



**PACIFIC RIM SCHOOL DISTRICT
PUBLIC BOARD MEETING AGENDA
Tuesday, March 11, 2025, 5:00 p.m.
Administration Office Board Office, Port Alberni**

Pages

1. **Call to Order/Land Acknowledgement**
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), Ciṣaaḥath (Tseshaht) and the Yuuḷuḥiḥath (Yuu-cluth-aht) Nations.
2. **Approval of Agenda**
THAT the Board of Education approve the March 11, 2025 Public Board Meeting Agenda as presented.
3. **Conflict of Interest Declaration**
Are there any conflicts to declare?
4. **Adoption of Minutes** 3
THAT the Board of Education approve the February 25, 2025 Public Board Meeting Minutes as presented.
5. **Announcements of the Chair**
6. **Good News from the Schools**
 - 6.1 **School Presentation**
Principal Nick Seredick, Eighth Avenue Learning Centre
7. **Trustee Statements**
8. **Petitions/ Delegations/ Presentations**
9. **Unfinished Business**
10. **Staff Reports**
 - 10.1 **2025/26 Amended Annual Budget (10 minutes)** 8
Barbara Ross, Secretary Treasurer

THAT the Board of Education approve all three readings of the 2024-2025 Amended Annual Budget Bylaw in the March 11, 2025, Public Board Meeting.
THAT the Board of Education approve the 2024-2025 Amended Annual Budget Bylaw as presented.
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 the Amended Annual Budget Bylaw for fiscal year 2024/25 on behalf of the Board and that the corporate seal of the Board be affixed thereon.

10.2	Substance Use and Overdose Safety in BC Schools (20 minutes)	27
	Michell Bennett - Director of Instruction - Inclusive Education Lynn Brown - Manager of Mental Health	
10.3	Literacy Grant - verbal (10 minutes)	
	James Messenger, Assistant Superintendent	
11.	Policy Development	
11.1	Policies For Adoption	
11.1.a	401: Respectful Workplace (P)	38
11.1.b	XXX: Anaphylaxis (P)	39
11.1.c	XXX: Testing Lead in Drinking Water (P)	40
12.	Notice of Motion	
13.	Correspondence - Action Required	
13.1	2025-02-27 ACRD Bylaw P1524 - RF24015 Referral Package	41
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14.1	Board Motion Tracking	60
	Paula Mason, Manager of Corporate Services	
14.2	2025-03-04 Minister's Letter to Board Chairs	67
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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 April 22, 2025 at 5:00pm, at the Administration Office Board Room.	
19.	Adjournment	
	The meeting was adjourned at TIME.	



**PACIFIC RIM SCHOOL DISTRICT
PUBLIC BOARD MEETING MINUTES
February 25, 2025 5:00 p.m.
Administration Office Board Room, Port Alberni**

Pam Craig - Board Chair
Cynthia Orr - Vice Chair
Cherilyn Bray - Trustee
Janis Joseph - Trustee
Larry Ransom – Trustee
Chris Washington - Trustee
Helen Zanette - Trustee
Peter Klaver - Superintendent
Barbara Ross - Secretary Treasurer
James Messenger - Assistant Superintendent
Carla Neville - Controller
Marc Fryer – Director of Instruction, International Education
Paula Mason - Manager of Corporate Services
Sean Peterson - Principal, Maquinna Elementary School
Lori Souther - Teacher, Maquinna Elementary School
Ryan Dvorak - ADTU President
Nadine White – CUPE President (via Teams)
Joseph Leskosek - Member of public
Melody Burton - Member of public

1. Call to Order/Land Acknowledgement

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

2. Approval of Agenda

Moved by: Trustee Washington

Seconded by: Trustee Bray

THAT the Board of Education approve the February 25, 2025 Public Board Meeting Agenda as presented.

Carried

3. Conflict of Interest Declaration

There were no conflicts declared.

4. **Adoption of Minutes**

Moved by: Trustee Bray

Seconded by: Trustee Joseph

THAT the Board of Education approve the January 28, 2025 Public Board Meeting Minutes as presented.

Carried

5. **Announcements of the Chair**

6. **Good News from the Schools**

6.1 **School Presentation**

Principal Sean Peterson introduced the Maquinna School Choir led by Lori Souther. They sang "Cover me in Sunshine" by Pink / "Something just like this" by Coldplay.

7. **Trustee Statements**

Trustee Craig provided an update from the Joint Minister's Call with Minister of Education and Child Care, Lisa Beare and Minister of Infrastructure, Bowinn Ma, held on February 20, 2025. The Minister's reassured districts that their Capital Projects will be managed by the same departments and in the same manner as previously. The key statement was that the changes are only internal for a better oversight into getting projects completed. Ms. Craig also reminded Trustees that the extraordinary motions for the upcoming BCSTA AGM need to be reviewed and to watch their emails for the BCSTA Weekly containing the motions.

8. **Petitions/ Delegations/ Presentations**

9. **Unfinished Business/ New Business**

10. **Staff Reports**

10.1 **Public Interest Disclosure - Designated Officers**

Moved by: Trustee Bray

Seconded by: Trustee Ransom

THAT the Board of Education direct the Superintendent to appoint Ms. Barbara Ross and Ms. Paula Mason as Designated Officers for the Pacific Rim School District, in accordance with the *Public Interest Disclosure Act* requirements.

Carried

10.2 Trustee Bursaries

Moved by: Trustee Washington

Seconded by: Trustee Bray

THAT the Board of Education direct staff through the Superintendent, to add a second bursary for ADSS graduates, and increase the Trustee Bursary amount for the 2024/25 school year to \$1,000 per bursary.

Carried

Moved by: Trustee Zanette

Seconded by: Trustee Washington

THAT the Board of Education amend the motion on the table to add the words " to add a second bursary for ADSS graduates".

Carried

10.3 International Program Spring Break Rocky Mountain Trip

Moved by: Trustee Bray

Seconded by: Trustee Washington

THAT the Board of Education approve the Pacific Rim International Student Program trip to the Rocky Mountains from March 17-20, 2025.

Carried

10.4 Mileage Rates 2025

Moved by: Trustee Orr

Seconded by: Trustee Joseph

THAT the Board of Education direct staff through the Superintendent to increase the per kilometer mileage rate used for personal travel expense claims in the "All Other" category from \$0.70 to \$0.72, effective March 1, 2025.

Carried

10.5 School Calendar

Director Messenger advised he'd spoken with the Ministry of Education and Child Care today, who clarified there's no need to have the amended 2025/26 school calendar re-approved.

Moved by: Trustee Bray
Seconded by: Trustee Ransom

THAT the Board of Education direct staff through the Superintendent to publicize the proposed 2026/2027 and 2027/2028 School Calendars for consultation and feedback, with final approval to be considered at the April 22, 2025, Public Board Meeting.

Carried

11. Policy Development

11.1 Policies for 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.

Carried

11.1.a XXX: Head Lice (P)

11.1.b XXX: Purchasing Card Policy (P)

11.1.c Public Interest Disclosure (P)

11.2 Policies for Adoption

Moved by: Trustee Zanette
Seconded by: Trustee Orr

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

Carried

11.2.a XXX: Criminal Record Review (P)

12. Notice of Motion

13. Correspondence - Action Required

14. Correspondence - For Information

The Board of Education received from Director of Instruction - International Education, Marc Fryer, a letter from the Abishiri, Port Alberni Sister City Society thanking us for the hospitality shown by Pacific Rim School District. The Japanese students were grateful to learn about our culture, meet Pacific Rim students and teachers and spend two days in

class with our students. This student exchange helps to foster understanding and friendship between different cultures. Trustee Zanette advised that the Solid Waste Management Plan Advisory Committee will not be producing meeting minutes for the next year or so.

- 14.1 2025-02-25 City of Port Alberni**
- 14.2 2025-02-14 PRSD / Ćišaaʔath (Tseshaht First Nation) Joint Press Release**
- 14.3 2025-02-10 Correspondence from Ombudsperson Jay Chalke**
- 14.4 2025-02-12 School Presentation Request**
- 14.5 2025-02-10 City of Port Alberni - Council Meeting Summary**
- 14.6 2025-02-13 ADTU Reps for TTLC**
- 15. External Board Committees**
 - 15.1 2025-02-05 Heritage Commission Meeting Minutes**
 - 15.2 2025-02-08 Port Alberni Air Quality Council Minutes**
 - 15.3 2024-11-25 Alberni Clayoquot School Food Network Minutes**
 - 15.4 2025-01-27 Alberni Clayoquot School Food Network Minutes**
 - 15.5 2024-09-17 Agricultural Development Committee Minutes**
 - 15.6 2024-10-15 Agricultural Development Committee Minutes**
- 16. Internal District Committees**
 - 16.1 2025-02-04 Education Committee Meeting Minutes**
 - 16.2 2025-02-11 Policy Committee Meeting Minutes**
- 17. Audience Question Period**
- 18. Next Meeting**
- 19. Adjournment**

The meeting was adjourned at 5:36pm.

Board Chair

Secretary Treasurer



**PACIFIC RIM SCHOOL DISTRICT 70
PUBLIC BOARD MEETING
ACTION SHEET**

Date: March 11, 2025
To: Board of Education
From: Barbara Ross, Secretary Treasurer
Subject: 2024-25 Amended Annual Budget

Background

Districts are required to file an Amended Annual Budget every year. This budget will reflect updated information related to enrolment, funding and operational / capital changes.

Discussion

This budget reflects a continuance of all current services to students and no reduction to staffing. It provides some flexibility in the reallocation of budget dollars as further savings or needs are identified. The Amended Annual Budget is for a total of \$66,321,170, broken down on Statement 2 of the documents, as follows:

Budget Bylaw Amount	
Operating - Total Expense	50,396,051
Operating - Tangible Capital Assets Purchased	511,549
Special Purpose Funds - Total Expense	10,494,063
Special Purpose Funds - Tangible Capital Assets Purchased	
Capital Fund - Total Expense	4,919,507
Capital Fund - Tangible Capital Assets Purchased from Local Capital	
Budgeted Retirement of Prior Year Deficits	
Total Budget Bylaw Amount	66,321,170

The budget document is currently in DRAFT form. The draft is being reviewed by the Ministry and may have some changes resulting from the sale of properties that will take place between now and the time of presentation on March 11th. Once those changes have been made, the draft will be removed and staff will be requesting formal adoption of the Budget Bylaw.

Recommended Motions

1. **THAT** the Board of Education approve all three readings of the 2024-2025 Amended Annual Budget Bylaw in the March 11, 2025, Public Board Meeting.
2. **THAT** the Board of Education approve the 2024-2025 Amended Annual Budget Bylaw as presented.
3. 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 the Amended Annual Budget Bylaw for fiscal year 2024/25 on behalf of the Board and that the corporate seal of the Board be affixed thereon.

Amended Annual Budget

School District No. 70 (Pacific Rim)

June 30, 2025

School District No. 70 (Pacific Rim)

June 30, 2025

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

AMENDED ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 70 (PACIFIC RIM) (called the "Board") to adopt the Amended Annual Budget of the Board for the fiscal year 2024/2025 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

1. The Board has complied with the provisions of the *Act*, Ministerial Orders, and Ministry of Education and Child Care Policies respecting the Amended Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 70 (Pacific Rim) Amended Annual Budget Bylaw for fiscal year 2024/2025.
3. The attached Statement 2 showing the estimated revenue and expense for the 2024/2025 fiscal year and the total budget bylaw amount of \$66,528,669 for the 2024/2025 fiscal year was prepared in accordance with the *Act*.
4. Statement 2, 4 and Schedules 1 to 4 are adopted as the Amended Annual Budget of the Board for the fiscal year 2024/2025.

READ A FIRST TIME THE 11th DAY OF MARCH, 2025;

READ A SECOND TIME THE 11th DAY OF MARCH, 2025;

READ A THIRD TIME, PASSED AND ADOPTED THE 11th DAY OF MARCH, 2025;

Chairperson of the Board

(Corporate Seal)

Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 70 (Pacific Rim) Amended Annual Budget Bylaw 2024/2025, adopted by the Board the 11th DAY OF MARCH, 2025.

