



**PACIFIC RIM SCHOOL DISTRICT
PUBLIC BOARD MEETING AGENDA
Tuesday, June 10, 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), Čišaaḥath (Tseshaht) First Nations and the Yuuḥuḥiḥath (Yuu-cluth-aht) Government.
- 2. Approval of Agenda**
THAT the Board of Education approve the June 10, 2025 Public Board Meeting agenda as presented.
- 3. Conflict of Interest Declaration**
Are there any conflicts to declare?
- 4. Adoption of Minutes** 4
That the Public Board Meeting minutes of May 27, 2025 be approved as presented.
- 5. Announcements of the Chair**
- 6. Good News from the Schools**
 - 6.1 Wickaninnish Community School presentation** 9
Dani Stone, Principal
- 7. Trustee Statements**
- 8. Petitions/ Delegations/ Presentations**
 - 8.1 Governor General's Award**
Craig McAulay, Principal - Alberni District Secondary School
- 9. Unfinished Business/ New Business**
 - 9.1 BCSTA/VISTA Support for Housing Funding**
Trustee Zanette, Trustee

THAT the Board direct the Chair with support from the Superintendent, to write to both BCSTA and VISTA requesting that they advocate to the Ministry of Education and Child Care and the Ministry of Infrastructure on behalf of school districts, seeking funding to secure and maintain housing needed for district staffing.
 - 9.2 Special Public Board Meeting - June 24, 2025**
Peter Klaver, Superintendent
- 10. Staff Reports**

10.1	2026/27 Major Capital Plan Submission approval (15 minutes) Alex Taylor, Acting Director of Operations	16
	THAT the Board of Education direct staff through the Superintendent to apply for the five Seismic Mitigation Program projects, the four Expansion Program projects and the one Rural District Program project as stated in this action sheet.	
10.2	Audit Plan (10 minutes) Carla Neville, Controller (introducing - Lenora Lee, KPMG)	18
10.3	2025/26 AFG Spending Plan (5 minutes) Alex Taylor, Acting Director of Operations	48
10.4	Strategic Plan Activities / Operational Plan (20 minutes) Peter Klaver	50
10.5	Letter of Gratitude to the Indigenous Education Council Peter Klaver, Superintendent	57
	THAT the Board direct the Board Chair to send a letter of appreciation to the Indigenous Education Council, acknowledging their productive and positive work in the 2024/25 school year, their ongoing commitment to Indigenous students, and expressing the Board of Education's desire to continue building a strong and respectful working relationship in the coming years ahead; and	
	THAT the letter be copied to MOECC Minister Beare, Deputy Minister Krishna, Associate Deputy Minister McCrea and IEC Secretariat Ian Caplette.	
11.	Policy Development	
11.1	Policies for Public Consultation	
11.2	Policies for Adoption THAT the Board of Education adopt the following policies as presented:	
11.2.a	XXX Ventilation for Acceptable Air Quality (P)	58
11.2.b	XXX: Integrated Pest Management (P)	59
11.2.c	XXX: Purchasing (P)	60
12.	Notice of Motion	
13.	Correspondence - Action Required	
13.1	2025-06-03 Ltr from ACRD THAT the Board direct staff through the Superintendent to send a letter to the Minister of Education and Minister of Health protesting the removal of funding support from the Farm to School BC program for the 2025/26 school year, and asking for it to be reinstated.	61
14.	Correspondence - For Information	
14.1	2025-05-26 City of Port Alberni - Council Summary	64
15.	External Board Committees	
15.1	2025-05-26 Alberni Clayoquot School Food Network - Minutes	68

15.2	2025-05-07 Alberni Valley Museum and Heritage Commission Minutes	74
16.	Internal District Committees	
16.1	2025-06-03 Finance, Assets and Operations Committee Meeting Minutes	88
17.	Audience Question Period This item is reserved for members of the audience to ask questions related to topics discussed on today's agenda. Questions/Comments regarding topics not discussed on today's agenda should be directed to the Board Office via email at pmason@sd70.bc.ca	
18.	Next Meeting The next regular meeting of the Board of Education will be held on September 23, 2025 at 4:00pm, at the Administration Office Board Room.	
19.	Adjournment The meeting was adjourned at TIME.	



**PACIFIC RIM SCHOOL DISTRICT
PUBLIC BOARD MEETING MINUTES
May 27, 2025, 5:00 p.m.
Administration Office Board Office, 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
Jaime Hansen - Director of Instruction, Indigenous Education
Michell Bennett - Director of Instruction, Inclusive Education
Jaslene Atwal, Director of Human Resources
Carla Neville, Controller
Alex Taylor, Acting Director of Operations
Drew Ryan, Principal École Alberni Elementary School
Pam Chandler, Vice Principal Ucluelet Secondary School
Ryan Dvorak - ADTU President
Wendy Arnett – ADTU Vice President
Charles Mealey - City of Port Alberni Councillor
Darcy Phipps – DPAC Representative
Approx. 20 school district teachers

1. Call to Order/Land Acknowledgement

2. Approval of Agenda

Item 10.8 was moved to 10.2

Detailed questions, answers and discussion on each agenda item are available by watching the meeting recording, located on our [Agenda and Minutes](#) webpage.

Moved by: Trustee Washington

Seconded by: Trustee Bray

THAT the Board of Education approve the May 27, 2025 Public Board Meeting agenda as amended.

Carried

3. **Conflict of Interest Declaration**

There were no conflicts declared.

4. **Adoption of Minutes**

Moved by: Trustee Bray

Seconded by: Trustee Orr

THAT the April 22, 2025 Public Board Meeting Minutes be approved as presented.

Carried

5. **Announcements of the Chair**

6. **Good News from the Schools (5 minutes)**

Principal Drew Ryan presented virtually from the West Coast, acknowledging the lands of the ʔaʔuukʷiʔaṭṭ First Nation and the Yuuʔuʔiʔaṭṭ Government. His presentation highlighted the Breakfast For Learning program and included video messages from students.

7. **Trustee Statements**

Trustee Bray spoke to the wonderful school tour they had last week at Alberni Elementary School! Trustee Washington reminded Trustees to please get the information on the BCPSEA survey back to her as soon as possible.

7.1 **Land-based Learning Students - Broom Busting (2 minutes)**

7.2 **Westerly News Remembers Heritage Fair Winner of 2014 (2 minutes)**

7.3 **Graduation Ceremony - Bamfield Community School**

Trustee Orr commented that Bamfield Community School's graduation ceremony is on same day as Alberni District Secondary School's ceremony, and that Trustee Joseph will be speaking on behalf of the Board at Bamfield Community School.

8. **Petitions/ Delegations/ Presentations**

8.1 **Invitation to Nesting Moon Gathering event (3 minutes)**

A formal invitation to the upcoming Nesting Moon Gathering event was brought to the Board by Director Jaime Hansen, Shelley Frank, and Bonnie Tom, following proper Nuu-chah-nulth protocols. The event will be held on June 4, 2025 at the Alberni Athletic Hall.

8.2 **ADTU 2025/25 Member Survey Results (10 minutes)**

Alberni District Teacher's Union Vice-President Wendy Arnett provided a summarized version of the recent ADTU survey using a PowerPoint slide show.

9. **Unfinished Business/ New Business**

9.1 Trustee Bursary / Scholarship (3 minutes)

Moved by: Trustee Washington

Seconded by: Trustee Joseph

THAT the Board of Education direct staff through the Superintendent, to separate the usually combined \$1,000 Trustee Bursary that goes to a student from either Eighth Avenue Learning Centre or Bamfield Community School into two bursaries of \$1,000 each, one for each of the two schools, for the 2024/25 school year only.

Carried

10. Staff Reports

10.1 Alberni District Secondary School Fire (3 minutes)

Acting Director of Operations provided an update on the recent fire at Alberni District Secondary School.

10.2 Literacy Initiative (5 minutes)

Assistant Superintendent Messenger provided an overview of his report.

10.3 ESLR Update (10 minutes)

Assistant Superintendent Messenger provide an Enhancing Student Learning Update.

10.4 Annual Rates (5 minutes)

Moved by: Trustee Bray

Seconded by: Trustee Washington

THAT the Board of Education approve the rate of \$0.29 per kilometer, with a maximum of \$26.65 per day per family, as the Transportation Assistance Rates for the 2025/26 school year.

Carried

Moved by: Trustee Bray

Seconded by: Trustee Ransom

THAT the Board of Education approve an increase of \$30.63/month (to \$905.63/month) as the maximum Boarding Allowance amount an eligible student is entitled to, during the 2025/26 school year, with eligibility being defined by the Eligibility section of 3306: Boarding Allowance (AP).

Carried

10.5 Auditors Terms of Engagement (3 minutes)

Controller Neville provide an overview of her report to the Board.

10.6 Real Property Disposal Bylaw - 3816 Anderson Avenue (5 minutes)

Moved by: Trustee Orr

Seconded by: Trustee Joseph

THAT the Board of Education approve all three readings of Disposal of Real Property Bylaw No. 2025-1 in the May 27, 2025 Public Meeting of the Board.

Carried

Moved by: Trustee Washington

Seconded by: Trustee Bray

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. 2025-1.

Carried

Moved by: Trustee Bray

Seconded by: Trustee Washington

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

Carried

10.7 2025/26 Board & Committee Meeting Schedule (5 minutes)

Moved by: Trustee Joseph

Seconded by: Trustee Orr

THAT the Board of Education approve the proposed 2025/26 Board and Committee Meeting Schedule as presented.

Carried

10.8 ArtStarts Grant (10 minutes)

Teacher Megan Paterson provided an overview of what the ArtStarts program looks like, using a PowerPoint slide show.

11. Policy Development

11.1 Policies for Public Consultation

Moved by: Trustee Zanette

Seconded by: Trustee Orr

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

Carried

11.1.a XXXX: Emergency Disaster Procedures (P)

11.2 Policies For Adoption

12. Notice of Motion

13. Correspondence - Action Required

14. Correspondence - For Information

14.1 PRIDE Week 2025

14.2 Board Motion Tracking

15. External Board Committees

15.1 2025-02-18 ACRD Agricultural Development Committee Meeting Minutes

15.2 2025-04-16 Alberni Clayoquot Health Network Meeting Minutes

15.3 2025-05-07 Heritage Commission Meeting Minutes

16. Internal District Committees

16.1 2025-05-06 Education Committee Meeting Minutes

16.2 2025-05-13 Policy Committee Meeting Minutes

17. Audience Question Period

ADTU President Dvorak thanked the Board for accepting the union's petition. City of Port Alberni Councillor Charles Mealey asked when the property located at 3816 Anderson Avenue transfer over to Alberni Drug & Alcohol Prevention Service? DPAC Representative Darcy Phipps thanked the Board for splitting up the bursaries for Eighth Avenue Learning Centre and Bamfield Community School, stating that In the past the DPAC has offered bursaries at the district level for graduating students, but are no longer able to consider that from their gaming grant funds. He also asked the Board to consider adding a standing Parent Voice item to Board agendas.

18. Next Meeting

19. Adjournment

The meeting was adjourned at 6:35pm.

Board Chair

Secretary Treasurer

In preparation for the Terry Fox run Ms. Michaud and her Grade 3 students each designed a T-shirt to honor Terry Fox, a Métis hero. After spending time learning about his life contributions to Canadians and to cancer research. Students wore their t-shirts on the run that took place on Friday Sept 20th. When speaking to the students they all felt very proud of their learning and their culminating T-shirt project. Each was individual and unique and reflected their learning and appreciation for Terry Fox. The core competencies students were working on where I can work in a group. I am respectful and I can cooperate. The learning intentions were to understand some of the contributions that Métis people have made in Canadian history focusing on Terry Fox. To understand a growth mindset and how that can impact your ability to do hard things and to understand how one person can make a significant difference in the world.

Promising Practice

Ms. Michaud's Grade 3 Class!





Promising Practices

Ms.Hirst Grade 2/3

Poems to Celebrate the Skin We're In!



Learning Outcomes:

Diverse characteristics of communities and cultures in Canada and around the world, including at least one Canadian First Peoples community and culture

- key cultural aspects
- cultural diversity within your community

Confidence develops through the process of self-discovery.

- Cultural and Social Awareness: achieved by exploring self-identity, acknowledging cultural differences, honouring traditions

Guiding Inquiry Questions:

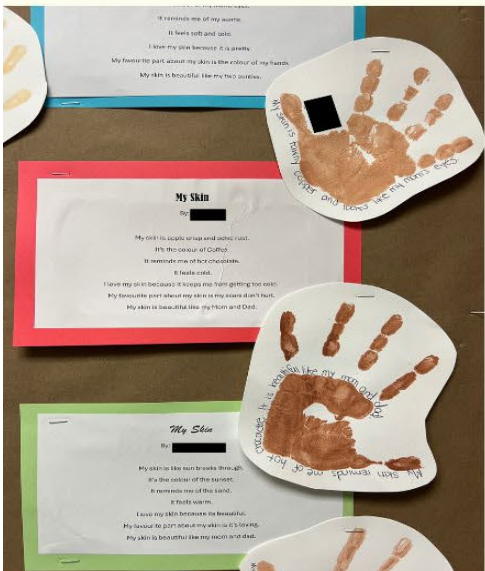
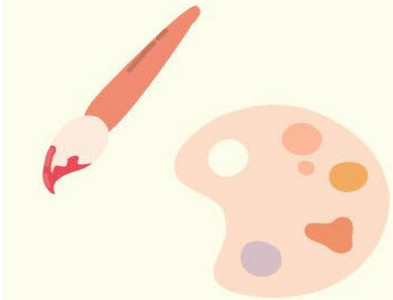
- what is community?
- how can we celebrate our similarities and differences?
- what are your inside traits? what do you love about your skin?

Core Competency:

- Personal and Social - Positive Personal & Cultural Identity
 - I understand that my identity is made up of many interconnected aspects (such as life experiences, family history, etc.)
- Personal and Social - Valuing Diversity
 - I can demonstrate respectful and inclusive behaviour and celebrate similarities and differences

Connection to First Peoples' Principles of Learning:

- learning requires exploration of one's identity
- learning is holistic, reflexive, reflective, experiential, and relational (focused on connectedness, on reciprocal relationships, and a sense of place)



Ms. Thompson's Grade 1/2 Class Promising Practice!

My class completed the Reconciliation Rock Walk activity that was provided by our Indigenous Education team at our school district. We read several stories about Residential Schools and had several discussion about what Residential Schools would have been like for the children and their families and how the children would have felt attending Residential Schools. We also reviewed the four Nuuchahnulth principles that we follow in our school and classroom.

Our "Big Idea" was to recognize and acknowledge that Indigenous People have lived on this land for thousands of years. On reflection of this fact, we worked with rocks to promote an understanding of Indigenous identity, permanence, strength and resiliency and to share a message of reconciliation.

We touched on three strong core competencies, specifically communication, thinking and personal social. For our curriculum competencies we focused on understanding different perspectives on issues and events and worked on making inferences about other people's beliefs and values. We also discussed the relationship between humans and our environment.

Here are two student's testimonials from our activity:

"I think about the people in residential school because they never get to see their family and not speak their regular words. Because of us painting our rocks it makes the people happy who went to residential schools." Sammy, Grade 2, age 8

"It reminded me of how the kids felt sad because they didn't see their parents. I'm proud of my rock because it makes me feel special." Felix, Grade 2, age 7



Curricular Learning Goals

- ☐ Big Idea: Exploring stories and other texts helps us understand ourselves and make connections to others and to the world.
 - ☐ Explore elements of indigenous tales and creation stories.
 - ☐ Use oral storytelling processes as learning is embedded in memory, history, and story.
- ☐ I can explain how belonging to different groups helps me learn about myself.
- ☐ I can listen to others and contribute ideas to build understanding.
- ☐ I can clearly present my ideas to suit my purpose and audience.

Process

- ☐ Talked about the history and purpose of oral storytelling
- ☐ Listened to 3 different oral stories - *Earthquake Foot*, *How Raven Gave Light to the World*, and *Maui and the Creation of the Islands*
- ☐ Had discussions and journaled in response to stories heard about the significance and lessons
- ☐ Dove into learning about where we're from by learning to orally introduce ourselves and our families in nuu chah nulth
- ☐ Worked through the oral family story assignment by asking families to share a family story, select one to retell, plan out the stories, share with their classmates, and do a self assessment



Oral Storytelling Introduction Questions

Please choose one of the stories we heard today to reflect on and then answer these questions. Make sure to use examples from the story.

1. Why was this story a good story to tell?
2. Who are the characters in the story?
3. Are there objects in this story?
4. What is the location of the story?
5. When does the story take place? (Time of day? Time of year? Time period?)
6. What is the problem in the story?
7. What are the big events?
8. How is the problem solved?
9. What is the outcome or result?
10. Did you like this story? Why or why not?

Oral Storytelling - Journal Questions

"How Raven Gave Light to the World"

- ☐ Who is Raven and what does he do?
- ☐ How would you describe Raven? (What words would you use?)
- ☐ Raven is sometimes described as a "trickster." What might this mean?

"Maui and the Creation of the Islands"

- ☐ Who is Maui and what does he do?
- ☐ Raven brings stars, moon, and sun to the world; Maui pulls the islands out of the ocean. Stories about creation, or how things came to be, are among the oldest stories people tell. Why are these stories important? Why do people like to tell them over and over?

Hesquiat Storyteller, Tim Paul - intro, earthquake foot

Self Assessment

Concept	Skill Description	Evidence of Learning
Meaning	Story is original: respect for story origin, interesting details; sense of individuality; makes logical sense	Beginning - Developing - Proficient - Extending
Style	Story is engaging and organized: interesting details; effective word choice, develops logically, clear beginning-middle-end sequence	Beginning - Developing - Proficient - Extending
Presentation	Speaking is clear: appropriate volume, consistent speaking pace, good use of tone and emphasis	Beginning - Developing - Proficient - Extending

1. What feature of your assignment are you most proud of and why?

Teacher Assessment

Concept	Skill Description	Evidence of Learning
Meaning	Story is original: respect for story origin, interesting details; sense of individuality; makes logical sense	Beginning - Developing - Proficient - Extending
Style	Story is engaging and organized: interesting details; effective word choice, develops logically, clear beginning-middle-end sequence	Beginning - Developing - Proficient - Extending
Presentation	Speaking is clear: appropriate volume, consistent speaking pace, good use of tone and emphasis	Beginning - Developing - Proficient - Extending

Submitted:

- ☐ nuu-chah-nulth introduction
- ☐ Story draft plan page
- ☐ Story shared orally with Ms. Comtois

Feedback:

Ms. Comtois Grade
4/5 Promising Practice!

