



**PACIFIC RIM SCHOOL DISTRICT  
FINANCE, OPERATIONS & ASSETS COMMITTEE MEETING AGENDA**

**Tuesday, September 9, 2025, 3:30 p.m.  
Administration Office Board Office, Port Alberni**

**Pages**

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

We acknowledge that we work and learn on the ɥaɥuuli of the Hupačasath (Hupacasath), Huu-ay-aht (Huu-ay-aht), ɥaɥuukʷiɥath (Tla-o-qui-aht), Cišaaɥath (Tseshaht) and the Yuuɥuɥiɥath (Yuu-cluth-aht) Nations.

**2. Introductions**

**3. Approval of Agenda**

THAT the agenda for the September 9, 2025 Finance, Operations and Assets Committee Meeting be approved as presented.

**4. Petitions/Delegations/Presentations**

**4.1 Accessibility Assessment Report presentation (15 minutes)**

Alex Taylor, Director of Operations / Nicholas Palos, Project Manager, Roth IAMS

**5. Unfinished Business**

**6. Emergent Items**

**7. Staff Reports**

**7.1 2025/26 Minor Capital Plan submission review (15 minutes)**

Alex Taylor, Director of Operations

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**7.2 Turf Field Update (15 minute)**

Jeffrey Goode, Assistant Director of Operations

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**7.3 Wickaninnish Field Update (10 minutes)**

Jeffrey Goode, Assistant Director of Operations

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**7.4 Summer Project Update (10 minutes)**

Alex Taylor, Director of Operations

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**7.5 West Coast Transportation Update (5 minutes)**

Alex Taylor, Director of Operations

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**7.6 Financial Status update - verbal (5 minutes)**

Barbara Ross, Secretary Treasurer

**7.7 Daycare Build Update (10 minutes)**

Alex Taylor, Director of Operations

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**7.8 Tsuma-as Elementary School Playground concerns - verbal (5 minutes)**

Alex Taylor, Director of Operations

**8. New Business**

**9. Correspondence - For Information**

**10. Next Meeting**

The next Finance, Operations and Assets Meeting will be held on January 6, 2026 at 3:30pm, at the Administration Office.

**11. Adjournment**

The meeting was adjourned at TIME.



**PACIFIC RIM SCHOOL DISTRICT**  
Finance Operations & Assets Committee Meeting  
**INFORMATION SHEET**

**Date:** 9-Sep-25  
**To:** Finance and Operations Committee  
**From:** Alex Taylor, Director of Operations  
**Subject:** 2026/2027 Minor Capital Funding Request  
**Attachments:** {If any}

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### Background

Annual Five-Year Capital Plan Submissions from Boards of Education are used by the Ministry to determine which priority capital projects may be included in the Ministry's Capital Plan for the following fiscal year. The capital plan submissions also provide the Ministry with important insight into future year capital priorities, which can be used for longer term government planning and the determination of potential future capital funding requirements for the public K-12 education system.

The Ministry of Education and Child Care's request for Minor Capital Funding Programs are due on Sept 30<sup>th</sup>. This year's request is for the 2026/2027 Fiscal year. The Minor Capital Programs are.

1. **School Enhancement Program (SEP):** Supports a broad range of improvements aimed at maintaining school functionality and extending the life of existing buildings. \$2,000,000 max for a district of our size.
  - a. **Food Infrastructure Program (FIP):** supports school districts in making improvements to facilities that enhance food access and nutrition delivery in schools. \$200,000 max for districts of our size
2. **Carbon Neutral Capital Program (CNCP):** Aims to fund energy-efficient upgrades that reduce GHG emissions and operating costs—such as improved lighting, heating, or insulation systems. \$500,000 max for a district our size
3. **Playground Equipment Program (PEP):** Funds installation of universally accessible playgrounds, designed according to CSA standards. Projects include appropriate surfacing, inclusive equipment, and mobility access. \$200,000 max
4. **Bus Acquisition Program (BUS):** Assists in acquiring school buses—primarily for replacing outdated or unsafe vehicles, addressing new routes, or in-sourcing services previously outsourced

Boards of education must provide a Board Resolution in support of its annual Five-Year Capital Plan submission to the Ministry. Boards are to provide up to two (2) separate Board Resolutions, one (1) for the Major Capital Program submissions and one (1) for Minor Capital Program submissions.

This 5 year Minor Capital Plan will be presented again at the Sept 23<sup>rd</sup> Public Board meeting for Board Resolution.