Secretary Treasurer

School District No. 70 (Pacific Rim)

Statement 2

Amended Annual Budget - Revenue and Expense

Year Ended June 30, 2025

	2025 Amended Annual Budget	2025 Annual Budget
Ministry Operating Grant Funded FTE's		
School-Age	3,950,563	4,019,250
Adult	56,625	50,000
Total Ministry Operating Grant Funded FTE's	4,007,188	4,069,250
Revenues	\$	\$
Provincial Grants		
Ministry of Education and Child Care	54,969,388	53,804,131
Other	328,843	218,886
Federal Grants	20,004	4,250
Tuition	826,157	674,013
Other Revenue	5,550,993	4,773,243
Rentals and Leases	246,800	246,800
Investment Income	69,110	304,810
Gain (Loss) on Disposal of Tangible Capital Assets	1,897,999	1,839,000
Amortization of Deferred Capital Revenue	3,977,911	3,999,405
Total Revenue	67,887,205	65,864,538
Expenses		
Instruction	49,904,240	48,838,013
District Administration	3,015,267	2,956,577
Operations and Maintenance	9,827,260	10,406,249
Transportation and Housing	3,273,111	3,086,585
Debt Services	52,303	
Total Expense	66,072,181	65,287,424
Net Revenue (Expense)	1,815,024	577,114
Budgeted Allocation (Retirement) of Surplus (Deficit)	398,401	670,383
Budgeted Surplus (Deficit), for the year	2,213,425	1,247,497
Budgeted Surplus (Deficit), for the year comprised of:		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	2,213,425	1,247,497
Budgeted Surplus (Deficit), for the year	2,213,425	1,247,497

School District No. 70 (Pacific Rim)

Amended Annual Budget - Revenue and Expense

Year Ended June 30, 2025

	2025 Amended Annual Budget	2025 Annual Budget
Budget Bylaw Amount		
Operating - Total Expense	50,348,453	51,423,216
Operating - Tangible Capital Assets Purchased	456,488	128,599
Special Purpose Funds - Total Expense	10,780,766	8,944,701
Capital Fund - Total Expense	4,942,962	4,919,507
Total Budget Bylaw Amount	66,528,669	65,416,023

Approved by the Board

Signature of the Chairperson of the Board of Education

Date Signed

Signature of the Superintendent

Date Signed

Signature of the Secretary Treasurer

Date Signed

School District No. 70 (Pacific Rim)

Statement 4

Amended Annual Budget - Changes in Net Financial Assets (Debt)
Year Ended June 30, 2025

	2025 Amended Annual Budget	2025 Annual Budget
	\$	\$
Surplus (Deficit) for the year	1,815,024	577,114
Effect of change in Tangible Capital Assets		
Acquisition of Tangible Capital Assets		
From Operating and Special Purpose Funds	(456,488)	(128,599)
From Deferred Capital Revenue	(5,178,990)	(10,384,039)
From Loan or Lease Proceeds	(100,000)	(600,000)
Total Acquisition of Tangible Capital Assets	(5,735,478)	(11,112,638)
Amortization of Tangible Capital Assets	4,890,659	4,919,507
Net carrying value of Tangible Capital Assets disposed of	2,001	
Total Effect of change in Tangible Capital Assets	(842,818)	(6,193,131)
	-	-
(Increase) Decrease in Net Financial Assets (Debt)	972,206	(5,616,017)

School District No. 70 (Pacific Rim)

Amended Annual Budget - Schedule of Changes in Accumulated Surplus (Deficit) by Fund
 Year Ended June 30, 2025

	Operating Fund	Special Purpose Fund	Capital Fund	2025 Amended Annual Budget
	\$	\$	\$	\$
Accumulated Surplus (Deficit), beginning of year	892,344	30,000	7,980,893	8,903,237
Changes for the year				
Net Revenue (Expense) for the year	882,076		932,948	1,815,024
Interfund Transfers				
Tangible Capital Assets Purchased	(456,488)		456,488	-
Local Capital	(550,000)		550,000	-
Other	(273,989)		273,989	-
Net Changes for the year	(398,401)	-	2,213,425	1,815,024
Budgeted Accumulated Surplus (Deficit), end of year	493,943	30,000	10,194,318	10,718,261

School District No. 70 (Pacific Rim)

Amended Annual Budget - Operating Revenue and Expense
Year Ended June 30, 2025

	2025 Amended Annual Budget	2025 Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education and Child Care	45,626,913	46,204,416
Other		50,000
Tuition	826,157	674,013
Other Revenue	4,461,549	3,601,393
Rentals and Leases	246,800	246,800
Investment Income	69,110	304,810
Total Revenue	51,230,529	51,081,432
Expenses		
Instruction	39,626,711	40,421,849
District Administration	2,878,578	2,822,800
Operations and Maintenance	5,958,525	6,515,943
Transportation and Housing	1,884,639	1,662,624
Total Expense	50,348,453	51,423,216
Net Revenue (Expense)	882,076	(341,784)
Budgeted Prior Year Surplus Appropriation	398,401	670,383
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	(456,488)	(128,599)
Local Capital	(550,000)	
Other	(273,989)	(200,000)
Total Net Transfers	(1,280,477)	(328,599)
Budgeted Surplus (Deficit), for the year	-	-

School District No. 70 (Pacific Rim)

Amended Annual Budget - Schedule of Operating Revenue by Source
 Year Ended June 30, 2025

	2025 Amended Annual Budget	2025 Annual Budget
	\$	\$
Provincial Grants - Ministry of Education and Child Care		
Operating Grant, Ministry of Education and Child Care	48,528,961	48,206,805
ISC/LEA Recovery	(4,340,070)	(3,549,913)
Other Ministry of Education and Child Care Grants		
Pay Equity	595,220	595,220
Funding for Graduated Adults	25,000	25,000
Student Transportation Fund	71,717	71,717
Support Staff Benefits Grant	47,514	47,514
FSA Scorer Grant	8,187	8,187
Labour Settlement Funding	458,147	
Early Learning Framework (ELF) Implementation		2,030
Integrated Child and Youth		231,862
Projected Enrolment Growth - School Aged - September		189,444
Projected Enrolment Growth - Supplement for Unique Student Needs	232,237	376,550
Total Provincial Grants - Ministry of Education and Child Care	45,626,913	46,204,416
Provincial Grants - Other		50,000
Tuition		
International and Out of Province Students	826,157	674,013
Total Tuition	826,157	674,013
Other Revenues		
Funding from First Nations	4,340,070	3,549,913
Miscellaneous		
Other Miscellaneous Revenues	95,499	45,500
Sports for Life Grant	5,980	5,980
Preventure Grant	20,000	
Total Other Revenue	4,461,549	3,601,393
Rentals and Leases	246,800	246,800
Investment Income	69,110	304,810
Total Operating Revenue	51,230,529	51,081,432

School District No. 70 (Pacific Rim)

Amended Annual Budget - Schedule of Operating Expense by Object
 Year Ended June 30, 2025

	2025 Amended Annual Budget	2025 Annual Budget
	\$	\$
Salaries		
Teachers	19,118,645	19,920,681
Principals and Vice Principals	4,031,190	4,160,123
Educational Assistants	4,713,775	4,812,614
Support Staff	5,198,386	5,337,314
Other Professionals	1,717,811	1,658,054
Substitutes	1,610,900	1,610,900
Total Salaries	36,390,707	37,499,686
Employee Benefits	8,288,967	8,534,079
Total Salaries and Benefits	44,679,674	46,033,765
Services and Supplies		
Services	1,304,865	1,772,117
Student Transportation	1,028,610	451,363
Professional Development and Travel	458,128	354,844
Rentals and Leases	40,625	190,995
Dues and Fees	65,665	123,444
Insurance	107,180	123,373
Supplies	1,808,706	1,518,315
Utilities	855,000	855,000
Total Services and Supplies	5,668,779	5,389,451
Total Operating Expense	50,348,453	51,423,216

School District No. 70 (Pacific Rim)

Amended Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2025

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	\$	\$	\$	\$	\$	\$	\$
1 Instruction							
1.02 Regular Instruction	13,859,953	1,146,373	34,544	121,388		1,600,000	16,762,258
1.03 Career Programs	107,443			72,050			179,493
1.07 Library Services	553,506			47,686			601,192
1.08 Counselling	673,176			72,050			745,226
1.10 Inclusive Education	2,804,249	257,894	4,094,261	15,443	117,377	8,900	7,298,124
1.20 Early Learning and Child Care							-
1.30 English Language Learning	92,151						92,151
1.31 Indigenous Education	1,028,167	205,725	584,970	15,443			1,834,305
1.41 School Administration		2,169,920		855,539	51,210		3,076,669
1.62 International and Out of Province Students		159,361			78,124		237,485
Total Function 1	19,118,645	3,939,273	4,713,775	1,199,599	246,711	1,608,900	30,826,903
4 District Administration							
4.11 Educational Administration		91,917		15,443	387,721		495,081
4.20 Early Learning and Child Care				15,427			15,427
4.40 School District Governance					114,942		114,942
4.41 Business Administration				421,774	614,012	2,000	1,037,786
Total Function 4	-	91,917	-	452,644	1,116,675	2,000	1,663,236
5 Operations and Maintenance							
5.20 Early Learning and Child Care							-
5.41 Operations and Maintenance Administration				148,978	320,187		469,165
5.50 Maintenance Operations				2,726,930			2,726,930
5.52 Maintenance of Grounds				211,459			211,459
5.56 Utilities							-
Total Function 5	-	-	-	3,087,367	320,187	-	3,407,554
7 Transportation and Housing							
7.41 Transportation and Housing Administration					34,238		34,238
7.70 Student Transportation				458,776			458,776
7.73 Housing							-
Total Function 7	-	-	-	458,776	34,238	-	493,014
9 Debt Services							
Total Function 9	-	-	-	-	-	-	-
Total Functions 1 - 9	19,118,645	4,031,190	4,713,775	5,198,386	1,717,811	1,610,900	36,390,707

School District No. 70 (Pacific Rim)

Amended Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2025

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2025 Amended Annual Budget	2025 Annual Budget
	\$	\$	\$	\$	\$	\$
1 Instruction						
1.02 Regular Instruction	16,762,258	3,624,488	20,386,746	848,338	21,235,084	22,077,680
1.03 Career Programs	179,493	38,949	218,442	96,705	315,147	311,651
1.07 Library Services	601,192	138,274	739,466	18,000	757,466	751,245
1.08 Counselling	745,226	171,402	916,628		916,628	910,558
1.10 Inclusive Education	7,298,124	1,661,471	8,959,595	189,627	9,149,222	9,127,049
1.20 Early Learning and Child Care	-		-		-	-
1.30 English Language Learning	92,151	21,195	113,346		113,346	112,823
1.31 Indigenous Education	1,834,305	424,890	2,259,195	233,406	2,492,601	2,459,273
1.41 School Administration	3,076,669	852,465	3,929,134	91,926	4,021,060	4,047,557
1.62 International and Out of Province Students	237,485	57,471	294,956	331,201	626,157	624,013
Total Function 1	30,826,903	6,990,605	37,817,508	1,809,203	39,626,711	40,421,849
4 District Administration						
4.11 Educational Administration	495,081	122,450	617,531	24,162	641,693	553,785
4.20 Early Learning and Child Care	15,427	3,548	18,975	5,000	23,975	18,808
4.40 School District Governance	114,942	5,747	120,689	228,181	348,870	341,603
4.41 Business Administration	1,037,786	261,421	1,299,207	564,833	1,864,040	1,908,604
Total Function 4	1,663,236	393,166	2,056,402	822,176	2,878,578	2,822,800
5 Operations and Maintenance						
5.20 Early Learning and Child Care	-		-		-	-
5.41 Operations and Maintenance Administration	469,165	115,256	584,421	13,835	598,256	618,141
5.50 Maintenance Operations	2,726,930	627,194	3,354,124	805,664	4,159,788	4,678,530
5.52 Maintenance of Grounds	211,459	48,636	260,095	85,386	345,481	364,272
5.56 Utilities	-		-	855,000	855,000	855,000
Total Function 5	3,407,554	791,086	4,198,640	1,759,885	5,958,525	6,515,943
7 Transportation and Housing						
7.41 Transportation and Housing Administration	34,238	8,591	42,829	250	43,079	97,368
7.70 Student Transportation	458,776	105,519	564,295	1,187,265	1,751,560	1,550,256
7.73 Housing	-		-	90,000	90,000	15,000
Total Function 7	493,014	114,110	607,124	1,277,515	1,884,639	1,662,624
9 Debt Services						
Total Function 9	-	-	-	-	-	-
Total Functions 1 - 9	36,390,707	8,288,967	44,679,674	5,668,779	50,348,453	51,423,216