Ms. Aujla's Grade 5 Class Promising Practice!

Learning outcome

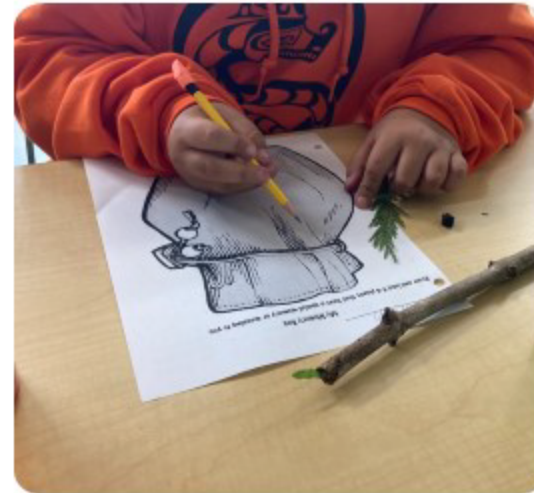
Ms. Aujla's Grade 5 class began their unit of study on Residential Schools in Canada by reading the story book, "Shi-shi-etko" by Nicola I. Campbell. In the book, the main character, Shi-shi-etko and her grandmother collect plants in a small bag. As Shi-shi-etko collects plants, her grandmother explains to her the importance of each plant, for example, whether it is food or medicine. Shi-shi-etko collects these plants in her bag so she will remember what they are used for when she leaves for Residential school. Shi-shi-etko calls this her "bag of memories." Students used their own personal experience and knowledge to connect to this story book by creating their own Memory Bag. Students collected plants that had a special memory for them or that they knew something about. Students then drew these plants onto their own Memory Bag and wrote down their memory or fact associated with it.

Core competency (English Language Arts)

- Exploring stories and other texts helps us understand ourselves and make connections to others and to the world.
- Use personal experience and knowledge to connect to text and deepen understanding of self, community and world

Connection to First Peoples' Principles of Learning (English Language Arts)

- Identify how story in First Peoples cultures connects people to land





Mrs. Avila' Grade 1 Promising Practice

Promising Practice: Global Citizenship and Beach Clean with Mrs. Avila Grade 1 Learning Outcomes

I can use inquiry processes and skills to ask questions; gather, interpret, and analyze ideas; and communicate findings and decisions.

I can recognize causes and consequences of events, decisions, or developments in my life.

I understand my roles, rights, and responsibilities in the local community.

Guided Inquiry Questions

What effects do the activities in my community have on the environment?

How do decisions affect different people?

How can I make a difference in the global or local community?

Core Competency

Collaborating – Working Collectively: *I can work with others towards a shared goal.*

Social Awareness and Responsibility – Contributing to Community and Caring for the Environment: *I am kind to others and our environment.*

Connection to First Peoples Principles of Learning

Learning involves recognizing the consequences of one's actions.

Learning is experiential.

Learning ultimately supports the well-being of the self, the family, the community, the land, the spirits, and the ancestors.

Process

Following the lesson on Global Citizenship in the Adrienne Gear resource *Powerful Understanding* students discussed what it means to be a global citizen and how they can make positive changes through their actions and decisions.

In collaboration with the Raincoast Education Society students participated in a beach clean on Long Beach and reflected on the interconnectedness of all things.

Student Testimonials

"I can make a difference by picking up garbage with my friends. I can be respectful. Don't Pollute!" – Georgia, Grade 1

"I can make a difference by helping people with projects and with playing with people who are lonely." – Bowen, Grade 1



PACIFIC RIM SCHOOL DISTRICT PUBLIC BOARD MEETING ACTION SHEET

Date: 10-Jun-25
To: Board of Education
From: Alex Taylor, Acting Director of Operations
Subject: 2026/2027 Major Capital Funding Submissions

Background

The Ministry of Education and Child Care (MOECC) in British Columbia offers several major capital funding streams to support the development, renovation, and maintenance of educational and childcare facilities. Here's an overview of the key programs:

Seismic Mitigation Program (SMF): Supports the assessment and upgrading of at-risk schools to protect students and staff in the event of a major earthquake.

Expansion Program (EXP): Funds new schools, an addition to an existing school, or the acquisition of a school site for a new or expanded school, must be supported by the need to accommodate student enrolment in a permanent education setting.

Replacement Program (REP): Funds the construction of new schools to replace aging or structurally deficient facilities, ensuring safer and more modern learning environments for students.

Rural District Program (RDP): Provides targeted funding to assist school districts in rural communities with projects such as the full or partial demolition of board-owned buildings and capital initiatives related to consolidating under-utilized schools, specifically in areas with populations under 15,000 outside the Lower Mainland, Greater Victoria, and Kelowna.

Information

The Pacific Rim School District (PRSD) did not receive any Major Capital funded projects for the 25/26 funding period. During the last application period the PRSD applied for;

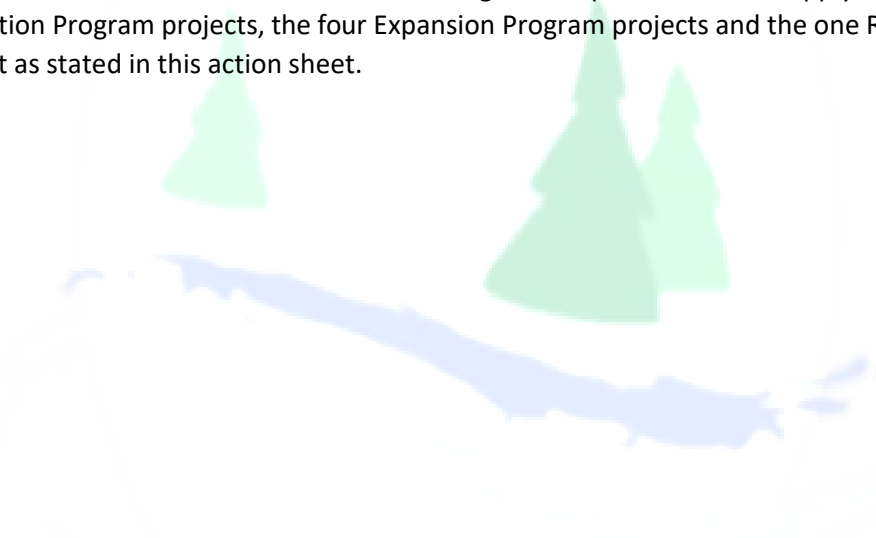
- 5 SMF projects at Eric J Dunn Elementary (EJD), Wood Elementary (WES), Wickaninnish Community (WCS), John Howitt Elementary (JHE) and Eight Avenue Learning Centre (EALC).
- 4 EXP projects at Alberni District Secondary (ADSS), WCS, Tofino Teacherage and Ucluelet Teacherage

The PRSD Senior Leadership plans to apply for the below Major Capital Projects in the 2026/2027 funding year.

- 5 SMF projects in priority sequence of WCS, JHE, EALC, EJD, WES. In consultation with the Regional Manager of the Capital Management Branch for MOECC, we do not believe any of these projects will be accepted. And that the entire SMF may be removed in subsequent years as the MOECC aligns their programs with the new Ministry of Infrastructure.
- 4 EXP projects prioritized by WCS- Modular classroom expansion, ADSS- Modular classroom expansion, WCS- Conventional Expansion and ADSS Conventional Expansion
- 1 RDP project in Ucluelet for staff accommodation project

Recommended Motion:

THAT the Board of Education direct staff through the Superintendent to apply for the five Seismic Mitigation Program projects, the four Expansion Program projects and the one Rural District Program project as stated in this action sheet.





School District No. 70 (Pacific Rim)

Audit Planning Report for the year ending June 30, 2025

Prepared as of June 3, 2025 for presentation to the Board of
Education on June 10, 2025

Table of contents

Digital use information

This Audit Planning Report is also available as a “hyper-linked” PDF document.

If you are reading in electronic form (e.g. In “Adobe Reader” or “Board Books”), clicking on the home symbol on the top right corner will bring you back to this slide.



Click on any item in the table of contents to navigate to that section.

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Appendices

This report to the Board of Education (“the Board”) is intended solely for the information and use of management, and the Board and should not be used for any other purpose or any other party. KPMG shall have no responsibility or liability for loss or damages or claims, if any, to or by any third party as this report to the Board has not been prepared for, and is not intended for, and should not be used by, any third party or for any other purpose.



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Audit highlights



No matters to report



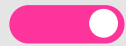
Matters to report – see link for details

Scope

Our audit of the financial statements (“financial statements”) of School District No.70 (Pacific Rim) (“the District”) as of and for the year ending June 30, 2025, will be performed in accordance with Canadian generally accepted auditing standards.

Audit strategy

Materiality \$1.3 million



Financial reporting framework



Updates to our prior year audit plan



Audit timelines



Required audit communications



Risk assessment



Risks required by professional standards



Other significant risks

We have not identified any other significant audit risks in addition to the presumed risks required by the professional standards.



Presumed risk of fraudulent revenue recognition



Other risks of material misstatement



- Revenues
- Procurement
- Payroll expenses and liabilities
- Tangible capital assets



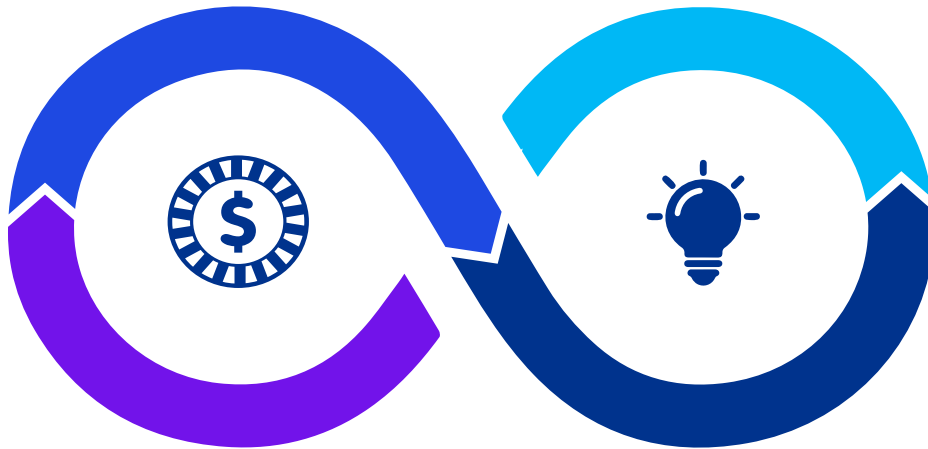
Financial reporting framework

Financial Reporting Framework

- The financial statements are prepared under Canadian Public Sector Accounting standards (“PSAS”), supplemented by the requirements of Regulations 257/2010 and 198/2011 issued by the Province of British Columbia Treasury Board.
- These regulations direct the District to apply PSAS, except in regard to accounting for restricted contributions. Under the regulations, capital contributions are deferred and amortized on the same basis as the amortization of the related tangible capital assets, not in accordance with the underlying stipulations on the funding, as required under PSAS.
- As a result, the District’s revenue recognized in the statement of operations and certain related deferred capital revenue would have been recorded differently under Canadian Public Sector Accounting Standards.
- The Office of the Auditor General (“OAG”) is the auditor of the Province of BC, in which the financial statements of the District are included. We have received a letter of instruction from OAG noting their reliance on our audit. We are required to provide certain reporting to the OAG on completion of our audit, including confirmation of compliance with professional standards.



Materiality



We **initially determine materiality** at a level at which we consider that misstatements could reasonably be expected to influence the economic decisions of users. Determining materiality is a matter of **professional judgement**, considering both quantitative and qualitative factors, and is affected by our perception of the common financial information needs of users of the financial statements as a group. We do not consider the possible effect of misstatements on specific individual users, whose needs may vary widely.

We **reassess materiality** throughout the audit and revise materiality if we become aware of information that would have caused us to determine a different materiality level initially.

Plan and perform the audit

We **initially determine materiality** to provide a basis for:

- Determining the nature, timing and extent of risk assessment procedures;
- Identifying and assessing the risks of material misstatement; and
- Determining the nature, timing, and extent of further audit procedures.

We design our procedures to detect misstatements at a level less than materiality in individual accounts and disclosures, to reduce to an appropriately low level the probability that the aggregate of uncorrected and undetected misstatements exceeds materiality for the financial statements as a whole.

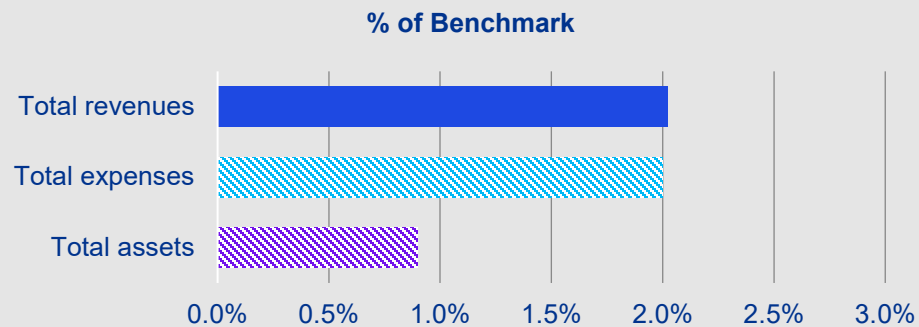
Evaluate the effect of misstatements

We also **use materiality** to evaluate the effect of:

- Identified misstatements on our audit; and
- Uncorrected misstatements, if any, on the financial statements and in forming our opinion.



Materiality



Amended Budgeted Revenues

\$67.9 million

(2024: \$59.4 million)

No change in benchmark compared to prior year

% Benchmark

2.0%

(2024: 2.0%)

The prescribed range is between 0.5% and 3% of the benchmark

Audit Misstatement Posting Threshold

\$65,000

(2024: \$60,000)

Set at 5% of materiality



Updates to our prior year audit plan

New significant risks



No new significant risks noted



During our preliminary risk assessment process, we did not identify any new significant risks other than those required by professional standards and did not identify any significant unusual transactions. Any changes to the audit plan will be communicated to Management and Those Charged with Governance.

Other significant changes



Newly effective accounting standards



There are no new accounting standards effective for the year ending June 30, 2025. For upcoming changes in accounting standards, please see Appendix 4.

Newly effective
accounting standards



Newly effective auditing standards



There is one new auditing standard effective for year ending June 30, 2025 related to group audits. See Appendix 3.

Newly effective
auditing standards





Audit approach

Our planning begins with an assessment of risks of material misstatement in your financial statements based on our understanding and risk assessment procedures. In assessing inherent risk, the auditor uses professional judgment in determining the significance of the combination of the likelihood and magnitude of a misstatement along a spectrum. We assess inherent risk at one of three levels: Base, Elevated, or Significant, depending on where it is on the spectrum.

Based on our assessment, we have identified the following areas of audit focus. Risk assessment is iterative in nature rather than something we perform only at the beginning of the audit. As we perform the audit, we will continue to consider our risk assessment throughout the audit.

		Risk of fraud	Risk of error	Risk rating
●	Management override of controls	✓		Significant
●	Revenues		✓	Base
●	Procurement		✓	Base
●	Payroll expenses and liabilities		✓	Base
●	Tangible capital assets		✓	Base

● PRESUMED RISK OF MATERIAL MISSTATEMENT ● OTHER RISK OF MATERIAL MISSTATEMENT



Significant risks

Area	Why do we focus here	Our planned response
Risk of management override of controls	<p>Section 240.32 of Canadian Auditing Standards states: “Management is in a unique position to perpetrate fraud because of management’s ability to manipulate accounting records and prepare fraudulent financial statements by overriding controls that otherwise appear to be operating effectively. Although the level of risk of management override of controls will vary from entity to entity, the risk is nevertheless present in all entities. Due to the unpredictable way in which such override could occur, it is a risk of material misstatement due to fraud and thus a significant risk.”</p> <p>Our audit methodology adheres to these mandatory requirements to assess this as a significant risk of fraud.</p>	<p>Section 240.33 of Canadian Auditing Standards provides a number of required procedures that an auditor must perform at every entity irrespective of the auditor’s assessment of the risk of management override of controls. These include:</p> <ul style="list-style-type: none"> • Test the appropriateness of journal entries recorded in the general ledger and other adjustments made in the preparation of the financial statements. • Review accounting estimates for biases and evaluate whether the circumstances producing the bias, if any, represent a risk of material misstatement due to fraud. • For significant transactions that are outside the normal course of business for the entity, or that otherwise appear to be unusual given the auditor’s understanding, the auditor shall evaluate whether the business rationale (or the lack thereof) of the transactions suggests that they may have been entered into to engage in fraudulent financial reporting or to conceal misappropriation of assets. <p>Our audit methodology embeds these required procedures in our audit approach.</p>



Significant risks (continued)

The following are inquiries that we are required to make to those charged with governance:



Inquiries regarding risk assessment, including fraud risks

- What is the Board's views about fraud risks, including management override of controls, in the District? And have you taken any actions to respond to any identified fraud risks?
- Is the Board aware of, or has the Board identified, any instances of actual, suspected, or alleged fraud, including misconduct or unethical behavior related to financial reporting or misappropriation of assets?
 - If so, have the instances been appropriately addressed and how have they been addressed?
- How does the Board exercise oversight of the District's fraud risks and the establishment of controls to address fraud risks?



Inquiries regarding organization processes

- Is the Board aware of tips or complaints regarding the Board's financial reporting (including those received through the Board's internal whistleblower program, if such programs exist)? If so, what was the Board's responses to such tips and complaints?

