COp. They have provided recommissioning support for over 200 buildings since the program first launched and remain one of the most active service providers for the program. They have a proven track record of helping organizations across BC not only investigate opportunities, but also successfully implementing them, and engaging building operators while they do so.

Prism is a member of the BC Hydro Alliance and an approved COp service provider. They have been involved in this program from the inception, and even helped develop the BC Hydro Power Smart guide for the “Maintenance and Optimization of Energy Control Systems for Re-Commissioned Buildings” when the program first began.

In the attachment titled “Proposal for Engineering Consulting Services”, Prism outlines how they will complete the COp study for Pacific Rim School District for five of our biggest schools. The report and investigation will have a total cost of **\$53,262** that will be fully covered by BC Hydro if we implement the changes to our HVAC Direct Digital Control (DDC). Prism Engineering estimates the implementation of the recommended changes to our DDC programming will cost **\$0.25/sqft** of building area. For the five schools in question this will cost an estimated **\$90,000**.

Pacific Rim School District currently is experiencing challenges with many of our DDC programming. Our District does not have the internal skills required to understand and make changes to the DDC programming, so we rely on external contractors to “band-aid” the solutions. Over the last two years the PRSD has spent nearly **\$25,000** on these “band-aid” fixes that were unbudgeted.

The successful implementation of changes to our DDC programming will allow us to reduce or eliminate the unbudgeted expense from the programming contractor, reduce our operational expenditure on BC Hydro and Fortis BC and move in a positive direction in terms of our core value of environmental stewardship.

Unfortunately, we have missed the Carbon Neutral Capital Program (CNCN) minor capital submission window for this type of project. The next round of applications for this funding will not be until Sept 30<sup>th</sup>, 2025. If approved, we will not see results until late 2026. Making an emergent funding request to the Ministry, we could expedite this project and see results in the 2025 school year. The entire process will be cost neutral to the district and should result in a significant reduction in our utility costs for years to come.

**Recommended Motion:**

THAT the Board of Education direct staff through the Superintendent to approve a request for Emergent CNCN Funding from the Ministry of Education and Child Care for \$90,000 to have PRISM conduct the COp study and implement the recommendations in 2025.



## Proposal for Engineering Consulting Services

### BC Hydro Continuous Optimization Program



October 31, 2024

Prepared by: Felipe Patarroyo Singh, EIT  
felipeps@prismengineering.com  
604-298-4858

Project #: 2025021

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We are a consulting firm committed to helping organizations achieve energy, climate, and asset renewal objectives by integrating engineering, energy management, and sustainability services.

## 1. Introduction

Prism Engineering is pleased to propose engineering and project management services to School District #70 (“SD70”) for recommissioning at 5 schools:

- Alberni Elementary
- Tsuma-as Elementary
- Eric J Dunn Elementary
- Alberni District Secondary
- Ucluelet Secondary

This project will be conducted through BC Hydro Continuous Optimization program (COp).

Our work on these buildings will follow the guidelines of the program and will include all the steps within the scope of the program, including completion of all BC Hydro-required deliverables.

The program aims to help owners tune up their buildings, reducing the energy consumption of their building’s HVAC, lighting, and other energy intensive systems. Benefits include not only energy performance improvements, but also greenhouse gas emission reductions, improvements to health and safety, reduced equipment maintenance, and occupant comfort.

### Company Overview

Prism Engineering is proud to be a trusted consulting partner of COp. We have provided recommissioning support for over 200 buildings since the program first launched and remain one of the most active service providers for the program. We have a proven track record of helping organizations across BC not only investigate opportunities, but also successfully implementing them, and engaging building operators while we do so.

Prism is a member of the BC Hydro Alliance and an approved COp service provider. We have been involved in this program from the inception, and even helped develop the BC Hydro Power Smart guide for the “Maintenance and Optimization of Energy Control Systems for Re-Commissioned Buildings” when the program first began.

### IMPACT

Prism has focused our business on improving the operation of existing buildings in Western Canada for nearly 35 years. We have audited over 1,000 buildings totalling over 73 million square feet in area. Our recommended measures could save up to 235 million kWh per year, 1.7 million GJ of natural gas annually, and avoid 90,000 tonnes of CO<sub>2</sub> emitted into the atmosphere. Our staff of 50 are proud to have a positive impact towards a sustainable society.



## Experience

Our team has experience in evaluating direct digital control systems for all major manufacturers of commercial systems used in British Columbia. We have extensive experience as an Owner's Representative for upgrading DDC systems, as well as analyzing opportunities for improved operation and energy efficiency. We apply our controls experience to effectively investigate mechanical systems' sequencing and commissioning issues.

The team is also proficient in providing detailed energy studies and detailed design for energy upgrades in existing buildings. This provides us a strong background in evaluating utility performance, DDC sequences and program code, determining energy measures, calculating savings potential and preparing comprehensive reports to document our work and facilitate the business case to proceed with implementation.

## This Proposal

In this proposal, we have summarized the scope of work, schedule, and fees involved in completing the project for the site. We want to work with SD70 to achieve optimal project results. We would be pleased to discuss with you any aspect of this proposal in further detail.

We have provided our fee for the investigation phase. In the investigation report we will provide our estimates for engineering fees associated with the implementation phase, training and coaching phases based on the recommissioning measures.

## 2. Corporate Overview

### 2.1 Who We Are

Prism is a Canadian engineering consulting firm with experience helping organizations achieve energy, climate, and asset renewal objectives by integrating engineering, energy management, and sustainability services.

Our head office is in Burnaby, BC, and our three branch offices are in Nelson, Kelowna and Victoria. We also have staff located in Kamloops and Sea to Sky to serve clients across British Columbia.

Prism has nearly 35 years of experience working with energy efficiency enhancements for public and private organizations, including low carbon solutions. We have completed energy and carbon neutral studies, carried out electrical and mechanical detailed design and project management for retrofit projects, and focused on aggressive GHG emissions reduction targets while reducing operating and maintenance costs.

We first opened our doors in 1990. From the very beginning of our journey, we focused on saving our clients energy, finding ways to improve efficiency in their buildings and operations, and changing the “energy use culture” within their organizations. Three decades later, with the growing urgency to address climate change, our work of helping organizations lead the way to a more sustainable future has never been more relevant or important.

Today, we believe in Changing Systems for a Better World. It reflects how we see the world’s transition to a low-carbon future, with the adoption of a holistic approach that includes building systems, technology, and people.

## 2.2 Contact Info

Prism’s team of 60+ employees consist of engineers and technologists, sustainability professionals, and industry specialists.

# 6 locations to serve you



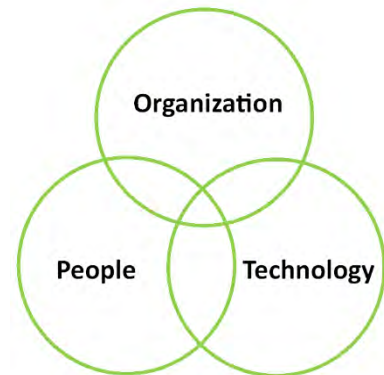
Head Office	Branch Offices	Satellite Locations
<p><b>Metro Vancouver</b> 320 – 3605 Gilmore Way Burnaby, BC V5G 4X5</p> <p>Phone: 604-298-4858 Toll Free: 1-888-724-1715 Fax: 604-298-8143</p>	<p><b>Kootenay</b> 202B – 330 Baker Street Nelson, BC V1L 4H5 Phone: 250-687-4406</p> <p><b>Okanagan</b> 106 – 460 Doyle Avenue Kelowna, BC V1Y 2A2 Phone: 604-319-9710</p> <p><b>Vancouver Island</b> 408A – 535 Yates Street Victoria, BC V8W 2Z6</p>	<p>Kamloops Whistler</p>

## 2.3 Continuous Optimization Program

Our philosophy is that a successful project involves three key elements: Technology, the Organization, and People. Our teams work together to merge these three elements by providing expertise beyond just raw engineering. We go the extra step by ensuring engagement, monitoring and verification, and organizational buy-in are all part of our projects. This 'complete package' sets Prism uniquely apart from others in the field.

Feedback from BC Hydro, FortisBC, and our clients has acknowledged the depth and detail of our analysis and findings. Prism is a top service provider for the BC Hydro COp program.

Our team is also proficient with providing energy and water audits for existing buildings. This provides us a strong background in evaluating utility performance, DDC trend logs, determining energy measures, calculating savings potential and preparing comprehensive reports to document our work and facilitate the business case to proceed with implementation.



## 2.4 Our Competitive Advantage

### Reputation

- Independent and privately owned.
- No conflict of interest with manufacturers, suppliers, or financing sources.
- Quality work attested by repeat customers.

### Experience with Innovative Technology

Our team's diverse expertise enables us to approach problems holistically, providing the best results for our clients.

### Years of Experience

30+ years of experience in energy efficiency projects for various sectors, such as energy and carbon neutral studies; electrical and mechanical design; project management for retrofit projects focused on curbing GHG emissions and reducing operating and maintenance costs, among others.

### Multidisciplinary Team

Our team of experts in Electrical and Mechanical Engineering, along with Technical Specialists, work together to address complicated problems using a multidisciplinary approach. We have the capability to measure, analyze, identify, communicate, and efficiently implement energy-saving projects to yield successful results.

### Ongoing Relationships with Utilities

Lead consultant for the Energy Wise Network in partnership with BC Hydro and FortisBC to support 46 BC organizations in developing and delivering energy conservation and staff engagement initiatives.

### Environmental and Social Responsibility

- We are deeply committed to a low-carbon future:  
Use of smart lighting systems in the Burnaby office to ensure energy efficiency and comfort. Internal waste reduction plan that involves recycling, donating unused materials, and digitizing old documents.
- Bike-friendly infrastructure to encourage the adoption of sustainable methods of transportation.
- Adherence to B Corp Certification to measure social and environmental impact and achieve higher performance, accountability, and transparency standards.

### Experience with Funding Subsidies

Long-standing experience maximizing our client's investments by guiding them to the right incentive program for energy and carbon reduction projects, from meeting application requirements to preparing documentation.

### Community Relations

We are a strong supporter of the local community by being an active Burnaby Board of Trade member and sponsoring local events, such as the 2023 Burnaby Pride Festival.

### Diversity and Inclusivity

Our staff comes from more than ten countries, and we strive to create an inclusive and gender-supportive workplace. Women currently hold 41% of our Science, Technology, Engineering, and Mathematics (STEM) positions. To encourage future generations to pursue careers in engineering and sustainability, we offer the Prism Engineering Award as part of the Langara 49Women in Science Scholarship.

### 3. Scope of Work

The project scope covers the engineering review and project management services required to evaluate and recommend recommissioning measures, and to comply with the program's guidelines. The following sections provide a detailed approach of how this will be conducted for each phase.

#### 3.1 Investigation Phase

This phase includes a review of the existing systems and investigation of controls deficiencies and opportunities.

As part of the investigation, we will:

- Hold a kick-off meeting with SD70 and BC Hydro / FortisBC to communicate the approach for the recommissioning process.
- Conduct a comprehensive onsite investigation to review existing building systems, review existing operation and requirements and understand building's use.
- Utilize onsite documents, DDC configuration files and any additional documents made available by SD70 to review the building's current HVAC and lighting system control sequences and identify opportunities to optimize energy use.
- Interview building operators, staff, and/or other occupants to fully understand the current operational needs and identify any gaps between the operational needs and building sequences.
- Utilize remote access to review DDC programs and sequences, schedules, set points and trend logs to identify deficiencies and potential optimization in the operations of the building's energy consuming systems and controls. Prism will not make any adjustments or changes to programs, variable values, schedules or other aspects of the system. Access is only required to facilitate the review process.
- HVAC system components will be identified which have degraded in performance and can increase the consumption of energy within the building.
- Establish what onsite measurements and control devices (and related settings) will need to be verified to form an accurate description of the operation of the various systems.
- Use engineering calculations and best practices to estimate the energy and emission savings potential for identified measures. For simple measures with quick paybacks, rule of thumb savings may be applied to avoid unnecessary rigour.
- Prepare an Investigation Report, in accordance with program guidelines, describing the identified measures and associated costs, savings, and simple payback.
- The Investigation Report may also include a section on 'Other' measures which were identified but have longer paybacks and/or are capital upgrades. Energy savings and costs may not be quantified for these measures if they fall outside the scope of the project. These measures may be recommended for additional BC Hydro or FortisBC study, or for capital incentive/prescriptive program funding.
- Submit the Investigation Report to both SD70 and BC Hydro/FortisBC for feedback.
- Prepare and submit the BC Hydro Findings Workbook.
- Hold a conference call with SD70 to review the report findings and determine the way to proceed with the subsequent implementation phase.

## 3.2 Implementation Phase

The utilities do not provide an incentive for implementation of recommissioning measures. It is expected that SD70 will implement a bundle of selected measures that have a combined simple payback of two years or less. BC Hydro encourage customers to budget 25c/ft<sup>2</sup> for implementation costs, which includes both engineering design (if required) and implementation by internal resources and/or external contractors.

Prism will facilitate the implementation phase with SD70 based on the outcome of the investigation report and the accepted measures. A separate fee will be arranged for the implementation phase for our engineering design involvement (if required).

## 3.3 Completion Phase

Following the implementation of selected measures, Prism Engineering will complete the following activities.

- Verify completion of each measure and update the Recommissioning Workbook with final implemented measures including final savings, costs, and payback. Selected measures with significant savings potential will include verification data demonstrating that the measures are operating as intended. When feasible, verification data will include trends or functional test results, though other methods, such as copies of invoices, site visit reports, and before/after photos, may also be used to provide evidence of implementation.
- Conduct a training presentation covering any new documentation, measures that were implemented, and requirements for ongoing maintenance and monitoring of the measures. Prism will document the attendance of the training session.
- Prepare and submit to BC Hydro the updated Recommissioning Workbook and Recommissioning Report to document the implemented measures.

The primary deliverables of the Completion Phase are the Recommissioning Workbook and Recommissioning Report. These forms will be submitted to BC Hydro, and act as the close-out documentation for the project.

## 3.4 Client Responsibilities

We will require access to all areas of the building and any available drawings and reference documentation. Staff will be required to provide access and information on the building's system operations.

We will require full remote access to the building's automation system to facilitate our review process. Prism will use remote access to review graphics, trends and programming. Prism will not make any adjustments or changes to programs, variable values, schedules or other aspects of the system.

## 4. Qualifications

### 4.1 Key Personnel

The strength of Prism Engineering is the quality of our team members. Our team consists of engineers, designers, and technical specialists from mechanical and electrical engineering disciplines, and has a wide variety of electrical and mechanical building equipment and control systems experience. Prism’s staff is experienced and knowledgeable in the latest technologies in the energy management field.

The following contains bibliographical sketches of Prism’s technical staff. More detailed resumes of the staff involved with this project can be provided upon request. The key personnel and their relevant work experience for this project are as follows:



**Tim Aske, P.Eng.**  
Associate, Energy Engineer

Tim joined Prism’s Energy Team in 2018 and has been working in building energy efficiency since 2011. He has completed energy audits, low carbon electrification studies, and feasibility studies for HVAC controls heat pumps and boiler upgrades. He has implemented heat recovery chiller upgrades and controls recommissioning measures. Prior to Prism, his work included optimizing the HVAC controls of NHL arenas and hospitals to minimize energy use. Tim has a Bachelor of Engineering from the University of New Brunswick.