School District No. 70 (Pacific Rim)

Amended Annual Budget - Special Purpose Revenue and Expense
Year Ended June 30, 2025

	<u>2025 Amended Annual Budget</u>	<u>2025 Annual Budget</u>
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education and Child Care	9,342,475	7,599,715
Other	328,843	168,886
Federal Grants	20,004	4,250
Other Revenue	1,089,444	1,171,850
Total Revenue	<u>10,780,766</u>	<u>8,944,701</u>
Expenses		
Instruction	10,277,529	8,416,164
District Administration	136,689	133,777
Operations and Maintenance	211,812	211,812
Transportation and Housing	154,736	182,948
Total Expense	<u>10,780,766</u>	<u>8,944,701</u>
Budgeted Surplus (Deficit), for the year	<u>-</u>	<u>-</u>

School District No. 70 (Pacific Rim)

Amended Annual Budget - Changes in Special Purpose Funds
Year Ended June 30, 2025

	Annual Facility Grant	Learning Improvement Fund	Scholarships and Bursaries	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP	CommunityLINK	Classroom Enhancement Fund - Overhead
Deferred Revenue, beginning of year	\$ -	\$ 33,252	\$ 310,123	\$ 1,879,839	\$ -	11,854	\$ 38,676	\$ -	\$ -
Add: Restricted Grants									
Provincial Grants - Ministry of Education and Child Care	211,812	170,689			128,000	24,500	129,720	1,019,659	136,689
Provincial Grants - Other									
Federal Grants									
Other			40,000	1,000,000					
	211,812	170,689	40,000	1,000,000	128,000	24,500	129,720	1,019,659	136,689
Less: Allocated to Revenue Recovered	211,812	203,941	40,000	1,000,000	128,000	36,354	168,396	1,019,659	136,689
Deferred Revenue, end of year	-	-	310,123	1,879,839	-	-	-	-	-
Revenues									
Provincial Grants - Ministry of Education and Child Care	211,812	203,941			128,000	36,354	168,396	1,019,659	136,689
Provincial Grants - Other									
Federal Grants									
Other Revenue			40,000	1,000,000					
	211,812	203,941	40,000	1,000,000	128,000	36,354	168,396	1,019,659	136,689
Expenses									
Salaries									
Teachers									
Principals and Vice Principals							41,628	164,919	90,000
Educational Assistants		165,806			104,065	1,500		522,824	
Support Staff									
Other Professionals								75,850	21,130
Substitutes									
	-	165,806	-	-	104,065	1,500	41,628	763,593	111,130
Employee Benefits		38,135			23,935	345	9,700	58,954	25,559
Services and Supplies	211,812		40,000	1,000,000		34,509	117,068	197,112	
	211,812	203,941	40,000	1,000,000	128,000	36,354	168,396	1,019,659	136,689
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 70 (Pacific Rim)

Amended Annual Budget - Changes in Special Purpose Funds
Year Ended June 30, 2025

	Classroom Enhancement Fund - Staffing	Classroom Enhancement Fund - Remedies	First Nation Student Transportation	Mental Health in Schools	Early Childhood Education Dual Credit Program	Student & Family Affordability	JUST B4	SEY2KT (Early Years to Kindergarten)	ECL Early Care & Learning
Deferred Revenue, beginning of year	\$ -	\$ -	\$ -	\$ 12,668	\$ 27,052	\$ 138,627	\$ 29,753	\$ 12,787	\$ -
Add: Restricted Grants									
Provincial Grants - Ministry of Education and Child Care	4,916,327	679,334	154,736	55,000	45,000		25,000	19,000	175,000
Provincial Grants - Other									
Federal Grants									
Other									
	4,916,327	679,334	154,736	55,000	45,000	-	25,000	19,000	175,000
Less: Allocated to Revenue Recovered	4,916,327	679,334	154,736	67,668	72,052	138,627	54,753	31,787	175,000
Deferred Revenue, end of year	-	-	-	-	-	-	-	-	-
Revenues									
Provincial Grants - Ministry of Education and Child Care	4,916,327	679,334	154,736	67,668	72,052	138,627	54,753	31,787	175,000
Provincial Grants - Other									
Federal Grants									
Other Revenue									
	4,916,327	679,334	154,736	67,668	72,052	138,627	54,753	31,787	175,000
Expenses									
Salaries									
Teachers	3,997,014	552,304							
Principals and Vice Principals									
Educational Assistants			13,000				15,719		
Support Staff									
Other Professionals									137,831
Substitutes									
	3,997,014	552,304	13,000	-	-	-	15,719	-	137,831
Employee Benefits	919,313	127,030	3,000				3,615		34,669
Services and Supplies			138,736	67,668	72,052	138,627	35,419	31,787	2,500
	4,916,327	679,334	154,736	67,668	72,052	138,627	54,753	31,787	175,000
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 70 (Pacific Rim)

Amended Annual Budget - Changes in Special Purpose Funds
Year Ended June 30, 2025

	Feeding Futures Fund	School Meals Program	Learning Lab	After School Sports & Arts Initiative	Public Safety & SG	Salmonid Program	Cultural Performance	Elementary Sports Council	PRP Kackaamin
Deferred Revenue, beginning of year	\$ 130,018	\$ -	\$ 20,178	\$ 9,346	\$ 74,611	\$ 15,754	\$ -	\$ 10,481	\$ 10,888
Add: Restricted Grants									
Provincial Grants - Ministry of Education and Child Care	468,724								283,731
Provincial Grants - Other				66,000	108,886				
Federal Grants						4,250			
Other		8,935					7,000	2,850	
	468,724	8,935	-	66,000	108,886	4,250	7,000	2,850	283,731
Less: Allocated to Revenue Recovered	598,742	8,935	20,178	75,346	183,497	20,004	7,000	13,331	283,731
									10,888
Deferred Revenue, end of year	-	-	-	-	-	-	-	-	-
Revenues									
Provincial Grants - Ministry of Education and Child Care	598,742								283,731
Provincial Grants - Other				75,346	183,497				
Federal Grants						20,004			
Other Revenue		8,935	20,178				7,000	13,331	
	598,742	8,935	20,178	75,346	183,497	20,004	7,000	13,331	283,731
Expenses									
Salaries									
Teachers									199,944
Principals and Vice Principals									
Educational Assistants									
Support Staff									
Other Professionals	82,523			34,200	97,850				
Substitutes									6,301
	82,523	-	-	34,200	97,850	-	-	-	206,245
Employee Benefits	19,980			7,866	24,173				46,933
Services and Supplies	496,239	8,935	20,178	33,280	61,474	20,004	7,000	13,331	30,553
	598,742	8,935	20,178	75,346	183,497	20,004	7,000	13,331	283,731
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 70 (Pacific Rim)

Amended Annual Budget - Changes in Special Purpose Funds
 Year Ended June 30, 2025

	Early Years (Family Hub)	Dual Credit Program Expansion	Professional Learning Grant	TOTAL
	\$	\$	\$	\$
Deferred Revenue, beginning of year	-	-	-	2,765,907
Add: Restricted Grants				
Provincial Grants - Ministry of Education and Child Care		26,000	238,867	8,907,788
Provincial Grants - Other	70,000			244,886
Federal Grants				4,250
Other				1,058,785
	70,000	26,000	238,867	10,215,709
Less: Allocated to Revenue	70,000	26,000	238,867	10,780,766
Recovered				10,888
Deferred Revenue, end of year	-	-	-	2,189,962
Revenues				
Provincial Grants - Ministry of Education and Child Care		26,000	238,867	9,342,475
Provincial Grants - Other	70,000			328,843
Federal Grants				20,004
Other Revenue				1,089,444
	70,000	26,000	238,867	10,780,766
Expenses				
Salaries				
Teachers			194,201	4,943,463
Principals and Vice Principals				296,547
Educational Assistants				822,914
Support Staff	35,054			35,054
Other Professionals				449,384
Substitutes				6,301
	35,054	-	194,201	6,553,663
Employee Benefits	8,062		44,666	1,395,935
Services and Supplies	26,884	26,000		2,831,168
	70,000	26,000	238,867	10,780,766
Net Revenue (Expense)	-	-	-	-

School District No. 70 (Pacific Rim)

Amended Annual Budget - Capital Revenue and Expense
Year Ended June 30, 2025

	2025 Amended Annual Budget			2025 Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
Revenues				
Gain (Loss) on Disposal of Tangible Capital Assets	1,897,999		1,897,999	1,839,000
Amortization of Deferred Capital Revenue	3,977,911		3,977,911	3,999,405
Total Revenue	5,875,910	-	5,875,910	5,838,405
Expenses				
Amortization of Tangible Capital Assets				
Operations and Maintenance	3,656,923		3,656,923	3,678,494
Transportation and Housing	1,233,736		1,233,736	1,241,013
Debt Services				
Capital Lease Interest		44,835	44,835	
Capital Loan Interest		7,468	7,468	
Total Expense	4,890,659	52,303	4,942,962	4,919,507
Net Revenue (Expense)	985,251	(52,303)	932,948	918,898
Net Transfers (to) from other funds				
Tangible Capital Assets Purchased	456,488		456,488	128,599
Local Capital		550,000	550,000	
Capital Lease Payment		208,923	208,923	100,000
Capital Loan Payment		65,066	65,066	100,000
Total Net Transfers	456,488	823,989	1,280,477	328,599
Other Adjustments to Fund Balances				
District Portion of Proceeds on Disposal	(1,900,000)	1,900,000	-	
Principal Payment				
Capital Lease	164,088	(164,088)	-	
Capital Loan	57,598	(57,598)	-	
Total Other Adjustments to Fund Balances	(1,678,314)	1,678,314	-	
Budgeted Surplus (Deficit), for the year	(236,575)	2,450,000	2,213,425	1,247,497

One Province, One Plan: Substance and Overdose Safety in BC School

PACIFIC RIM SCHOOL DISTRICT REVIEW



SUMMARY OF REPORT

"ONE PROVINCE, ONE PLAN" -
SUBSTANCE AND OVERDOSE
SAFETY IN BC SCHOOLS

45/60 SCHOOL BOARDS
RESPONDED TO A SURVEY
REGARDING POLICY AND
PRACTICES REGARDING
RESPONDING TO SUBSTANCE
USE AND OVERDOSE.

SURVEY FOUND AN URGENT
NEED FOR UNIVERSAL
GUIDELINES FOR SCHOOLS ON
RESPONDING TO THIS URGENT
HEALTH ISSUE, WHILE
RESPECTING THE UNIQUE
COMMUNITY CONTEXT.