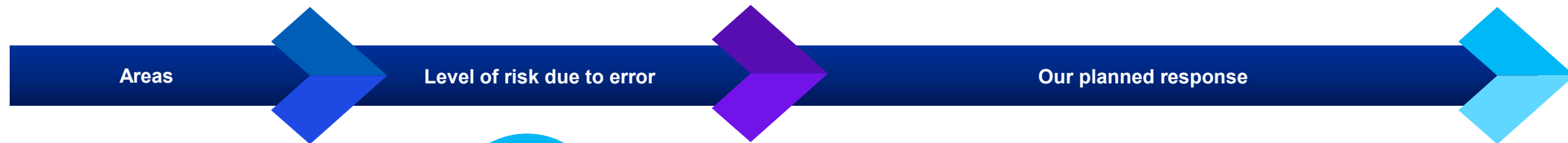


Inquires regarding related parties and significant unusual transactions

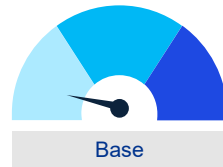
- Is the Board aware of any instances where the District entered into any significant unusual transactions?
- What is the Board's understanding of the District's relationships and transactions with related parties that are significant to the District?
- Is the Board concerned about those relationships or transactions with related parties? If so, the substance of those concerns?



Other risks



Revenues

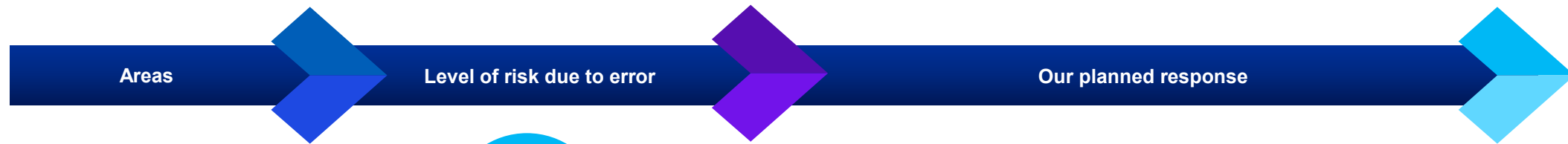


There is a risk associated with the accuracy, existence and completeness of funding from Ministry of Education and Child Care (“MECC”) and other sources, including fee revenue, and international student tuition revenue. To address this risk our planned response will include the following:

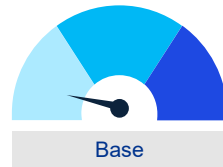
- ✓ Obtain confirmation from MECC of funding received for the year and assess if it is reported accurately between operating, special purpose and capital funds.
- ✓ Perform analytical review over fee revenues from other sources, including international student tuition revenue.
- ✓ Understand and test one-time, non-recurring adjustments, including existence, accuracy and presentation in the appropriate fund.
- ✓ Test receipt and use of Classroom Enhancement Funds to determine if funds have been used for their intended purpose based on funding restrictions.
- ✓ Substantive testing of unspent funding to assess appropriateness of deferral (if applicable) in accordance with related restrictions.



Other risks (continued)



Procurement

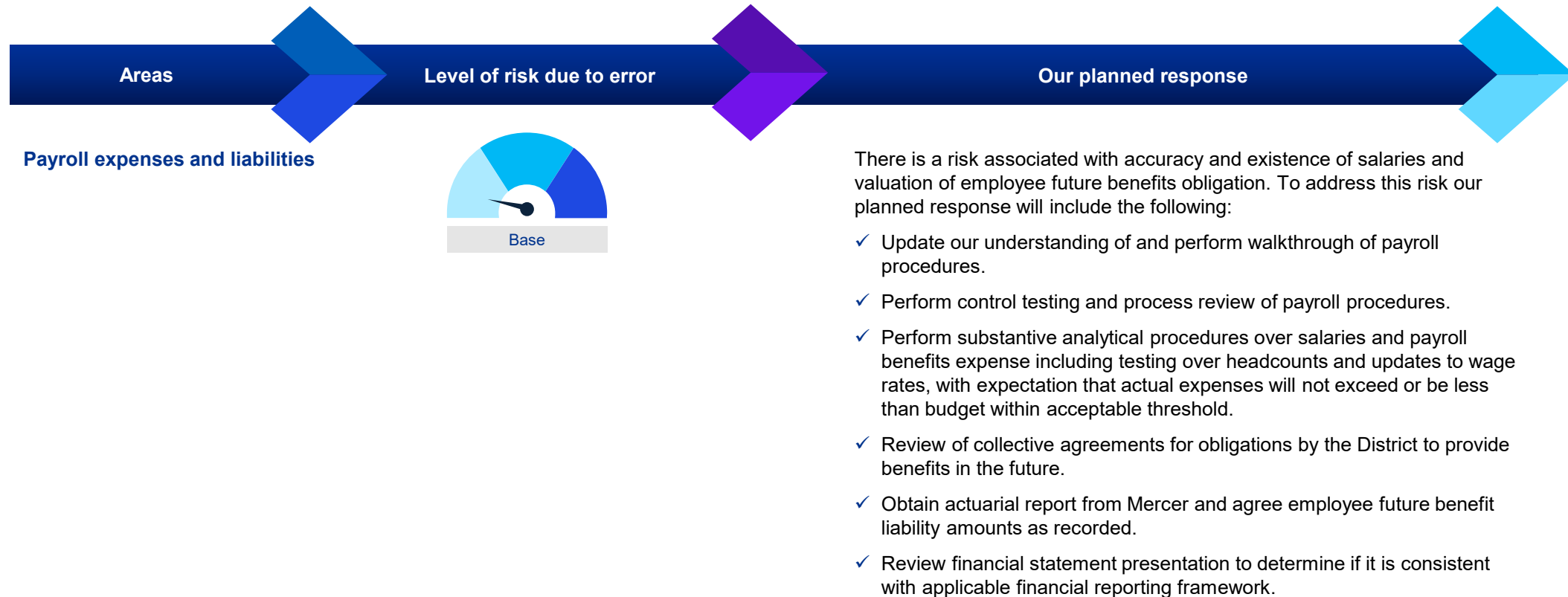


There is a risk associated with completeness and existence of payables, and accuracy and existence of expenses. To address this risk our planned response will include the following:

- ✓ Update our understanding of the District's procurement and payables process and relevant policies.
- ✓ Review the District's policy for expenditure reimbursements and perform a walkthrough of the process from initiation to completion to test compliance to policy.
- ✓ Perform analytical procedures over expenses other than payroll, by fund and function, with expectation that actual expenses will not exceed or be less than budget within acceptable threshold.
- ✓ Substantive tests of details over appropriate existence, accuracy, classification and allocation of expenses based on source documentation maintained.
- ✓ Test payments made after year end to assess completeness of liabilities and expenses recorded in the correct fiscal year.

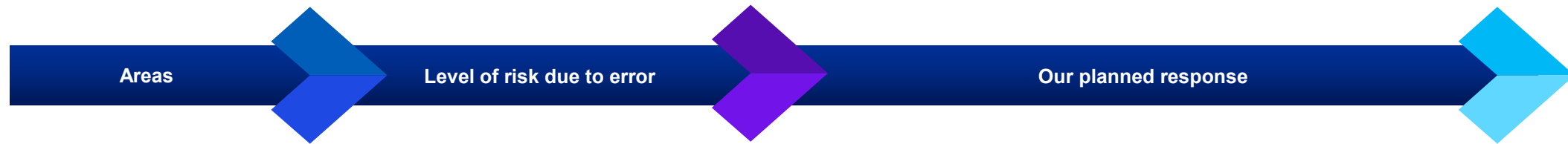


Other risks (continued)

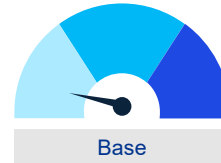




Other risks (continued)



Tangible capital assets

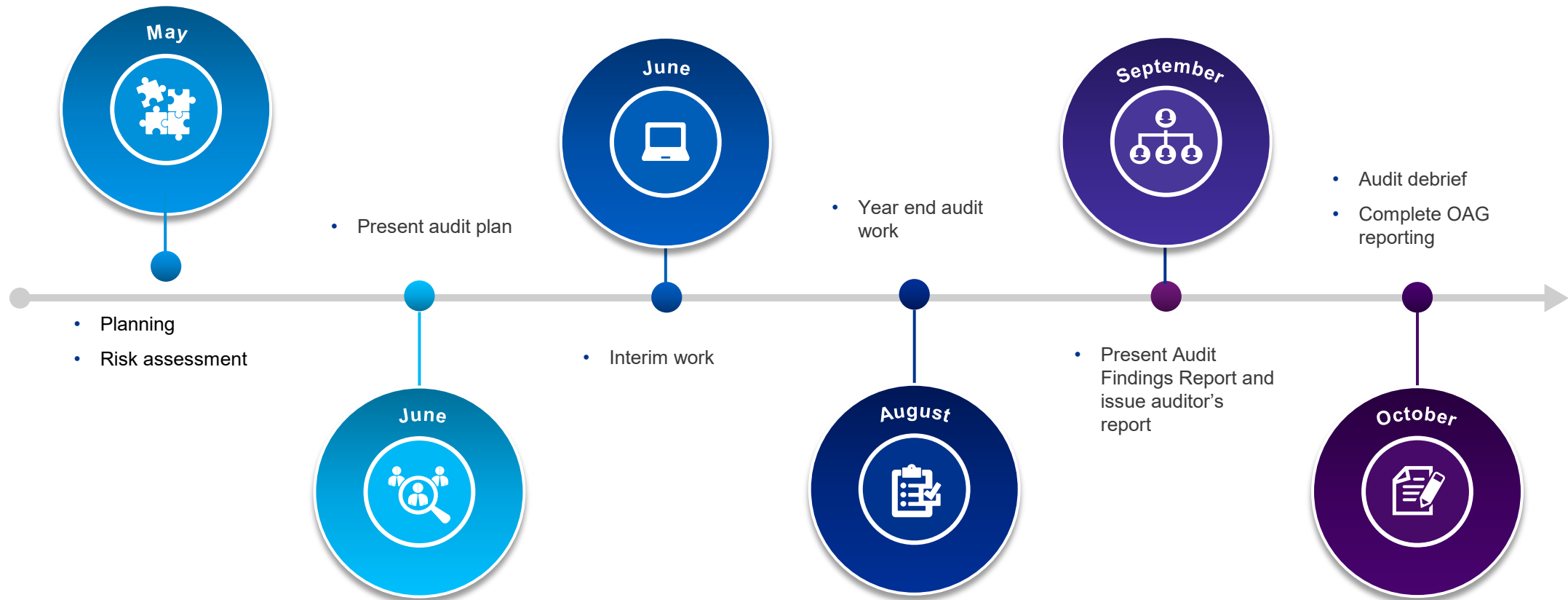


The District receives funding to construct and purchase tangible capital assets, which are based on approved budgets. There is a risk associated with completeness, existence and accuracy of capital additions and capital projects in process. To address this risk our planned response will include the following:

- ✓ Understand the approval and related review process for capital expenditures for consistency with approved budgets and Ministry approval.
- ✓ Obtain an understanding of the funding sources for tangible capital asset additions incurred during the year. Review processes in place to ensure that only capital expenditures that are approved via the budget process can be processed.
- ✓ Detailed testing of asset purchases, including any land purchases, school construction costs, and disposals and recalculation of the allocation of proceeds between Ministry restricted funds and internally restricted District funds.
- ✓ Evaluate the status of capital projects and work in progress to determine if capitalization remains appropriate and/or costs are written down when project plans no longer support future value.
- ✓ Review agreements for contractual commitments and related disclosure requirements.
- ✓ Assess maintenance of asset retirement obligations (ARO) accounting, additions for new liabilities, reductions for obligations remediated and revaluation for other changes in amount of ARO.



Key milestones and deliverables



Appendices

1

Required
communications

2

Audit quality

3

New auditing
standards

4

New accounting
standards

5

Thought leadership
and insights



Appendix 1: Required communications



Auditor's report

Engagement letter

A copy of our draft auditor's report setting out the conclusion of our audit will be provided at the completion of the audit.

The objectives of the audit, our responsibilities in carrying out our audit, as well as management's responsibilities, are set out in the service agreement and engagement letter.



Audit findings report

Management representation letter

At the completion of the audit, we will provide our findings report to the Board.

We will obtain from management certain representations at the completion of the audit. In accordance with professional standards, a copy of the representation letter will be provided to the Board.



Independence

Internal control deficiencies

We are independent and have a robust and consistent system of quality control. We provide complete transparency on all services and follow the Board's approved protocols. At the completion of our audit, we will re-confirm our independence to the Board.

Significant control deficiencies identified during the audit will be communicated to management and the Board.



Appendix 2: How do we deliver audit quality?

Quality essentially means doing the right thing and remains our highest priority. Our Global Quality Framework outlines how we deliver quality and how every partner and staff member contributes to its delivery.

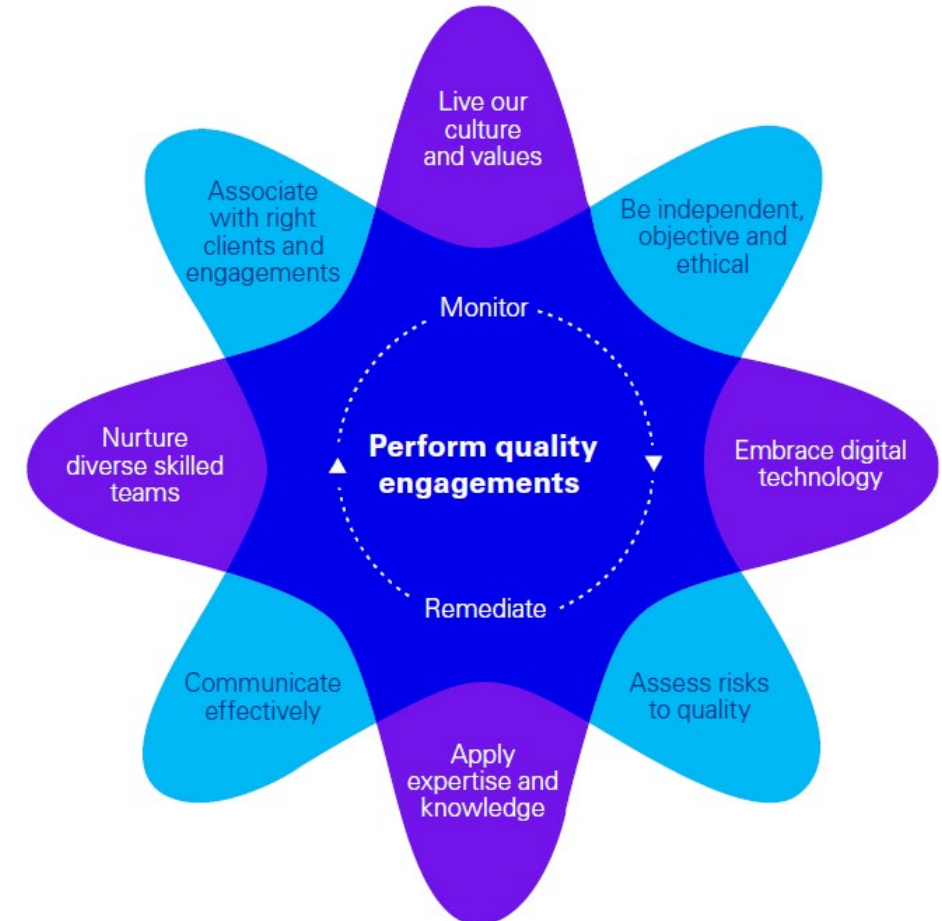
The drivers outlined in the framework are the ten components of the KPMG System of Quality Management (SoQM). Aligned with ISQM 1/CSQM 1, our SoQM components also meet the requirements of the International Code of Ethics for Professional Accountants (including International Independence Standards) issued by the International Ethics Standards Board for Accountants (IESBA) and the relevant rules of professional

conduct / code of ethics applicable to the practice of public accounting in Canada, which apply to professional services firms that perform audits of financial statements. Our Transparency Report includes our firm's Statement on the Effectiveness of our SoQM.

 [KPMG Canada Transparency Report](#)

We define 'audit quality' as being the outcome when:

- audits are **executed consistently**, in line with the requirements and intent of **applicable professional standards** within a strong **system of quality management**; and
- all of our related activities are undertaken in an environment of the utmost level of **objectivity, independence, ethics and integrity**.



Doing the right thing. Always.



Appendix 3: Newly effective and upcoming changes to auditing standards

For more information on newly effective and upcoming changes to auditing standards - see Current Developments



Effective for current year (periods beginning on or after December 15, 2023)

ISA 600/CAS 600

.....
Revised special considerations – Audits of group financial statements

Click here for information about CAS 600 from CPA Canada:
[Revised CAS 600](#)

Effective for next year (periods beginning on or after December 15, 2024)

ISA 260/CAS 260

.....
Communications with those charged with governance

ISA 700/CAS 700

.....
Forming an opinion and reporting on the financial statements

Click here for information about CAS 260 and CAS 700 from CPA Canada:
[Amended CAS 260 and CAS 700](#)



Appendix 4: New accounting standards

Standard	Summary and implications
Concepts Underlying Financial Performance	<ul style="list-style-type: none"> The revised Conceptual Framework is effective for fiscal years beginning on or after April 1, 2026 with early adoption permitted. The framework provides the core concepts and objectives underlying Canadian public sector accounting standards. The ten chapter conceptual framework defines and elaborates on the characteristics of public sector entities and their financial reporting objectives. Additional information is provided about financial statement objectives, qualitative characteristics and elements. General recognition and measurement criteria, and presentation concepts are introduced.
Financial Statement Presentation	<ul style="list-style-type: none"> The proposed section PS 1202 <i>Financial statement presentation</i> will replace the current section PS 1201 <i>Financial statement presentation</i>. PS 1202 <i>Financial statement presentation</i> will apply to fiscal years beginning on or after April 1, 2026 to coincide with the adoption of the revised conceptual framework. Early adoption is permitted. The proposed section includes the following: <ul style="list-style-type: none"> Relocation of the net debt indicator to its own statement called the statement of net financial assets/liabilities, with the calculation of net debt refined to ensure its original meaning is retained. Separating liabilities into financial liabilities and non-financial liabilities. Restructuring the statement of financial position to present total assets followed by total liabilities. Changes to common terminology used in the financial statements, including re-naming accumulated surplus (deficit) to net assets (liabilities). Removal of the statement of remeasurement gains (losses) with the information instead included on a new statement called the statement of changes in net assets (liabilities). This new statement would present the changes in each component of net assets (liabilities), including a new component called “accumulated other”. A new provision whereby an entity can use an amended budget in certain circumstances. Inclusion of disclosures related to risks and uncertainties that could affect the entity’s financial position.