**Sewa Odufuwa**  
Energy Management Professional

Sewa joined Prism’s Energy Team in 2022, with a clear understanding of building automation systems such as hydronic systems, and air handling units. Sewa has procured change orders and site instructions for multiple commercial projects designed, with pricing, reflected by engineering design and appropriate documentation. Prior to Prism, she designed various building automation systems (BAS) and network architectures using protocols such as Modbus, BACnet MS/TP, BACnet IP, and Ethernet IP. Sewa has a Diploma in Electrical and Computer Engineering Technology from British Columbia Institute of Technology.





**Emma Harrison, EIT**  
Energy Engineer

Emma joined Prism as an energy management engineer in training with experience in municipal climate action and energy management. Emma’s academic foundation is in mechanical engineering, where she developed her keen interest in energy systems. Emma further specialized in sustainable system design through her master’s in engineering in industrial ecology. To the team, Emma brings her technical background in mechanical building systems and her enthusiasm for achieving sustainability, from the building to the community level.



**Iram Green, P.Eng.**  
Principal, Senior Mechanical Engineer

Iram, Prism’s Energy Team Leader, is involved in all aspects of mechanical systems performance analysis and enhancements. Iram has over ten years of experience in managing energy efficiency retrofit projects. He provides conceptual and detailed mechanical design and carries out installation reviews. Iram has provided feasibility studies for biomass boiler installations and provided design and project management for the biomass boiler installation in Lake Cowichan. Iram is an approved NRCan lead trainer for RCx, Dollar to Sense workshops, and Certified RETScreen Expert User courses.



**Alvaro Sandrin, P.Eng.**  
Senior Mechanical Engineer

Alvaro’s 40 years of experience in mechanical engineering and automation controls, both in Canada and abroad, have given him valuable insight in searching out new technical solutions to improve energy efficiency and indoor environmental quality. He has extensive knowledge of high-performance and sustainable building HVAC systems, including pneumatic, electric, electronic, and DDC control applications.



Max joined Prism’s Energy Team in 2021. He has performed energy audits, building system optimization, and low carbon electrification studies for several school districts, libraries, and municipal properties. He has a passion for climate action, eliminating energy waste, and finding creative solutions to electrify buildings. Prior to joining Prism, he was the Energy Specialist for Colliers in Western Canada. Max holds an Advanced Certificate in Sustainable Energy Management from BCIT. He is a LEED Accredited Professional specializing in Operations and Maintenance, and has successfully passed the AEE Certified Energy Manager examination.

**Max Melchior, MSc, EMIT, LEED AP**  
Energy Management Professional



Felipe graduated as part of the first cohort of students in the Sustainable Energy Engineering program at Simon Fraser University. Alongside his studies, he explored bridging the gap between policy makers and youth in tackling climate communication in local communities as a climate action advocate. Throughout his university career and internship positions, Felipe developed an ever-growing passion for sustainable development and a deep understanding of the technical challenges experienced by different industries in the energy sector.

**Felipe Patarroyo Singh, EIT**  
Energy Engineer

## 4.2 Project Experience

Prism has extensive experience with recommissioning projects through the BC Hydro Continuous Optimization (COp) program for school districts. In total, we have completed 35% of all school recommissioning projects since the program first begun.

Below is an example project completed by Prism in 2023. Prism won **First Place in the 2024 ASHRAE Regional Technology Award** for this project.

### Vancouver School Board – Recommissioning for 3 Schools

In 2022, the Vancouver School Board (VSB) contacted Prism Engineering to investigate and develop a solution for malfunctioning heat pump systems at three elementary school sites: Douglas, Dickens, and Sexsmith Elementary. After almost a decade of unresolved issues and research for a viable solution, VSB asked Prism to review the systems' designs and propose solutions to fix them.

With extensive experience completing similar projects in school districts across British Columbia, Prism reviewed and provided appropriate control sequences for operating and stabilizing the schools' heat pump systems. The study was completed as part of BC Hydro's Continuous Optimization for Commercial Buildings Program. The recommended projects resulted in a savings of \$27,000 annually and reduce greenhouse gas emissions by 52% to 80% per school.

The oldest of the three schools is Dickens, which was built in 2006. Douglas and Sexsmith were constructed in 2012 and 2013, respectively. The total floor area is 42,506 (Dickens), 54,390 (Douglas), and 44,020 (Sexsmith) ft<sup>2</sup>, and their facilities include classrooms, staff rooms, washrooms, multi-purpose areas, a gym, and a library, among others.

### Energy Efficiency

**Dickens Elementary School's** heating plant has a condensing boiler, which provides supplementary heating to a distributed ground-source heat pump loop. Distributed water-source heat pumps provide each classroom and office zone with conditioned air (heated or cooled). The boiler injects heat into the ground to ensure the heat source does not freeze when the loop temperature drops below 4°C. Two air handling units (AHUs) supply outdoor air provision for the heat pumps with heat recovery (ERVs), while force flow heaters provide heating to the stairwells and entrance spaces.

At the time of the study, the boiler plant operated at a constant high heating temperature of 75°C, resulting in radiant heat losses and higher fuel and energy use. After running a functional test, Prism found that the building could perform well with a heating water supply (HWS) temperature below 45°C, improving boiler performance and reducing distribution heat loss.

Other recommendations included maintaining the heat pump loop temperature above 5°C while avoiding excessive boiler use, resetting the ERV supply air temperature based on building demand, aligning the AHUs operation with the facility's occupied hours, and reprogramming the force flow heaters to use the appropriate reference points.

**Douglas Elementary School's** heating system features a hybrid configuration, with a heat pump providing first-stage heating water and a boiler providing second-stage heating. Exhaust AHUs pull ventilation from the low temperature wall fin radiators to provide ventilation in classrooms and offices. An in-slab radiant heating loop provides heating to the classrooms and office spaces. Two AHUs provide ventilation to the multipurpose room and gymnasium in the building.

In a properly functioning system, the heat pump should provide the heating water and the boiler supplementary heating. Prism's study indicated that only the latter was operating, increasing the consumption of natural gas. We recommended a total review of the condensing boiler system, revising temperatures based on building demand while maintaining temperatures low enough for condensing performance. In addition, the heat pump should be resumed to provide first-stage heating, the boiler should be used as backup heating, and the ventilation system should be aligned with the building-occupied hours.

**Sexsmith Elementary School's** hot water system has a hybrid configuration that includes two heat pump units to provide first-stage heating water and two boilers to provide second-stage heating. Like Douglas, the facility uses in-slab radiant heating for public spaces. Trickle ventilators serve the classrooms, while the multipurpose spaces have four AHUs for ventilation.

Prism identified that the trickle ventilators and in-slab heating system operated at a water temperature greater than the heat pump. As a result, the boiler provided heating instead of the heat pump units, increasing fuel consumption and heat losses. In addition, AHUs operated continuously, and the trickle vents provided heating as opposed to the in-floor heating system.

To tackle these issues, Prism suggested revisions to the heat pump controls. The goal was to maintain its operation and sequence changes to prevent the trickle vent and slab loop from getting higher than the heat pump's temperature operating range. Prism also recommended aligning the AHUs to operate within the building-occupied hours and revising the trickle ventilation sequence of operation to maintain space heating by the slab heating system and temper the air from the trickle ventilators for conditioned ventilation.

### Indoor Air Quality

The schools have experienced an improvement in indoor air quality, with the implementation of optimal start routines (morning warm-up mode) resulting in more comfortable temperatures and carbon dioxide (CO<sub>2</sub>) levels inside the buildings.

### Innovation

Prism found improper temperature control and staging between the boiler system and the heat pump, causing the boiler to provide first-stage heating. To allow the heat pump to provide that first stage, our team recommended sequences that will properly control the heat pump within its operating ranges. We also suggested revising the boilers to remain on standby while allowing the heat pump time to maintain its operation.

### Operation & Maintenance

The implemented measures have made building managers aware of the importance of avoiding high temperatures from the boiler to prevent heat pump failure. In addition, this has improved the building's HVAC system operation knowledge, which will increase equipment lifespan.

### Cost Effectiveness

Most measures selected by the schools for implementation were under a two-year payback, increasing the demand for electricity and substantially reducing the operation of gas-fired boilers. Substantial savings in fuel use offset the increase in energy consumption resulting from replacing boilers with heat pumps.

### Environmental Impact

Less fuel consumption led to GHG emissions reductions in all schools (Douglas, 74%; Dickens, 52%; and Sexsmith, 79%) and annual cost savings of \$11,616, \$8,373, and \$6,936, respectively.

## 5. Schedule and Fees

### 5.1 Anticipated Schedule

The work will proceed on the following proposed timeframe:

The approximate schedule of work for the project is outlined below. The scheduling of the investigation phase is based on a review of HVAC systems performance during summer, shoulder and winter operating conditions.

Time Period	Tasks
6 Months	Findings Workbook and Investigation Report
7 Months	Implementation Phase
1 Month	Completion Report

The maximum time allowed under the program for these three tasks combined is 15 months. The start date will depend on when project approval is granted.

## 5.2 Engineering Fees

The overall fees including expenses for the project are provided below. **Fees are based on all sites' investigations proceeding at the same time.** Fees may be adjusted if any of the sites do not proceed. Applicable taxes will be charged on all services.

Site Name	Study Fees	GST*	Estimated Cop Program Funding
Alberni Elementary (50,483ft <sup>2</sup> )	\$7,719	\$386	\$7,719
Tsuma-as Elementary (58,997ft <sup>2</sup> )	\$8,997	\$450	\$8,997
Eric J Dunn Elementary (58,383ft <sup>2</sup> )	\$8,904	\$445	\$8,904
Alberni District Secondary (133,698ft <sup>2</sup> )	\$20,202	\$1,010	\$20,202
Ucluelet Secondary (48,621ft <sup>2</sup> )	\$7,440	\$372	\$7,440
<b>Totals</b>	<b>\$53,262</b>	<b>\$2,663</b>	<b>\$53,262</b>

\*GST will be paid to Prism by the customer. Once Prism has received payment for the GST portion from the customer, the customer can invoice BC Hydro for reimbursement of the GST amount.

### Terms of Payment

Once the investigation report is submitted, Prism will invoice (exclusive of applicable taxes) BC Hydro directly for 75% of the project costs, or up to 75% of the maximum amount of funding indicated in the BC Hydro Letter Agreement (COp funding cap) signed by SD70. SD70 will be invoiced for GST, which can be reimbursed by BC Hydro after payment is confirmed.

Once the implementation phase is completed and the completion report is submitted, BC Hydro will release the remaining 25% of the funding. Prism will invoice BC Hydro directly for the remaining 25% of the project, or up to 25% of the COp funding cap. If the implementation phase is not proceeding, Prism will invoice SD70 for the remaining 25% of the project fees.

### Additional Work

Changes required due to revisions to the identified Scope of Work will be charged on an hourly basis for the additional time incurred, according to our current charge-out rates in effect, and upon approval from SD70. Expenses and disbursements beyond travel expenses will be charged based on the attached schedule. A 10% administration fee will be added to the cost of all disbursements to cover office services and the cost of handling.

## Assumptions and Exclusions

Our fees are based on the following assumptions:

- One site review per building will be required for this project.
- We will be provided with existing mechanical and electrical drawings for the building, preferably in pdf format.
- We will be provided with any available operating and maintenance manuals relating to the building.
- Access will be provided to the following spaces, at time of the site visits, during regular business hours:
  - Entire project area in scope of work
  - Adjacent spaces with associated mechanical/electrical services
  - Main building mechanical room(s)
  - Main building electrical room and electrical closets
  - Roof top
  - Main building air handling equipment
- Building utility records/account access authorization will be made available for three years.

Our fees do not include the following services:

- Energy simulations.
- Detailed cost estimates.
- LEED assessment or associated engineering services.
- Any detailed design or drawings required for implementation will be budgeted with the measure costs and are not included in the audit fee.



## 6. Terms Of Engagement

**GENERAL** - Prism Engineering Limited (the "Consultant") shall render the Services, as specified in the attached Proposal (the "Project") to the Client for this project in accordance with the following terms of engagement. The Consultant may, at its discretion and at any stage, engage subconsultants to perform all or any part of the Services.

**COMPENSATION** - Charges for the Services rendered will be made in accordance with the Consultant's Schedule of Fees and Disbursements in effect when the Services are rendered. The Consultant's current Schedule of Fees and Disbursements are included in the Consultant's Proposal. All Charges will be payable in Canadian Dollars. Invoices will be due and payable by the Client within thirty (30) days of the date of the invoice without hold back. Interest on overdue accounts is 24% per annum.

**REPRESENTATIVES** - Each party shall designate a representative who is authorized to act on behalf of that party and receive notices under this Agreement.

**TERMINATION** - Either party may terminate this engagement without cause upon thirty (30) days' notice in writing. On termination by either party under this paragraph, the Client shall forthwith pay to the Consultant its Charges for the Services performed, including all expenses and other charges incurred by the Consultant for this Project.

If either party is in a material breach of a material term of this engagement, the non-defaulting party may terminate this engagement after giving seven (7) days notice to remedy the breach, but only if the defaulting party has failed to remedy such breach during such notice period. On termination by the Consultant under this paragraph, the Client shall forthwith pay to the Consultant its Charges for the Services performed to the date of termination, including all fees and charges for this project.

**PROFESSIONAL RESPONSIBILITY** - In performing the Services, the Consultant will provide and exercise the standard of care, skill and diligence required by customarily accepted professional practices and procedures normally provided in the performance of the Services contemplated in this engagement at the time and the location in which the Services were performed.

**LIMITATION OF LIABILITY** – The Consultant holds professional liability insurance applicable to the services being provided. The Consultant shall not be responsible for:

- (a) the failure of a contractor, retained by the Client, to perform the work required in the Project in accordance with the applicable contract documents;
- (b) the design of or defects in equipment supplied or provided by the Client for incorporation into the Project;
- (c) any Project decisions made by the Client if the decisions were without the advice of the consultant or contrary to or inconsistent with the Consultant's advice;
- (d) any consequential loss, injury or damages suffered by the Client, including but not limited to loss of use, earnings and business interruption;
- (e) the unauthorized distribution of any confidential document or report prepared by or on behalf of the Consultant for the exclusive use of the Client.

The total amount of all claims the Client may have against the Consultant under this engagement, including but not limited to claims for negligence, negligent misrepresentation and breach of contract, shall be strictly limited to the amount of any professional liability insurance the Consultant may have available at the time such claims are made. No claim shall be brought against the Consultant in contract or tort more than two (2) years after the Services were completed or terminated under this engagement. The Consultant will also maintain general liability insurance for the duration of the Project.

**DOCUMENTS** - All of the documents prepared by the Consultant or on behalf of the Consultant in connection with the Project are instruments of service for the execution of the Project. The Consultant retains the property and copyright in these documents, whether the Project is executed or not. These documents may not be used on any other project without the prior written agreement of the Consultant.

**FIELD SERVICES** - Where applicable, field services recommended for the Project are the minimum necessary, in the sole discretion of the Consultant, to observe whether the work of a contractor retained by the Client is being carried out in general conformity with the intent of the Services. Any reduction from the level of services recommended will result in the Consultant providing qualified certifications for the work.

**DISPUTE RESOLUTION** - If requested in writing by either the Client or the Consultant, the Client and the Consultant shall attempt to resolve any dispute between them arising out of or in connection with the Agreement by entering into structured non-binding negotiations with the assistance of a mediator on a without prejudice basis. The mediator shall be appointed by agreement of the parties. If a dispute cannot be settled within a period of thirty (30) calendar days with the mediator, the dispute shall be referred to and finally resolved by arbitration under the rules of BC Arbitration Centre or by an arbitrator appointed by agreement of the parties.