RECOMMENDATIONS

Provincial Policy Development – MoECC

Consultation Process – community feedback on policies

Expert Guidance – Provincial SME's

Resource Development – Community context

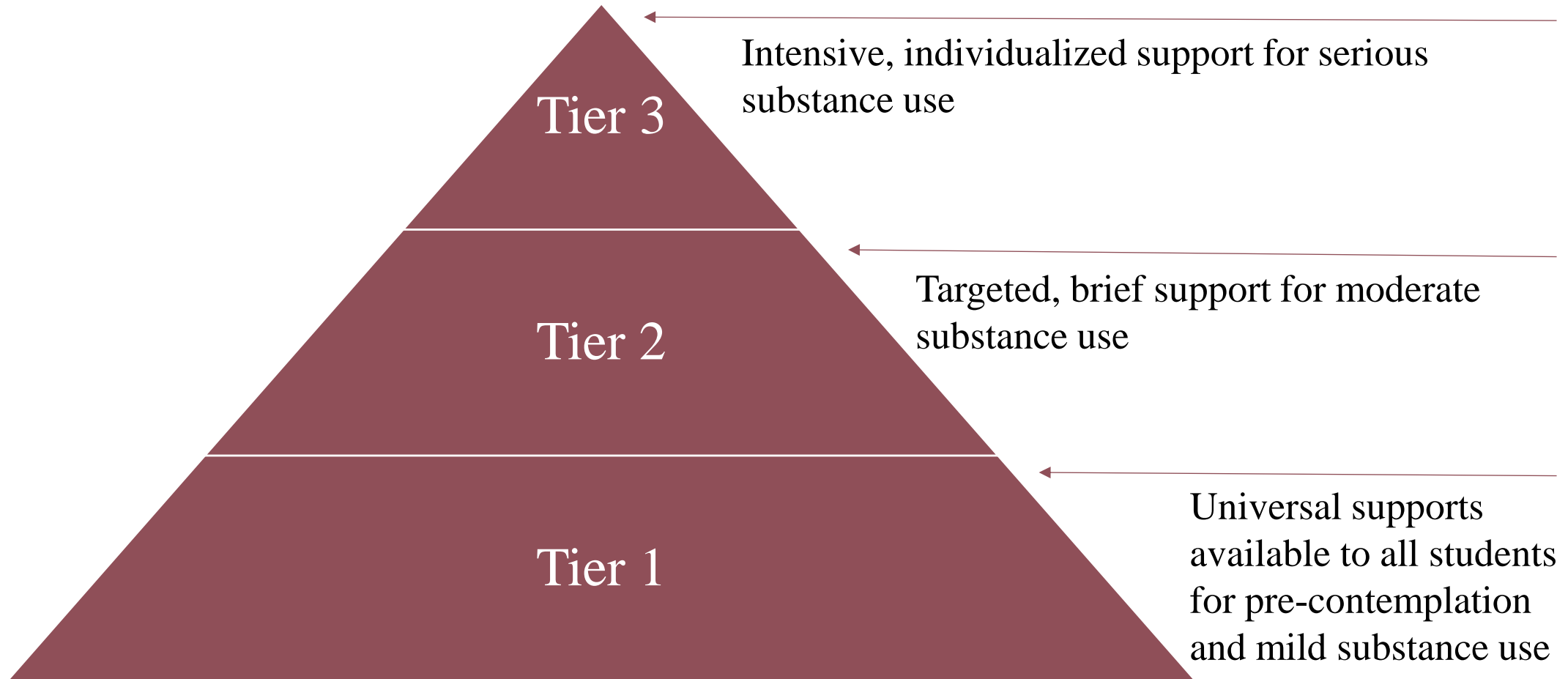
Standardization – Provincially

Implementation Support – MoECC

Monitoring and Evaluation

Local Autonomy

LEVELS OF INTERVENTION



TIER 1 – GOOD FOR ALL

- School Counsellors/Mental Health & Youth Care Workers
- Iminds
- Behaviour Support Plan
- SEL/Core Competency/PHE
- Parent presentations and resources
- Outreach
- Cultural context
- McCreary Survey Data
- Trauma informed practice in schools



TIER 2 – BRIEF SERVICE

- Designations and Individualized Education Plans (IEP)
- Integrated Child and Youth (ICY)
 - Concurrent Disorder Clinician
 - Caregiver Peer Support/Youth Peer Support
- Collaboration with Community Service Providers
 - Alberni Drug and Alcohol Prevention Services (ADAPS)
 - Usma Family and Child Services (NTC)
 - West Coast Community Resources Society (WCRS)
- PreVenture
- Specialized cohort programming and other targeted classroom supports
- Outreach
- McCreary data
- Cultural supports



TIER 3- 1:1 FOCUSED

- Focused Intervention Team (FIT)
- Collaboration with Community Service Providers
 - Youth – Short-Term Assessment and Response (Y-STAR – Island Health)
 - Usma Family and Child Services (NTC)
 - Situation Table
 - Collaboration with non-local specialized services (Health funded services)
- Eighth Avenue Learning Centre
- Cultural supports
- Naloxone in Schools – Admin trained
- Circle – trained staff to facilitate



WHAT ARE WE ALREADY DOING?

- **Elementary** - Social Emotional Learning, School Counsellors, Cultural Supports, Visiting Professionals where appropriate (eg. PEACE Program)
- **Secondary** - PreVenture (grade 8), BRIDGE (grade 8/9), School Counsellors, Mental Health Workers, Wellness Clinic - community service providers, PHE-SEL, Youth Forums, Land Based Learning, Cultural Supports, Individualized programming
- **Eighth Avenue Learning Centre** - Enhanced supports focused on social and emotional needs of students, individualized programming, cohort and designed learning for needs, outdoor education, Indigenous Principles for Learning

WHERE ARE OUR GAPS?

- Front facing info – website
- Policy/Admin Procedure – Naloxone
- Tier 1 Toolkit – iMinds – Elementary focused, prevention and early intervention
- Restorative Practices – enhance school response
- Expert Guidance
 - YSTAR
 - ADAPS
 - OTHER - Cultural lens

ACTION PLAN

Procedure for overdose and Naloxone Administration

AP Substance Use -revision

Class Presentations

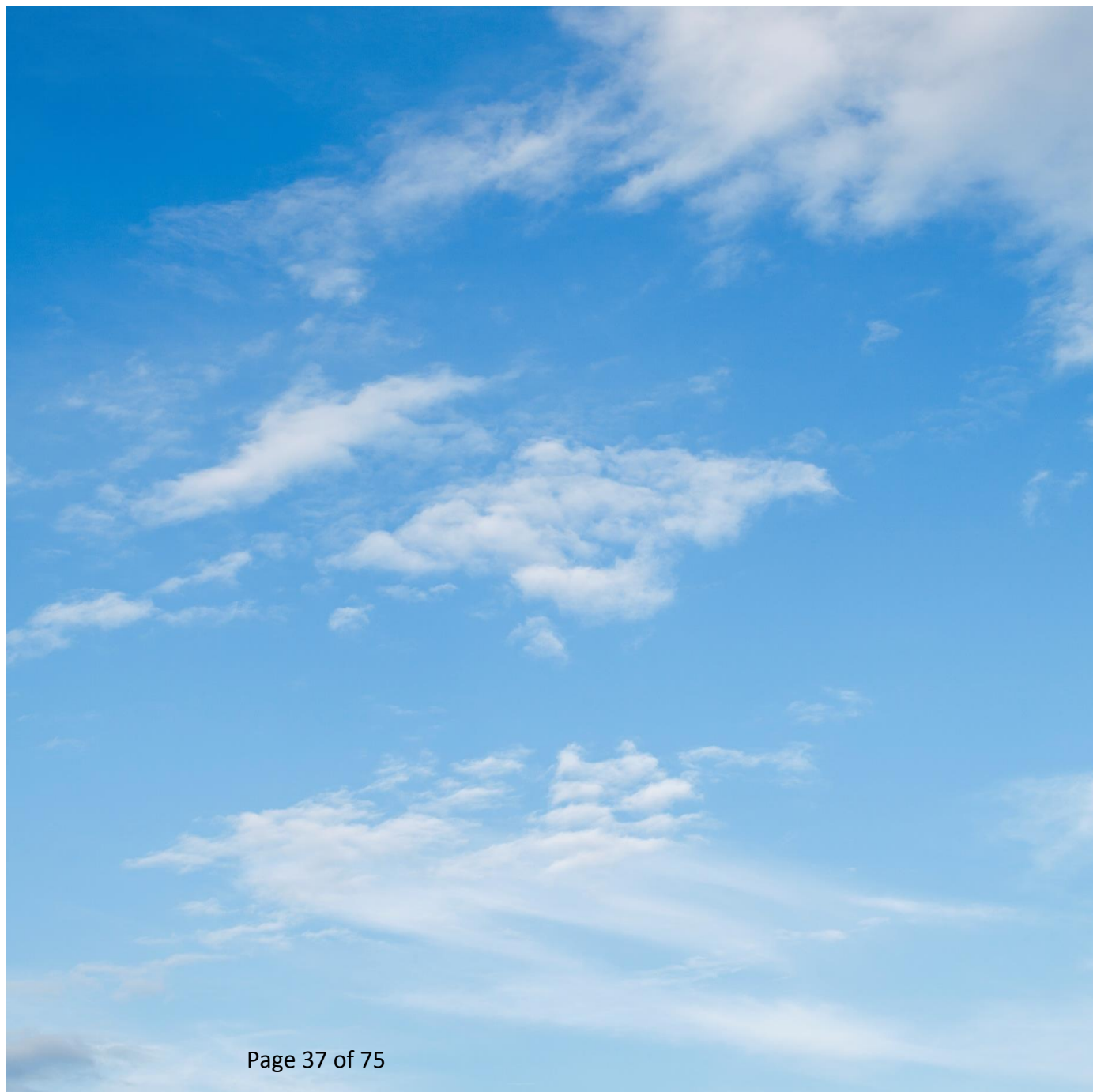
Grades 6/7 - Online Safety

Clear Plan - Prevention/Intervention/Response

District Substance Use Counsellor Position

QUESTIONS?

THANK YOU





401: Respectful Workplace (P)

First Review: 25 01 28

POLICY STATEMENT

Pacific Rim School District (70) is committed to maintaining a respectful workplace where all employees enjoy a workplace environment in which they are valued, respected and are treated with dignity. Demonstrating dignity towards others is the shared responsibility of all members of the district community such that each complies with and enacts the purpose and spirit of the British Columbia Human Rights Code, the Canadian Charter of Rights and Freedoms and the Canadian Human Rights Act and Declaration of the Rights of Indigenous Peoples Act.

A respectful workplace is one in which all employees, students and members of the public demonstrate:

- Respectful behavior at all times
- Mutual respect for all
- Collaborative working relationships
- Inclusion of other people based on the principles of human rights legislation
- Constructive management of differences including respectful dispute resolution and conflict management
- An appropriate use of authority when supervising others

This policy is not intended to limit or constrain the reasonable exercise of management responsibilities and functions. As well, all employees have the right to report, in good faith, inappropriate behavior without fear of retaliation. All employees and invited guests who do not adhere to this policy will be subject to disciplinary action.

The following procedures will be followed should an individual feel that they are being harassed or bullied; or that violence in the workplace is occurring or may occur:

- Bullying and Harassment Procedures (AP 4002)
- Health and Safety Violence in the Workplace (P 711)
- Violence in the Workplace (AP NEW)
- Parent/Guardian Code of Conduct (AP XXXX)

These procedures will be updated as needed to comply with all federal and provincial legislative requirements.

REFERENCES

BC Human Rights Code -[Human Rights Code](#)

Declaration of the Rights of Indigenous Peoples Act-

<https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/19044>

Canadian Charter of Rights and Freedoms- [The Canadian Charter of Rights and Freedoms](#)



XXXX: Anaphylaxis (P)

First Review: YY MM DD

POLICY STATEMENT

The Board of Education recognizes its responsibility to provide as safe a learning environment as practicable for all students, including those with life-threatening allergies (anaphylaxis). Anaphylaxis is defined as a sudden and severe allergic reaction that can lead to death if untreated, typically caused by exposure to specific allergens such as certain foods, insect stings, medications, or latex. Immediate treatment with epinephrine is essential to prevent severe outcomes.

Even though each situation is unique, and each student's allergies are different, there must be consistent strategies in each school. Schools must endeavor to minimize the risk of exposure without depriving the anaphylactic student of ordinary peer interactions or placing unreasonable restrictions on the activities of other students in the school. Parental/guardian involvement in all phases of planning must be encouraged, as it can result in the greatest degree of success and community acceptance.