Appendix 4: New accounting standards (continued)

Standard	Summary and implications
Employee Benefits	<ul style="list-style-type: none"> The Public Sector Accounting Board has issued proposed new standard PS 3251 <i>Employee benefits</i> which would replace the current sections PS 3250 <i>Retirement benefits</i> and PS 3255 <i>Post-employment benefits, compensated absences and termination benefits</i>. After evaluating comments received about the July 2021 exposure draft, a new re-exposure draft was released in October 2024. The re-exposure draft continues to use principles from International Public Sector Accounting Standard 39 <i>Employee benefits</i> as a starting point to develop the Canadian standard. The proposed standard would result in public sector entities recognizing the impact of revaluations of the net defined benefit liability (asset) immediately on the statement of financial position. The re-exposure draft also proposes that fully funded post-employment benefit plans use a discount rate based on the expected market-based return of plan assets and unfunded plans use a discount rate based on the market yield of government bonds, high-quality corporate bonds or another appropriate financial instrument. A simplified approach to determining a plan's funding status is provided. For most other topics, the re-exposure draft is consistent with the original exposure draft. A few exceptions are: <ul style="list-style-type: none"> Deferral provisions – Remeasurement gains and losses will be presented as part of accumulated remeasurement gains and losses. Valuation of plan assets – Public sector entities may continue to recognize non-transferable financial instruments that meet the definition of plan assets under existing PS 3250 guidance. Joint defined benefit plans – Defined benefit accounting will be used for measurement of the proportionate share of the plan, instead of previously proposed multi-employer plan accounting which was based on defined contribution plan concepts. Disclosure of other long-term employee benefits and termination benefits – The re-exposure draft does not include prescriptive disclosure requirements for other long-term employee benefits and termination benefits. The proposed section PS 3251 <i>Employee benefits</i> will apply to fiscal years beginning on or after April 1, 2029. Early adoption will be permitted and guidance applied retroactively, with or without prior period restatement. Comments on the re-exposure draft were due on January 20, 2025. The re-exposure draft can be viewed at the following link: Click here



Appendix 4: New accounting standards (continued)

Standard	Summary and implications
Intangible assets	<ul style="list-style-type: none"> The Public Sector Accounting Standards Board has issued proposed new standard PS 3155 <i>Intangible Assets</i> which would replace Public Sector Guideline 8 <i>Purchased Intangibles</i>. The new standard would be effective for fiscal years beginning on or after April 1, 2030 with early adoption permitted. The standard will include foundational guidance on acquired and internally generated intangibles. It excludes intangible assets addressed in other public sector accounting standards and other intangible items such as exploration and extraction costs for non-renewable resources or intangible assets related to insurance contracts. The definition of “intangible assets” requires an intangible resource to be separate and identifiable from goodwill. It also requires that the entity has control over the intangible resource, future economic benefits flow from the intangible resource, and the intangible resource is the result of a past transaction and/or other events. Internally generated goodwill is not permitted to be recognized as an asset. An intangible resource is recognized when it meets the definition of an intangible asset and the asset’s cost can be measured in a faithfully representative way. The generation of the asset is classified into a research phase and a development phase. Expenditures from the research phase of an internally generated project are expensed. An intangible asset arising from the development phase can be recognized if it meets certain requirements. Intangible assets are initially measured at cost and subsequently carried at cost less accumulated amortization and accumulated impairment losses. Intangible assets acquired through a non-exchange transaction are measured at fair value as of the date it is acquired. Comments on the exposure draft were due on May 30, 2025. The exposure draft can be viewed at the following link: Click here
Cloud computing arrangements	<ul style="list-style-type: none"> As part of its intangible assets project, the Public Sector Accounting Standards Board is also developing guidance on cloud computing arrangements. To ensure the development of this accounting guidance reflects current practices and needs, a survey has been launched to gather insights. The survey will inform the Public Sector Accounting Board about the types of cloud computing arrangements being encountered, magnitude of costs, key arrangement terms, current accounting policies and unique challenges in practice. The survey closed May 30, 2025, which is at the following link: Click here



Appendix 5: Thought leadership and insights

2024 Canadian CEO Outlook

KPMG interviewed more than 800 business owners and C-suite leaders across Canada on a variety of topics ranging from their top-of-mind concerns to their acquisition plans, the risks and rewards of artificial intelligence (AI), productivity, the omnipresent threat of cybercrime, and the impact of aging demographics on the workforce.

[Click here](#) to access KPMG's portal.

Future of Risk

Enterprises are facing an array of reputational, environmental, regulatory and societal forces. To navigate this complex landscape, the C-suite should seek to embrace risk as an enabler of value and fundamentally transform their approach. KPMG's global survey of 400 executives reveals that their top priorities for the next few years are adapting to new risk types and adopting advanced analytics and AI. As organizations align risk management with strategic objectives, closer collaboration across the enterprise will be essential.

[Click here](#) to access KPMG's portal.

Resilience Amid Complexity

In today's rapidly evolving and interconnected business landscape, organizations face unprecedented challenges and an increasingly complex and volatile risk landscape that can threaten their competitiveness and future survival. We share revealing real-world examples of how companies have overcome their challenges and emerged stronger as the rapid pace of change accelerates and look at the key components of KPMG's enterprise resilience framework and how it is helping these businesses build resilience and achieve their strategic objectives in an increasingly uncertain world.

[Click here](#) to access KPMG's portal.

Future of Procurement

Procurement is at an exciting point where leaders have the opportunity to recast their functions as strategic powerhouses. In this global report we examine how these forces may affect procurement teams and discuss how procurement leaders can respond – and the capabilities they will need to thrive. Our insights are augmented by findings from the KPMG 2023 Global Procurement Survey, which captured the perspectives of 400 senior procurement professionals around the globe, representing a range of industries.

[Click here](#) to access KPMG's portal.



Appendix 5: Thought leadership and insights (continued)

Artificial Intelligence in Financial Reporting and Audit

Artificial intelligence (AI) is transforming the financial reporting and auditing landscape, and is set to dramatically grow across organizations and industries. In our new report, KPMG surveyed 1,800 senior executives across 10 countries, including Canada, confirming the importance of AI in financial reporting and auditing. This report highlights how organizations expect their auditors to lead the AI transformation and drive the transformation of financial reporting. They see a key role for auditors in supporting the safe and responsible rollout of AI, including assurance and attestation over the governance and controls in place to mitigate risks.

[Click here](#) to access KPMG's portal.

Control System Cybersecurity Annual Report 2024

Based on a survey of more than 630 industry members (13% from government organizations), this report reveals that while the increase in cyberattacks is concerning, organizations have become more proactive in their cybersecurity budgets, focused on prevention, and acknowledging the threat of supply chain attacks. Furthermore, the report highlights a pressing need for skilled cybersecurity professionals in the face of escalating cyber threats. Explore the full report to help gain a clearer understanding of the growing cyber threat landscape and learn how to overcome the roadblocks to progress.

[Click here](#) to access KPMG's portal.

Cybersecurity Considerations 2024: Government and Public Sector

In every industry, cybersecurity stands as a paramount concern for leaders. Yet, for government and public sector organizations, the game of digital defense takes on a whole new level of intensity. The reason? The sheer volume and sensitivity of data they manage, which can amplify the potential fallout from any breach. These agencies are the custodians of a vast array of personal and critical data, spanning from citizen welfare to public safety and national security. This article delves into the pivotal cybersecurity considerations for the government and public sector. It offers valuable perspectives on critical focus areas and provides actionable strategies for leaders and their security teams to fortify resilience, drive innovation, and uphold trust in an ever-changing environment.

[Click here](#) to access KPMG's portal.



Appendix 5: Thought leadership and insights (continued)

Our latest thinking on the issues that matter most to the Committees, Board and management.

KPMG Audit & Assurance Insights

Curated research and insights for audit committees and boards.

Board Leadership Centre

Leading insights to help board members maximize boardroom opportunities

Audit Committee Guide – Canadian Edition

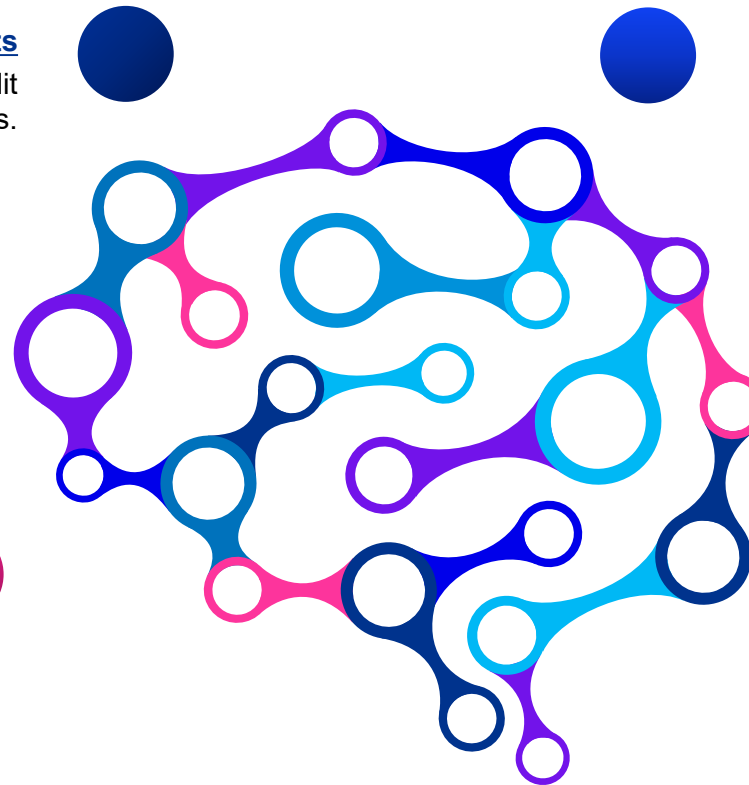
A practical guide providing insight into current challenges and leading practices shaping audit committee effectiveness in Canada.

Accelerate 2025

The key issues driving the audit committee agenda in 2025.

Sustainability Reporting

Resource centre on implementing the new Canadian reporting standards





Appendix 5: Thought leadership and insights

Current trends in internal audit

Organizations continually face a wide spectrum of risks beyond the already complex financial and regulatory compliance risks. Many organizations are recognizing the impact and benefit of internal audit activity that is agile, properly resourced, effectively managed, and aligned with strategic priorities, which can improve risk management and control processes and drive better efficiencies.

Examples of internal audits are noted below.

Cost reduction / efficiency planning

Review the governance arrangements for the monitoring and efficiency delivery of programs / services as required. This includes considering how efficiency requirements have been apportioned and communicated to support planning.

Fraud risk management

Internal Audit assesses whether a fraud risk management framework exists and whether fraud risk assessment is performed at these levels. Internal Audit reviews the overall governance surrounding this process and review the communication and reporting protocols in place.

Staff inclusion and diversity

Assess the strategy and plan in place for inclusion and diversity amongst staff, their governance and the measures in place to measure achievement of goals. Training and awareness programs offered to staff and faculty to provide understanding of roles and responsibilities and material updated on a regular basis. Increasing trends also include mental health resources and support systems to manage external expectations.

Asset management / maintenance

Review the processes and controls in place to ensure assets are adequately managed based on an appropriate schedule.

Business continuity management

Review of the elements of the life cycle of business continuity management (BCM). The main goal is to ensure the recovery of crucial services within an acceptable timeframe following disturbances in operations. Elements may include: business impact analysis, evaluation of threats and vulnerabilities, defining critical asset requirements, preparation of business continuity and disaster recovery plans.

Cybersecurity and privacy protection

The increase in cyber attacks targeting educational institutions, coupled with implementation of stricter privacy regulations has led to heightened expectations for schools to effectively safeguard the privacy and identities of students and staff. The rapid pace of disruptive innovations driven by new and emerging technologies may introduce additional vulnerabilities.

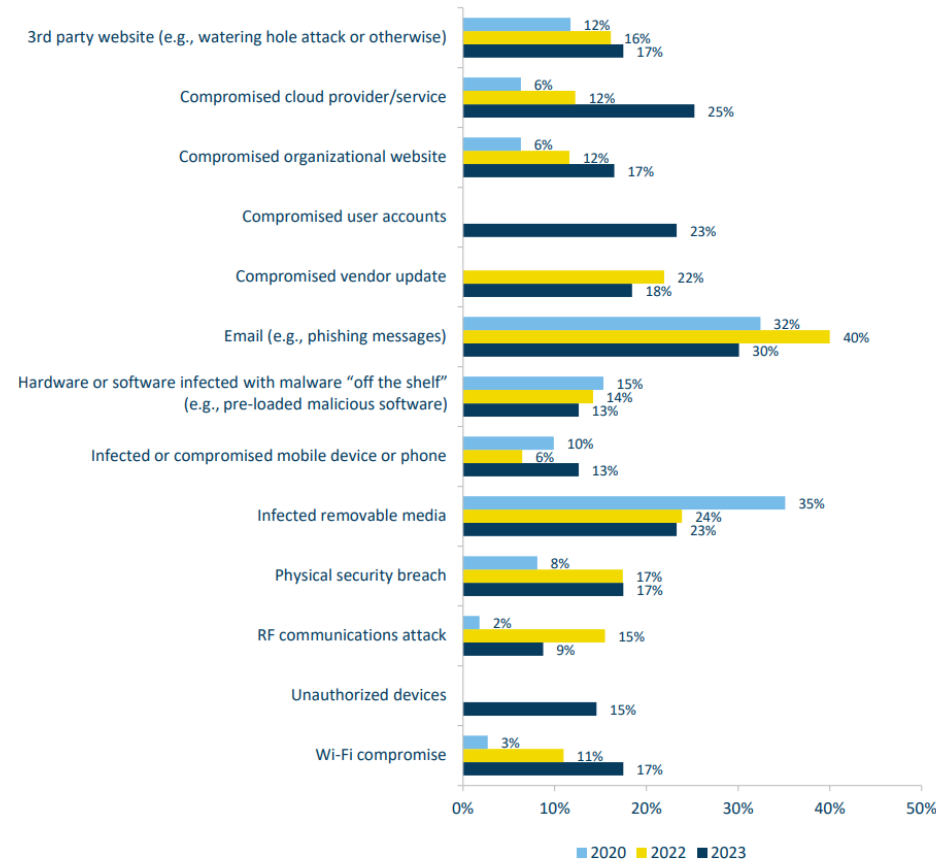


Appendix 5: Thought Leadership and Insights (continued)

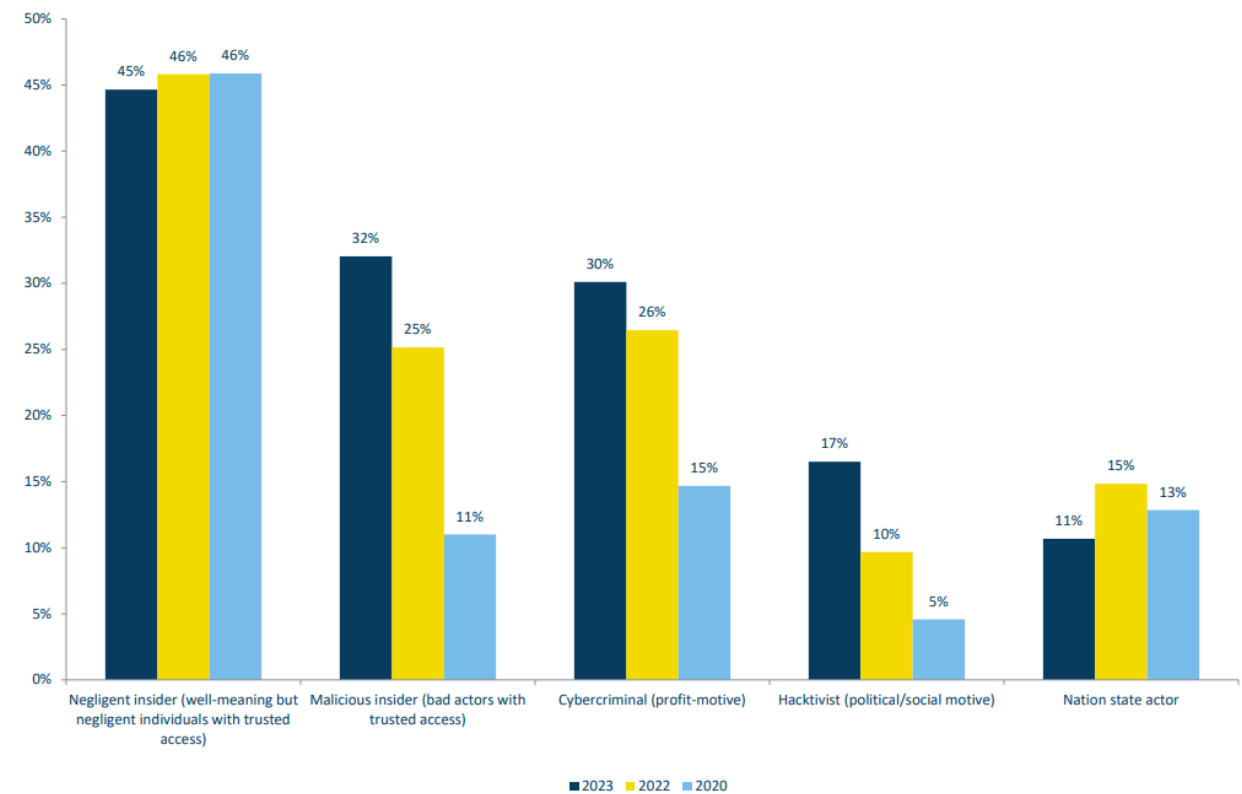
Ransomware in Canada

Canada is the fourth highest victim of ransomware attacks after the US, UK and Malaysia. Where ransomware attacks are successful, the costs can be substantial. COVID-19, lockdown and a shift to remote working has seen a rise in ransomware incidents. Vulnerabilities in people, process and technology controls, due to a shift to remote working over this period, have presented opportunities for cyber criminals.