**CLIENT NAME, TITLE AND SIGNATURE**

DATE

**PRISM ENGINEERING LIMITED SIGNATURE**

DATE



**Schedule of Hourly Rates and Disbursements (effective Aug 1/24)**

Prism Engineering Limited’s charge out rates for projects that are billed on a time basis are as follows:

**Engineering**

Senior Specialist 2.....	\$260/hr
Senior Specialist.....	\$250/hr
Senior Professional Engineer 3.....	\$225/hr
Senior Professional Engineer 2.....	\$215/hr
Senior Professional Engineer.....	\$205/hr
Professional Engineer.....	\$190/hr
Engineer (EIT) 2.....	\$165/hr
Engineer (EIT).....	\$150/hr
Engineering Support.....	\$120/hr

**Consulting**

Senior Consultant 3.....	\$225/hr
Senior Consultant 2.....	\$205/hr
Senior Consultant.....	\$190/hr
Intermediate Consultant.....	\$180/hr
Consultant 2.....	\$160/hr
Consultant.....	\$140/hr

**Designing**

Senior Designer 3.....	\$205/hr
Senior Designer 2.....	\$190/hr
Senior Designer.....	\$175/hr
Intermediate Designer.....	\$160/hr
Designer.....	\$135/hr

**Administration**

Senior Marketing and HR.....	\$190/hr
Intermediate Marketing and HR 2.....	\$165/hr
Intermediate Marketing and HR.....	\$145/hr
Marketing and HR.....	\$125/hr
Project Coordinator.....	\$145/hr
Project Assistant.....	\$120/hr
Administrative Support.....	\$100/hr

Changes required due to revisions to the identified Scope of Work will be charged on an hourly basis for the additional time incurred. All time expended on the work, whether in the office, at the client’s premises or elsewhere, including travel time, shall be charged.

Prism Engineering Limited shall be reimbursed for all disbursements and expenses incurred in the performance of the services, at all phases of the project including the following:

1. all reproduction, translation and plotting of drawings and documents
2. travel expenses including parking and automobile use at 70 cents per km
3. approved sub consultants
4. courier and brokerage/duty costs
5. equipment rental

A 10% administration fee will be added to the cost of all disbursements to cover office services and the cost of handling.

Invoices will be submitted for payment on a monthly basis and are due upon receipt. Interest at the rate of 2.0% per month will be charged on all invoices not paid within 30 days of the day of the invoice.

All fees and disbursements charged to the Client will be subject to applicable taxes.

This Schedule is subject to inflationary increases annually on August 1 by an amount which is fair and reasonable.



**PACIFIC RIM SCHOOL DISTRICT  
Public Board Meeting  
ACTION SHEET**

**Date:** 10-Dec-24  
**To:** Board of Education  
**From:** Alex Taylor, Acting Director of Operations  
**Subject:** BCS Fire Smart Project  
**Attachments:** BCS FireSmart Critical Infrastructure Report

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**Background:**

On October 24th, 2022, Randy Thoen, the fire coordinator for the ACRD conducted a fire smart critical infrastructure assessment at Bamfield Community School. His investigation included determining if our facilities met their requirements and were reported back to the operations department.

The assessment included a review of the 100m radius of Bamfield Community School:

- Zone 1, 2, 3 vegetation, combustible debris, and trees.
- Roofs, gutters, eaves
- HVAC/venting
- Siding, walls, windows, doors, and balconies
- Propane tank location and perimeter

Randy has provided a list of items that require remediation, this includes work from external contractors and internal employees.

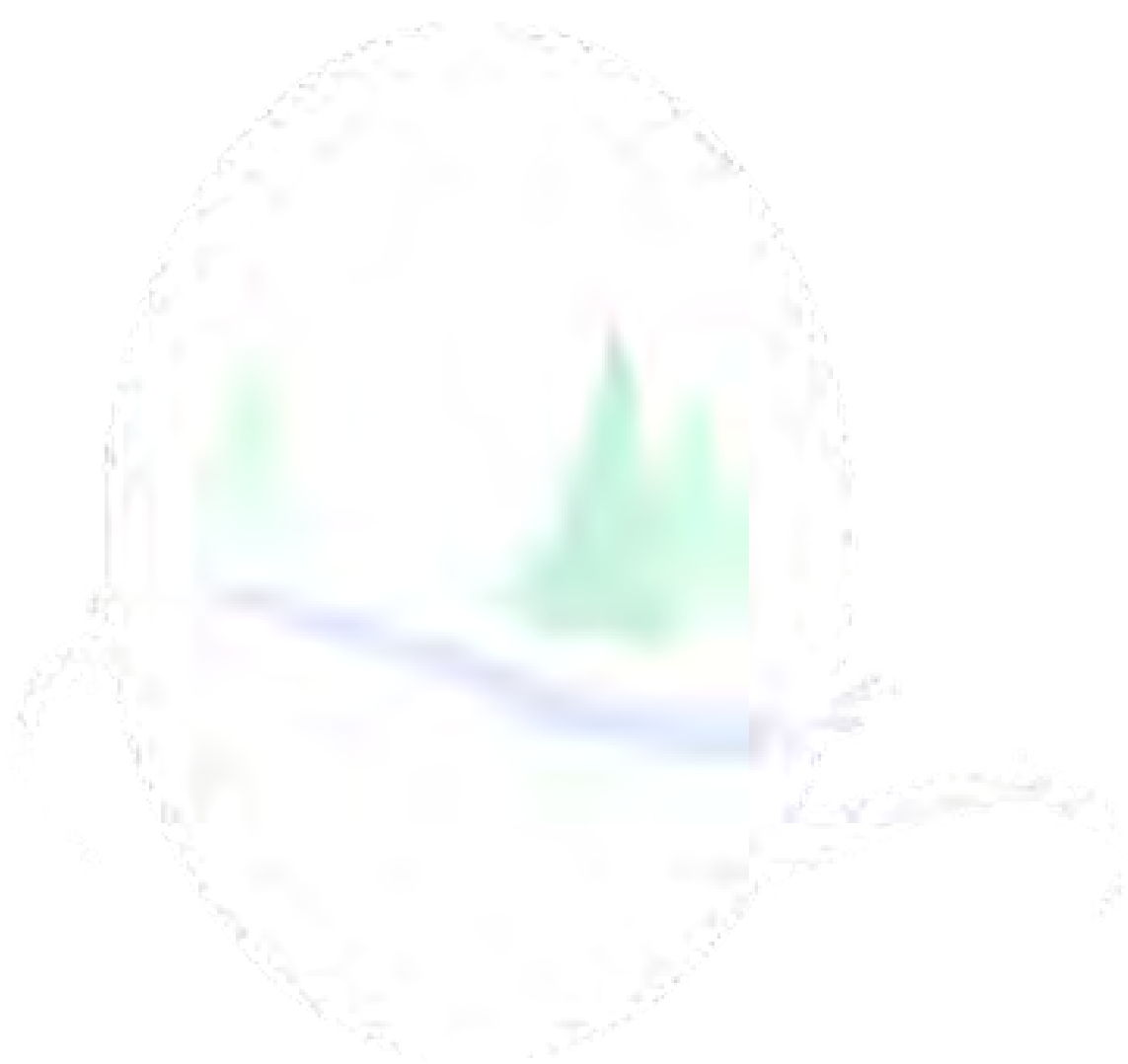
**Information:**

ACRD has sourced a \$25,000 grant to complete the work needed. We will be covering the upfront costs until work is completed and then ACRD will reimburse PRSD. The grant expires April 30<sup>th</sup>, 2025, and all work must be completed before March 30<sup>th</sup>, 2025, to allow time for invoicing and payment.

An RFP for an external contractor to complete the vegetation and tree removal is required. Any tree removal, which is estimated at 1-3 trees, will be reported to Tim Davie and the School Board Trustees. All branches and debris will be chipped up and transported to a local Huu-ay-at member in Iltatsoo.

**Recommended Motion:**

THAT the Board of Education direct staff through the Superintendent to proceed with the BCS FireSmart Critical Infrastructure Project.





# FireSmart Critical Infrastructure Assessment Report

## School District 70

# Bamfield Community School



240 Nuthatch Road, Bamfield BC, V0R 1B0

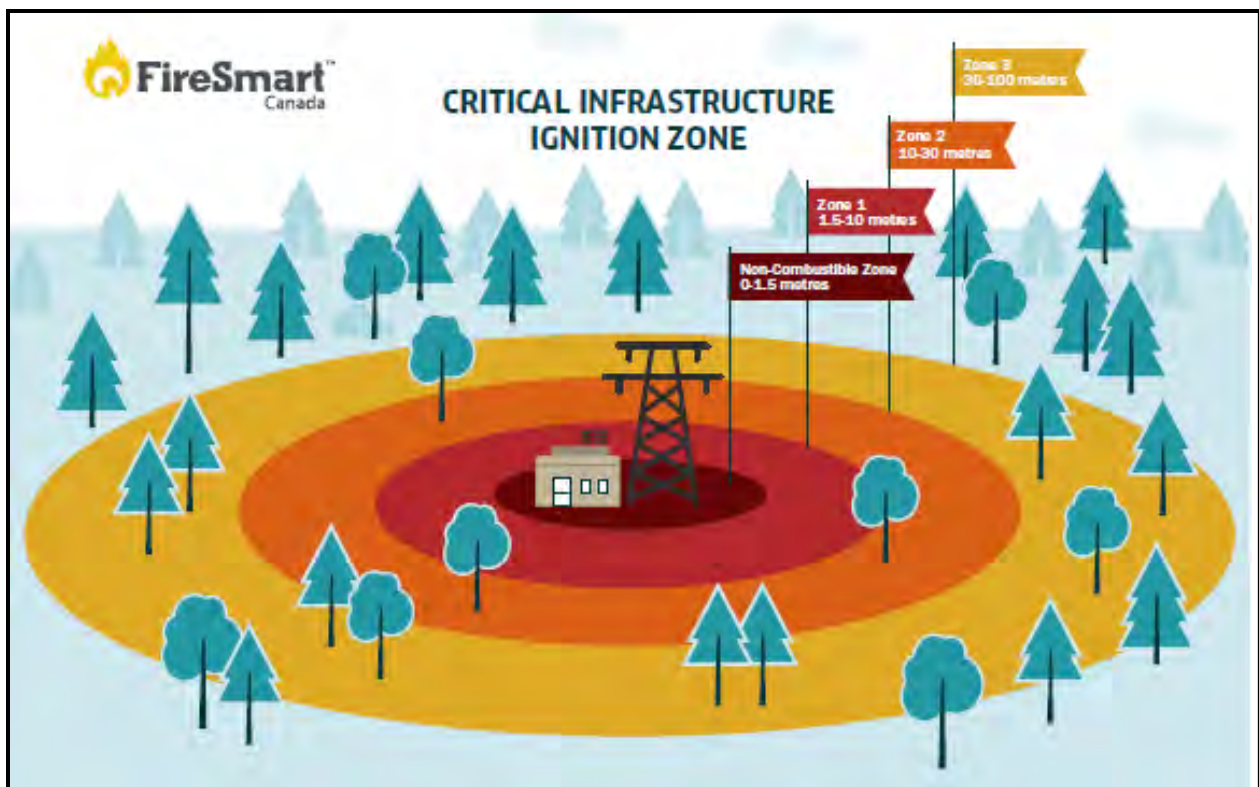
Assessor: R. Thoen

Date: October 24, 2022

## Introduction

The FireSmart Community Funding & Supports program provides funding to local governments and First Nations in BC to increase community resiliency by undertaking community based FireSmart planning and activities that reduce the community's risk from wildfire.

The FireSmart Critical Infrastructure Assessment is key to recommending FireSmart improvements to local critical infrastructure. Eligible projects are publicly owned buildings that are designated as critical to support effective emergency response to a wildfire event. The assessment is a numerically ranked process that is intended for assessing vulnerability of systems, facilities, technologies, networks, assets, and services essential to the health, safety, security, and economic well-being of our citizens and the effective functioning of government.



*Image 1 – This image, from the FireSmart Critical Infrastructure Ignition Zone Poster, depicts the zones used in the assessment process.*

The assessment is separated into 5 sections: building, structure, non-combustible zone (0m – 1.5m), zone 1 (1.5m – 10m) and zone 2 (10m – 30 m). Depending on the features of the critical infrastructure, the building and structure sections may or may



not apply. The non-combustible zone, zone 1 and zone 2 will apply for all critical infrastructure.

## Site Description

Bamfield Community School is located within Bamfield at 240 Nuthatch Road. This site is owned and operated by School District 70 and consists of a two-level school building, storage garage, multi-unit residential building (teacherage), propane tank compound, parking lot and playing field. The main floor of the school building contains classrooms, washroom/change room facilities, offices, and gym. The basement/crawlspace floor contains the HVAC equipment and storage. The site is surrounded by wooded areas on private properties.



***Image 2 – The yellow circle on this Google Maps aerial view illustrates the 100m radius around the main school building. The yellow numbers represent the following: 1. main school building, 2. Storage garage, 3. multi-unit residential building, 4. propane tank compound, 5. parking lot, 6. playing field.***

## Building Description

The main school building is classified as A2 – Assembly Occupancy by the BC Building Code where the occupancy or the use of a building, or part thereof, by a gathering of persons for civic, political, travel, religious, social, educational, recreational or like purposes, or for the consumption of food or drink. Building construction is combustible construction with pitched and flat roof with membrane and metal flashing. The roof is fitted with blind gutters and skylights at the ridges. Windows and doors have tempered glass installed.



*Image 3 – This image illustrates the roof finish, blind-gutters, and exterior siding.*

## Field Assessment

The FireSmart Critical Infrastructure Assessment was carried out on October 24, 2022, with the custodian present for part of the assessment. This assessment is intended to identify vulnerability of the facility to wildfire and recommend mitigation activities to reduce risk. The facility was evaluated as follows; roof level, building construction, surrounding landscaping and combustible storage/structures around the site.

The overall critical infrastructure hazard score was high with the main issues being conifer vegetation in Zone 1 (1.5–10m) and Zone 2 (10–30m).

### Building

The roofs are a combination of pitched and flat roof construction throughout with membrane covering (Class A fire rated) with metal flashing. The roof assemblies are

free of gaps and holes, except for open plumbing vent stacks. There does appear to be a moss buildup occurring in the blind gutters and shaded areas of the roof. Recommend removing moss and other debris from the roof on a regular basis, particularly prior to fire-season. The gable-end vents can become an issue for ember penetration. Recommend ensuring that the vents are fire-rated or install 3mm non-combustible screening will help prevent wind-borne embers from entering the building.



*Image 4 - This image illustrates the gable-end venting.*

There are several cantilevered roof extensions on the building with closed eave design on all sides. The roof extensions have fire sprinklers installed that are part of the buildings fire protection system. There appears to be a temporary patch on the fascia/soffit area of the gym roof at the north end. This soffit area is not protected by the fire sprinkler system and is an area where wind-borne embers can collect and penetration into the building structure. Recommend repairing this area to ensure a complete and tight-fitting soffit area.

*Image 5 - The yellow circle in this image illustrates the location of the temporary patch on the fascia/soffit area of the gym roof.*





The building's HVAC system can be operated remotely, and the custodian is less than 5 minutes from the site to attend to manually shut down the HVAC system. It is important to manage HVAC/ventilation systems during a wildfire to prevent the entry of embers and smoke. There are various HVAC vent openings along the lower wall on the west side of the building. Recommend fitting any vents with 3 mm (1/8") noncombustible screening that do not have operational louvres and flaps or are ASTM ember resistant rated vents.



*Image 6 - This image illustrates some of the HVAC venting that requires installation of 3 mm metal screen.*

The building is clad with painted wood siding with some gaps evident at butt joints and knot holes present. There are decorative wooded posts attached to extensions around the building that have splitting/checking occurring. These gaps are where embers could accumulate, lodge, or penetrate. Recommend sealing all gaps with appropriate caulking/sealant.