While it is impossible to guarantee an allergen-free environment, the Board is committed to fostering "allergy-aware" schools through education, awareness, preventative strategies, and effective emergency response protocols.

Resources and References

Anaphylaxis Protection Order (M232/07)
Anaphylactic and Child Safety Framework
Vancouver School Board Administrative Procedure 317: Anaphylaxis
Allergy Aware Resources for School Communities



XXX: Testing Lead Content in Drinking Water (P)

First Review: 25 01 14

POLICY STATEMENT

The Board of Education acknowledges its obligation to ensure that the lead content of drinking water in its school facilities meets established guidelines under applicable provincial and federal legislation, and report results annually to the Ministry of Education. Reasonable steps necessary to resolve lead levels that are outside established guidelines must be taken on any School District drinking water quality test results.

Resources and References

Ministry of Education and Child Care
School District #81 Policy 3510: Testing Lead Content in Drinking Water of School Facilities



**BYLAW NO.: P1524
ACRD FILE NO.: RF24015**

You are requested to comment on the attached bylaw for potential effect on your agency's interests. We would appreciate your response by **April 1, 2025**. If no response is received, it will be assumed that your agency's interests are unaffected. Please let us know if you need additional time.

PURPOSE OF THE BYLAW: To rezone the subject property from Small Holdings District (A1) to Acreage Residential District (RA3) to facilitate a four-lot subdivision with a 0.24 hectare (0.6 acre) minimum lot size.

GENERAL LOCATION: 6088 Cottam Road, Port Alberni

LEGAL DESCRIPTION: LOT 13, DISTRICT LOT 96, ALBERNI DISTRICT, PLAN 7637

AREA OF PROPERTY AFFECTED: 1.25 hectare (3.09 acres)

ALR STATUS: In ALR Not in ALR

OCP DESIGNATION: The Cherry Creek OCP designates this property 'Residential Use'.

ADDITIONAL INFORMATION: n/a

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

Alex Dyer

Alex Dyer, MCIP, RPP, Planning Manager

February 27, 2025

Date

This referral has also been sent to the following agencies:

- ✓ Vancouver Island Heath Authority
- ✓ Tseshah First Nation
- ✓ Hupacasath First Nation
- ✓ School District No. 70
- ✓ ACRD Building Inspection
- ✓ Ministry of Transportation & Transit
- ✓ Cherry Creek Waterworks District
- ✓ Cherry Creek Fire Department



To: ACRD Board of Directors

Meeting Date: February 26, 2025

From: Brooke Eschuk, Planner I

File #: PL20240096/RF24015

Electoral Area: F - Cherry Creek

Subject: Rezoning RF24015 – 6088 Cottam Road (Bennett)

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors consider first reading of Bylaw P1524 Alberni-Clayoquot Regional District Zoning Atlas Amendment Bylaw at a future date, and that notice be given in accordance with section 467 of the Local Government Act.

THAT the Alberni-Clayoquot Regional District Board of Directors confirm that adoption of Bylaw P1524 is subject to:

- a. Confirmation from a Registered Onsite Wastewater Practitioner that the parcel can accommodate onsite sewage disposal to a 0.24 ha minimum lot size.
- b. Meeting all technical referral agency requirements.

Note: The *Housing Statutes (Residential Development) Amendment Act* (Bill 44) was enacted in November 2023 as part of several legislative changes relating to housing. The new legislation phased out one-off, site-by-site public hearings for housing projects that are consistent with area Official Community Plans(OCP). As this rezoning is consistent with the Residential Use policies in the Cherry Creek OCP, a public hearing cannot be held. The neighbour notification and public notice advertising provides the opportunity for public input on the application process.

Development Proposal: The property owners are applying for a zoning amendment to rezone the property from Small Holdings (A1) District to Acreage Residential (RA3) District to facilitate a four-lot subdivision at a future date. If the rezoning is successful, at the subdivision stage the applicants will require parcel frontage waivers for proposed Lots 2-4 and will also be subject to the park land dedication requirements of section 510 of the *Local Government Act (LGA)*.

Advisory Planning Commission Recommendation: The Cherry Creek Advisory Planning Commission reviewed the application at their February 10th meeting and passed a motion to support the rezoning as presented.

Property Owner(s): Michelle and Christopher Bennett

Applicant/Primary Contact: Rachel Hamling c/o Prism Land Surveying Ltd.

Property Information:

Civic Address:	6088 Cottam Road						
Legal Description:	LOT 13, DISTRICT LOT 96, ALBERNI DISTRICT, PLAN 7637						
PID:	005-668-123	Folio:	770-01165.000	ALR? (Y/N)	N	Lot Size (ha):	1.25 (3.09 ac)

PL20240096/RF24015

Alberni-Clayoquot Regional District | 3008 Fifth Avenue, Port Alberni, BC V9Y 2E3 | 250.720.2700 | www.acrd.bc.ca

Serving Port Alberni, Tofino, Ucluelet, Treaty First Nations: Huu-ay-aht, Yuułu?ił'ath, Uchucklesaht Tribe Government, and Toquaht Nation, and Six Electoral Areas: "A" (Bamfield), "B" (Beaufort), "C" (Long Beach), "D" (Sproat Lake), "E" (Beaver Creek) and "F" (Cherry Creek).

Current Zoning	Small Holdings (A1) District	Proposed Zoning	Acreage Residential (RA3) District
Current OCP	Cherry Creek, Residential Use	Proposed OCP	n/a
Development Permit Area(s)	n/a		
Current Use & Description	The property is 3 acres in size and slopes from the west to east from Walmer Road toward Cottam Road. The western portion of the parcel is forested, while the eastern portion contains an existing single family dwelling and a detached shop. Proposed Lots 2 and 3 in the centre of the parcel have been cleared.		

Surrounding Zoning and Land Use			
North	Acreage Residential (RA2) District. Property was rezoned to RA2 District in 2017.	South	Small Holdings (A1) District
East	ALR land zoned Small Holdings (A1) District	West	Two-Family Residential (R2) District

Services:

- a) **Sewage Disposal:** The parcel is serviced by an on-site wastewater disposal system. Each of the proposed four lots would be serviced by individual septic systems. The applicants submitted a report from a Registered On-site Wastewater Practitioner, dated January 6, 2025, that confirms that the parcel can support individual on-site sewage disposal to a density of 0.24 ha.
- b) **Water Supply:** The parcel is serviced by the Cherry Creek Waterworks District. At the time of subdivision, the applicant must satisfy all Cherry Creek Water requirements, including all payment of applicable fees, prior to subdivision approval.
- c) **Fire Protection:** The property is protected by the Cherry Creek Fire Department.
- d) **Access:** The property owner will need to apply for a parcel frontage waiver for proposed Lots 2, 3, and 4 as per section 512 of the *Local Government Act* to reduce frontage requirements. The three parcels will not meet the 10% requirement set out in legislation. Proposed Lot 1 fronts onto Cottam Road in the east, Lots 2 and 3 would have individual panhandles with a reciprocal access agreement for a shared driveway from Cottam Road, and Lot 4 would be accessed from Walmer Road to the west.
 - i. **Parcel Frontage Waiver:** The applicant must receive a parcel frontage waiver for proposed Lots 2-4 prior to subdivision approval.

Planning Policy Discussion:

- a) **Official Community Plan:** The Cherry Creek Official Community Plan designates the subject property as Residential Use.

The Residential Use designation supports a 0.24 hectare (0.6 acre) minimum lot size where the lots are connected to communal or community water or sewer. The proposed lots would be connected to community water provided by the Cherry Creek Waterworks District. The objective of the Residential Use designation is to allow for a range of housing options within the Plan area. The parcel is not impacted by a development permit area and is not within the Agricultural Land Reserve.

This proposal complies with the policies and objectives of the Cherry Creek Official Community Plan.

- b) **Zoning:** The parcel is zoned Small Holdings (A1) District which provides for agricultural and rural uses.
 - i. **Park land Dedication:** At the time of subdivision, the property owner must satisfy the requirements of section 510 of the *Local Government Act*. The applicants must dedicate 5% of their subdivided land or provide an equivalent of 5% cash-in-lieu of park land for community park land acquisition.

	Current: A1	Proposed: RA3
Minimum Lot Area (ha)	0.8	0.24
Minimum Lot Width (m)	50.2	30
Principal & Accessory Front Yard Setback (m)	7.6	12.2
Principal Side Yard Setback (m)	1.5	4.6
Principal Rear Yard Setback (m)	9.1	9.1
Accessory Side Yard Setback (m)	4.5	0.9
Accessory Rear Yard Setback (m)	4.5	0.9
Watercourse Setback (m)	30	30

The property owners are applying to rezone the parcel to facilitate a four-lot subdivision at a future date. The proposed lots meet the minimum lot area, lot width, and building setback requirements of the RA3 zone.

Comments: The property owner is applying to rezone the parcel from Small Holdings (A1) District to Acreage Residential (RA3) District to facilitate a four (4) lot subdivision.

The parcel contains a single family dwelling and accessory buildings. The property has been partially cleared while proposed Lot 4 remains mostly treed. The parcel slopes from Walmer Road toward Cottam Road. The existing drainage ditch along the south side of the property will be relocated to provide access to proposed Lots 2 and 3 with a reciprocal access agreement registered on title.

At the subdivision stage, the applicants would need to apply for a parcel frontage waiver for Lots 2-4, satisfy the park land dedication requirements as three or more lots would be created by subdivision (section 510 of the *LGA*), and satisfy any water connection requirements of the Cherry Creek Waterworks District.

The proposed subdivision is consistent with the policies of the Cherry Creek OCP and would create additional residential housing opportunities in the community. It is recommended that the Board proceed with the public notification process.

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

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

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

Site Photos



Looking northwest at subject property from Cottam Road.



Looking west from proposed panhandle access on Cottam Road along Lot 1. Drainage ditch shown at the left of the image.



Looking east from proposed panhandle access toward Cottam Rd. from mid point of Lot 1.



Looking west from proposed panhandle access toward proposed Lot 2. Drainage ditch to be relocated.



Looking northeast at Lot 1 from boundary of Lots 1 and 2. Lot 2 boundary not pictured to the left of the image



Looking west from proposed panhandle access toward proposed Lot 2.



Looking east from proposed panhandle access toward proposed Lots 1 and 2 and Cottam Road. Proposed Lot 3 not pictured – directly to the west.



Looking northeast at Lot 3 from boundary of Lots 3 and 4. Lot 4 to the left of the image not pictured.