Trends in types and frequency of cyber incidents



Trends in how cyber incidents arise



Source: The (CS)2 AI-KPMG Control System Cybersecurity Annual Report



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Appendix 5: Thought Leadership and Insights (continued)

Where are Finance Teams adopting AI

Finance's role as a business partner has put them in an ideal position to lead enterprise adoption

Generating commentary

Reduce the time and effort needed to create recurring materials required for financial reporting, business reviews, management reports, and board meetings.

Generating strategic insights

Partner with other functions to provide insights across the business. Use finance's position to inform strategic decisions and solve problems with pricing, performance, and benchmarking metrics.

Managing contracts

Generative AI tools can draft contracts with preferred term and prioritize contract reviews based on deviations from standard terms and conditions.



Forecasting & budgeting

Integrating predictive models, creating scenarios, and generating insights on potential financial outcomes.



Collecting marketing intelligence

Powerful research tool able to find and synthesize public data to generate insights on markets, competitors, and customers.



Detecting anomalies

Generative AI shows promise as a tool for detecting errors and potential fraud. It can compare new data with past patterns to identify anomalies.



AI naturally aligns to CFO's existing responsibilities related to business strategy, digital transformation, and risk management



Appendix 5: Thought Leadership and Insights (continued)

AI brings Risks as well as Opportunities

Internal Risks & Considerations



Breaking Confidentiality

Many Generative AI models are built to absorb user-inputted data to improve the model over time. This could lead to exposure of key confidential information



Employee Misuse and Inaccuracies

Models generate responses based on input, so there is a risk of providing false or malicious content. Employees need to be cautious and review AI-generated content with a critical



Talent Implications

Professionals need to be made aware of their role in training and evolving the solution as high-quality output can only be achieved through high-quality, expert queries



Policies and Regulations

As the world's understanding of AI evolves, more policies and regulations will be brought upon by regulators which in turn need to be complied with

External Risks & Considerations



Misinformation, Bias and Discrimination

The model could generate a response containing inappropriate information or language. In cases where the model does not have an accurate response, it may 'hallucinate' with a false response.



Financial, Brand & Reputational Risk

Copying AI-produced information or code into any deliverable or product could constitute copyright infringement leading to legal and reputational harm



Intellectual Property and Copyright

Risks in copyright includes the potential creation of unauthorized plagiarized content, leading to infringement and violations of intellectual property rights



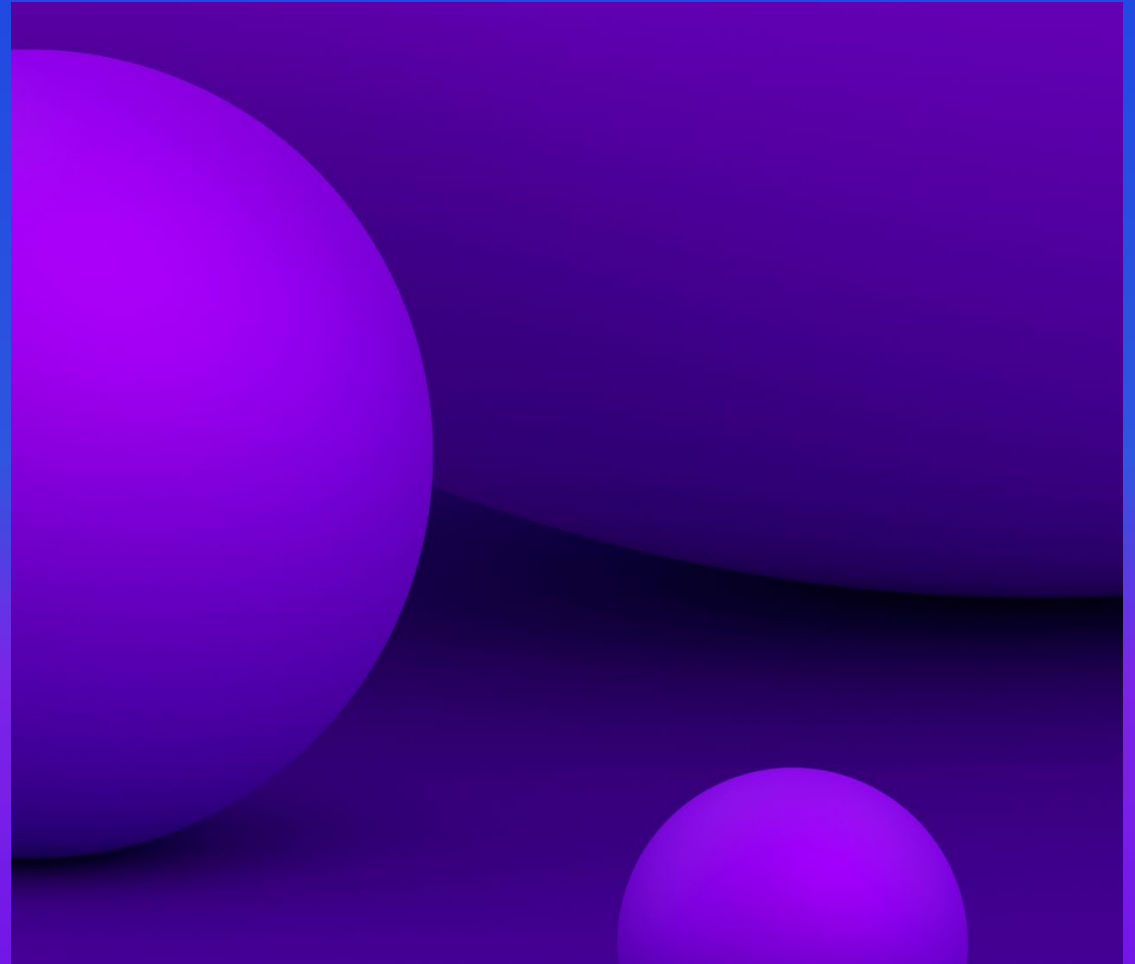
Cybersecurity

Generative AI models could be trained and employed for many cybersecurity attacks such as phishing scams, malware, data poisoning etc.



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PACIFIC RIM SCHOOL DISTRICT PUBLIC BOARD MEETING INFORMATION SHEET

Date: 10-June-25
To: Board of Education
From: Alex Taylor, Acting Director of Operations
Subject: Annual Facility Grant (AFG)

Background

Through the Ministry of Education and Child Care (MOECC) the AFG funding stream was originally introduced as the 'Facilities Shareable Capital Allowance' in the 1988/89 school year. In recognition of the need for routine maintenance of school facilities, especially regarding roofs, this allowance was provided as part of school boards' operating budgets as a supplementary funding source for projects regularly required to extend the life of existing facilities.

The amount of a board of education's annual facility grant will be calculated by the Ministry of Education and Child Care using a formula based on student enrolment and average age of facilities, with an adjustment made for unique geographic factors.

A board of education may expend its annual facility grant for the purpose of:

- upgrading or replacing existing facility components throughout the expected economic life of an existing capital asset.
- enhancing the service potential of an existing capital asset or a component of an existing capital asset by correcting deficiencies in design or construction, and unsafe conditions.
- significantly lowering the associated operating costs of an existing capital asset; or
- extending the life of an existing capital asset or a component of an existing capital asset beyond its original life expectancy.
- A board of education is responsible for managing its annual facility grant funds to enable any emergent health and safety expenditure to be addressed within a fiscal year.

Information

Below are the projects the PRSD Operations Department will be proceeding with this AFG Funding Year.

Facility	Project	Estimated Cost
WCS	Sea Can Move	\$2,500
AES	Exterior Paint- Portable and Upper Landing	\$5,000
BO	Board Office Office Space Renos	\$5,000
WCS	Landscaping/ Trees	\$5,000
Maintenace	IT Offices	\$15,000
HES	Finish Siding	\$15,000
WES	WES Bogan System	\$15,000
WCS	Painting Gym Floors and Walls	\$15,000
BCS	Fire Smart Actions	\$15,000
WCS	Play Ground Move	\$20,000
WCS	Main 4" sewer in Crawl	\$25,000
EALC	Panic Lock System	\$25,000
WES	WES Library Floors	\$25,000
USS	Bus Bay	\$25,000
WCS	Fire horns and emergency lights	\$30,000
MES	Above Office Roof Repairs	\$50,000
BCS	Kiln Room	\$65,000
WES	WES Plumbing Main	\$85,000
DES	Exterior Paint	\$95,000
MES	Washroom Renovation	\$150,000
BO	Risk Reserve	\$167,647
BO	AFG Staff Wages	\$480,618
		\$1,335,765



PACIFIC RIM SCHOOL DISTRICT PUBLIC BOARD MEETING INFORMATION SHEET

Date: June 10, 2025
To: Board of Education
From: Peter Klaver, Superintendent
Subject: Strategic Plan/Operational Plan 2024/25
Attachments: 2024/25 Operational Plan.pdf

Background:

As part of the District's year-end process, we are pleased to share a review of the current Operational Plan highlighting key accomplishments from the past year and outlining preliminary plans for the year ahead. The full 2025/26 Operational Plan will be presented in the fall.

While this year's efforts were guided by targeted strategies identified in the Operational Plan (see attached) to advance the Strategic Plan's priorities and goals, significant progress was also achieved beyond those core areas.

Included below is a link to the Departmental Summary of activities completed over the year, demonstrating broad alignment with the District's Strategic Plan.

- [Departmental Summary](#) (large file)

As we close out the school year, we extend our appreciation to all staff for their commitment, innovation, and resilience in delivering high-quality education and services. The work captured in this review is a testament to the collective efforts made across the District at all levels. As we look ahead, we remain committed to working together to foster success for all learners and uphold the values at the heart of our Strategic Plan.

Strategy	Strategic Plan Focus Area	Identified Gap or Problem	Metrics to Measure Impact	Strategy Effectiveness	Adjustments and Adaptions
What targeted actions are being taken?	What Strategic Plan focus area(s) align with this strategy?	What gap or problem does this strategy aim to address? Why was this particular strategy chosen?	How will we measure the impact of our strategies?	Based on quantitative and qualitative data (including feedback from engagement), how effectively has this strategy addressed the identified gap or problem?	How will we move forward accordingly?
Support for the Board of Education in Co-Governance and Reconciliation	Indigenous Learner Success and Relationships with First Nations Student Achievement	-Need to implement Bill 40, DRIPA, BC Tripartite Education Agreement, and Truth and Reconciliation Calls to Action. -Persistent performance gaps across all measures (lower completion rate, disproportionate students in alternate programs and adult dogwood recipients). -Indigenous peoples have the right to self-determination (DRIPA).	- Hosting of engagement meetings. - Documented and measurable progress towards Co-Governance. - Qualitative and quantitative feedback from rightsholders and stakeholder groups.	Consultation has been positive. All ten Nations engaged in co-governance meetings. Five Nations have put forward representatives.	Spring/Summer 2025 - Meeting with consultants to move forward together Fall 2025 - Meetings with co-governance group to create terms of reference & meeting structure. Review policies/APs to reflect any necessary changes based on previous point.
Strategy	Strategic Plan Focus Area	Identified Gap or Problem	Metrics to Measure Impact	Strategy Effectiveness	Adjustments and Adaptions
Co-Creation and Monitoring of Enhancement Agreements	Indigenous Learner Success and Relationships with First Nations Student Achievement	-Persistent performance gaps across all measures (lower completion rate, disproportionate students in alternate programs and adult dogwood recipients). -Need to cocreate supports and interventions. -Developing with Indigenous partners joint strategy to eliminate gaps. (TRC Call to Action)	- Feedback and engagement with rightsholders and IEC. - Enhanced Indigenous Student Achievement measures as evidenced by the HAWD Report, FSAs, District Assessments, Indicators of Success, Learning Updates, Performance Indicators, and Graduation Rates. - Collection and analysis of qualitative data through student voice initiatives.	Nations have indicated that they would prefer to focus on the LEAs rather than create a separate Enhancement Agreement.	The strategy will no longer exist in the Operational Plan.
Strategy	Strategic Plan Focus Area	Identified Gap or Problem	Metrics to Measure Impact	Strategy Effectiveness	Adjustments and Adaptions
Implementation of Learning on the Land Programs at ADSS and USS.	Student Achievement	- Focus on in-risk students showing decreasing engagement. - Prioritize Indigenous CYIC and	- Indicators for Success for Students in Program. - Qualitative data collected through student voice.	Early indicators include improved attendance rates and successful grade-to-grade transitions.	Land-based Learning programs will continue as part of the district's curriculum and will no longer require operational focus.

	<p>Mental Health and Social-Emotional Well-being</p> <p>Indigenous Learner Success and Relationships with First Nations</p>	<p>students with disabilities and diverse abilities.</p> <p>-Indigenous peoples have the right to practice and revitalize their cultural traditions and practices (DRIPA).</p> <p>-Graduation rate gap and adult dogwood a concern.</p>			
Strategy	Strategic Plan Focus Area	Identified Gap or Problem	Metrics to Measure Impact	Strategy Effectiveness	Adjustments and Adaptions
Increasing Indigenous Student Voice Initiatives	<p>Indigenous Learner Success and Relationships with First Nations</p> <p>Student Achievement</p> <p>Mental Health and Social Emotional Well-being</p>	<p>-Persistent performance gaps for Indigenous students particularly those living on reserve.</p> <p>-Indigenous individuals particularly children have the right to all levels and forms of education of the state without discrimination (DRIPA).</p>	<p>- Increased student engagement and participation in student voice initiatives.</p> <p>- Utilization of student input to inform new strategies, incorporated into School and District Plans.</p> <p>-Measurable improvements in student achievement metrics.</p> <p>-Reduction in the achievement gap.</p>	A pilot meeting was held in May 2025 information from this meeting will guide further implementation.	Indigenous student voice will form a part of a broader student voice structure to be created in 2025/26.
Strategy	Strategic Plan Focus Area	Identified Gap or Problem	Metrics to Measure Impact	Strategy Effectiveness	Adjustments and Adaptions
Creation of Inclusion, Diversity, Equity and Accessibility (IDEA) Student Voice Committee	<p>Student Achievement</p> <p>Mental Health and Social Emotional Well-being</p> <p>Safe, Welcoming and Modern Learning Environments</p>	<p>-Persistent performance gaps for students with disabilities or diverse abilities, CYIC, and Indigenous students.</p> <p>- Accessibility barriers identified through community and parent feedback (DAAT).</p>	<p>- Active student participation in the gap analysis process.</p> <p>- Student input driving actions to remove accessibility barriers.</p> <p>- Utilization of SLS, MDI, YDI, McCreary Survey, and Preventure data to track progress.</p> <p>- Reduction in the achievement gap for students with disabilities or diverse abilities, CYIC, and Indigenous Students.</p>	This initiative was not implemented.	IDEA student voice will form a part of a broader student voice structure to be created in 2025/26.
Strategy	Strategic Plan Focus Area	Identified Gap or Problem	Metrics to Measure Impact	Strategy Effectiveness	Adjustments and Adaptions
Maintain focus on continuous improvement with more frequent focused	<p>Student Achievement</p> <p>Indigenous Learner Success and</p>	-Current achievement results are below the provincial average across most measures, highlighting the need for strategic adjustments.	-Key success indicators will include confirmed discussions and observable adjustments/adaptations based on these conversations.	This strategy has been successfully implemented and has led to deep conversations with administrator and educators related to student success. The District is hoping these focused	This will continue to be a focus for the 2025/26 school year as the district continues to work towards improved student achievement.

conversations and data dives.	Relationships with First Nations Mental Health and Social Emotional Well-being	-Our recent Focused Conversation with the Ministry Team, along with the June 2024 School Plan Reviews, emphasized the need for more frequent and focused conversations and data dives with our school administrators regarding their school plans.	-Improved alignment and more effective data utilization as reported in the School Planning Review. -Long-term indicator: improved student achievement measures.	conversations will translate into increased student achievement in the future.	
Strategy	Strategic Plan Focus Area	Identified Gap or Problem	Metrics to Measure Impact	Strategy Effectiveness	Adjustments and Adaptions
Continue Numeracy Professional Learning Series and nurture District Numeracy Network.	Student Achievement	- Current numeracy achievement levels indicate the need to focus on Numeracy and adapt strategies	- Participation and engagement in professional learning series. Feedback collected. -Improved numeracy results as measured by FSA, District Assessments, Indicators for Success, Learning Update Performance Indicators and Grad Rate.	While participation in learning networks was good, more engagement is being encouraged. A district survey was distributed in May 2025 which should guide implementation and further engagement for 2025/26.	This will continue to be a focus with adjustments based on formal/informal feedback.
Strategy	Strategic Plan Focus Area	Identified Gap or Problem	Metrics to Measure Impact	Strategy Effectiveness	Adjustments and Adaptions
Renew the focus on district-wide literacy practices by establishing a literacy-focused professional learning community.	Student Achievement	- District Literacy Results Below Provincial Average: - 2023/2024 District Literacy FSA results are below Provincial Average across all measures.	- Leading indicator – Participation and engagement in professional learning series. Feedback collected. -A clearly articulated and consistent approach to literacy intervention across District. -Improved literacy results as measured by FSA, Grad Assessments, District Assessments, Indicators for Success, Learning Update Performance Indicators and Graduation Rate.	While participation in learning networks was good, more engagement is being encouraged. A district survey was distributed in May 2025 which should guide implementation and further engagement for 2025/26.	This will continue to be a focus with adjustments based on formal/informal feedback.
Strategy	Strategic Plan Focus Area	Identified Gap or Problem	Metrics to Measure Impact	Strategy Effectiveness	Adjustments and Adaptions
Universal Design for Learning (UDL) Professional Learning Series	Student Achievement Mental Health and Social Emotional Well-being	Current data regarding students with diverse abilities and/or disabilities indicates a need to implement strategies and practices that provide effective access points for learning. Building skills in our classroom	- Leading indicator – Participation and engagement in professional learning series. Feedback collected. -Observable increase in the use of UDL strategies as reported by school leaders.	While participation in learning networks was good, more engagement is being encouraged. A district survey was distributed in May 2025 which should guide implementation and further engagement for 2025/26.	This will continue to be a focus with adjustments based on formal/informal feedback.