There is an adequate ground to siding clearance (min. 15cm) with a non-combustible surface installed around much of the perimeter of the building. The windows are large and have tempered glass installed throughout the facility. There were no gaps found in doors or windows except for the crawl space door on the west side of the building. There are gaps where the siding butts to the trim around the door and the lower ledger board at the threshold is pulling away from the building. Recommend repairing/replacing/sealing these gaps to prevent ember penetration.



*Image 7 - This image illustrates the condition of the crawlspace door.*

The underside of the main floor walkway is protected by the building's fire sprinkler system. The wood stairs and landings installed at the north and south ends of this walkway are not protected. There is surface vegetation growing up under both stairs and landings. Recommend removing the vegetation and installing a permanent non-combustible surface to prevent buildup of embers.



*Image 8 & 9 - These images illustrate the surface vegetation growing up under the landings.*



## Critical Structures

There are two large horizontal propane tanks enclosed within a compound on the south edge of the playing field near the multi-unit residential building (teacherage). The compound is enclosed with a galvanized chain link around the sides and top. There is surface vegetation growing up inside the compound and there is a mix of shrub type vegetation and conifer trees growing immediately around the compound. Recommend that all vegetation be removed from inside the compound and a non-combustible surface be installed throughout the compound. Recommend that all vegetation be removed from around the perimeter of the compound to 10 meters.



*Image 10 - This image illustrates the surface vegetation growing up under the propane tanks and surrounding understory vegetation and conifer trees.*

## Non-Combustible Zone (0 – 1.5 Meters or 0 – 5 Feet)

Most of the noncombustible zone is non-combustible concrete, asphalt pavement or rock surfaces. The area along the east side of the gym and the sloped area at the northeast corner of the building has grass, vine and small shrub type vegetation growing within this zone. It is important to manage vegetation growth around the perimeter of the building to prevent ember build-up. Recommend that this vegetation be removed to a minimum distance of 1.5 meters and a non-combustible surface be installed.



*Image 10 – This image illustrates the vegetation growing at the east side and sloped area on the northeast corner of the building.*

### **Zone 1 (1.5 – 10 Meters or 5 – 30 Feet)**

There is a large amount of conifer vegetation mixed with deciduous within Zone 1 (1.5 – 10m) at the south, southwest, northwest, and north sides of the main building. Managing conifer vegetation within Zone 1 (1.5 – 10m) is critical to a building’s wildfire resilience. Recommend removing the conifer trees and managing surface and low-lying vegetation within Zone 1. Surface vegetation should be maintained to a maximum height of 10 cm (4 inches) with accumulations of needles, cones, branches, and leaves removed on a regular basis. This is critical to ensuring that fine fuels do not provide a “ladder” for a surface fire to transition into the crowns of vegetation.

*Image 11 – This image illustrates the vegetation growing around the south, southwest, northwest, and north sides of the building.*



There is an unmitigated building (playhouse) located on the northeast side of the building. This structure can act as both an ember trap and a fuel source that could



expose the building to radiant heat. Recommend that this building be removed/relocated to an area outside Zone 1 (1.5 – 10m).



*Image 12 - This image illustrates the location of the unmitigated building within Zone 1 near the northeast side of the building.*

### **Zone 2 (10 – 30 Meters or 30 – 100 Feet)**

There is a large amount of conifer vegetation mixed with deciduous within Zone 2 (10 – 30m) at the south, southwest, northwest, and north sides of the main building. Managing conifer vegetation within Zone 2 (10 – 30m) is critical to a building’s wildfire resilience. Recommend pruning conifer trees and spacing crown groups to 3m within Zone 2. Surface fuel sources within Zone 2, particularly the “dead and down” branches should be removed on a regular basis.

There is a storage garage, within Zone 2 (10 – 30 meters) of the school building, that requires some mitigation work on the bay door and man door to ensure that they seal when closed at the top, sides, and threshold. Recommend repair/replacing both the bay door and man door to ensure there are no gaps where embers can enter the building.



***Image 13 & 14 – These images illustrate the condition of the doors on the storage garage.***

There are building materials and other combustible storage as well as vegetation within the Non-Combustible Zone (0 – 1.5 meters) of the storage garage on the east side. Recommend removing/relocating the combustible storage and removing all vegetation within the storage garage’s Non-Combustible Zone and install a non-combustible surface (rock, gravel).



***Image 15 – The yellow oval in this image illustrates the location of the combustible storage and vegetation growing within the Non-Combustible Zone of the storage garage.***

Recommend pruning all trees within Zone 1 (1.5 – 10 Meters) of the storage garage to a minimum height of 2 meters from grade and 2 meters above the roof.



### Zone 3 (30 – 100 Meters or 100 – 330 Feet)

Priority Zone 3 encompasses neighboring properties consisting of wooded areas on the south, west and north sides of the school building. Although interface fire risk is a potential, this risk can be reduced by managing the interface areas within Zone 1 & 2.



*Image 16- This yellow circle in this google earth aerial image illustrates the approximate perimeter of Zone 3 (30-100 meters).*

## FireSmart Recommendations

Priority Zone	Observation(s)	Recommendation	Ranking
Critical Building	Vent openings, including HVAC, installed on roof, gable ends, under eave and sidewall of building susceptible to ember penetration.	Ensure that vent openings are fire-rated. Non-rated vent openings should have 3mm metal screening installed to prevent the entry of wind driven embers.	High
Critical Building	Moss on various parts of the roof	Remove moss and all other combustible debris regularly and prior to fire season	Moderate
Critical Building	There is a temporary patch on the fascia/soffit area of the gym roof at the north end.	Recommend repairing soffit area to ensure a tight fit to prevent entry of wind-borne embers.	High
Critical Building	There are gaps in the wood siding where there are butt joints and knot holes. Support log poles installed at various points around building extensions have splits/checking	Apply/install appropriate caulking/sealing material to prevent embers from embedding in the gaps.	Moderate
Critical Building	There are gaps around the crawl space access door trim and threshold areas including where the siding butts to the trim.	Recommend repairing the door assembly, siding, and trim to ensure tight-fitting seal with no gaps.	High
Critical Building	Areas under both stair landings installed on the northwest and southwest corners have vegetation growing through. These two areas are not protected by the building's exterior fire sprinklers.	Maintain this area on a regular basis, remove all vegetation. Install a complete non-combustible surface under the landing/stair tread area.	Moderate
Critical Structures	Area under the propane tank compound has vegetation growing through.	Remove vegetation and install a complete non-combustible surface throughout the compound.	High
Critical Structures	Area around propane tank compound significant surface vegetation and conifer trees within the NCZ and Zone 1 areas	Remove all vegetation within 10m of the compound in all directions.	High



Priority Zone	Observation(s)	Recommendation	Ranking
Non-Combustible Zone (0 - 1.5m)	Low laying vegetation within the building's NCZ at the northeast corner on the sloped area. Managing vegetation, within the non-combustible zone is critical to a building's wildfire resilience.	Remove all vegetation in this area and install a non-combustible surface to maintain a 1.5-meter buffer to building.	High
Non-Combustible Zone (0 - 1.5m)	Storage of ladders and bike storage rack within the building's NCZ at the southeast corner. These items can trap embers and cause fire to extend into the bottom area of wood siding.	Recommend removing/relocating this storage to prevent embers being trapped against the side of the building.	High
Zone 1 (1.5 - 10m)	Significant surface vegetation within Zone 1 located on the south, southwest, northwest, and north sides of the school building.	Recommend removing this understory vegetation and maintaining it to a maximum height of 10 cm.	High
Zone 1 (1.5 - 10m)	Conifer trees and shrubs within Zone 1 located on the south, southwest, northwest, and north sides of the school building.	Remove all conifers within Zone 1	High
Zone 1 (1.5 - 10m)	Unmitigated building (playhouse) within Zone 1 located on the northeast side of the school building	Remove/relocate this structure to an area outside of Zone 1	Moderate
Zone 2 (10 - 30m)	Conifer trees and shrubs within Zone 2 located on the south, southwest, northwest, and north sides of the school building.	Prune and space conifer trees within Zone 2, remove all "dead and down" vegetation on a regular basis.	Moderate
Zone 2 (10 - 30m)	Storage garage bay door and man door do not seal tightly at the top, sides, and threshold.	Repair/replace the bay door and man door to ensure there are no gaps to prevent the entry of embers	High
Zone 2 (10 - 30m)	Combustible storage within the non-combustible zone of the storage garage near the man door.	Remove/relocate the combustible storage from this area to prevent embers from being trapped and the storage becoming a fuel source.	High

Priority Zone	Observation(s)	Recommendation	Ranking
Zone 2 (10 - 30m)	Vegetation growing within the non-combustible zone of the storage garage on the man door side. Conifer tree branches overhanging roof area	Remove the vegetation from the storage garage non-combustible zone and install a complete non-combustible surface throughout this zone. Remove/prune conifer trees to maintain a defensible space	High
Zone 2 (10 - 30m)	Conifer tree branches overhanging roof area of storage garage.	Remove/prune conifer trees to maintain a defensible space	High

Local FireSmart Representative,



Randy Thoen  
 FireSmart Coordinator  
 Alberni-Clayoquot Regional District  
 3008 5<sup>th</sup> Avenue  
 Port Alberni BC, V9Y 2E3



**PACIFIC RIM SCHOOL DISTRICT  
Public Board Meeting  
INFORMATION SHEET**

**Date:** 10-Dec-24  
**To:** **Board of Education**  
**From:** Alex Taylor, Acting Director of Operations  
**Subject:** **West Coast Bussing**  
**Attachments:** n/a

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### **Background**

The Pacific Rim School District contracts out our West Coast transportation services to Wilsons Transportation.

There has been some community concern relayed to PRSD staff and trustees about the safety of the Wilsons West Coast fleet.

### **Information**

On Nov 1<sup>st</sup>, 2024 the Team Lead of Transportation and our Licenced Mechanic and Commercial Vehicle Inspector went to the coast to perform a safety due diligence inspection on the Wilsons Bus Fleet.

Nov 4<sup>th</sup> A report was compiled and sent to Wislons and CSVE identifying the PRSD's concern and areas for improvement.

Nov 7<sup>th</sup> and 8<sup>th</sup> CSVE inspected the Wilsons fleet. 1 bus was pulled from the road, UES bus. The others had reports issued and a list of items to be addressed.

Nov 11<sup>th</sup>-15<sup>th</sup> Wilsons sent their Operations Manager to the Coast to rectify the issues identified by us and CSVE.

Nov 19<sup>th</sup> our Team Lead of Transportation and Mechanic again went to the Coast to inspect the Wilsons fleet and perform another Due Diligence Inspection.

On Nov 22<sup>nd</sup> a report was created and sent to Wilsons and CVSE. Based on these reports, PRSD pulled three of Wilsons busses out of service.

On Sunday November 24<sup>th</sup> Two District owned busses were dispatched to the coast for Wilsons to use as they had no spare busses fit for service.

On Monday November 25<sup>th</sup> the Acting Director of Operations and the Team Lead of Transportation went to the coast to train Wilsons on the safe operations on the District owned assets.

On Monday Dec 2<sup>nd</sup> The Team Lead of Transportation and our mechanic went to the coast again to perform another due diligence inspection. Both noted the Wilson's fleet being in much better shape

then at the beginning of November. They identified one safety issue that was addressed with Wilson's Management.





## PACIFIC RIM SCHOOL DISTRICT PUBLIC BOARD MEETING INFORMATION SHEET

**Date:** December 10, 2024  
**To:** Board of Education  
**From:** Carla Neville, Controller  
**Subject:** School Protection Program

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### **Background:**

The School Protection Program (SPP) in British Columbia is a self-insurance program established in 1987 to provide comprehensive coverage for K-12 public education entities, including Boards of Education and Francophone Education Authorities. The program is administered by the Risk Management Branch of the Ministry of Finance, the SPP offers various liability, property, and crime coverage designed to the needs of educational institutions. It provides financial protection for property damage, professional and general liability, and crimes like fraud or employee dishonesty. The program also ensures risk management practices are in place, helping schools minimize potential losses while fostering safe and secure environments for students, staff.

### **Discussion:**

#### **Boiler, Machinery, and Equipment Coverage**

This insurance covers direct damage to specific equipment and property from accidents, with a deductible of \$10,000. It also covers additional costs to keep operations running during a loss, such as demolition, construction, and professional fees. Extensions include losses from damage to public utilities or interruptions by civil authority. It excludes certain losses, including those from nuclear incidents, earthquakes, and explosions. Settlements are based on agreements with the Ministry of Education, and the coverage may be suspended if hazardous conditions are found.

#### **Trustees, Directors' & Officers' Liability and Corporate Reimbursement**

This policy covers trustees, directors, officers, and employees from claims related to wrongful acts they perform in good faith within their roles. It covers defense costs, settlements, and legal fees for covered claims, with SPP choosing the lawyer. Exclusions include fraud, criminal acts, and actions outside official duties. Claims must be reported promptly, and the policy is excess to any other insurance.

### **General Liability Coverage**

This policy covers liability for Boards of Education and approved entities in British Columbia. It protects trustees, directors, officers, employees, and volunteers for activities authorized by the entity. It includes coverage for personal injury, property damage, and advertising liability, as well as professional errors, legal liability for firefighting expenses, and automobile liability. The deductible is \$2,000 for third-party property damage claims. Exclusions include damage to the covered entities owned property, pollution, and criminal acts, among others.

### **Property Coverage**

This insurance covers real and personal property owned, leased, or rented by the Board of Education or approved entities in Canada or the U.S., with a deductible of \$10,000. It covers additional expenses to maintain operations and offers optional extensions, such as for employee property or reproducing valuable records. Excluded properties include aircraft, large watercraft, money, and certain construction projects. Coverage applies to all risks of physical loss, including earthquakes and floods, and settlements are based on repair or replacement costs.

### **Crime Agreement**

This policy protects against financial losses from crimes such as employee dishonesty, theft of money or securities, fraud (including social engineering), and misuse of credit cards. The deductible varies by loss type, ranging from \$100 to \$25,000. Extensions cover expenses to verify losses or resume operations. Exclusions include losses due to profit or inventory comparisons and extortion. Social engineering fraud has a cap of \$100,000 per loss annually. Claims must be reported promptly to SPP and the police.