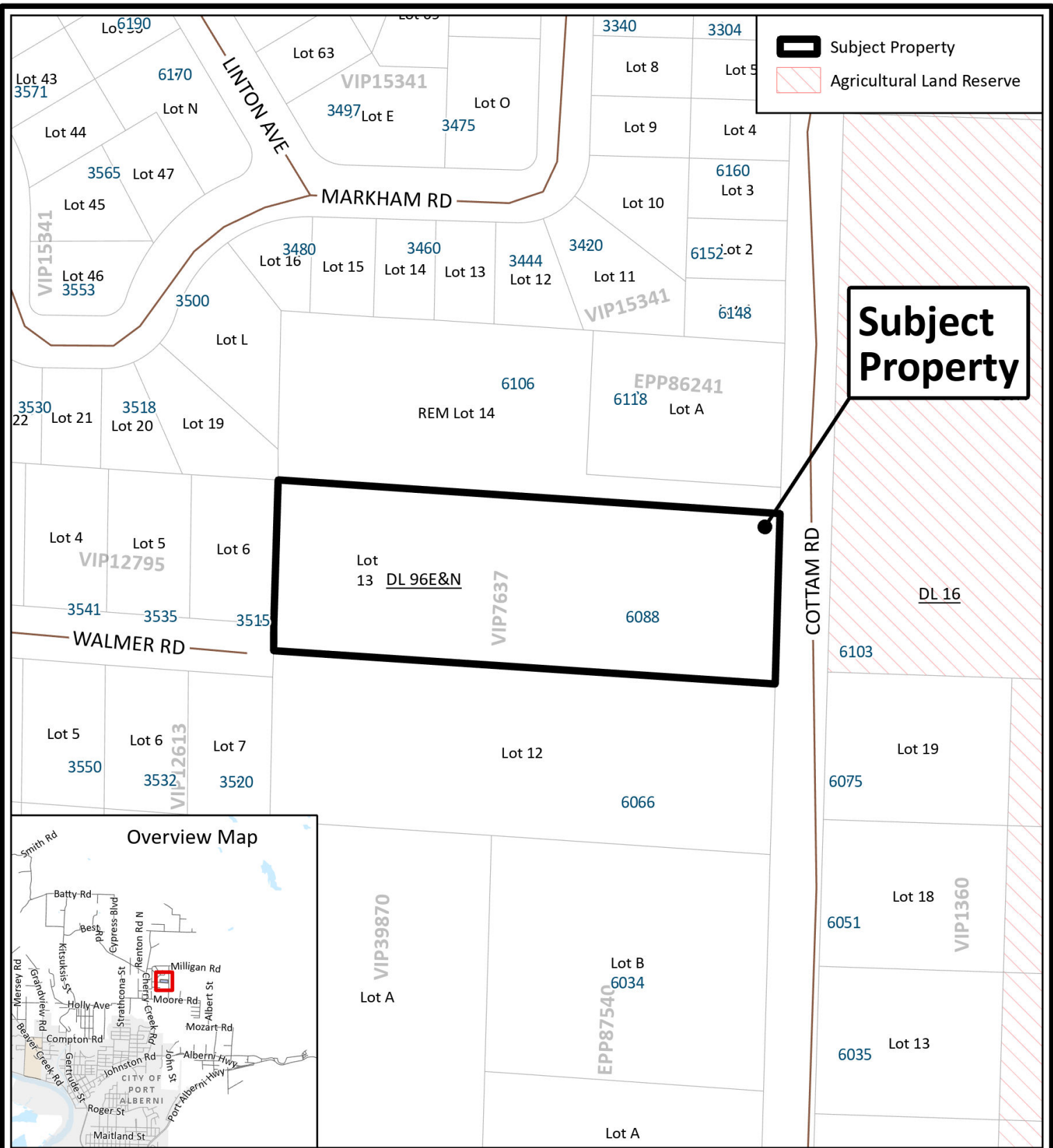
Looking north from Walmer Road along Lot 4 boundary.





Looking west along Lot 1 property boundary (neighbour's driveway).



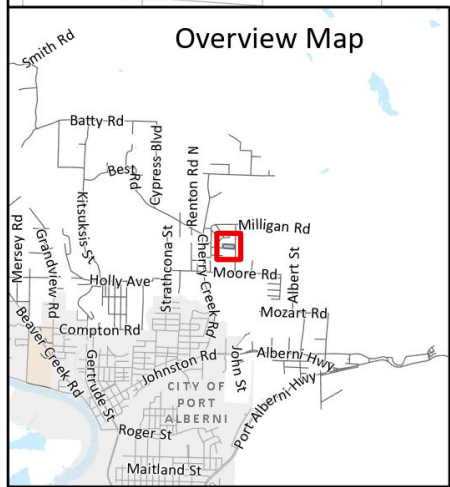
Looking east along Lot 1 property boundary (neighbour's driveway).




 Subject Property

 Agricultural Land Reserve

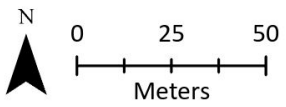
Subject Property



 Civic Address: 6088 Cottam Road
 Legal Description: LOT 13, DISTRICT LOT 96, ALBERNI DISTRICT, PLAN 7637



ALBERNI-CLAYOQUOT
REGIONAL DISTRICT





Our File: 24-173-Z

2024-12-11

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

Attention: Alex Dyer

Dear Alex:

**RE: Zoning Amendment Application for Lot 13 District Lot 96 Alberni District
6088 Cottam Road, Port Alberni**

On behalf of our clients, Christopher and Michell Bennett, we are applying for a zoning amendment of the above property to change the zoning from A1, with a 2 acre (.8ha) minimum parcel size to RA3, which would reduce the minimum parcel size to .59 acre (.24ha). The zoning amendment is to facilitate a 4-lot subdivision as shown on the Proposed Subdivision Plan prepared by Prism Land Surveying Ltd. (Prism).

BACKGROUND

This 3.09 acre (1.25ha) gently slopes from the west to the east towards Cottam Road. It has a forested area to the west which covers a good portion of the property and along the western boundary, there is a 10.08m frontage onto Walmer Road. The areas surrounding the existing dwelling and shop, which are located on proposed Lot 1, as shown on the Proposed Subdivision Plan, have been, mostly, cleared. The property borders onto Cottam Road to the east and is surrounded by similar rural residential properties in all directions.

The property will be serviced by Cherry Creek Water District and individual septic systems. The clients have contacted Blair Pletti, ROWP, who will assess the soils to identify primary and reserve septic areas on proposed Lots 2, 3 and 4 to ensure Island Health Subdivision Standards are met. There is an existing septic system on proposed Lot 1 and this system will be tested to ensure that it is in proper working order and to identify a reserve area. We will forward ACRD the results when the information is available.

PROPOSAL

Our clients propose to amend the zoning to allow for higher density to facilitate a 4-lot subdivision.

The ACRD supports higher density and recognizes there may be a need for additional housing and a diversity of house types to increase supply and affordability. This proposal provides an opportunity for infill development which will provide continued economic growth in the area. The proposed zoning would also be consistent with many properties in the area.

DEVELOPMENT PERMIT AREAS

The subject property does not lie within any Development Permit Areas and there are no eagle/heron nesting trees identified by our client.

PARKLAND DEDICATION

At subdivision stage, this development will trigger the requirement for parkland dedication as required under Section 510 of the *Local Government Act*.

FRONTAGE RELAXATION

Proposed Lots 2, 3 and 4 would require an exemption from the requirements of Section 512 of the *Local Government Act* to reduce the frontage requirements as follows:

Proposed Lot	Perimeter (m)	Required Frontage (10%)	Total Proposed Frontage (m)	Approximate % of Perimeter
2	321.46m	32.14m	6.00m	1.9%
3	421.88m	42.18m	6.00m	1.4%
4	223.61m	22.36m	10.08m	4.5%

Both proposed Lots 2 and 3 would be secured by a reciprocal access easement registered on title. Therefore, proposed Lots 2 and 3 would share and maintain the 12.0m wide panhandle area.

Proposed Lot 4 is surrounded by other properties but has a 10.08m frontage on Walmer Road which will serve as access.

ENCLOSURES

In support of this application, we enclose:

- Application for Development form;
- Title search;
- Letter of authorization; and
- Proposed Subdivision Plan prepared by Prism Land Surveying Ltd.

We will be paying the fees by credit card. Please advise when you are ready to accept payment by phone.

We look forward to working with the ACRD on this development.

Sincerely,



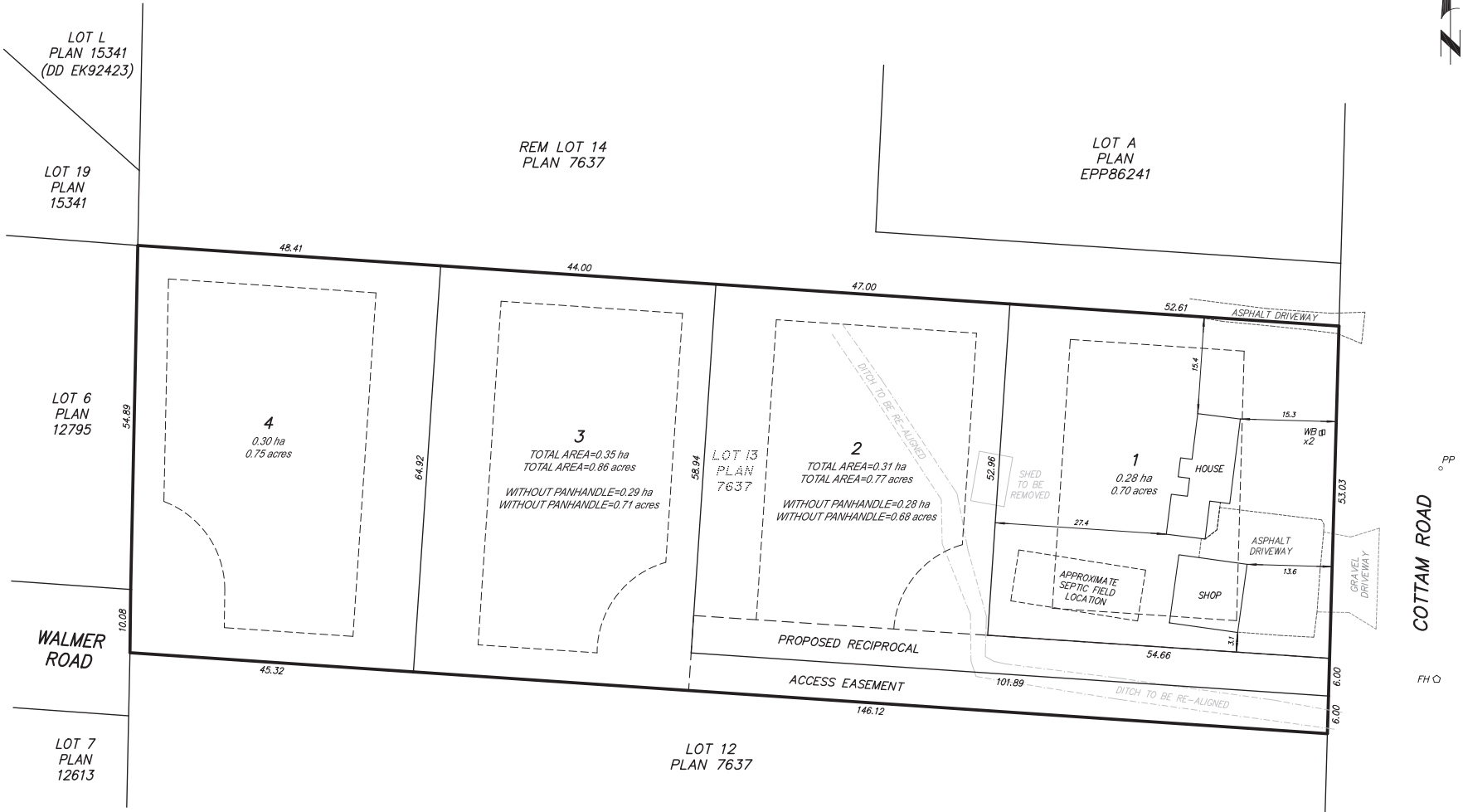
Rachel Hamling
Land Development Consultant
RH:ka
Enclosures

PROPOSED SUBDIVISION PLAN OF LOT 13, DISTRICT LOT 96, ALBERNI DISTRICT, PLAN 7637.

SCALE 1:500



THE INTENDED PLOT SIZE IS 560mm IN WIDTH AND 432mm IN HEIGHT (C SIZE) WHEN PLOTTED AT A SCALE OF 1:500.