	Safe, Welcoming and Modern Learning Environments	and resource teachers will assist in enhancing our instructional strategies.	-Improved literacy results as measured by FSA, Grad Assessments, District Assessments, Indicators for Success, Learning Update Performance Indicators and Graduation Rate.		
Strategy	Strategic Plan Focus Area	Identified Gap or Problem	Metrics to Measure Impact	Strategy Effectiveness	Adjustments and Adaptions
Improved Kindergarten Transitions for Indigenous children	Indigenous Learner Success and Relationships with First Nations Student Achievement Mental Health and Social Emotional Well-being	<ul style="list-style-type: none">- EDI data indicates that Indigenous children exhibit higher rates of developmental vulnerability compared to their non-Indigenous peers.- CHEQ data suggests that Indigenous children in the Pacific Rim may not be receiving early learning experiences that are culturally relevant and supportive of their identities.- There is a call to develop culturally appropriate Early Childhood Education programs for Indigenous families, as highlighted by the Truth and Reconciliation Commission (TRC).- Low participation rates in StrongStart, Ready Set Learn, and Kindergarten Day events, with higher attendance at Pop Up Plays in community settings.	<p>Leading Indicators:</p> <ul style="list-style-type: none">-Family and community feedback on outreach programs and services.-Participation rates in outreach initiatives and events.-Community service provider feedback on transition process and collaboration to support incoming Kindergarten students.- Use surveys or interviews with both educators and families to ensure culturally safe practices are in place. <p>Measures of Success:</p> <ul style="list-style-type: none">- Track improvements in the EDI vulnerability rates-Increased engagement in transition programs.- Increased cultural relevance and higher levels of family satisfaction in early learning programs, as reflected in CHEQ feedback	<p>Staffing Changes:</p> <p>The second year of having an Early Years Manager for Indigenous Children/Early Years Navigator has yielded positive results, although staffing interruptions in year one impacted full implementation. The position remained vacant for part of the year, which slowed some outreach efforts and program development.</p> <p>Adaptation and Continuity: To ensure continued support and outreach to Indigenous families, the district created a CUPE Early Years Transition Facilitator role to fill the gap and maintain momentum. This role will allow for continued engagement with families and the successful implementation of key strategies despite staffing challenges.</p> <p>Program Impact: -Evidence suggests increased attendance and participation in early learning and kindergarten transition programs, demonstrating the effectiveness of outreach efforts and the adaptability of the team.</p>	<p>This will continue to be a focus for the 2025/26 operational plan, and will look at:</p> <ul style="list-style-type: none">- Outreach Expansion- Additional Outreach Site- Increased Family Engagement- Community Engagement- Integration- Inclusive Events- Transportation Support- Community Partnerships
Strategy	Strategic Plan Focus Area	Identified Gap or Problem	Metrics to Measure Impact	Strategy Effectiveness	Adjustments and Adaptions
Continue support for and expansion of Chaputs Partnership Program.	Student Achievement, Indigenous Learner Success and Relationships with First Nations,	-Persistent performance gaps for CYIC, and Indigenous students. (In District 80% of CYIC are Indigenous. Approx 17% of Indigenous students have been in care at some point)	<ul style="list-style-type: none">- Lead Indicator – participation rates and requests for program.- Feedback systematically gathered from students & stakeholders.- Indicators for Success for Students in Program.	Positive feedback from the partnership and engagement from students and staff.	The Chaputs program will be folded into a broader strategy focused on Children & Youth in care.

(Partnership with USMA Child Services Agency)	Mental Health and Social Emotional Well-being	-Indigenous peoples have the right to practice and revitalize their cultural traditions and practices (DRIPA).	-Reduction in achievement gap for CYIC.		
Strategy	Strategic Plan Focus Area	Identified Gap or Problem	Metrics to Measure Impact	Strategy Effectiveness	Adjustments and Adaptions
Continue support for and expansion of Elders in School Program.	Student Achievement Indigenous Learner Success and Relationships with First Nations Mental Health and Social Emotional Well-being	-Persistent performance gaps across all measures (lower completion rate, disproportionate students in alternate programs and adult dogwood recipients). -Need to cocreate supports and interventions. -Take measures in order for Indigenous children to have access to education in their own culture and language (DRIPA).	-Leading Indicator – Elders in School Program accessed consistently by all schools. -Documented impact of Elders on school climate through feedback. -Enhanced student achievement rates.	Feedback from schools has been overwhelmingly positive.	This program will continue with more work to be done on ensuring elders are visiting every school.
Strategy	Strategic Plan Focus Area	Identified Gap or Problem	Metrics to Measure Impact	Strategy Effectiveness	Adjustments and Adaptions
Continued oversight and adjustments to Alternative Referral Process	Indigenous Learner Success and Relationships with First Nations Student Achievement	-Indigenous students disproportionately represented in alternate programs. -Adjusted graduation rate reveals achievement gap is even larger for Indigenous students. -Rightsholders and community engagement compels us to take targeted and measurable steps to address the disproportionate representation of Indigenous student in our alternative programs and increase our dogwood graduation rates for Indigenous students.	- Lead Indicator – improved Indicators of Success (attendance, academic, SEL) for students enrolled in program. - Student voice feedback. - Reduced referrals to alternate programs. - Improved student achievement rates. -Final outcomes: Increased graduation rates and a decrease in adult graduation rates.	Final quantitative data is not yet available but we have reduced the rate of students graduating with an adult dogwood. Some concerns raised regarding delayed entry. A good process ensures the right placement for students.	While this strategy will no longer be referred to in the operational plan, the district will continue to meet regularly to determine the best programming for students.
Strategy	Strategic Plan Focus Area	Identified Gap or Problem	Metrics to Measure Impact	Strategy Effectiveness	Adjustments and Adaptions
Continue to Develop Resources for supporting students who	Mental Health and Social Emotional Well-being	-Data indicates increasing numbers of students who are vulnerable or in risk.	-Strengthened connections with school. -Improved adherence to education plans, attendance, graduation rates, and academic performance	Both FIT and ICY have full client lists.	While this strategy will no longer be referred to in the operational plan, the district will continue to provide services through both FIT and ICY.

are vulnerable or in risk and disengaged from school.		<ul style="list-style-type: none">-Indigenous students overrepresented in this subpopulation.-Designed to target youth who are involved in negative peer interactions that have the potential to lead to individual or group criminal behaviours and/or exploitation.-Remove barriers to education by helping to stabilize and re-engage students with their education.	<ul style="list-style-type: none">-Increased positive community involvement. --Regularly accessing additional community services.		
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PACIFIC RIM SCHOOL DISTRICT IN-CAMERA BOARD MEETING ACTION SHEET

Date: June 10, 2025
To: Board of Education
From: Peter Klaver, Superintendent
Subject: Letter to the Indigenous Education Council

Background:

The Indigenous Education Council (IEC) was formally established through Bill 40 in 2024 and submitted its Terms of Reference to the Ministry of Education and Child Care in March 2025. The IEC has played a key role in supporting Indigenous student success and strengthening collaboration between Indigenous communities and the school district.

Discussion:

Throughout the 2024/25 school year, the IEC has demonstrated a strong commitment to improving the experiences and outcomes of Indigenous learners. Trustees, along with the Superintendent and Director of Instruction - Indigenous Education, have been welcomed as invited guests and have appreciated the respectful and collaborative nature of the Council's work.

The work of the IEC has been both impactful and positive, fostering meaningful dialogue and promoting shared responsibility in advancing Indigenous education. Their efforts have contributed significantly to the broader goals of equity, reconciliation, and student success across the district.

Suggested Motion:

THAT the Board direct the Board Chair to send a letter of appreciation to the Indigenous Education Council, acknowledging their productive and positive work in the 2024/25 school year, their ongoing commitment to Indigenous students, and expressing the Board of Education's desire to continue building a strong and respectful working relationship in the coming years ahead; and

THAT the letter be copied to MOECC Minister Beare, Deputy Minister Krishna, Associate Deputy Minister McCrea and IEC Secretariat Ian Caplette.



XXX: VENTILATION FOR ACCEPTABLE AIR QUALITY (P)

Draft: 25 04 08

POLICY

The Board of Education recognizes its requirement to comply with the American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) 62.1 recognized standards for ventilation system design for acceptable air quality. The purpose of this Ventilation for Acceptable Air Quality policy is to ensure a safe, healthy, and environmentally sustainable air in all school district's buildings. Our priority is to maintain a safe learning environment for students, staff, and visitors.

DRAFT

Resources and References

ASHRAE standards 62.1

XXXX: Ventilation for Acceptable Air Quality (AP)



XXX: INTEGRATED PEST MANAGEMENT (P)

Draft: 25 04 08

POLICY

The Board of Education recognizes its requirement to comply with the BC *Integrated Pest Management Regulation and Act*. The purpose of this Integrated Pest Management (IPM) policy is to ensure a safe, healthy, and environmentally sustainable approach to pest control in the school district's buildings and grounds. The district is committed to reducing or eliminating the use of chemical pesticides and herbicides while effectively managing pest populations through a combination of methods, such as prevention, monitoring, and non-chemical control strategies. Our priority is to maintain a safe learning environment for students, staff, and visitors.

DRAFT

Resources and References

The Province of British Columbia's Integrated Pest Management Regulation
XXXX: Integrated Pest Management (AP)



XXX: PURCHASING (P)

Approved: 94 06 07

Amended: 95 11 14

Draft: 25 04 08

The Board of Education recognizes its responsibility to manage public funds with diligence and transparency in the acquisition of goods and services. By delegating this responsibility primarily to the Secretary-Treasurer, the Board is committed to maintaining a fair, open, ethical, and professional purchasing system. All procurement decisions will be made with integrity, ensuring accountability to the public while prioritizing value through price, quality, and service.

DRAFT

Resources and References

XXXX: Purchasing (AP)

From: Amy Needham <[REDACTED]>

Sent: June 3, 2025 1:21 PM

To: Helen Zanette <HZanette@sd70.bc.ca>

Subject: RE: Important F2SBC Update

CAUTION: This email originated from OUTSIDE SD70. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello Helen,

In light of the loss of funding for such an important program, is there any way you can ask the SD70 Board to send a letter to the Minister of Education and Minister of Health protesting the removal of support and asking for it to be reinstated? Josie Osborne is the Minister of Health so she might act on a letter coming from her own constituency more quickly than others? I'll also be putting this onto the July 15 ADC meeting agenda to ask for a letter of support from the ACRD Board.

And is there the ability to ask Kirsten and Claire to take over the School Food Network group? It's got a mandate pretty close to theirs so if they don't have a committee of their own yet to connect with all of their partners, this one is already created and ready to continue so might be a good fit if they have time.

Thanks!



Amy Needham, P. Ag (she/her)

Sustainability Planner – Alberni-Clayoquot Regional District

A 3008 Fifth Avenue, Port Alberni, BC V9Y 2E3

O 250.720.2729 W acrd.bc.ca

This email is confidential and may be privileged. Any use of this email by an unintended recipient is prohibited. If you receive this email in error please notify me immediately and delete it.



From: Veronique Emmett <[REDACTED][ca](#)>

Sent: June 3, 2025 12:48 PM

To: [REDACTED] Amy Needham

[REDACTED]; [REDACTED]

[REDACTED]

Subject: Important F2SBC Update

[CAUTION] This email originated from outside of the ACRD

Dear Alberni-Clayoquot School Food Network,

I am reaching out today to share an important update regarding the Farm to School BC program. Unfortunately, we were not successful in receiving funding from the Ministry of Health to deliver the program for the 2025/26 school year. As a result, Farm to School BC will operate the program in a limited capacity for the time being.

While this news is undoubtedly disappointing, our commitment to the values and vision of Farm to School BC remains strong, and we are actively exploring new opportunities and alternative funding to continue the program.

Over the last 18 years, Farm to School BC has made an impact on communities, schools, and students in every corner of British Columbia. This includes funding over 374 school grants for projects such as school gardens, farms and food literacy activities and developing dozens of classroom learning resources to integrate food literacy into education curriculum. Since 2020, our program's Regional Coordinators have provided hands on support for over 150 schools, and all 60 school districts, including independent and First Nations schools. These collective efforts have helped bring healthy, local food into schools and fostered a province-wide network of hundreds of farmers, educators, health professionals, youth and community partners. For a deeper look at the recent impact of our program, explore our latest [2023-2024 F2SBC Annual Report](#).

As part of this network, you will continue to have access to our learning resources on our [Farm to School BC website](#), and receive regular updates through our newsletter and social media channels.

Beyond the Farm to School program, the Public Health Association of BC (PHABC) continues to champion school food priorities in BC. PHABC serves as the secretariat for the [Coalition for Healthy School Food](#) advocating for school-based resource development and leading knowledge translation initiatives. Additionally, PHABC supports the [Rise-Up Youth Volunteer Program](#)—an initiative that empowers young people to engage in reimagining and reshaping their local food systems.

To stay connected or learn more, please visit [PHABC's website](#).

Thank you for your continued support and dedication to healthy, local food in BC schools. It's been a pleasure working within the Island Region. My final day with Farm to School BC will be June 13th, and I welcome you to reach out before then. After that, this email will be inactive. For any future inquiries, please contact [REDACTED]

I want to extend my gratitude for the opportunity to connect with you all and to witness the dedicated work that you do. Thank you all for welcoming me so warmly into your community. I would love to stay connected as a local farmer and supporter of local food systems here on the island. Please don't hesitate to reach me personally at [REDACTED] after the 13th.

If you wish for the School Food Network to continue on without the leadership of Farm to School BC, we would be happy to help support this transition in helping elect a new chair and sharing any relevant documents with the group.

Sincerely,

Veronique

Véronique Emmett (she/her)
Island Regional Coordinator
Farm to School BC
A PHABC program for public good
island@farmtoschoolbc.ca
204-218-4701



I acknowledge that I work on the unceded territory of the ləkʷəŋən (Lekwungen) peoples, now known as the Esquimalt and Songhees Nations, and of the W̱SÁNEĆ Peoples. As the F2SBC Island Coordinator, I support programming across the Vancouver Island Health region; view a map of the area and the traditional territories in this region [here](#).

PHABC is a provincial organization and acknowledges that our work goes beyond the places we live and impacts the lives of nations across British Columbia and Turtle Island.

Paula Mason

From: City of Port Alberni <corp_serv@portalberni.ca>
Sent: Monday, May 26, 2025 5:07 PM
To: Paula Mason
Subject: May 26, 2025 Council Summary

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CITY OF PORT ALBERNI

City Council Meeting Summary

May 26, 2025

An information report summarizing the regular meeting of Council held on May 26, 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.*

STAFF REPORTS

Quarterly Departmental Report

Council received the Fire department Quarterly Report for the period January 1, 2025 – March 31, 2025.

BYLAWS

“**Respectful Behaviour Bylaw No. 5129, 2025**” was adopted. This bylaw will provide clear expectations for conduct in City facilities and at City events, and reinforce the City's commitment to maintaining a safe, inclusive and respectful civic environment.

CORRESPONDENCE

Council received their correspondence summary which included letters from:

- Union of BC Municipalities | 2025 Resolutions
- AVICC | Reforming the Local Government Act – A Roadmap
- North Coast Regional District | Pacific Northern Gas Proposed Increase of Natural Gas Delivery Rates
- ACRD Board Highlights | April 2025
- ACRD Media Release | NIC Greenhouse Propagation Course
- Alberni Valley Chamber of Commerce Media Release | Board Appointments
- AV Museum and Heritage Commission Minutes | April 2, 2025

REPORT FROM IN CAMERA

Council released for public consumption that terms of the months of operation be revised for Unit 17 in Spirit Square at Harbour Quay from May 1st through October 31st to June 1st through September 30th and that following advertisement, should there be no applications received, that staff offer the unit free of charge to the Alberni Valley Chamber of Commerce for the 2025 season.

Council released for public consumption amendment of the “*City of Port Alberni 2025-2029 Financial Plan Bylaw No. 5123, 2025*” by transferring \$7,000 from Line 21190 – Receptions and Other Services & Line 21259 - Other Common Services to Line 21110 – Mayor & 21130 – Council, to provide an option for Council benefits coverage for dependents.

NEW BUSINESS

Master Plan Update

Council amended the “*City of Port Alberni 2025-2029 Financial Plan Bylaw No. 5123, 2025*” for the purpose of Capital Plan changes for Master Planning projects as follows:

- Reallocate \$26,000 from project #24004, “Fire Services Master Plan”, to project #24001, “Parks, Recreation & Culture Master Plan”;
- Reallocate \$124,000 from project #24004, “Fire Services Master Plan”, to proposed 2026 capital project “Development Cost Charges Update”.

2025 UBCM Resolutions

Council received a report outlining previously submitted resolutions that were endorsed for consideration at the 2025 Union of BC Municipalities [UBCM] Convention taking place in September 2025 related to fibre decline and the need for sustainable fibre models, and regarding establishing a framework for intergovernmental relations with First Nations.

Community Heritage Commission | 2025 Alberni District Fall Fair

Council authorized the Community Heritage Commission to participate in the 2025 Alberni District Fall Fair to host an information and engagement booth, and to conduct a short community survey regarding cultural

and heritage awareness, interests, and future initiatives.

Development Variance Permit (DVP 125) | 4691 Gertrude Street

Council authorized the issuance of Development Variance Permit No. 125 granting the following variance to the Zoning Bylaw with conditions at 4691 Gertrude Street:

- Vary Section 6.7.4 to increase the permitted height of a fence from the rear of the required front yard setback to the rear of the property to 2.44 metres for a variance of 0.64 metres.

Paper Mill Dam Maintenance

Council received a report regarding maintenance operations at Paper Mill Dam Park during the summer months, in light of the recent reduction in the maintenance budget.