### **Attachments: School Protection Program:**

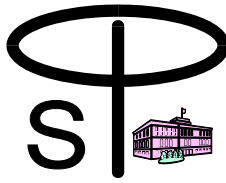
**School Protection Program Summary – Boiler and machinery**

**School Protection Program Summary – Trustees', Directors', & Officers' Liability and Corporate reimbursement agreement**

**School Protection Program Summary – Liability Agreement**

**School Protection Program Summary – Property Agreement**

**School Protection Program Summary – Crime Agreement**



Schools Protection Program Coverage Summary Document

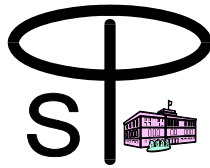
**BOILER & MACHINERY AGREEMENT**  
**Effective January 1, 2009 at 12:01 am PST**

**Note: Summaries are for reference purposes only. In the event of a loss or inquiry, policy wordings including terms, conditions and definitions will apply.**

Covered Entities (CEs)	<ul style="list-style-type: none"> <li>• All Boards of Education in the Province of British Columbia and Francophone Education Authorities (CE) as set out in Schedule A; and</li> <li>• An entity specified and approved by the Executive Director, Risk Management Branch.</li> </ul>
Deductible	\$10,000
Coverage Agreements	Provides coverage for direct damage to an Object and to adjacent property caused by an Accident. Object and Accident are both defined terms.
	<p>Extra Expense:            Additional expenses incurred to continue the CE's operations above what would have been incurred had no loss occurred</p>
Other Coverages	Demolition and Increased Cost of Construction
	Contingent Liability from Enforcement of By-laws
	Reasonable professional fees
	Data and Media Restoration

Extensions (cont.)	<p>Loss to the CE arising out of damage to public utilities supplying services to the CE</p> <hr/> <p>Interruption by civil authority</p>
Losses excluded	<p>The following is not an exhaustive list. In the event of any discrepancy, coverage wordings shall apply.</p> <ul style="list-style-type: none"> <li>• Nuclear reaction, nuclear radiation or radioactive contamination</li> <li>• Accidents caused by earthquake, wind, or fire</li> <li>• Losses while undergoing pressure testing</li> <li>• Explosion</li> </ul>
Valuation/Settlement	<p>Repair or replacement of any Object or property is by agreement with the Ministry of Education and Child Care.</p> <p>In the case of valves and tubes, the basis of settlement is actual cash value.</p> <p>With respect to other property, replacement cost.</p>
Conditions	<p>SPP has the right to inspect any Object at any reasonable time.</p> <p>SPP has the right to suspend coverage immediately if a dangerous condition is found to exist.</p>





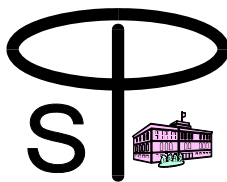
Schools Protection Program Coverage Summary Document

**TRUSTEES', DIRECTORS' & OFFICERS' LIABILITY AND CORPORATE REIMBURSEMENT AGREEMENT**  
**Effective January 1, 2009 at 12:01 am PST**

**Note: Summaries are for reference purposes only. In the event of a loss or inquiry, policy wordings including terms, conditions and definitions will apply.**

<p>Covered Parties</p>	<ol style="list-style-type: none"> <li>1. All Boards of Education in the Province of BC and Francophone Education Authorities (CE) as set out in Schedule A;</li> <li>2. A Foundation (sub-limit applies);</li> <li>3. A Trustee, Director, Office or Employee of a CE; and</li> <li>4. An entity specified and approved by the Executive Director, Risk Management Branch</li> </ol>
<p>Coverage Agreements</p>	<ol style="list-style-type: none"> <li>1. With respect to a Trustee, Director, Officer or Employee, all Loss arising out of Claim for a Wrongful Act arising solely out of their duties;</li> <li>2. With respect to a CE, all Loss             <ol style="list-style-type: none"> <li>a) the CE is obligated to pay because of a Claim for a Wrongful Act against a Trustee, Director, Officer or Employee for which the Trustee, Director, Officer or Employee is statutorily immune;</li> <li>b) the CE is required to pay to a Trustee, Director, Officer or Employee as indemnification as permitted by law.</li> </ol> </li> </ol> <p><b>Defence, Settlement, Supplementary Payments</b>            Provides defence, assessed costs and the reimbursement of reasonable expenses incurred at the direction of SPP for Claims which are covered under the agreement. SPP has the right to select defence counsel, but will consult with the named Trustee, Director, Officer or Employee involved regarding selection. This coverage is in addition to the general limit of liability.</p>

<p>Exclusions</p>	<p>The following is not an exhaustive list. In the event of any discrepancy, coverage wordings shall apply.</p> <ul style="list-style-type: none"> <li>• Any act, error or omission resulting from a Trustee, Director, Officer or Employee failing to act honestly and in good faith and with a view to the best interests of the CE;</li> <li>• Any act, error or omission outside the course of the Trustee’s, Director’s, Officer’s or Employee’s duties with the CE;</li> <li>• Any Loss arising out of a dishonest, fraudulent, criminal or illegal act or omission of a Trustee, Director, Officer or Employee. However, for the purposes of this exclusion, knowledge possessed by any one Trustee, Director, Officer or Employee shall not be imputed to any other.</li> </ul>
<p>Definitions</p>	<p>The coverage agreement contains many defined terms. Of particular note are the following:</p> <p><b>Trustee, Director or Officer</b> – includes any person who was, now is or shall become a duly elected or appointed Trustee, Director or Officer of a CE, while acting within the scope of his / her duties as a Trustee, Director or Officer.</p> <p><b>Wrongful Act</b> – means any actual or alleged act, error, omission, misstatement, misleading statement, neglect or breach of duty committed by a Trustee, Director, Officer or Employee acting in good faith solely in the discharge of his / her duties as a Director, Officer or Trustee or Employee of a CE.</p>
<p>General Conditions</p>	<p><b>Subrogation:</b> To the extent a payment is made under this agreement, SPP is subrogated to the CE’s right of recovery against others.</p> <p><b>Notice of Claim:</b> Upon learning of a situation which could give rise to a Claim, prompt notice with fullest available information must be provided. Full particulars of any writ, statement of claim, petition, notice of action, letter, document or advice received from or on behalf of any claimant must be provided immediately. Full cooperation by the CE and any covered Trustee, Director, Officer or Employee is required.</p> <p><b>Insurance:</b> Coverage under this agreement is in excess of any existing insurance.</p> <p><b>Recovery from the CE:</b> In the event SPP indemnifies any Trustee, Director or Officer for severance pay in a wrongful dismissal action; covered costs arising out of a breach of contract by the CE; or for any covered costs arising out of non-compliance with a tax or other statute by the CE, the CE shall reimburse SPP for said costs and any related defence costs within 30 days.</p>



Schools Protection Program Coverage Summary Document

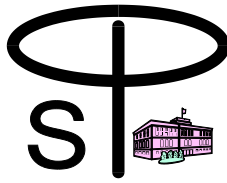
**LIABILITY AGREEMENT**  
**Effective January 1, 2009 at 12:01 am PST**

**Note: Summaries are for reference purposes only. In the event of a loss or inquiry, policy wordings including terms, conditions and definitions will apply.**

Covered Entities (CEs)	<ul style="list-style-type: none"> <li>• All Boards of Education in the Province of British Columbia and Francophone Education Authorities (CE) as set out in Schedule A;</li> <li>• A Foundation (sub-limit applies); and</li> <li>• An entity specified and approved by the Executive Director, Risk Management Branch</li> </ul>
Additional Interests	SPP extends coverage to a broad range of additional interests, but only with respect to liability arising from activities approved by the CE, including: trustees, directors and officers, employees, volunteer workers, CE authorized Coaches and PACs/DPACs.
Deductible	\$2,000 applicable to third party property damage claims only (except where the loss exceeds \$2,000 no deductible shall apply).
Coverage Agreements	<p><b>A. Personal Injury, Property Damage and Advertising Liability</b>            Provides coverage for all compensatory damages which the CE shall be obligated to pay by reason of liability imposed by law, or assumed under Contract for third party personal injury and property damage or advertising liability arising out of an occurrence.</p>
	<p><b>B. Professional Liability</b>            Provides coverage for third party compensatory damages which the CE is obligated to pay arising out of the provision of or the failure to provide professional services.</p>

<p>Coverage Agreements (cont.)</p>	<p><b>C. Employee Benefits Liability</b> Provides coverage for compensatory damages which the CE shall become obligated to pay because of an error or omission in the administration of benefits programs.</p> <hr/> <p><b>D. Legal Liability for Fire Fighting Expense</b> Provides coverage for fire fighting expenses incurred by others which the CE is obligated to pay.</p> <hr/> <p><b>E. Non-Owned Automobile Liability and Legal Liability for Damage to Non-Owned Automobiles Endorsement</b></p> <ul style="list-style-type: none"> <li>• Provides coverage for compensatory damages for liability imposed by law resulting from the use or operation of any automobile not owned or licensed by the CE and used in the business of the CE.</li> <li>• Provides liability imposed by law upon the CE for loss or damage to automobiles not owned, leased or licensed by the CE while in their care, custody and control.</li> </ul> <hr/> <p><b>F. Excess Automobile Liability</b> Provides excess coverage over and above valid and collectible primary automobile liability coverage (including any Special Excess Third Party Legal Liability policy) for vehicles owned or used by the CE in the business of the CE.</p> <hr/> <p><b>G. Defence, Settlement, Supplementary Payments</b> Provides defence, assessed costs and the reimbursement of reasonable expenses incurred at the direction of SPP for occurrences which are covered under the agreement. Defence counsel shall be selected by SPP. This coverage is in addition to the general limit of liability.</p>
<p>Exclusions</p>	<p>The following is not an exhaustive list. In the event of any discrepancy, coverage wordings shall apply.</p> <ul style="list-style-type: none"> <li>• Ownership, use or operation of automobiles</li> <li>• Damage to property owned by the CE</li> <li>• Pollution or environmental liability other than an accidental or unanticipated event</li> <li>• Any workers' compensation-related matter</li> <li>• Any alleged intentional, criminal or illegal act or omission but this exclusion does not apply to any covered person not having knowledge of, nor being a party to, such act or omission</li> <li>• War or nuclear liability</li> <li>• Punitive or exemplary damages or fines</li> </ul>

<p>Definitions</p>	<p>The coverage agreement contains many defined terms. Of particular note are the following:</p> <p><b>Personal Injury</b> – generally means bodily injury, including mental anguish, mental injury, disability, shock, fright, harassment, sickness or disease, or death.</p> <p><b>Occurrence</b> – means an accident, happening or event including continuous or repeated exposure to a condition or to conditions causing <i>unexpected</i> and <i>unintended</i> personal injury and property damage.</p>
<p>General Conditions</p>	<p><b>Notice of Accident or Occurrence:</b> Upon learning of a situation which could give rise to a claim, prompt notice with fullest available information must be provided. Full particulars of any writ of summons, demand or suit, letter, document or advice received from or on behalf of any claimant must be provided immediately.</p> <p><b>Assistance and Cooperation of the CE:</b> Full cooperation by the CE and all covered additional interests is required.</p> <p><b>Insurance:</b> Coverage under this agreement is in excess of any existing insurance.</p> <p><b>Subrogation:</b> To the extent a payment is made under this agreement, SPP is subrogated to the CE’s right of recovery against others.</p>
<p>Dispute Resolution</p>	<p>The agreement sets out the terms under which any dispute regarding coverage will be settled.</p>



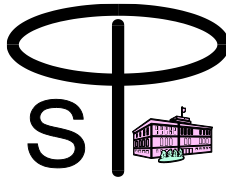
Schools Protection Program Coverage Summary Document

**PROPERTY AGREEMENT**  
**Effective January 1, 2009 at 12:01 am PST**

**Note: Summaries are for reference purposes only. In the event of a loss or inquiry, policy wordings including terms, conditions and definitions will apply.**

Covered Entities (CEs)	<ul style="list-style-type: none"> <li>• All Boards of Education in the Province of British Columbia;</li> <li>• Francophone Education Authorities; and</li> <li>• An entity specified and approved by the Executive Director, Risk Management Branch</li> </ul>
Deductible	\$10,000
Coverage Agreements	Provides coverage on all real property and personal property of every kind and description owned by the CE, including leased, rented and borrowed property where the CE has agreed to provide coverage, except as herein excluded, situated anywhere in Canada or the United States of America (including while in transit therein).
	<p>Extra Expense:            Additional expenses incurred to continue the CE's operations above what would have been incurred had no loss occurred.</p>
Coverage Extensions	At the option of the CE, employee's personal property used for instructional or employment purposes (\$3,000 per employee), excess of any other insurance.
	The cost to reproduce valuable papers and records and data (from back ups).
	Bylaws coverage
	Debris removal

Property Excluded	<p>The following is not an exhaustive list. In the event of any discrepancy, coverage wordings shall apply.</p> <ul style="list-style-type: none"> <li>• Aircraft</li> <li>• Watercraft over 17 metres (55 feet) in length</li> <li>• Land values</li> <li>• Money and securities</li> <li>• Property in the course of ocean marine transit except coastal and inland waters of Canada and the continental United States</li> <li>• Plants, trees and shrubs not forming part of the landscaping plan</li> <li>• New buildings under the course of construction or existing buildings undergoing renovations with an estimated construction value in excess of \$5,000,000.</li> </ul>
Events Covered	All Risks of direct physical loss or damage including earthquake and flood, except as excluded
Events Excluded	<p>The following is not an exhaustive list. In the event of any discrepancy, coverage wordings shall apply.</p> <ul style="list-style-type: none"> <li>• Mysterious disappearance</li> <li>• Infidelity of employees</li> <li>• Wear and tear</li> <li>• Mould, rust or corrosion</li> <li>• Insects, rodents, vermin</li> <li>• Expansion, contraction, settling</li> <li>• Equipment breakdown</li> <li>• Contamination</li> </ul>
Valuation/Loss Settlement	<p>Repair or replacement of any property is by agreement with the Ministry of Education and Child Care.</p> <p>If the property is to be repaired, replaced, reconstructed or reinstated then this Agreement will cover the cost of repairing, replacing, etc. whichever is least without deduction for depreciation.</p>



Schools Protection Program Coverage Summary Document

**CRIME AGREEMENT**  
**Effective January 1, 2009 at 12:01 am PST**

**Note: Summaries are for reference purposes only. In the event of a loss or inquiry, policy wordings including terms, conditions and definitions will apply.**

Covered Entities (CEs)	<ul style="list-style-type: none"> <li>• All Boards of Education in the Province of British Columbia and Francophone Education Authorities (CE) as set out in Schedule A; and</li> <li>• An entity specified and approved by the Executive Director, Risk Management Branch</li> </ul>
Deductible	<p>\$3,000 each loss except:            \$100 each loss involving student dishonesty            \$10,000 each loss sustained by a Foundation            \$25,000 each loss from Social Engineering Fraud sustained by a CE or a Foundation</p>
Coverage Agreements	<p>Employee Dishonesty Coverage:            Direct loss of CE money, securities and other property caused by fraudulent or dishonest acts of a CE employee</p> <hr/> <p>Loss Inside Premises Coverage:            Direct loss of money or securities from inside the CE premises</p> <hr/> <p>Loss Outside Premises Coverage:            Direct loss of money or securities from outside the CE premises</p> <hr/> <p>Money Orders and Counterfeit Paper Currency Coverage:            Loss due to acceptance in good faith of counterfeit money or money orders</p> <hr/> <p>Depositor’s Forgery Coverage:            Direct loss caused by cheque forgery</p>



Coverage Agreements (cont.)	Funds Transfer Fraud: Loss arising from fraudulent transfer of electronic funds from the CE's account
	Credit Card Forgery Coverage: Loss arising from the theft or unauthorized use of CE credit cards
	Computer Fraud: The unlawful taking of money or securities through the use of any computer system
	Telephone Fraud: Loss arising from toll and line charges the CE is responsible for solely as a result of Remote Access Fraud
	Social Engineering Fraud: Loss of money or securities as a direct result of intentional manipulation by a person posing as a Vendor, Client, or Employee
Extensions	Reasonable expenses, other than internal costs (such as employee remuneration), incurred by a CE with the consent of the program: <ul style="list-style-type: none"> <li>• to establish the existence and amount of a loss</li> <li>• to reproduce Data</li> <li>• to enable a CE to resume operations to a similar standard as immediately before a loss</li> </ul>
Losses Excluded	The following is not an exhaustive list. In the event of any discrepancy, coverage wordings shall apply. <ul style="list-style-type: none"> <li>• Any part of a loss arising solely from a profit or loss comparison</li> <li>• Any part of a loss arising solely from a comparison of inventory records</li> <li>• Extortion</li> </ul>
Valuation/Settlement	Actual cash value of securities at the close of business on the business day preceding the date of discovery of the loss.
	Actual cash value or actual cost of repair or replacement on other property.
	Social Engineering: \$100,000 any one loss / \$100,000 annual aggregate
Conditions	Prompt notice must be given to SPP and to police.