PARCEL FRONTAGE TABLE

PARCEL	PERIMETER	FRONTAGE	RATIO
1	213.26m	53.03m	24.9%
2	321.46m	6.00m	1.9%
3	421.88m	6.00m	1.4%
4	223.61m	10.08m	4.5%

NOTES:
 THIS PLAN IS NOT TO BE USED TO RE-ESTABLISH PROPERTY BOUNDARIES. ALL DISTANCES ARE IN METRES AND DECIMALS THEREOF UNLESS OTHERWISE INDICATED AND ARE DERIVED FROM FIELD MEASUREMENTS AND LTO RECORDS.
 JURISDICTION: ALBERNI-CLAYOQUOT REGIONAL DISTRICT
 PROPOSED PARCEL ZONING: ACREAGE RESIDENTIAL DISTRICT (RA3)
 PID NO: 005-668-123
 THIS LOT IS SUBJECT TO LTO CHARGE NUMBER: M76300
 CIVIC ADDRESS: 6088 COTTAM ROAD, PORT ALBERNI, BC

LEGEND

DL DENOTES DISTRICT LOT
 REM DENOTES REMAINDER
 ha DENOTES HECTARES
 SL DENOTES STRATA LOT
 PP ○ DENOTES POWER POLE
 FH ○ DENOTES FIRE HYDRANT
 WB □ DENOTES WATER BOX
 --- DENOTES ZONING SETBACK

ZONING SETBACKS:
ACREAGE RESIDENTIAL DISTRICT (RA3)
 FRONT YARD: 46.21ft (15m)
 REAR YARD: 32.8ft (10m)
 SIDE YARD: 16.4ft (5m)


No.	DATE	REVISION
1	2024/11/06	INITIAL PROPOSAL
2	2024/11/15	REVISED PROPOSAL

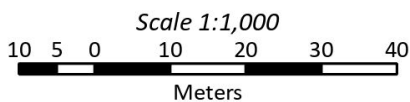
PRISM
 LAND SURVEYING LTD.
 223 FERN ROAD W.
 QUALICUM BEACH, B.C. V9K 1S4
 PHONE: 250-752-9121
 EMAIL: info@prismlandsurveying.ca
 FILE NUMBER: 24-173-S
 DRAWING NUMBER: 24-173 P2.DWG
 DATE: 2024/11/15



6088 Cottam Road
 LOT 13, DISTRICT LOT 96, ALBERNI DISTRICT,
 PLAN 7637

 Subject Property
 Parcels

 Prepared 2025-01-17
 Sources: © OpenStreetMap
 (and) contributors, CC-BY-SA,
 LidarBC (DEM, Hillshade) 2019,
 ParcelMapBC; ACRD



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REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

BYLAW NO. P1524

OFFICIAL ZONING ATLAS AMENDMENT NO. 796

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

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

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

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

1. TITLE

This bylaw may be cited as the Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw No. P1524.

Bylaw No. 15 of the Regional District of Alberni-Clayoquot is hereby amended by rezoning: LOT 13, DISTRICT LOT 96, ALBERNI DISTRICT, PLAN 7637 from Small Holdings (A1) District to Acreage Residential (RA3) District as shown on Schedule 'A' which is attached to and forms part of this bylaw.

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

Read a first time this day of ,
Read a second time this day of ,
Read a third time this day of ,

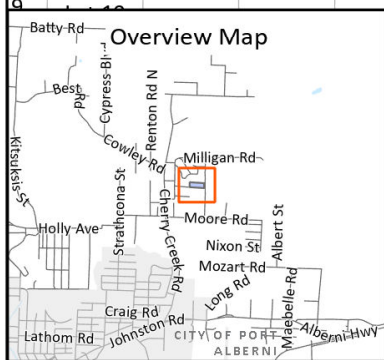
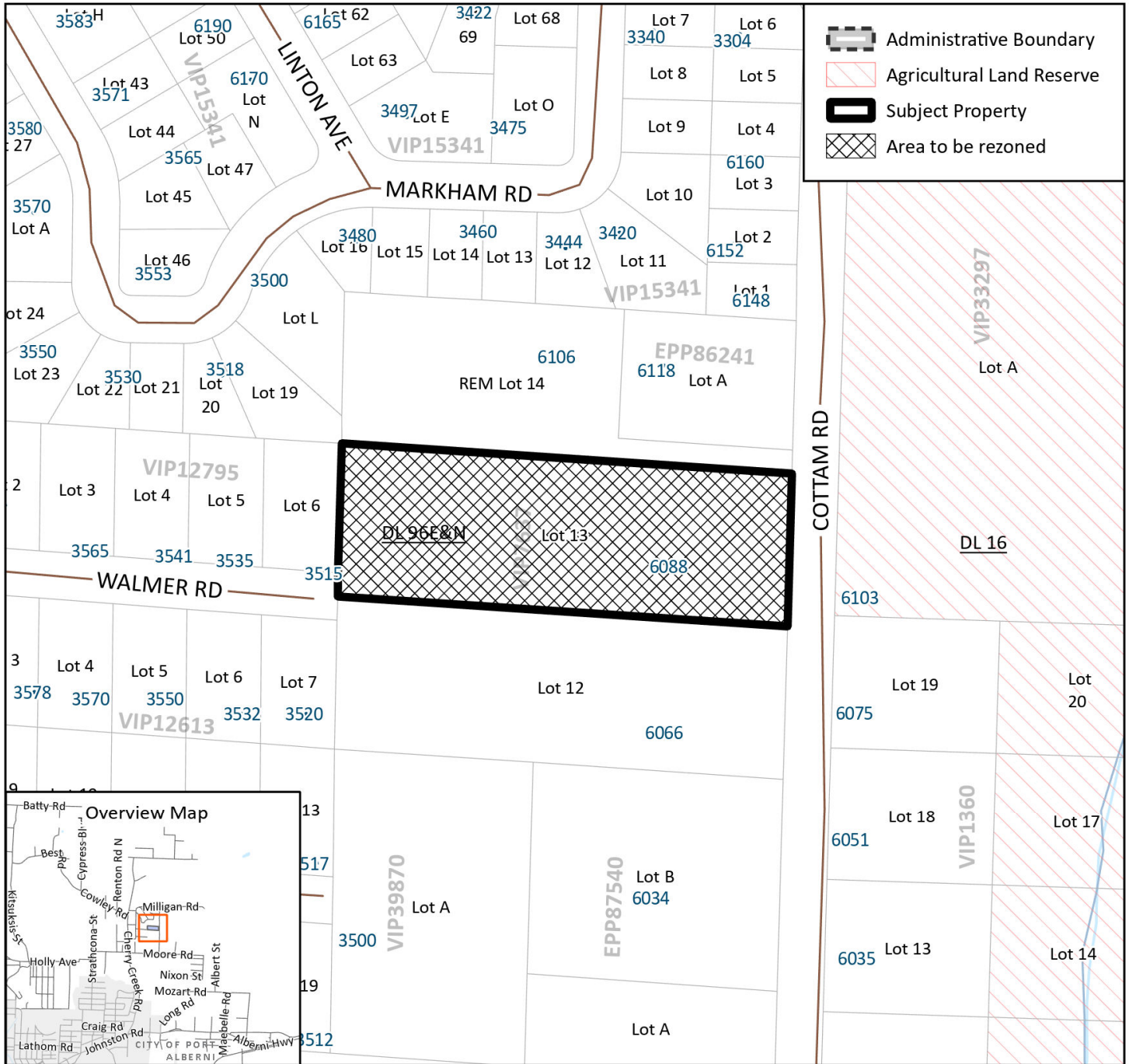
Adopted this day of ,

Corporate Officer

Chair of the Regional Board

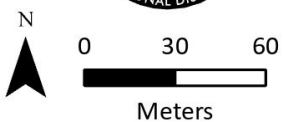
Schedule 'A'


This schedule is attached to and forms part of Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw P1524, 2025



Legal Description: LOT 13, DISTRICT LOT 96, ALBERNI DISTRICT, PLAN 7637

Address: 6088 COTTAM RD



 To be rezoned from Small Holdings (A1) District to Acreage Residential (RA3) District.



**BYLAW NO.: P1524
ACRD FILE NO.: RF24015**

APPLICANT NAME: Michell & Christopher Bennett
ACRD CONTACT: Alex Dyer, MCIP, RPP, Planning Manager
Date of Referral: February 27, 2025

Approval Recommended for
Reasons Outlined Below

Interests Unaffected by Bylaw

Approval Recommended Subject to
Conditions Below

Approval NOT Recommended Due
to Reasons Outlined Below

Agency (please print): _____

Name (please print): _____ Title: _____

Signature: _____ Date: _____

PL20240096/RF24015

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	
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	

Meeting Type	Date	Item Description	Resolution/Direction	Department Responsible	Staff Responsible	Follow-Up Status	Action / Comments
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	
Everything above this point has been added manually as the existing eScribe software had not been put into place yet.							
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	
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	

Meeting Type	Date	Item Description	Resolution/Direction	Department Responsible	Staff Responsible	Follow-Up Status	Action / Comments
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	
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	

Meeting Type	Date	Item Description	Resolution/Direction	Department Responsible	Staff Responsible	Follow-Up Status	Action / Comments
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, Ƨaahuusʔath (Ahousah First Nation), Ƨisaaʔath (Tsesah First Nation), diitiidʔaaʔtx (Ditidaht First Nation), Ƨaʔuukʔiʔath (Tla-o-qui-ah First Nation), Ƨukʔaaʔath (Toquaht Nation), hiškʔiiʔath (Hesquiaht First Nation), hupačasath (Hupacasath First Nation), huucʔuqʔisʔath (Uchucklesah First Nation), huuʔiiʔath (Huu-ay-ah First Nation), and Yuuluʔitʔath 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	
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 Tsesah 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 Tsesah First Nation, to further the relationship and engage in other SD70/ Tsesah 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	

Meeting Type	Date	Item Description	Resolution/Direction	Department Responsible	Staff Responsible	Follow-Up Status	Action / Comments
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 School Property or During School Related Activities (P)	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	
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 School Property or During School Related Activities (P)	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 Curliss	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	Complete	

Meeting Type	Date	Item Description	Resolution/Direction	Department Responsible	Staff Responsible	Follow-Up Status	Action / Comments
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	
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 through 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	Complete	
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 Tsesahst 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	Complete	
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	Complete	
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	Complete	
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	Complete	

Meeting Type	Date	Item Description	Resolution/Direction	Department Responsible	Staff Responsible	Follow-Up Status	Action / Comments
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	Complete	
Board Meeting	11/26/2024	Policies for Adoption	THAT the Board of Education adopt the following policy as presented.	Corporate Services	Paula	Complete	
Board Meeting	12/10/2024	School Enhancement Program funding request	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.	Operations	Alex	Complete	
Board Meeting	12/10/2024	Carbon Neutral Capital Program emergent funding request	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.	Operations	Alex	Complete	
Board Meeting	12/10/2024	BCS FireSmart (5 minutes)	THAT the Board of Education direct staff through the Superintendent to proceed with the BCS FireSmart Critical Infrastructure Project.	Operations	Alex	Complete	
Board Meeting	1/28/2025	Amended 2024/25 Capital Plan Bylaw	THAT the Board of Education approve all three readings of Capital Bylaw No. 2024/25-CPSD70-03 in the January 28, 2025, Public Board Meeting.	Corporate Services	Paula	Complete	
Board Meeting	1/28/2025	Amended 2024/25 Capital Plan Bylaw	THAT the Capital Plan 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 January 14, 2025, is hereby adopted.	Corporate Services	Paula	Complete	
Board Meeting	1/28/2025	Amended 2024/25 Capital Plan Bylaw	THAT this Capital Bylaw may be cited as School District Pacific Rim Capital Bylaw No. 2024/25-CPSD70-03.	Corporate Services	Paula	Complete	
Board Meeting	1/28/2025	Amended 2024/25 Capital Plan Bylaw	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 and that the corporate seal of the Board be affixed thereon.	Corporate Services	Paula	Complete	
Board Meeting	1/28/2025	Policies for Public Consultation	THAT the Board of Education direct staff through the Superintendent to publish the following draft Policies for a 30-day Public Consultation.	Corporate Services	Paula	Complete	
Board Meeting	1/28/2025	Policies for Adoption	THAT the Board of Education adopt the following policies as presented.	Corporate Services	Paula	Complete	
Board Meeting	2/25/2025	Policies for Public Consultation	THAT the Board of Education direct staff through the Superintendent to publish the following draft Policies for a 30-day Public Consultation.	Corporate Services	Paula	Complete	
Board Meeting	2/25/2025	Policies for Adoption	THAT the Board of Education adopt the following policies as presented.	Corporate Services	Paula	Complete	
Board Meeting	2/25/2025	International Program Spring Break Rocky Mountain Trip	THAT the Board of Education approve the Pacific Rim International Student Program trip to the Rocky Mountains from March 17-20, 2025.	International Education	Marc Fryer	Complete	
Board Meeting	2/25/2025	Public Interest Disclosure - Designated Officers	THAT the Board of Education direct the Superintendent to appoint Ms. Barbara Ross and Ms. Paula Mason as Designated Officers for the Pacific Rim School District, in accordance with the Public Interest Disclosure Act requirements.	Corporate Services	Paula	Complete	
Board Meeting	2/25/2025	Trustee Bursaries	THAT the Board of Education direct staff through the Superintendent, to add a second bursary for ADSS graduates, and increase the Trustee Bursary amount for the 2024/25 school year to \$1,000 per bursary.	Corporate Services	Paula	Complete	
Board Meeting	2/25/2025	Mileage Rates 2025	THAT the Board of Education direct staff through the Superintendent to increase the per kilometer mileage rate used for personal travel expense claims in the All Other category from \$0.70 to \$0.72, effective March 1, 2025.	Corporate Services	Paula	Complete	
Board Meeting	2/25/2025	Trustee Bursaries	THAT the Board of Education amend the motion on the table to add the words " to add a second bursary for ADSS graduates".	Corporate Services	Paula	Complete	
Board Meeting	2/25/2025	School Calendar	THAT the Board of Education direct staff through the Superintendent to publicize the proposed 2026/2027 and 2027/2028 School Calendars for consultation and feedback, with final approval to be considered at the April 22, 2025, Public Board Meeting.	Corporate Services	Paula	Complete	



March 4, 2025

Ref: 306782

Dear Board of Education Chairs:

I am writing to provide you with an update on funding for child care on school grounds pilots in your respective school districts.