QUESTION PERIOD

R. Smith inquired about changes to Council dependant benefits

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, June 4th

7:00 p.m. | Heritage Commission

Alberni Valley Museum

Monday, June 9th

2:00 pm | Regular Council

Council Chambers

Monday, June 16th

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

Council Chambers

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City of Port Alberni · 4850 Argyle Street · Port Alberni, BC V9Y 1V8 · Canada

Alberni Clayoquot School Food Network - Minutes

Date: Monday, May 26, 2025, 3:15-4:30

Zoom link: <https://us06web.zoom.us/j/9626726070?omn=84295430370>

Present Toni Buston, Toquaht Nation Amy Needham, ACRD Helen Zanette, School Trustee Veronique Emmett, Farm to School BC	Absent Emily Dunbar, Island Health Jen Cody, Nuu-Chah-Nulth Anna Lewis, AVFSS Katie Miles, Tofino Community Food Initiative Kirsten Nesbitt, SD70 Healthy School Manager Jaslyn Haberl, Bamfield Community School
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Topic	Details
Welcoming	Territory acknowledgment <ul style="list-style-type: none"> Calling in from the unceded territory of the W̱SÁNEĆ people Clam Garden restoration work in the Nanwakolas member Nations' territories More clam garden information and resources: https://www.clamgarden.com/ Agenda overview
Community Updates 3:10-3:50	Roundtable updates from network: <p>Island Health, Emily Dunbar</p> <ul style="list-style-type: none"> Kaley Ruel, Public Health Dietician, will be starting over the summer Emily has been supporting Eighth Avenue Learning Centre's Land Based Learning class to make smoothies together and learn something about health: they have done sessions on various health topics and have been supported by SD70 Healthy Schools Manager and Healthy Schools Program Assistant, public health nursing, the community dental hygienist, and will be having the Tobacco and Vapour Reduction team coming June 3. <p>Alberni Valley Food Security Society, Anna Lewis</p> <ul style="list-style-type: none"> Absent <p>Tofino Community Food Initiative, Katie Miles</p> <ul style="list-style-type: none"> Absent <p>Alberni Clayoquot Regional District, Amy Needham</p> <ul style="list-style-type: none"> Working on Food Security and Emergency Planning Project <ul style="list-style-type: none"> Getting all of the engagement done so they can get writing on it A lot of collaboration Sproat Lake and Area (Area D) engagement survey is open, closes June 1 <ul style="list-style-type: none"> Purpose is to inform Official Community Plan Update Official community plan is very broad dealing with a lot of aspects

- Survey is open to people living beyond Sproat Lake as these are important to others in the ACRD; includes large portion of the Somass Estuary and 2,000 hectares of agricultural land for example
- Project page: <https://www.letsconnectacrd.ca/sproat-lake-ocp>
- Survey link: <https://www.letsconnectacrd.ca/sproat-lake-ocp/surveys/sproat-lake-and-area-ocp-survey-1>
- Area "C" (South Long Beach) Official Community Plan is also undergoing comprehensive updates
- Project page: <https://www.letsconnectacrd.ca/area-c-ocp>
- Survey link: https://www.letsconnectacrd.ca/area-c-ocp?tool=survey_tool#tool_tab
- Citizen science trapping and monitoring moth stage of winter cutworm (*Noctua pronuba*)
 - Outbreak last fall, they are being found in elevated levels cross mid-island
 - Alberni Valley hot spot, eager farmers are setting up traps to see how many moths are emerging to help brace for another outbreak

Nuu-Chah-Nulth Tribal Council, Jen Cody

- Absent
- Update from Amy that Jen will be moving on to a new position. Committee will contact Nuu-Chah-Nulth Tribal Council to see if they would like to remain in group and who would represent

Toquaht Nation, Toni Buston

- Macoah has a little garden but is pretty overgrown and needs a lot of work, planning to do more in the garden next year
- Recently held a food security planning day outlining what they would like to do as a nation
 - Worked with lands team on food security plan; looking at clam gardens, eel grass restoration, etc.
- Opportunities moving forward:
 - Engaging with Toquaht youth across the region
 - Spending time over the winter to do more planning
 - Would like to see the development of a garden and food systems coordinator position
 - Getting citizens and youth out on the land
- Applying for grants to help support the work
- All that work is happening but ensuring everyone is working together

Farm to School BC, Veronique Emmett

- [Cultivating Curiosity](#) – webinar series featuring educators who have successfully created BAA certified courses related to agriculture and found innovative ways to embed agriculture into the existing curriculum
 - Sardis Secondary, Howe Sound Secondary, Daaxiigan S k'adáa Née
 - First two available on Youtube, final one tomorrow at 3:30-4:30

- Chance to win \$1000 for fall field trips if you attend 2 out of 3
- BC School Food Cook-Off Cookbook and Resources
 - [Cookbook](#): Features recipes created by students across the province highlighting local BC foods
 - [Resources](#): All about BC food posters and scrolling slideshows to support learning about BC food, agriculture, and food systems
 - Coming soon: activity sheets
- Pollinator Award: recipient Eric Schofield at Stelly's Secondary in SD63 (Saanich)
 - Foods teacher who is a passionate educator and food literacy champion, dedicated to integrating food systems education into his school and district.
 - Champions a food rescue initiative transforming thousands of pounds of rescued food into meals for students and the community
 - Receiving \$1,300 which he is putting towards hosting a field trip across the Saanich Peninsula to highlight local food producers
 - Field trip guide coming soon!
- Seed donation distribution – seeds donated from West Coast Seeds, William Dam, Seeds of the Revolution (through the South Island Farmers' Institute).
 - 9 schools in the Alberni-Clayoquot Region have received seeds: Wickaninnish Community School, Ucluelet Secondary, Maaqtusiis, Alberni Elementary, EJ Dunn, Bamfield Community School Association, Woods Elementary School, Alberni District Secondary School, Eighth Avenue Learning Centre
- Will be tabling at the Ucluelet Secondary School Westcoastchella event on June 13th with fun food literacy games.
- Flourish! School Food – [Open Source Guide](#): comprehensive resource for schools, communities, and organizations aiming to launch or improve their school food programs.

SD70 Healthy Schools Manager, Kirsten Nesbitt

- Absent

SD70 Healthy Schools Assistant, ADSS, Claire Boudreau

- Absent

SD70 Trustee, Helen Zanette

- District has 3-year calendar out and approved on website: <https://www.sd70.bc.ca/ci/p/5254>
- Policy updates:
 - Kirsten Nesbitt working on anaphylaxis policy
 - Kirsten Nesbitt working on emergency planning – including more effective and cost-effective emergency supply storage
- Vancouver Island School Board trustees met in April for annual conference and Flourish presented their program and open-source guide.
- School Meal Programs
 - SD70 uses Nourish in Cowichan for their school food program

	<ul style="list-style-type: none"> ○ Trustees doing school tours and get to eat the food offered in the schools ○ Goals to have nutritious and different food ○ Happy and excited to see the food that is being offered • Next board meeting May 27, 2025 <ul style="list-style-type: none"> ○ Open to public to attend virtually ○ Minutes will be posted with recording moving forward • New childcare centers: <ul style="list-style-type: none"> ○ Wood School daycare opening in October ○ Maaquinna daycare has broken ground and is underway <p>Bamfield Community School Association, Jaslyn</p> <ul style="list-style-type: none"> • Not present
<p>Working Group Updates 3:50-4:10</p>	<p>Updates on TD Friends of Environment Grant</p> <ul style="list-style-type: none"> • Planting is completed and workshops are well underway • Plants: <ul style="list-style-type: none"> ○ Most of the plants are native and came from Streamside Nursery ○ Bolstered by blueberries from Colynn's Nursery ○ All schools received a wide variety of plants • Events and workshops: <ul style="list-style-type: none"> ○ Awesome planting party down at Bamfield, all the kids in the school got to come through the garden and everyone got to plant something ○ AVFSS handled planting and education at EALC and EJ Dunn ○ The last of the trees were planted at EALC at the Pro D event in April • Final steps: <ul style="list-style-type: none"> ○ Irrigation supplies are being purchased ○ Reporting: TD mostly requires numbers for participants and the rest is up to us for how we want to report and wrap things up. ○ Veronique will follow up with the garden leads to ask a few questions to assess outcomes and evaluate impact. <p>SD70 School Garden Pro D Recap</p> <ul style="list-style-type: none"> • Work bee in school garden at ADSS and Eighth Ave Learning Centre • Field trip to Shelter Farm • 9 teachers attended, smaller group than last year but still a lot of enthusiasm and engagement • Opportunity to network with other school garden champions in the district, give the gardens a big clean up and head start for the season, give teachers ownership of school garden, building connections with Shelter Farm for future school field trips.
<p>Year-end Reflection</p>	<p>Structure Review</p> <ul style="list-style-type: none"> • Schedule of bimonthly meetings is working – last Monday of every other month

**and
Visioning**
4:10-4:25

- Next meeting October 27, 2025
- Look at hosting one meeting per year in person, school garden, likely first of last meeting of the year
- Goals for next year
 - Amy -- encourage people to include the removal of all grass from the first design of the garden, effort that is not wasted

Year-end Reflection and Visioning

Successes this year in school food system work:

Amy:

- TD Grant project has been a really great success this year focusing on perennial plants and empowering teacher champions. The project strengthens existing infrastructure and unites the three leading organizations, demonstrating that local support networks are active and engaged.
 - The gardens include drought-tolerant, hardy native perennials that require minimal maintenance during the summer months.
 - Perennial fruit-bearing plants have been strategically selected that produce during Spring and Fall, maximizing engagement and harvest opportunities during the school year.
 - The project is designed for longevity, ensuring smooth transitions when school garden leadership changes. This reduces the risk of burnout and avoids restarting from scratch.
 - The project offered clear measurable steps for successfully implementing a school garden and moving the culture of school gardens in the district forward.

Helen

- New Healthy Schools Manager position to advocate in different venues, have someone to communicate and connect with on topics of food and health across the district.
- Nourish Cowichan program delivering school meal programs in the district.

Toni

- Seeing more collaboration and communication in the local garden and food security community.
- Ongoing discussions about food and food security with nations.

Challenges faced this year in school food system work:

Amy

- Summer garden maintenance: requires establishing better relationships with operation staff to determine whose responsibility is whose and who is permitted to be on-site.

Helen

- Getting Nourish Cowichan program really established across the district

Toni

- There is a need for more workers on the ground and more greenhouses to increase food security.

	<p><i>Opportunities (present or future) you would like to invest energy toward:</i></p> <p>Amy</p> <ul style="list-style-type: none"> • Opportunity to forge a relationship with operational staff and create a clear plan for maintenance and care responsibilities in school gardens. • TD Grant will help forward these conversations because there are concrete objectives to address. <p>Helen</p> <ul style="list-style-type: none"> • Opportunity to improve the breakfast club at ADSS. There are already conversations happening to help move this forward for next year. <p>Toni</p> <ul style="list-style-type: none"> • Opportunity to visit more school gardens across the district and engage with more youth.
Wrap-up	Next Meeting – Fall 2025



Heritage Commission Meeting
May 7th, 2025
Minutes

Location: AV Museum

Attendees:

ACRD	Penny Cote
City Council	Charles Mealey
Chamber of Commerce	Jolleen Dick
Community Arts Council	Jane Victoria King
Community at Large	Colin Schult - REGRETS
Historical Society	Gareth Flostrand
Industrial Heritage	Leslie Walerius
Maritime Heritage	Ken Watson
McLean Mill	Elliot Drew
SD 70 – Pacific Rim	Pam Craig
Staff	Sheila Perry

Regrets: Hupačasath First Nation
c̓išaaʔath̓ (Tseshaht) First Nation

Visitors: Richard Spencer, CoC Staff

Called to Order at 7:02 pm by Chair Gareth Flostrand:

Note: Member Organizations are to forward their alternate's contact information.

1. Moved by Pam Craig that the agenda of the May 7th, 2025 meeting be approved.
2. Moved by Jolleen Dick that the minutes of the April 2nd, 2025 meeting be approved as circulated.
Moved by Pam Craig to accept the consent agenda containing monthly reports for April be approved as circulated.
3. Old Business
Staff reminded that member organizations are to identify the person, event, program, accomplishment they wish to feature in the heritage recognition initiative and forward it to staff.
4. Correspondence
Staff announced that the AVM has received a request to facilitate an academic in residence to support post-doc research on Nuu-chah-nulth mythology.
5. New Business
Commissioners discussed various ways to incubate community engagement. Gareth Flostrand and Pam Craig volunteered to form a sub-committee to begin organizing an event for early fall.



Heritage Commission Meeting
May 7th, 2025
Minutes

6. REPORTS

A. Community Arts Council

Grove Gallery & CAC Updates:

Visitor Attendance:

- Total guests in March: 714

Gallery/Gift Shop Updates:

- The Grove is now open 7 days a week.
 - Mon – Sat 10 – 4
 - Sundays 10 – 3
- Spring Raffle Basket is completed, with notable donations from Flandangles, Bombers Cafe and Unilo Foods. The basket's value is over \$300! Raffle tickets are being sold at The Grove Gallery and at special events in the community, such as the Timbre! Choir.
- Book Sale update: we have invited a number of local authors, food vendors and bookstores to take part in the event.
- Working with the AV Museum in a collaborative children's art making workshop for the end of May. This event will be taught by Milo and offers a financial injection with the collaboration.
- Placed a job posting for the Teas at the Mill event coordinator, on indeed.

Workshops and Events:

- Watercolour Wednesdays classes hosted by Adrianna were well attended and are now being offered in May.
- Port Alberni Port Authority is working with us to promote and manage youth volunteers for the painting of their mural on the Dock+ building. This event engages the community, and offers a promotional opportunity for the PAPA and CAC, whereas news members will be invited to cover the event. The CAC also successfully negotiated a payment for the local muralist.
- Playhouse Paint Night was a big success, with 20 participants. We also invited two local musicians thanks to Kim Bothen, Xixi and the Bandit. V9Y Catering provided charcuterie, plus drink sales for Portal Players.



Heritage Commission Meeting
May 7th, 2025
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Upcoming Events & Exhibitions:

- **May 1:** Opening reception: "The Wednesday Collection" by the Alberni Valley Wednesday Painters, 6pm – 8pm
- **May 3:** Alberni Valley Wednesday Painters Meet & Greet, 1pm – 3pm
- **May 7:** Watercolour Wednesday at the Grove Gallery
- **May 9 & 10:** Annual MASSIVE Book Sale at the Athletic Hall
May 9th 6pm – 8pm, & May 10th 9am – 3pm
Be sure to drop off your gently used books, puzzles, and CD's in the white bin outside of The Grove. Or call ahead at 250-724-3412. This year the book sale will also have the Mt. Klitsa Gardening Club with their plant sale, as well as local authors with a very special live reading by Evelyn Thompson-George from her book "The Defiant 511 of The Alberni Residential School".
- **May 14:** CAC will be attending the ADSS Student Hiring Fair at the ADSS
- **May 17:** Drop-In Kids Workshop at the Grove Gallery
- **May 21:** Watercolour Wednesday at the Grove Gallery
- **May 24 and 25:** Dock+ Mural Painting at the Dock+
- **May 31:** Kids Workshop in collaboration with the Museum
- **June 20:** Summer Solstice Crafty Cruise, aboard the Frances Barkley



Heritage Commission Meeting
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B. SD 70 – Pacific Rim

Heritage Commission Report May 7 2025:

1. **International Education and Newcomers** – planning and registration for the 2025/26 International program is expecting students from Germany, Spain, Japan, Netherlands, Mexico, Italy, Austria, Czech Republic and Taiwan. We currently have 26 active home stay families hosting two students each.
 - One student's story highlight this year was of a student from Germany who embraced the experience by joining leadership class, volunteered at school events and eventually became the Sr. Girl's Basketball Team Manager at ADSS. She proudly looked after the Sr. Girls on their trip to the Provincials. She was the delight of the team and coaches when she proclaimed to everyone on the bus
 - "I LOVE MY LIFE, I LOVE MY LOVE HERE – I don't want to go home ever!"
2. **Networks of Inquiry and Indigenous Education** - The purpose of NOIIE is to create a just society where every learner crosses the stage with dignity, purpose and options. Eight school teams in Pacific Rim submitted case studies from Howitt Elementary, Wickaninnish Community School, Bamfield Community School, ADSS, Maquinna elementary, Tsuma-as Elementary and Ucluelet Elementary. Topics ranged from fostering connection of students to nature, to building confidence and resiliency in young students through the 'big buddies' program, to empower youth to overcome trauma, to engage grade 8 learners to be curious, to increase Nuuchahnulth language and culture, to creative problem solving and critical thinking and to more opportunities for imaginative play.
3. Little Mermaid – A Magical Musical Adventure - at ADSS May 9, at 7:00pm and May 10, at 1:00pm and 7:00pm.



C. Chamber of Commerce – NO REPORT



Heritage Commission Meeting
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D. McLean Mill

McLean Mill National Historic Site Update, May 7th, 2025

Prepared by Elliot Drew

April saw a lot of activity out at the Mill. Amid the regular cleaning, planning and prep to get the 2025 season underway, we also hosted some very successful events. Job postings went out for our first round of hiring and we have filled those positions with returning staff. We are set to officially open Friday May 16th at which time our hours will be Wednesday thru Sunday 10 am to 4pm till July when we will add additional staff and be open 7days a week till Labour Day

This month we were please to welcome back both the McLean Mill 10km event and the Alberni Bowmen for their 3-day shoot. Each event saw some growth from last year but most importantly ran very smoothly as we become more experienced working with the organizers of these fantastic community groups. John Paul II Catholic School visited us on the 1st, along with a contingent of students from Japan, to tour the Site and learn more about the history of our region, the logging industry and of course the Mill itself. We were also very please to host the SalmonFest AGM and the Chamber Breakfast with speaker Josie Osbourne.

Most importantly we met with management from the City to work through safety concerns for this upcoming season and to begin the conversation around the future of the Mill.

Our calendar of events continues to fill for 2025 through 2026 with both private and community events requesting information.