## PACIFIC RIM SCHOOL DISTRICT PUBLIC BOARD MEETING INFORMATION SHEET

**Date:** December 10, 2024  
**To:** Public Board Meeting  
**From:** James Messenger and Jaime Hansen  
**Subject:** January 20<sup>th</sup>, 2025, Indigenous Focused Non-Instructional Day

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### Background

In recent years the BC School Act required Districts to have non-instructional days focused on curriculum implementation and in 2021/2022 and 2022/2023 there was a requirement to include an Indigenous focused day.

Although the School Act no longer mandates this the Pacific Rim School District has chosen to continue to have a non-instructional day with a dedicated Indigenous focus.

As such a joint committee made up of Indigenous Education Representatives, District Superintendent, ADTU President, CUPE President, Director of Indigenous Education, Principal and Vice Principals Association President, Métis Representative and Director of Instruction – Learning and Innovation have been meeting to plan activities for January 20, 2025.

### Discussion

There is some planning still to occur. The general outline of the day will be:

- **2 Sites:**
  - All Alberni Valley Schools and Bamfield Community School at ADSS
  - UES, USS, and WCS to gather on Tla-o-qui-aht Territory
- **Cultural Start** – In all locations the day will begin with a cultural opening.

The nations whose territory the learning is happening are being invited to open the day in a good way.

- **System Wide Message**
  - There is interest in having a common activity or message that is the same for all sites to unite our District. Some details are to be confirmed. An interest in including aspects of student voice has been expressed.
- **Lunch** – Will be provided at all sites.
- **Afternoon** – To be confirmed. Interest in framing learning using culture, history, and student voice were expressed.

## Next Steps

- Further planning to shape the day and guide learning
- Gather student voice submissions to inform and potentially utilize for day's learning.
- Further details and logistics to be confirmed and shared with employee groups and the community.





## 133: TRUSTEE/TEACHER LIAISON COMMITTEE (P)

**Approved: 92 05 19**

**Amended: 04 06 22**

**Reviewed: 18 10 09**

**Draft: 24 10 08**

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### **POLICY**

The Board of Education agrees with the Alberni District Teachers' Union that clear communication between trustees and teachers will facilitate a climate of trust and cooperation between Trustees and Teachers within the district.

The Board authorizes the formation of a Trustee/Teacher Liaison Committee as a means of promoting good communication between the Alberni District Teachers' Union and the Board of Education for School District 70 Pacific Rim.

### **RESOURCES AND REGULATIONS**

XXXX: Trustee/Teacher Liaison Committee (AP)



## XXX: Employee Long Service and Retirement Recognition (P)

**Approved: 95 02 2**  
**Amended: 00 08 29**  
**Amended: 18 12 11**  
**Amended: 24 09 10**

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### **POLICY**

The Board of Education believes that an employee's long service to the Board and the employee's retirement should be recognized.

The Regulations to this Administrative Procedure establish the guidelines for these recognitions.

DRAFT

### **Resources and References**

Pacific Rim School District – A/P 4031 Employee Long Service and Retirement Recognition



## **410: Criminal Record Review (P)**

**Approved: 90 03 27**  
**Amended: 09 05 26**  
**Draft: 24 09 10**

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### **POLICY**

The Criminal Records Review Act requires that criminal records reviews be conducted on all existing and new employees and persons contracted to provide services, who work with students or have the potential to work with students.

The Board delegates to Senior Administration responsibility for ensuring that all present and future employees are in compliance with the requirements of the Criminal Records Review Act. The requirement to undergo a criminal records review shall follow the processes established in the Administration Procedure XXXX Criminal Record Review (AP).

**DRAFT**

### **Resources and References**

Pacific Rim School District – XXXX Criminal Record Review (A/P)



## XXX: EMPLOYEE FILES (P)

Draft: 24 10 08

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### **POLICY**

The Board of Education regards personnel documents which the District has received, or which it has prepared, as the property of Pacific Rim School District.

It shall be the position of the Board to maintain such employee files that are in the legitimate interest of the District and the employee.

The District shall maintain a file for payroll and benefits purposes and a separate file for personal and personnel information. Files shall follow the *Freedom of Information and Protection of Privacy Act* as well as Policy 300 Records Management and AP XXX Records Retention.

DRAFT

### **RESOURCES AND REFERENCES**

Pacific Rim School District Administrative Procedure 4000: Employee Files (AP)



## XXX: VACATIONS/BANKED OVERTIME (P)

**Draft: 24 10 08**

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### **POLICY**

The Board of Education believes that vacations are a time for the employee to be away from the workplace, to be refreshed and recommitted to work until the next vacation period. Vacation time away from work is only available to twelve (12) month employees.

DRAFT

### **RESOURCES**

4050: Vacations/Banked Overtime (AP)



**Board Goals**

1. Remain committed to the Calls to Action of the Truth and Reconciliation Commission and BC's Declaration of the Rights of Indigenous People Act as ongoing priorities.
2. Promote Indigenous ways of knowing and being and the BC First Peoples' Principles of Learning across all curriculum areas.
3. Maintain and enhance meaningful relationships with Nuu-Chah-Nulth First Nations and the Metis Society.
4. Ensure culturally relevant and welcoming environments for students and staff of Indigenous ancestry.
5. Build and enhance language and culture programs in all schools, including through the creation of land-based learning programs.
6. Maintain literacy and numeracy as top priorities K-12.
7. Focus on student engagement and commitment to their own learning.
8. Close any learning or school completion gaps between Indigenous and non-Indigenous learners.
9. Connect with early years providers to support children's transitions into school.
10. Focus on transitions into school, from elementary to secondary and to graduation with dignity, purpose, and options.
11. Provide the best possible support services for learners.
12. Provide West Coast students with the same opportunities as are found in the Alberni Valley.
13. Support involvement of parents and caregivers in their children's education.
14. Provide all possible resources to support mental health and well-being of students and staff.
15. Maintain and enhance relationships with community agencies, including in support of mental health and addiction education.
16. Support effective outreach to children and families with the greatest need.
17. Ensure effective supports for children and youth in care.
18. Focus on internet safety and effective uses of technology for all students.
19. Support diversity, equity, inclusion, and accessibility in all schools and workplaces.
20. Ensure learning and working environments that celebrate cultural heritage and that are free from racism.
21. Support all staff in implementing best modern practices.
22. Provide environments where students experience connections and have fun.
23. Ensure strong outreach to parents, caregivers, and community resources.
24. Provide accessible learning and working environments.
25. Support everyone situating "who we are, where we are, where we come from, our connections and our interconnections."
26. Support SOGI initiatives and ensure safe environments for all LGBTQ2S+ students and staff.
27. Promote environmental stewardship and global citizenship education across all curriculum areas.
28. Develop District-wide structures to promote environmental stewardship.
29. Support community-wide environmental stewardship and efforts to limit the impacts of climate change.
30. Support student leadership in climate action.
31. Promote awareness of national and international issues and opportunities.
32. Support students to be engaged actively in their community.
33. Promote anti-racism and an inclusive society, free from discrimination.

Meeting Type	Date	Item Description	Resolution/Direction	Department Responsible	Staff Responsible	Follow-Up Status	Action / Comments
Board Meeting	11/8/2022	Superintendent's Mandates	That the Board of Education, School District 70 Pacific Rim, direct the Superintendent to research and present recommended models of Co-Governance that could be between the SD 70 Pacific Rim Board of Education and selected representatives of local Nuu-Chah-Nulth Nations, Metis Nation, and urban Aboriginal representatives.	Senior Staff	Tim	Complete	
Board Meeting	11/8/2022	Superintendent's Mandates	That the Board of Education, School District 70 Pacific Rim, direct the Superintendent to establish, in a collaborative fashion, an Elder's Council within the West Coast communities, through consultation with representatives from the Nuu-chah-Nulth Nations on the West Coast.	Senior Staff	Jaime	Complete	
Board Meeting	11/8/2022	Superintendent's Mandates	That the Board of Education, School District 70 Pacific Rim, direct the Superintendent to report back on staff's plans to address the gap in overall achievement rates for Indigenous learners in SD 70 Pacific Rim.	Senior Staff	James / Jaime	Complete	
Board Meeting	11/8/2022	Superintendent's Mandates	That the Board of Education, School District 70 Pacific Rim, direct the Superintendent to initiate the process of Strategic Planning for the development of a Board Strategic Plan that will take effect July 1, 2023, through June 30, 2027, and will include collaborative and inclusive input from Indigenous partners, Municipal partners, and the broader community.	Senior Staff	Tim	Complete	
Board Meeting	11/8/2022	Superintendent's Mandates	That the Board of Education, School District 70 Pacific Rim, direct the Superintendent to develop a Board Work Plan, for consideration and approval of the Board, for the remainder of the 2022-2023 school year.	Senior Staff	Tim	Complete	
Board Meeting	11/8/2022	Superintendent's Mandates	That the Board of Education, School District 70 Pacific Rim, direct the Superintendent to initiate the process for the development of an Enhancement Agreement between the SD70 Pacific Rim Board of Education, Indigenous partners whose ha-houlthee the school district is situated on, representatives of the Alberni Clayoquot Metis Nation and the Port Alberni Friendship Center and the Ministry of Education and Child Care for the Province of British Columbia.	Senior Staff	Tim / Jaime	Complete	
Board Meeting	12/13/2022	2022 SOFI Report	That the board approve the SOFI report for the year ended June 30, 2022 as presented.	Finance	Barbara	Complete	
Board Meeting	12/13/2022	Motion	To reallocate extra funds for inclusive education to support an intersection of sexual exploitation and drug trafficking of children and youth in Port Alberni and the West Coast.	Finance	Barbara	Complete	
Board Meeting	12/13/2022	Motion	To approve a field trip to Quebec that is planned to take place in February 2024	Director of Instruction	James	Complete	
Board Meeting	1/10/2023	Motion	Motion to provide a letter of support for the MTB location before February 27, 2023	Administrative Services	Carla	Complete	
Board Meeting	1/10/2023	Motion	That the board approve the amended budget for the year ended June 30, 2023 presented.	Administrative Services	Carla	Complete	
Board Meeting	1/10/2023	Motion	To reallocate extra funds for inclusive education to support an intersection of sexual exploitation and drug trafficking of children and youth in Port Alberni and the West Coast.	Finance	Barbara	Complete	
Board Meeting	1/10/2023	Motion	Motion to approve the monthly expenditures as presented for September, October and November.	Finance	Barbara	Complete	
Board Meeting	1/10/2023	Motion	To approve a field trip to Portugal that is planned to take place during Spring Break 2024	Director of Instruction	James	Complete	
Board Meeting	2/14/2023	Motion	Motion to approve an increase to the per-diem, mileage and Trustee child care rates as per the BC School Trustees Association rate increase.	Finance	Barbara	Complete	
Board Meeting	2/14/2023	Motion	Motion to approve the purchase of one van with the ability to purchase a second van if there is significant savings.	Finance	Barbara	Complete	

Meeting Type	Date	Item Description	Resolution/Direction	Department Responsible	Staff Responsible	Follow-Up Status	Action / Comments
Board Meeting	2/14/2023	Motion	Motion to direct Superintendent Davie to reply to Mr. Standley re: Late French Immersion.	Senior Staff	Tim	Complete	
Board Meeting	2/14/2023	Community Development Officer for Community Futures Alberni-Clayoquot	Motion to affirm the letter of request from the board	Administrative Services	Carla	Complete	
Board Meeting	2/14/2023	Motion	Motion to direct Trustee Craig work with ADTU president Ryan Dvorak to develop terms of reference and develop the Trustee Teacher Liaison Committee	Board Chair	Pam Craig	Complete	
Board Meeting	2/14/2023	Motion	Motion to support the washroom retrofit to ensure an inclusive space without major infrastructure requirements at ADSS for washrooms.	Operations	Greg	Complete	
Board Meeting	3/7/2023	Harris & Co. Scholarship Donation of \$200	Motion to respond to Harris & Co	Administrative Services	Carla	Complete	
Board Meeting	3/7/2023	Policies	To receive the following policies and circulate for 30 days for public consultation: 1.Policy 113 Policy Development 2.Policy 300 Records Management 3.Policy 310 School Closure 4.Policy 320 Conveyance of Students 5.Policy 330 Disposal of District Property or Facilities 6.Policy 331 Disposal of Surplus or Obsolete Equipment 7.Policy 340 Accumulated Operating Surplus 8.Policy 341 Budget Development, Monitoring and Reporting 9.Policy 710 Health and Safety Committee 10.Policy 711 Health and Safety: Violence in the Workplace 11.Policy 301 Inclement Weather/Tsunami Warning 12.Accessibility Policy 13.Newcomer Students with Refugee Experience 14.Policy 530 School Fees and Student Hardship	Administrative Services	Carla	Complete	
Board Meeting	3/7/2023	Policies	To adopt the following policies: 1.Anti-Racism Policy 2.Child Care Policy 3.District Student Advisory Council 4.Employee Conflict of Interest Policy 5.Equity, Diversity & Inclusion Policy 6.Non-Discrimination Policy 7.Truth and Reconciliation Policy	Administrative Services	Carla	Complete	
<b>Everything above this point has been added manually as the existing eScribe software had not been put into place yet.</b>							
Board Meeting	3/28/2023	The Acting Secretary Treasurer will present the expense report for December and January	To approve the December and January Expense Reports as presented.	Finance	Barbara	Complete	
Board Meeting	4/11/2023	Capital Plan Update	That the Board of Education approve the proposed Five-Year Capital Plan (Major Capital Program) for 2023-24 in the amount of \$28,102,065.	Finance	Barbara	Complete	
Board Meeting	4/11/2023	Capital Plan Update	That the Board of Education approved the proposed Five-year Capital Plan (Minor Capital Program) for 2023-24 in the amount of \$2,715,000.	Finance	Barbara	Complete	
Board Meeting	4/11/2023	Capital Plan Update	That the Board of Education enact, as follows:The Capital Plan Bylaw of the Board for the 2023/24 Capital Plan as approved by the Minister, to include the supported capital project(s) specified in the letter addressed to the Secretary-Treasurer and Superintendent, dated March 9, 2023, is hereby adopted. This Capital Bylaw may be cited as School District Pacific Rim Capital Bylaw No. 2023/24-CPSD70-01.	Finance	Barbara	Complete	
Board Meeting	6/27/2023	2023-24 Major Capital Plan submission	THAT the Board of Education approve the submission of the 5-year Capital Plan as presented.	Finance	Barbara	Complete	
Board Meeting	6/27/2023	Transportation Assistance Rates	THAT the Board of Education direct staff through the Superintendent, to revise Policy 320 Conveyance of Students removing procedure from it, create an Administrative Procedure outlining a clear method and formula for calculating Transportation Assistance Rates, and to create an Appendix to the Administrative Procedure to establish the Rates for the 2023/24 school year, for review by the Policy Committee.	Operations	Greg	Complete	
Board Meeting	6/27/2023	Transportation Assistance Rates	THAT the Board of Education approve the rate of \$0.272 (40% of \$0.68) per kilometer with the addition of 0.05 per additional child for a maximum of \$25 per day per family, as the Transportation Assistance Rates for the 2023/24 school year.	Finance	Barbara	Complete	
Board Meeting	6/27/2023	Strategic Planning 2023-28 Language	THAT the Board of Education adopt the Strategic Planning 2023-28 document language as presented, and direct Staff through the Superintendent, to use this language when developing and preparing the final Strategic Plan 2023-28 document for publishing.	Corporate Services	Paula	Complete	