Like you, I firmly believe that schools are at the heart of communities and that they offer the potential to help address the child care needs of families. Since the launch of the Child Care BC plan in 2018, the Ministry of Education and Child Care gradually introduced several child care on school ground pilot initiatives.

These pilots are referred to as the “Integration Inquiry Project”, which occurred in 3 school districts, the “Just B4” preschool offered in 24 districts, a “School Age Child Care” project in 3 districts and a “Seamless Day Kindergarten” pilot in 33 districts. These various pilot models were designed to explore the integration of education and child care through different program models and service delivery approaches. There are currently 38 of 60 school districts participating in 1 or more pilots.

The Ministry is extending funding for an additional year with the condition that districts work with the Ministry in establishing more sustainable models of child care delivery. Funding allocations will be determined based on the pilot programs the district is operating, and will be targeted to support sustainability of existing child care spaces.

The year ahead will be focused on transition, with support from the Ministry, to ensure that the existing child care spaces families depend on are operational next school year. The Ministry will also be working on government policy, and with each of these districts over the coming school year, to support continued expansion of child care on school grounds.

.../2

I also want to share that the Ministry has been evaluating the various models. Findings have highlighted key learnings, opportunities and barriers that school districts experience when it comes to expanding child care on school grounds, particularly in terms of school-aged care. This includes specific challenges with moving from pilot models to sustainable child care programs as highlighted in the Trustee motion put forward in September 2024, Stable Operating Funding to Support Coordination of School District Child Care Spaces. All of this will be incorporated in our work over the next school year.

The Ministry is committed to continue working to expand access to school age care on school grounds and ensure continuity of care that meets the needs of children, families, and school communities.

I hope you find this information helpful. I wish your Board every success with the child care pilot projects and commend you for your leadership and collaboration in the continued success of child care initiatives in schools across the province.

Sincerely,

A handwritten signature in cursive script, appearing to read "Lisa Beare".

Lisa Beare
Minister

cc: Superintendents
Secretary Treasurers

Paula Mason

From: City of Port Alberni <corp_serv@portalberni.ca>
Sent: Thursday, February 27, 2025 2:31 PM
To: Paula Mason
Subject: February 24, 2025 Regular Council Meeting Summary

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CITY OF

PORT ALBERNI

City Council Meeting Summary

February 24, 2025

*An information report summarizing the regular meeting of Council held on
February 24, 2025.*

These are not the official minutes.

*For more information, please contact the Corporate Services department
at 250.723.2146 or email: corp_serv@portalberni.ca.*

UNFINISHED BUSINESS

Five Year Financial Plan Q&A Summary

Summary of questions and responses as it relates to the 2025 – 2029 Financial Planning process. For more information, including how to participate in the Financial Plan process visit: www.letsconnectpa.ca/city-budget-planning

BYLAWS

“2025 - 2029 Financial Plan Bylaw No. 5123, 2025”

The following amendments to the bylaw were approved:

Council amended the bylaw by directing a contribution of \$364,883 to the Asset Management Reserve, reflecting the projected 2025 value of non-market change within the tax roll, and moved that amount be adjusted based on the revised tax roll for non-market change and amended Financial Plan to accurately reflect any updates when the Tax Rate bylaw is brought forward.

Council allocated \$200,000 from the Quay to Quay Pathway Funding for Wayfinding signage in collaboration with the Tseshaht [c̓iśaaʔath] and Hupačasath First Nations, and stated any remaining funds be allocated to the Growing Communities fund.

Council allocated \$103,000 from the Asset Renewal Lease Facilities Fund to fund the overspend on the Train Station Phase II project, and \$487,300 for the additional costs incurred on the construction of the Childcare Centre from the Growing Communities Fund.

Council moved to reduce street sweeping to only six months of the year in congregate.

Council directed funding related to RCMP contract services as follows:

- RCMP contract commitment of 34 officers;
- Fund 32 of 34 RCMP officers as per the contract commitment and based on actual utilization;
- Confirm taxation for Community Policing Service in 2025 and future years.

The bylaw was read a third time as amended. Please visit <https://portalberni.ca/budget> to view the financial plan.

“Parks, Recreation and Culture Facilities Fees and Charges Bylaw No. 5106, 2024”

Council amended the draft bylaw Schedule A 'Section 1.2 Age Classifications' to reflect the difference between adults and seniors being at 60 years of age (adults 19-59, seniors 60+), and changing admission rates for seniors (including general admission, 10 punch passes, monthly and annual passes) to be set to the same rate as the children/teen rate.

Council directed Administration to develop a policy on reducing or waiving admission or rental fees for any particular participant demographic or event type.

Council amended the draft bylaw by removing the special exception for the Sunshine Club in City of Port Alberni rental rates, and then asked that Administration explore development of a lease agreement with the Sunshine Club.

Council referred discussion on development of a recreational facility lease policy to a future Committee of the Whole meeting.

The amended draft bylaw was then introduced and given three readings. The bylaw upon adoption will fix and charge fees for admission or use of community parks, recreation and culture facilities.

“Parks and Public Places Bylaw No. 5121, 2024”

was adopted. The bylaw will ensure that permitted use of public places in Port Alberni aligns with current best practices in parks operations.

“Fire Control Bylaw No. 5122, 2024” was adopted.

The bylaw grants authority to the Fire Chief and other members of the Port Alberni Fire Department and sets out rules for residents, owners and developers pertaining to fire safety.

CORRESPONDENCE

Island Health | Rural Co-ordination Centre for BC Letter of Support

Council directed Administration to draft a letter of support to the Island Health Rural Coordination Centre for BC (RCCBC) for a site visit to the City of Port Alberni.

Cando | First Nations – Community Economic Development Initiative

Council received the certificate of congratulations from Cando and the Federation of Canadian Municipalities for the City’s contribution to joint collaboration with the Tseshaht [cišaaʔath] and Hupačasath First Nations through the First Nations – Municipal Community Economic Development Initiative.

Conseil scolaire francophone de la Colombie-Britannique | Francophone Flag Request

Council authorized the request from the Conseil scolaire francophone de la Colombie-Britannique to raise the Francophone flag in front of City Hall from March 1-31 in support of the francophone community in Port Alberni.

Council received their correspondence summary which included letters from:

- St. John Paul II Catholic School | Neighbourhood Safety Concerns, and City’s response letter dated February 18, 2025
- Abashiri | Port Alberni Sister City Society – Letter of Thanks
- Upland Agricultural Consulting | Food Security Emergency Planning Report
- Alberni Valley Heritage Commission | January 8, 2025 Minutes

REPORT FROM IN CAMERA

Council released the following In-Camera resolutions for public consumption:

Letter dated January 29, 2025 from St. John Paul Catholic School regarding neighbourhood safety and the City's letter of response dated February 18, 2025.

Amendment of the "*City of Port Alberni 2025-2029 Financial Plan Bylaw No. 5123, 2025*" by reducing daily facility maintenance as follows: Aquatic Centre \$8,000, Harbour Quay \$11,000, Gyro Centre \$19,000, Planning and Engineering Building \$9,000, Public Safety Building \$5,000 with identified funds to be directed to the Asset Management Reserve.

Amendment of the "*City of Port Alberni 2025-2029 Financial Plan Bylaw No. 5123, 2025*" by allocating up to \$50,000 for the Train Station ventilation system from the asset renewal funding received from the Train Station lease.

NEW BUSINESS

Fire Department | 2025 Staffing Financial Plan Implications

Council directed Administration to provide a report to the Committee of the Whole prior to Q4, 2025 giving more detail on the levels of service provided as outlined in the Port Alberni Fire Department Levels of Service Policy No. 7000-1.

Transportation Master Plan | Phase 1 Engagement

Council received a summary of the upcoming community and interest group engagement efforts for the development of the Transportation Master Plan beginning in March. For more information, visit www.letsconnectpa.ca/master-planning

Parks, Recreation & Culture Master Plan | Phase 1 Engagement Results

Council received a summary of the process and results of community engagement carried out in the fall of 2024, for the Parks, Recreation & Culture Master Plan (PRC MP) project. More information can be found here: <https://www.letsconnectpa.ca/prcmp>

Results of Facility Condition Assessments

Council received the 'Results of Facility Condition Assessments' report which provided information needed for the development of the long-term capital plans.

Business Licence Regulation Bylaw & Special Event Licences

Council directed Administration to prepare changes to "*Business Licence Regulation Bylaw No. 4951, 2017*" related to special events as follows:

- Have a clear definition of a special event in the bylaw;
- The current fee of \$220 per day be charged on "for-profit" events not related to a non-

profit or charity;

- Introduce a new lower fee for non-profit and charitable events and/or introduce exemptions language for non-profit and charitable events;

Council also directed Administration to not charge the Special Event fee for non-profit or charitable events until the above amendments to Bylaw No. 4951 have been adopted by Council.

Welcome to Port Alberni Sign

Council amended the “*City of Port Alberni 2025-2029 Financial Plan Bylaw No. 5123, 2025*” by allocating \$3,000 from the Reconciliation operating budget to complete the Welcome to Port Alberni Sign project.

Robo Washrooms

Council directed Administration to coordinate acceptance of the (2) Robo Washrooms offered by donation from the Calgary Municipal Land Corporation (CMLC), and also to engage with neighbouring governments such as the Regional District and First Nations and/or relevant service organizations to inquire if they are interested in receiving the Robo Washrooms and providing this service.

QUESTION PERIOD

R. Smith

Inquired about realignment work on the Quay to Quay Pathway, RCMP funding, the Financial Plan and the 2025 tax rate increase.

B. Kanngiesser

Inquired about the proposed 2025 tax rate, and development of the Quay to Quay pathway, and the Facility Condition Assessment report.

J. Leskosek

Inquired about items carried forward from the last committee of the whole meeting, and the Parks, Recreation and Culture Master Plan.

COUNCIL MEETINGS

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

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

- Attend in person in City Hall, Council Chambers, located at 4850 Argyle Street
- Livestream @ www.portalberni.ca

- Join online or by phone using MS Teams

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

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

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

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

MEETINGS AT A GLANCE

Wednesday, March 5th

7:00 pm | Alberni Valley Heritage Commission
Museum

Monday, March 10th

2:00 pm | Regular Council
Council Chambers

Monday, March 17th

6:00 p.m. | Committee of the Whole
Council Chambers

Monday, March 24th

2:00 p.m. | Regular Council
Council Chambers

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