Important Upcoming Dates:

Chamber of Commerce AGM – May 14th

Opening Day of Regular Operations – May 16th

Grad Photo Day – Jun 21st

Wedding – Jun 28th

Start 7 days a Week Operation – June 30th

Wedding – July 12th

As always, we are proud to be the steward of this local treasure and deeply grateful to share its story with our guest.



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E. Historical Society

ALBERNI DISTRICT HISTORICAL SOCIETY REPORT

MAY 7, 2025

- The Alberni District Historical Society's **AGM** will be held Thursday, May 29th, 7 pm in the Museum. There will be no guest speaker that night. There will be speakers at our 60th Birthday Party on June 12th in Echo Centre.
- Volunteer hours last month were 199 1/2.
- New items are being entered in our In-Magic program. This program numbers all the "treasures" we have – just like the Dewey-Decimal system libraries use.
- The latest "A Look Back at the Early Days of The Alberni Valley" (our Facebook article by Diane Dobson) features Readin', Writin' and Rithmatic – Beaver Creek & Gill Schools. Read and forward it to someone you think might be interested in the History of the Alberni Valley.
- The Archives is open Tues-Thur. 11am to 3 pm.



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F. Maritime Heritage Society

Port Alberni Maritime Heritage Society
May 7, 2025 Report to the Heritage Commission

Current Hours

The Gallery and the Lighthouse have now reopened for regular public viewing with hours as follows:

- Tuesday, Wednesday, Thursday, Saturday and Sunday 11am to 3pm

In addition, tours outside these hours may still be arranged by contacting Dale Gross the Facilities Coordinator at the below noted contact information.

Summer Programs

We will once again be offering summer programs geared towards children and youth at the Gallery and the Lighthouse this summer. Funding for two summer students has been approved through the Canada Summer jobs program. We are also seeking additional funding to hopefully have three summer programming positions again this year. We will begin recruiting for these positions soon. Watch our facebook page for job postings.

“Teak Lady” Restoration

Our volunteers are continuing the renovation of this little vessel. If you are interested in knowing more about this vessel's interesting local and international history check the blog on our website. If you are interested in getting involved with its restoration please give us a call.

Contact Information

Telephone	250-723-6164
Website	portalbernimaritimeheritage.ca
Facebook	maritimediscoverycentre
Email	portalbernimhs@gmail.com

Respectfully Submitted

Ken Watson , PAMHS Rep



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G. Industrial Heritage Society

May 7, 2025 Report to the Heritage Commission

1. General WVHHS Information:

The Society will be participating in the upcoming "Welcome to Port Alberni" Event May 10th, at the Barclay Hotel hosted by Valley Vibe.

2. Alberni Pacific Railway – from Richard Spencer, APR Manager:

It has been a very busy month at the APR, and a busy few ahead.

*APR Crews have finished work to the MBL#11 after work to the engines, brakes, and bell was undertaken over the winter.

*An interior rebuild of the mark mosher coach is currently in progress.

*74 switch ties have been replaced on the Shop Lead after years of no maintenance. This was our biggest project and was performed by a mix of contractors and APR Crew.

*Council has vote in favour to enter a 5-Year Agreement with the IHS to operate the APR. We are currently awaiting the draft agreement for 2025-2029.

*We have released our schedule for the 2025 operating season, as well as tickets are now available

APR has multiple charters and private events booked, one taking place on May 10, one on May 18 and one in June.

3. Industrial Heritage Centre – David Hooper, Bob East & Paul Blake

April Events:

April 8 - hosted Retired Loggers' Social - more than 120 persons in attendance.

April 11 – with 3 trucks - took part in the first "Vaisakhi Parade" in Port Alberni

April 24 - hosted a visit by the Van Is. Garden Railway Club

with guided tour of the APR Roundhouse and Ind. Heritage Centre

Upcoming Events:

May 3 – hosting "Model A" club from the Mainland, incl. members of "BC Vintage Trucks Museum" in Cloverdale.

May 6 - hosting Alberni Elementary Kindergarten Class

May 25 - "Horsepower for Healing" Show at Fall Fair grounds - bringing a truck or two

June - hosting three School class visits

"Pop-Up" Souvenir Store

Continue to work on display and inventory for the "Pop-Up" Store.



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Donations Received:

The Society received the Donation of a Photo and magazine articles Collection (18 albums) on the history of Logging trucks on the Coast, via Michael Dean of Ladysmith - a valuable resource of information.

Major Supporter:

"Kingsley Trucking" has been one of our major Supporters over the past seven years. With "Kingsley Trucking" being involved as one of the possible assets in the "SAN Group" Bankruptcy proceedings, this is adding to the Uncertainty Woes at the I.H.C. because "Kingsley" has been loaning us a 2000 "Volvo" highway tractor, with Insurance, to legally and safely transport vintage equipment to Shows and Events.

We have a usable Plan "B" truck but, we will have to pay Insurance and maintenance = an extra annual expense.

Industrial Heritage Centre – Shop:

This time of year, the mechanics are preparing the trucks for parades, local events and upcoming trips to Coombs Fire Dept (60th Anniversary), Lake Cowichan Days Parade and Duncan Truck Show. This involves: maintenance (oil to brakes), cleaning, polishing.

4. WVIHS Memberships

* Memberships are now available for 2025.

Anyone wanting to renew a membership or become a member of the WVIHS can do so by visiting the Industrial Heritage Center during open hours or going online to www.ihportalberni.ca/membership.

Respectfully Submitted by,

Leslie Walerius
Western Vancouver Island Industrial Heritage Society



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H. City Council

CITY COUNCIL MEETING SUMMARY

*An information report summarizing the Regular meeting of Council held April 28, 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.*

INTRODUCTORY REMARKS

Council held a moment of silence in recognition of the National Day of Mourning.

UNFINISHED BUSINESS

Administration provided Council with an update on the status of the remediation work at 5170 Argyle Street [Port Pub].

STAFF REPORTS

Quarterly Departmental Reports

Council received Quarterly Reports from the Development Services, Economic Development, Finance, Human Resources, and Parks, Recreation and Culture departments for the period January 1, 2025 – March 31, 2025.

Q1 Nuisance Abatement Working Group Report

Council received the Nuisance Abatement Working Group Quarterly Report for the period January 1, 2025 – March 31, 2025.

BYLAWS

"Animal Control and Pound Bylaw No. 5126, 2025" was adopted. This Bylaw provides for the regulation of the keeping of dogs and cats and other animals in the City of Port Alberni.

"Cemetery Management Bylaw No. 5127, 2025" was adopted. This Bylaw provides for the regulation and operation of the Greenwood Cemetery.

"Fees and Charges Bylaw No. 5125, 2025" was adopted. This Bylaw establishes fees and charges for various services provided by the municipality, aiming to ensure cost recovery and efficient service delivery.

"City of Port Alberni Tax Rates Bylaw No. 5124, 2025" was adopted. This Bylaw sets the tax rates required to balance the municipalities taxing obligations as outlined in the Financial Plan.

"Bylaw Notice Enforcement Bylaw No. 5128, 2025" was introduced and given three readings. This Bylaw upon adoption will provide for the enforcement of bylaw offence notices.

CORRESPONDENCE

2025 ADSS Prom Committee | Use of City Streets

Council authorized the 2025 ADSS Prom Committee access to City streets on Saturday, June 21, 2025 from 5:15 to 6:45 pm for the purpose of a prom parade from Burde St. to 10th Ave. through to Roger St., ending at the Athletic Hall [3727 Roger St.].

Council received their correspondence summary which included letters from:

- AVICC | 2025 AVICC AGM & Convention - Resolutions Disposition & Draft Minutes
- ACRD | Emergency Support Services Receive Provincial Funding
- Canadian Union of Public Employees (CUPE) 118 | National Day of Mourning

PROCLAMATIONS

On behalf of MS Canada, Council proclaimed the month of May 2025 as 'MS Awareness Month' in Port Alberni.

On behalf of Vancouver Island Economic Alliance (VIEA), Council proclaimed May 30, 2025 to June 6, 2025 as 'Island Good Days' in Port Alberni.

On behalf of Pacific Salmon Foundation, Council proclaimed June 1, 2025 as 'Wild Salmon Day' in Port Alberni.

REPORT FROM IN-CAMERA

Council released for public consumption notice of its intent to extend the Railway Operation and Maintenance Agreement with the Western Vancouver Island Industrial Heritage Society for a period of 5 years to include an annual City grant of \$60,000 + CPI for the duration of the agreement for the cost of operating insurance and miscellaneous operating expenses.

NEW BUSINESS

Alberni Valley Community Forest Corporation | Resolutions of Shareholder

Council endorsed the Alberni Valley Community Forest Corporation Resolutions of Shareholder in writing as presented.



Heritage Commission Meeting May 7th, 2025 Minutes

Multiplex Chiller Failure

Council directed staff to proceed with renting a plate and frame chiller and installing ice at the Multiplex for the period of June 2025 – May 2026 at the cost of \$285,000.

Council also directed staff to begin the process of replacing the current shell and tube chiller with a plate and frame chiller, with installation of the unit to occur in spring 2026 in time for summer 2026 ice operations.

BCCFA 2025 Conference & AGM | Authorize Council Registration

Council authorized Councillor Verbrugge to participate in the BC Community Forest Association (BCCFA) 2025 Conference and AGM, taking place May 26-28, 2025 in Nanaimo, BC, with authorization to include reimbursement of travel and accommodation expenses incurred as per Travel Policy No. 3009-2.

Tseshahat Lightning Open Basketball Tournament 2025

Council authorized the contribution of a combination of \$5,000 in kind or in cash from the Reconciliation Fund to the 2025 Tseshahat Lightning Open Basketball Tournament taking place May 16 – 19, 2025, and directed Administration to work with Tseshahat Lightning representatives to determine the best use of funds.

Short Term Rental Requirements

Council directed Administration to prepare a report providing an overview of short-term rental requirements in the City.

Tree Protection and Regulation Bylaw

Council directed Administration to research, draft and introduce a Tree Protection and Regulation Bylaw.

Volunteer Policy and Handbook

Council approved Volunteer Policy No. 3002-8 and the associated Volunteer Handbook.

Cathedral Grove

Council directed Administration to extend an invitation to the Ministry of Transportation and Transit requesting their attendance at a Regular meeting to provide a delegation regarding traffic safety plans in Cathedral Grove.

Vancouver Filipino Community

Council directed Administration to send a letter to the City of Vancouver offering condolences on the recent tragedy in the Vancouver Filipino community.

QUESTION PERIOD

J. Leskosek

Inquired about the purchase of a chiller for the Multiplex ice production.

COUNCIL MEETINGS

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

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

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

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

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

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

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

MEETINGS AT A GLANCE

Wednesday, May 7th

7:00 pm | Heritage Commission
Alberni Valley Museum

Monday, May 12th

2:00 pm | Regular Council
Council Chambers

Tuesday, May 20th

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



Heritage Commission Meeting May 7th, 2025 Minutes

- I. Regional District – no report
- J. Community at Large – NO REPORT FOR APRIL

Regular Community Events/Meetings

- Skysong Community Choir meets @ Char's every Tuesday from 6-8pm
- CCO Blind meets 10am first Wednesday of each month @ Abbeyfield
- TOPS meets @ RCL Tuesdays 8-10am
- Spirit Square Farmers Market Saturdays 9-12 at Harbour Quay
- AV Coin Club 3rd Thursday @ 7pm craft room A @ Echo Centre
- AV Rock and Gem Club meet 1st Sunday @ 2pm at the Clubhouse Tebo RD
- AV Grief Care Group Sundays 2-3pm @ Southside Comm Church of the Nazarene
- AV Museum – Knit Nights Thursdays 6-8pm
- Golden Oldies Car Club – 1st Thursday @ RCL 7pm
- AV Photography Club 2nd and 4th Wednesdays @ Abbeyfield House 7pm
- Skysong Community Choir @ Char's every Tuesday 6-8pm
- Postpartum and Baby Group 1030-12 – Meet and engage with other postpartum families, all pieces of the family are invited – Bi-weekly

NEW – Free healing Yoga, Wednesdays @ AV Hospice 11-12 Feb 12-March 5

May Activities Around Town

- 7 – 3rd Annual Pediatric Stroke Awareness walk @ Blair Park 10am
- 8 – Workshop: Hiring for Success @ AVCOC 1-3pm
 - Sketch with Bob @ Harbour Quay 6-830 Free
- 9 – Dog and Cat teeth cleaning @ Bosleys 10-6
 - Blues Night at the Legion 630pm tix \$15
 - Poker at the Italian Hall 7pm \$65
- 9-10 – ADSS Theatre – Little Mermaid Tix 10/15 Fri 7pm – Sat 1&7pm
 - Massive Book Sale @ The Grove 6pm 9th – 3pm 10th
- 10 – 4th Annual Plant/Seedling sale Noon @ Harbour Quay
 - Meet your community welcome event – 10-2pm @ Echo CC
 - Spring Fling Market @ BW Barclay 11-4
 - Mt Klitsa Garden Club – Annual Plant Sale @ PA Athletic Hall 9-2
- 11 – Mother's Day Garage Sale – 7310 BC Road 10-3
- 14 – PA Lawn Bowling Open House – Wallace St -learn how to play
 - Hospice Volunteer Training 2579 10th Ave 4-630
- 16 – NTC Spring Event @ NTC Health Dept Redford St – culture. Crafts, activities/surprises
- 16-19 Tseshah Lightening basketball tournament @ Alberni Athletic Hall
- 22 – John Howitt Mad Hatter – CCC Hall330-7, games/prizes/concession/cake walk/petting farm
- 23 – Pottery: Garlic Grater and Herb Stripper @ DMB 7pm – City of PA course/program
- 24 – Black Ty Gala @ Echo CC 6pm, dinner by Starboard Grill \$150, live and silent auctions, Music
- 25 – Horsepower for Healing – 10-2 @ fall Fairgrounds. Horsepower for Healing is a mental health and harm reduction-focused car show designed to bring people together through a shared love of classic and performance vehicles.
- 30 – Ladies Night @ Leave her Wild 4-7pm
- 31 – Battle of the Bands – The Zattzoo Project @ KCC 6pm

June 6th – Friday Night Market @ Harbour Quay 5pm



Heritage Commission Meeting
May 7th, 2025
Minutes

K. Museum

AVM | APRIL AT A GLANCE

GENERAL ATTENDANCE:	1240
TOTAL ATTENDANCE:	1668
PROGRAMS:	18
INSTRUCTIONAL HOURS (STRUCTURED LEARNING):	130
HOURS OPEN TO PUBLIC:	133
OBJECT CARED FOR:	~5,400
REPOSITORY AGREEMENTS:	7

EXHIBITIONS |

***Resist* (18 March – 12 July, 2025)**

Resist is an exhibition featuring artworks by members of the Fibre Art Network, a cooperative based in Western Canada dedicated to advancing fibre as an art form. In this context, the double entendre of *Resist* refers both to the techniques employed in fabric manipulation and to methods of social activism. Visitors are encouraged to explore the diverse techniques applied to fabric while also reflecting on contemporary issues concerning the human condition.



Still Standing
By Sharon Allman



Grids and Strings and Other
Things
By Terry Aske



Fighting The Current
By Diana Bartelings



Resisting Change
By Darlene Bayley

PROGRAMS | FAMILY/CHILDRENS PROGRAMS: 8 TOTAL

- Wonder Workshops (6-12 years)
- Birthday Parties (Ages 5-10 years)
- Museum Minis – Pre-K
- SD 70 – School Tours

ADULT PROGRAMS: 10 TOTAL

- Kumihimo Workshop
- Cordage Workshop
- Spinners & Weavers | Knitters
- TIFF Film Series



Heritage Commission Meeting

May 7th, 2025

Minutes

- L. Hupačasath First Nation – no report
- M. čišaaʔath (Tseshaht) First Nation – no report

7. Next Meeting

- A. June 4th, 7pm (PAMHS)

- 8. Moved by Pam Craig to adjourn at 8:30 pm.

DRAFT



PACIFIC RIM SCHOOL DISTRICT

FINANCE, OPERATIONS & ASSETS COMMITTEE MEETING MINUTES

June 3, 2025, 5:00 p.m.

Administration Office Board Office, Port Alberni

Pam Craig - Board Chair
Cynthia Orr - Vice Chair
Cherilyn Bray - Trustee
Janis Joseph – Trustee (via Teams)
Larry Ransom - Trustee
Helen Zanette - Trustee
Peter Klaver - Superintendent
Barbara Ross - Secretary Treasurer
James Messenger – Assistant Superintendent
Jaime Hansen - Director of Instruction, Indigenous Education
Katherin Charbonneau - Director of Early Learning & Childcare
Alex Taylor, Acting Director of Operations
Ryan Dvorak - ADTU President
Nadine White - CUPE President (via Teams)
Sean Peterson, PVPA Representative
Paula Mason, Manager of Corporate Services

1. **Call to Order/Land Acknowledgment**
2. **Introductions**
3. **Approval of Agenda**

Detailed questions, answers and discussion on each agenda item are available by watching the meeting recording, located on our [Agenda and Minutes](#) webpage.

Moved by: Trustee Craig

Seconded by: Trustee Orr

THAT the agenda for the June 3, 2025 Finance, Operations and Assets Committee Meeting be approved as presented.

Carried

4. **Petitions/Delegations/Presentations**
5. **Unfinished Business**
6. **Emergent Items**



7. Staff Reports

7.1 New Childcare Sites Update (10 minutes)

Director Charbonneau provided an overview of her report.

7.2 2026/27 Major Capital Plan Submission review (10 minutes)

Acting Director Taylor attended the meeting via Teams, providing an overview of his report.

7.3 AFG Spending Plan review (10 minutes)

Acting Director Taylor provided an overview of his report.

7.4 Operations Department Review - Executive Summary (20 minutes)

Acting Director Taylor provided an overview of his report.

7.5 IT Department Update (10 minutes)

Assistant Superintendent Messenger provided an overview of his report, adding an update that the district has hired another IT technician, Amrit Singh, who will start next Monday.

8. New Business

9. Correspondence - For Information

10. Next Meeting

11. Adjournment

The meeting was adjourned at 4:45pm.

Board Chair

Secretary Treasurer