Meeting Type	Date	Item Description	Resolution/Direction	Department Responsible	Staff Responsible	Follow-Up Status	Action / Comments
Board Meeting	6/27/2023	Tofino Saltwater Classic 2023 Ball Hockey Tournament	THAT the Board of Education authorize the use of the Wickaninnish Community School grounds, to host the 2023 Tofino Saltwater Classic Ball Hockey Tournament.	Finance	Carla	Complete	
Board Meeting	6/27/2023	Boarding Allowance Rate 2023-24	THAT the Board of Education approve \$850.00 as the maximum monthly boarding allowance amount an eligible student is entitled to during the 2023/24 school year, with eligibility being defined by the Eligibility section of Administrative Procedure 3306; and THAT the Board of Education direct Staff through the Superintendent, to present the Appendix to the June Public Board Meeting each year, for review and updating of the rates for the subsequent school year.	Corporate Services	Paula	Complete	
Board Meeting	6/27/2023	Request for Increased Funding - StrongStart	THAT the Board of Education approve the letter as presented by Staff be sent to the Ministry of Education and Child Care	Corporate Services	Paula	Complete	
Board Meeting	6/27/2023	Rental of District Facilities Admin Procedure	THAT the Board of Education support the adoption of the Rental of District Facilities Administrative Procedure and direct the Superintendent to direct Staff to share both the policy and the new user rates with all User Groups prior to use in the Fall of 2023.	Senior Staff	Peter	Complete	
Board Meeting	6/27/2023	Rob Shaw: Watchdogs suggest a larger government role in selling decriminalized drugs - The Orca	THAT the Board of Education direct staff through the Superintendent, to invite Dr. Allison to return to provide an update in the Fall 2023, and provide a report regarding Mental Health and Wellbeing of Students.	Corporate Services	Paula	Complete	
Board Meeting	9/26/2023	Adoption of Student Grade Placement Policy	THAT the Board of Education approve the Student Grade Placement Policy to go to a 30-day public consultation period, as presented.	Corporate Services	Paula	Complete	
Board Meeting	9/26/2023	Adoption of Multiculturalism Policy	THAT the Board of Education adopt the Multiculturalism Policy as presented.	Corporate Services	Paula	Complete	
Board Meeting	9/26/2023	Adoption of Alternate Delivery Sensitive Material Policy	THAT the Board of Education approve the Alternate Delivery Sensitive Material Policy to go to a 30-day public consultation period, as presented.	Corporate Services	Paula	Complete	
Board Meeting	9/26/2023	Adoption of Community Schools Policy	THAT the Board of Education approve the Community Schools Policy to go to a 30-day public consultation period, as presented.	Corporate Services	Paula	Complete	
Board Meeting	9/26/2023	Adoption of Public Disclosure Policy	THAT the Board of Education approve the Public Disclosure Policy to go to a 30-day public consultation period, as presented.	Corporate Services	Paula	Complete	
Board Meeting	9/26/2023	Enhancing Student Learning Report (2 minutes)	THAT the Board of Education direct staff through the Superintendent to submit the approved 2023/24 Enhancing Student Learning Report to the Ministry of Education and Child Care by September 30, 2023.	Director of Instruction	James	Complete	
Board Meeting	9/26/2023	Auditor's Summary - Approval of Financial Statement (5 minutes)	THAT the Board of Education of School District No. 70 (Pacific Rim) approve the 2022/23 Audited Financial Statements as amended.	Finance	Barbara	Complete	
Board Meeting	9/26/2023	Monthly Expenditures - June & July 2023 (5 minutes)	THAT the Board of Education approve the June & July 2023 Monthly Expenditures as presented.	Finance	Barbara	Complete	
Board Meeting	9/26/2023	2023/24 Food Infrastructure Program (2 minutes)	1. 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 Five-Year Capital Plan (Minor Capital Programs) for 2023/24, as provided on the Five-Year Capital Plan Summary for 2023/24 submitted to the Ministry of Education and Child Care.	Finance	Barbara	Complete	
Board Meeting	9/26/2023	2023/24 Food Infrastructure Program (2 minutes)	2. THAT the Board of Education approve all three readings of Capital Bylaw No. 2023/24-CPSD70-02 in today's Board meeting.	Finance	Barbara	Complete	
Board Meeting	9/26/2023	2023/24 Food Infrastructure Program (2 minutes)	3. THAT the Board of Education adopt Capital Bylaw No. 2023/24-CPSD70-02 as presented.	Finance	Barbara	Complete	
Board Meeting	9/26/2023	2023/24 Food Infrastructure Program (2 minutes)	4. THAT it be resolved as having been read a first, second and third time as provided for in the bylaws that the Board Chair and the Secretary-Treasurer be authorized to execute this By-law on behalf of the Board and that the corporate seal of the Board be affixed thereon.	Finance	Barbara	Complete	
Board Meeting	9/26/2023	2024/25 Minor Capital Program (4 minutes)	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 Five-Year Capital Plan (Minor Capital Programs) for 2024/25, as provided on the Five-Year Capital Plan Summary 2024/25 submitted to the Ministry of Education and Child Care.	Finance	Barbara	Complete	
Board Meeting	9/26/2023	Approve published Strategic Plan, Operational Plan, Board Work Plan (6 minutes)	THAT the Board of Education direct staff, through the Superintendent, to publicly release the 2023-2024 to 2027-2028 Board Strategic Plan, 2023-2024 Operational Work Plan, and 2023-2024 Board Work Plan documents.	Corporate Services	Paula	Complete	
Board Meeting	10/24/2023	Policy 113 Policy Development	THAT the Board of Education adopt Policy 113 Policy Development as presented.	Corporate Services	Paula	Complete	
Board Meeting	10/24/2023	Election for position of Chair and/or Vice-Chair (5 minutes)	THAT the Board of Education direct staff, through the Superintendent, to hold election for the position of Chair and/or Vice Chair at the Annual Public Board Meeting on November 28, 2023.	Corporate Services	Paula	Complete	
Board Meeting	10/24/2023	P110 Board Procedure Policy	THAT the Board of Education approve P110 Board Procedure Policy to go to a 30-day public consultation period, as presented.	Corporate Services	Paula	Complete	
Board Meeting	10/24/2023	Email Signature template (5 minutes)	THAT the Board of Education approve the mandatory use of the email signature templates as presented, for use by all employees and representatives of Pacific Rim School District.	Corporate Services	Paula /Jaime / Mike	Complete	
Board Meeting	10/24/2023	Trustee Remuneration	THAT the Board of Education approve the Trustee Remuneration Policy to go to a 30-day public consultation period, as presented.	Corporate Services	Paula	Complete	

Meeting Type	Date	Item Description	Resolution/Direction	Department Responsible	Staff Responsible	Follow-Up Status	Action / Comments
Board Meeting	10/24/2023	2023-10-10 After School Badminton	THAT the Board of Education direct staff through the Superintendent, to write a letter of reply suggesting other funding avenues.	Corporate Services	Paula	Complete	
Board Meeting	11/28/2023	Trustee Remuneration Policy	THAT the Board of Education adopt the Trustee Remuneration Policy as presented.	Corporate Services	Paula	Complete	
Board Meeting	11/28/2023	Board Procedure Policy	THAT the Board of Education adopt the Board Procedure Policy as presented.	Corporate Services	Paula	Complete	
Board Meeting	11/28/2023	Adoption of Community Schools Policy	THAT the Board of Education adopt the Community School Policy as presented .	Corporate Services	Paula	Complete	
Board Meeting	11/28/2023	Retirements / Resignations (3 minutes)	THAT the Board of Education accept the resignation/retirement of Holly Duggan, effective November 17, 2023; Sheri Stanley, effective November 10, 2023; Sandra Dailey effective March 31, 2024; Regan Pley effective December 1, 2023 and Heidi Vanbeselaere effective immediately.	Corporate Services	Paula	Complete	
Board Meeting	11/28/2023	Adoption of Alternate Delivery Sensitive Material Policy	THAT the Board of Education approve the Alternate Delivery Sensitive Material Policy as presented.	Corporate Services	Paula	Complete	
Board Meeting	11/28/2023	Adoption of Public Disclosure Policy	THAT the Board of Education approve the Public Disclosure Policy as presented.	Corporate Services	Paula	Complete	
Board Meeting	11/28/2023	2023/24 Budget Timeline/Calendar (5 minutes)	THAT the Board of Education approve the 2023/24 Budget Timeline/Calendar as presented.	Finance	Barbara	Complete	
Board Meeting	11/28/2023	BAA Course Approval - ADSS Indigenous Leadership Course (3 minutes)	THAT the Board of Education approve the BAA Course - ADSS Indigenous Leadership Course as presented.	Director of Instruction	James	Complete	
Board Meeting	11/28/2023	School Trustee Code of Conduct Policy	THAT the Board of Education direct staff through the Superintendent to seek feedback on the School Trustee Code of Conduct Policy & Administrative Procedure by means of a 30 day Public Consultation period, from November 29 - December 29, 2023.	Corporate Services	Paula	Complete	
Board Meeting	11/28/2023	Annual Election for Vice-Chair	THAT the Board of Education direct staff through the Superintendent, to destroy the ballots used to elect the Board Vice-Chair at the 2023 Annual Board Election.	Corporate Services	Paula	Complete	
Board Meeting	11/28/2023	Adoption of Student Grade Placement Policy	THAT the policy be referred back to the Policy Committee for further review. DEFEATED.			DEFEATED	
Board Meeting	11/28/2023	Adoption of Student Grade Placement Policy	THAT the Board of Education approve the Student Grade Placement Policy as presented.	Corporate Services	Paula	Complete	
Board Meeting	12/19/2023	Retirements/Resignations	THAT the Board of Education accept the retirement of Brad Cook effective January 5, 2024, Amarjit Pohar effective February 1, 2024, and the resignations of Erin Venn effective January 19, 2024 and Carrie Nahorney effective January 11, 2024.	Corporate Services	Paula	Complete	
Board Meeting	12/19/2023	SD70 Retention Policy	THAT the Board of Education approve the Public Interest Disclosure Policy and the Records Retention Policy to be published for a 30-day public consultation period.	Corporate Services	Paula	Complete	
Board Meeting	1/23/2024	Black Excellence Day	THAT the Board of Education direct staff through the Superintendent, to include Black Excellence Day in our annual school district calendar going forward, and to create ongoing awareness through website and media posts each year.	Corporate Services	Paula	Complete	
Board Meeting	1/23/2024	XXX: Jordan's Principle Policy	THAT the Board of Education direct staff through the Superintendent, to publish the draft Jordan's Principle Policy for a period of 30 days for public consultation.	Corporate Services	Paula	Complete	
Board Meeting	1/23/2024	XXX: Environmental Stewardship Policy	THAT the Board of Education direct staff through the Superintendent, to publish the draft Environment Stewardship Policy for a period of 30 days for public consultation.	Corporate Services	Paula	Complete	
Board Meeting	1/23/2024	School Trustee Code of Conduct Policy	THAT the Board of Education adopt the School Trustee Code of Conduct as presented.	Corporate Services	Paula	Complete	
Board Meeting	2/27/2024	Learning on the Land Framework - Final Acceptance of Report Recommendations (10 minutes)	THAT the Board of Education direct staff through the Superintendent, to commence Land Based Learning Programs for Alberni District Secondary School and Ucluelet Secondary School, starting in September 2024; and to commence the Pacific Rim Wild Experience and Pacific Rim Wild Guide and Outfitting Programs, starting in the Summer 2024.	District Principal	Peter / Dave	Complete	
Board Meeting	2/27/2024	2023/24 Amended Annual Budget (10 minutes)	THAT the Board of Education approve the 2023-2024 Amended Annual Budget Bylaw as presented.	Finance	Barbara	Complete	
Board Meeting	2/27/2024	District Mileage Rates (2 minutes)	THAT the Board of Education approve an increase to the per kilometer mileage rate used for personal travel expense claims from \$0.68 to \$0.70, effective March 1, 2024	Finance	Barbara	Complete	
Board Meeting	2/27/2024	Trustee Remuneration (5 minutes)	THAT the Board of Education direct staff through the Superintendent, to apply a 6.75% increase to the Trustee Remuneration Grid, retroactive to July 1, 2023.	Finance	Barbara	Complete	
Board Meeting	2/27/2024	Co-Governance (5 minutes)	<p>THAT the Board of Education direct staff through the Superintendent to invite the following Nuu-chah-nulth Nations, ƛaʔuukʔiʔath (Tla-o-qui-aht First Nation), ʔukʔaaʔath (Toquaht Nation), hiškʔiiʔath (Hesquiaht First Nation), hupačasath (Hupacasath First Nation), huučuqʔisʔath (Uchucklesaht First Nation), huuʔiiʔath (Huu-ay-aht First Nation), and Yuutuʔiiʔath Government, to provide written expression of their interest in moving forward with Co-Governance, sitting with the Board of Education and Standing Committee members at Public Board Meetings and Standing Committee Meetings, in a collaborative, consultative and consensus building manner, supporting the decision-making processes of the governing body; and</p> <p>THAT the Board of Education direct staff through the Superintendent, to request each of the above-named Nuu-chah-nulth Nations to provide the name of a selected representative, selected to sit in the above-described co-governing structure, on behalf of their respective Nation.</p>	Corporate Services	Tim / Paula	Complete	

Meeting Type	Date	Item Description	Resolution/Direction	Department Responsible	Staff Responsible	Follow-Up Status	Action / Comments
Board Meeting	2/27/2024	Board Sign Approval - motion	THAT the Board of Education direct staff through the Superintendent, to proceed with the replacement of the board office sign using design Option 1 as recommended by the Finance, Operations and Assets Committee on February 20, 2024.	Operations	Barbara / Greg	Complete	
Board Meeting	2/27/2024	Trustee Bursary Policy	THAT the Board of Education direct staff through the Superintendent, to publish the draft Trustee Bursary Policy for a period of 30 days for public consultation.	Corporate Services	Paula	Complete	
Board Meeting	2/27/2024	Housing Policy	THAT the Board of Education direct staff through the Superintendent, to publish the draft Housing Policy for a period of 30 days for public consultation.	Corporate Services	Paula	Complete	
Board Meeting	2/27/2024	Privacy Policy	THAT the Board of Education direct staff through the Superintendent, to publish the draft Privacy Policy for a period of 30 days for public consultation.	Corporate Services	Paula	Complete	
Board Meeting	2/27/2024	Records Retention Policy	THAT the Board of Education adopt the Records Retention Policy as presented.	Corporate Services	Paula	Complete	
Board Meeting	2/27/2024	2023/24 Amended Annual Budget (10 minutes)	Be it resolved as having been read a first, second and third time as provided for in the bylaw, THAT the Board Chair and the Secretary Treasurer be authorized to execute this Bylaw 2023-2024 on behalf of the Board of Education and that the corporate seal of the Board be affixed thereon.	Finance	Barbara	Complete	
Board Meeting	2/27/2024	Public Interest Disclosure Policy	THAT the Board of Education adopt the Public Interest Disclosure Policy as presented.	Corporate Services	Paula	Complete	
Board Meeting	3/12/2024	2024-03-06 Request from Tseshaht First Nation	THAT the Board of Education direct staff through the Superintendent, to put in place quarterly meetings of Trustees/Staff of SD70 to meet with Chief and Council/Staff of Tseshaht First Nation, to further the relationship and engage in other SD70/ Tseshaht First Nation matters.	Corporate Services	Paula	Complete	
Board Meeting	3/12/2024	Election of BCPSEA representative/alternative	1. THAT the Board of Education, Pacific Rim School District 70, accept the immediate resignation of Board Chair Pam Craig from the position of district representative to the British Columbia Public Schools Employers Association on behalf of the Pacific Rim School District.	Corporate Services	Paula	Complete	
Board Meeting	3/12/2024	Expense Claim Rates	THAT the Board of Education approve an increase to the SD70 per diem rates from \$55.00 per day to \$67.00 per day, effective March 1, 2024.	Corporate Services	Paula	Complete	
Board Meeting	3/12/2024	Policy 115: Appeal of a Decision by an Employee	THAT the Board of Education direct staff through the Superintendent to publish the draft Policy 115: Appeal of a Decision of an Employee for a period of 30-days for public consultation.	Corporate Services	Paula	Complete	
Board Meeting	3/12/2024	XXX: Off-site Experience / Field Trip (P)	THAT the Board of Education direct staff through the Superintendent to publish the draft XXX: Off-site Experience / Field Trip Policy for a period of 30-days for public consultation.	Corporate Services	Paula	Complete	
Board Meeting	3/12/2024	XXX: Jordan's Principle	THAT the Board of Education adopt the XXX: Jordan's Principle Policy as presented.	Corporate Services	Paula	Complete	
Board Meeting	3/12/2024	Environmental Stewardship	THAT the Board of Education adopt the XXX: Environmental Stewardship Policy as presented.	Corporate Services	Paula	Complete	
Board Meeting	3/12/2024	Election of BCPSEA representative/alternative	2. THAT the Board of Education, Pacific Rim School District 70, conduct an election in this Public Meeting amongst eligible Trustees to the position of district representative to the British Columbia Public Schools Employers Association on behalf of the Pacific Rim School District to avoid a gap in time with no representative. (4 in favour / 1 opposed)	Corporate Services	Paula	Complete	
Board Meeting	3/12/2024	Election of BCPSEA representative/alternative	3. THAT the Board of Education vote to amend the motion regarding conducting an election at this time. (4 in favour / 3 opposed)	Corporate Services	Paula	Complete	
Board Meeting	3/12/2024	Election of BCPSEA representative/alternative	4. THAT the Board of Education direct staff through the Superintendent to get a legal opinion in writing from BCPSEA at no cost to the Board, to determine if each member of the Board is in conflict before holding an election of an eligible Trustees to the position of district representative to the British Columbia Public Schools Employers Association on behalf of the Pacific Rim School District. (3 in favour / 4 opposed)			DEFEATED	
Board Meeting	3/12/2024	Election of BCPSEA representative/alternative	5. THAT the Board of Education agree that Trustee Zanette continue to serve as Alternate district representative to BCPSEA.	Corporate Services	Paula	Complete	
Board Meeting	3/12/2024	Election of BCPSEA representative/alternative	6. THAT the Board of Education direct staff through the Superintendent to destroy the election ballots.	Corporate Services	Paula	Complete	
Board Meeting	3/12/2024	Expense Claim Rates	THAT the Board of Education amend the motion to include the cost per meal.	Corporate Services	Paula	Complete	
Board Meeting	4/23/2024	Long Range Facility Plan (20 minutes)	THAT the Board of Education approve the 2023-2032 Long Range Facilities Plan document as presented.	Corporate Services	Paula	Complete	
Board Meeting	4/23/2024	XXX: Acceptable Use of Cellular Phones, Smart Watches, and Electronic Devices: Usage in Schools, on	THAT the Board of Education direct staff through the Superintendent to publish the draft XXX: Acceptable Use of Cellular Phones, Smart Watches, and Electronic Devices: Usage in Schools, on School Property or During School Related Activities (P) for a period of 30-days for public consultation.	Corporate Services	Paula	Complete	
Board Meeting	4/23/2024	XXX: Personal Expenses On Official District Business Policy (P)	THAT the Board of Education direct staff through the Superintendent to publish the draft XXX: Personal Expenses On Official District Business Policy (P) for a period of 30-days for public consultation.	Corporate Services	Paula	Complete	
Board Meeting	4/23/2024	Privacy Policy	THAT the Board of Education adopt the Privacy Policy as presented.	Corporate Services	Paula	Complete	
Board Meeting	4/23/2024	Housing Policy	THAT the Board of Education adopt the Housing Policy as presented.	Corporate Services	Paula	Complete	
Board Meeting	4/23/2024	Trustee Bursary Policy	THAT the Board of Education adopt the Trustee Bursary Policy as presented.	Corporate Services	Paula	Complete	
Board Meeting	4/23/2024	Environmental Stewardship Policy	THAT the Board of Education adopt the Environmental Stewardship Policy as presented.	Corporate Services	Paula	Complete	
Board Meeting	4/23/2024	Appeal of a Decision by an Employee Policy	THAT the Board of Education adopt the Appeal of a Decision by an Employee Policy as presented.	Corporate Services	Paula	Complete	
Board Meeting	4/23/2024	Graduation Speeches Discussion (10 minutes)	THAT the Board of Education open opportunities for all Trustees who would like to, to speak at Graduation Ceremonies.	Corporate Services	Paula	Complete	

Meeting Type	Date	Item Description	Resolution/Direction	Department Responsible	Staff Responsible	Follow-Up Status	Action / Comments
Board Meeting	4/23/2024	SD70 2024/25 Capital Plan Bylaw (10 minutes)	THAT the Capital Bylaw of the Board for the 2024/25 Capital Plan as approved by the Minister, to include the supported capital project(s) specified in the letter addressed to the Secretary-Treasurer and Superintendent, dated March 15, 2024, is hereby adopted.	Finance	Barbara	Complete	
Board Meeting	4/23/2024	SD70 2024/25 Capital Plan Bylaw (10 minutes)	THAT this Capital Bylaw may be cited as School District No. 70 (Pacific Rim) Capital Bylaw No. 2024/25-CPSD70-01.	Finance	Barbara	Complete	
Board Meeting	4/23/2024	SD70 2024/25 Capital Plan Bylaw (10 minutes)	THAT the Board of Education approve all three readings of Capital Bylaw No. 2024/25-CPSD70-01 in the April 23, 2024 Public Meeting of the Board.	Finance	Barbara	Complete	
Board Meeting	5/28/2024	XXX: International Student Program (P)	THAT the Board of Education direct staff through the Superintendent to publish the draft XXX: International Student Program (P) for a period of 30-days for public consultation.	Corporate Services	Paula	Complete	
Board Meeting	5/28/2024	XXX: Acceptable Use of Cellular Phones, Smart Watches, and Electronic Devices: Usage in Schools, on	THAT the Board of Education approve the XXX: Acceptable Use of Cellular Phones, Smart Watches, and Electronic Devices: Usage in Schools, on School Property or During School Related Activities (P) as presented.	Corporate Services	Paula	Complete	
Board Meeting	5/28/2024	XXX: Personal Expenses On Official District Business Policy (P)	THAT the Board of Education approve the XXX: Personal Expenses On Official District Business Policy (P) as presented.	Corporate Services	Paula	Complete	
Board Meeting	5/28/2024	XXX: Use of School District-owned Vehicles (P)	THAT the Board of Education direct staff through the Superintendent to publish the draft XXX: Use of School District-owned Vehicles (P) for a period of 30-days for public consultation.	Corporate Services	Paula	Complete	
Board Meeting	5/28/2024	Adoption of 2024-2025 Operating Budget (10 minutes)	THAT the Board of Education approve all three readings of School District No. 70 (Pacific Rim) Annual Budget Bylaw for fiscal year 2024/2025 in the May 28, 2024 Public Meeting of the Board.	Finance	Barbara	Complete	
Board Meeting	5/28/2024	Adoption of 2024-2025 Operating Budget (10 minutes)	THAT the Board of Education approve the 2024-25 Annual Budget as presented.	Finance	Barbara	Complete	
Board Meeting	5/28/2024	Adoption of 2024-2025 Operating Budget (10 minutes)	Be it resolved as having been read a first, second and third time as provided for in the bylaws, THAT the Board Chair and the Secretary-Treasurer be authorized to execute this Annual Budget Bylaw 2024-25 on behalf of the Board and that the corporate seal of the Board be affixed thereon.	Finance	Barbara	Complete	
Board Meeting	5/28/2024	Tree Protection Policy (15 minutes)	THAT the Board of Education direct staff through the Superintendent, to draft a Tree Protection Policy for review by the Policy Committee.	Corporate Services	Tim Davie	Complete	
Board Meeting	5/28/2024	Wellness Committee Logo (5 minutes)	THAT the Board of Education direct staff through Superintendent, to approve the Pacific Rim Wellness logo design as presented.	Wellness Committee	Siri Curtliss	Complete	
Board Meeting	5/28/2024	2024-2025 Board and Committee Meeting Schedule	THAT the Board of Education approve the proposed 2024/25 Board and Committee Meeting Schedule as presented.	Corporate Services	Paula	Complete	
Board Meeting	6/25/2024	Advocacy Policy Development (5 minutes)	THAT the Board of Education direct staff through the Superintendent, to add a Board Advocacy page to our website.	Corporate Services	Paula	In Progress	
Board Meeting	6/25/2024	Approval of 2025/26 Major Capital Plan (15 minutes)	THAT the Board of Education approve the submission of the 2025/26 5-year Capital Plan as presented.	Finance	Barbara	Complete	
Board Meeting	6/25/2024	Transportation Assistance Rates (5 minutes)	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.	Corporate Services	Paula	Complete	
Board Meeting	6/25/2024	Boarding Allowance Rates (5 minutes)	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.	Finance	Barbara	Complete	
Board Meeting	6/25/2024	Policies to be sent for 30-day Public Consultation	THAT the Board of Education direct staff through the Superintendent, to publish the following draft policies for a 30-day public consultation period:	Corporate Services	Paula	Complete	
Board Meeting	6/25/2024	Policies for Adoption	THAT the Board of Education adopt the XXX Off-Site Experience/Field Trip Policy (P) as presented.	Corporate Services	Paula	Complete	
Board Meeting	6/25/2024	Field Trip Approvals	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.	Director of Instruction	James	Complete	
Board Meeting	6/25/2024	Exempt and Excluded Compensation (5 minutes)	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.	Finance	Barbara	Complete	
Board Meeting	6/25/2024	Trustee Compensation (10 minutes)	THAT the Board of Education approve a 3% increase to Trustee compensation, effective July 1, 2024.	Finance	Barbara	Complete	
Board Meeting	9/24/2024	Approval of Framework for Enhancing Student Learning Report (15 minutes)	THAT the Board of Education direct staff to submit the report to the Ministry of Education and Child Care by September 30, 2024.	Director of Instruction	James	Complete	
Board Meeting	9/24/2024	2024/25 Organizational Chart (3 minutes)	THAT the Board of Education direct staff through the Superintendent to publish the 2024/25 Organizational Chart as presented.	Corporate Services	Paula	Complete	
Board Meeting	9/24/2024	2023/24 Auditor's Summary - Approval of Financial Statements (5 minutes)	THAT the Board of Education of School District No. 70 (Pacific Rim) approved the 2023/24 Audited Financial Statements as presented.	Finance	Barbara	Complete	



Meeting Type	Date	Item Description	Resolution/Direction	Department Responsible	Staff Responsible	Follow-Up Status	Action / Comments
Board Meeting	9/24/2024	2025/26 Minor Capital Plan Submission (5 minutes)	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.	Finance	Barbara	Complete	
Board Meeting	9/24/2024	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:	Corporate Services	Paula	Complete	
Board Meeting	9/24/2024	Policies for Adoption	THAT the Board of Education adopt the following policies as presented.	Corporate Services	Paula	Complete	
Board Meeting	9/24/2024	National Food Schools Advocacy Letter	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.	Corporate Services	Paula	Complete	
Board Meeting	9/24/2024	2024/25 Organizational Chart (3 minutes)	THAT the Board of Education direct staff through the Superintendent, to amend the organizational chart by removing the position "Board Chair" and replacing it with the words "Board of Education".			DEFEATED	
Board Meeting	9/24/2024	Approval of Framework for Enhancing Student Learning Report (15 minutes)	THAT the Board of Education approve the 2024/2025 Enhancing Student Learning Report as presented.	Director of Instruction	James	Complete	
Board Meeting	10/22/2024	Board Election (10 minutes)	THAT the Board of Education direct staff through the Superintendent, to hold an election for the positions of Chair and/or Vice Chair at the Annual Public Board Meeting on November 26, 2024.	Corporate Services	Paula	Complete	
Board Meeting	10/22/2024	Policies to be sent for 30-day Public Consultation	THAT the Board of Education direct staff through the Superintendent, to publish the following draft policies for a 30-day public consultation period:	Corporate Services	Paula	Complete	
Board Meeting	10/22/2024	2024-10-07 Letter re: Crosswalk Signs	THAT the Board of Education direct staff through the Superintendent, to follow up with the Principal, City Staff, etc., and ; request them to bring a recommendation back to the Board for consideration and next step recommendations.	Corporate Services	Paula	Complete	
Board Meeting	10/22/2024	Beaver Creek/River Road Roundabout	THAT the Board of Education direct staff trough the Superintendent to contact the relevant organizations for an update on whether a roundabout is being considered for Beaver Creek/River Road, and report back to the Board.	Corporate Services	Paula	In Progress	
Board Meeting	11/26/2024	Congratulatory Letters re: recent appointments (5 minutes)	THAT the Board of Education direct staff through the Superintendent to send congratulatory letters to the Honourable Josie Osborne, to the newly elected Tseshaht Frist Nation's council, to BCSTA's President Trevor Davies, and to the newly elected Minister of Education and Child Care Lisa Beare.	Corporate Services	Paula	In Progress	
Board Meeting	11/26/2024	Annual Election for Chair	THAT the Board of Education direct staff, through the Superintendent, to destroy the ballots used to elect the Board Chair at the 2024 Annual Board Election.	Corporate Services	Paula	Complete	
Board Meeting	11/26/2024	Annual Election for Vice-Chair	THAT the Board of Education direct staff, through the Superintendent, to destroy the ballots used to elect the Board Vice Chair at the 2024 Annual Board Election.	Corporate Services	Paula	Complete	
Board Meeting	11/26/2024	Trustee / BCSTA / BCPSEA Reports Placeholder (10 minutes)	THAT the Board of Education direct staff, through the Superintendent, to submit a request to the Policy Committee that the Board Procedures Administrative Procedure be modified to include a placeholder for Trustee / BCSTA / BCPSEA Reports, for both In-Camera and Public Meeting agendas.	Corporate Services	Paula	In Progress	
Board Meeting	11/26/2024	Disposal of Real Property Bylaw (5 minutes)	THAT the Board of Education approve all three readings of Disposal of Real Property Bylaw No. 2024-1 in the November 26, 2024 Public Meeting of the Board.	Corporate Services	Paula	In Progress	
Board Meeting	11/26/2024	Disposal of Real Property Bylaw (5 minutes)	THAT this Disposal of Real Property Bylaw may be cited as Board of Education of School District No. 70 (Pacific Rim) Disposal Of Real Property Bylaw No. 2024-1.	Corporate Services	Paula	In Progress	
Board Meeting	11/26/2024	Disposal of Real Property Bylaw (5 minutes)	THAT it be resolved as having been read a first, second and third time as provided for in the bylaws that the Board Chair and the Secretary-Treasurer be authorized to execute this Bylaw on behalf of the Board.	Corporate Services	Paula	In Progress	
Board Meeting	11/26/2024	Policies to be sent for 30-day Public Consultation	THAT the Board of Education direct staff through the Superintendent, to publish the following draft policies for a 30-day public consultation period:	Corporate Services	Paula	In Progress	
Board Meeting	11/26/2024	Policies for Adoption	THAT the Board of Education adopt the following policy as presented.	Corporate Services	Paula	In Progress	