## Information

|               | Priority | Site | Project Type | Project Description              | 26/27        | 27/28        | 28/29        | 29/30        | 30/31        |
|---------------|----------|------|--------------|----------------------------------|--------------|--------------|--------------|--------------|--------------|
| MINOR CAPITAL | 1        | MES  | SEP          | Roofing                          | \$950,000    |              |              |              |              |
|               | 2        | WCS  | SEP          | Interior Construction            | \$400,000    |              |              |              |              |
|               | 3        | TES  | SEP          | Exterior Construction            | \$200,000    |              |              |              |              |
|               | 4        | DES  | SEP          | Roofing                          | \$450,000    |              |              |              |              |
|               | 5        | EALC | SEP          | Roofing                          |              | \$950,000    |              |              |              |
|               | 6        | WCS  | SEP          | Interior Construction            |              | \$350,000    |              |              |              |
|               | 7        | BCS  | SEP          | Roofing                          |              | \$700,000    |              |              |              |
|               | 8        | TES  | SEP          | Roofing                          |              |              | \$625,000    |              |              |
|               | 9        | HES  | SEP          | Interior Construction            |              |              | \$650,000    |              |              |
|               | 10       | AES  | SEP          | Roofing                          |              |              | \$725,000    |              |              |
|               | 11       | WES  | SEP          | Roofing                          |              |              |              | \$950,000    |              |
|               | 12       | WES  | SEP          | Interior Construction            |              |              |              | \$650,000    |              |
|               | 13       | TES  | SEP          | Interior Construction            |              |              |              | \$400,000    |              |
|               | 14       | WCS  | SEP          | Roofing                          |              |              |              |              | \$1,100,000  |
|               | 15       | EALC | SEP          | Interior Construction            |              |              |              |              | \$500,000    |
|               | 16       | MES  | SEP          | Interior Construction            |              |              |              |              | \$400,000    |
|               |          |      |              |                                  | \$2,000,000  | \$2,000,000  | \$2,000,000  | \$2,000,000  | \$2,000,000  |
|               | 1        | DES  | CNCP         | Phase 2 HVAC                     | \$400,000    |              |              |              |              |
|               | 2        | CORE | CNCP         | DDC Work                         | \$100,000    |              |              |              |              |
|               | 3        | AES  | CNCP         | Unit Ventilator Upgrade- Phase 1 |              | \$500,000    |              |              |              |
|               | 4        | AES  | CNCP         | Unit Ventilator Upgrade- Phase 2 |              |              | \$500,000    |              |              |
|               | 6        | TBD  | CNCP         | Unit Ventilator Upgrade- Phase 1 |              |              |              | \$500,000    |              |
|               | 7        | TBD  | CNCP         | Unit Ventilator Upgrade- Phase 2 |              |              |              |              | \$500,000    |
|               |          |      |              |                                  | \$500,000    | \$500,000    | \$500,000    | \$500,000    | \$500,000    |
|               | 1        | BCS  | PEP          | Playground Upgrade               | \$200,000    |              |              |              |              |
|               | 2        | HES  | PEP          | Playground Upgrade               |              | \$200,000    |              |              |              |
|               | 3        | WES  | PEP          | Playground Upgrade               |              |              | \$200,000    |              |              |
|               | 4        | WCS  | PEP          | Playground Upgrade               |              |              |              | \$200,000    |              |
|               | 5        | MES  | PEP          | Playground Upgrade               |              |              |              |              | \$200,000    |
|               |          |      |              |                                  | \$200,000    | \$200,000    | \$200,000    | \$200,000    | \$200,000    |
|               | 1        | PA   | BUS          | Bus Replacement                  | \$200,000    |              |              |              |              |
|               | 2        | PA   | BUS          | Bus Replacement                  | \$200,000    |              |              |              |              |
|               | 3        | PA   | BUS          | Bus Replacement                  |              | \$200,000    |              |              |              |
|               | 4        | PA   | BUS          | Bus Replacement                  |              |              |              | \$200,000    |              |
|               |          |      |              |                                  | \$400,000    | \$200,000    | \$0          | \$200,000    | \$0          |
|               | 1        | CORE | FIP          | Cold Vehicle                     | \$100,000    |              |              |              |              |
|               | 2        | EALC | FIP          | EALC Kitchen Upgrade             |              | \$200,000    |              |              |              |
|               |          |      |              |                                  | \$100,000    | \$200,000    | \$0          | \$0          | \$0          |
|               | Total    |      |              |                                  | \$51,880,977 | \$46,319,960 | \$65,207,345 | \$63,814,428 | \$46,904,191 |



## PACIFIC RIM SCHOOL DISTRICT FINANCE, OPERATIONS, & ASSETS COMMITTEE MEETING INFORMATION SHEET

**Date:** Sept 9<sup>th</sup>, 2025  
**To:** Finance, Operations, & Assets Committee Meeting  
**From:** Jeffrey Goode, Assistant Director of Operations ADSS Turf Field update  
**Subject:** Turf Field Update  
**Attachments:**

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### Background

The existing synthetic turf field, originally installed in 2013 with a projected life expectancy of 10-12 years is now approaching the end of its functional lifespan. As the field nears the end of its expected service life, the risk of surface degradation poses increasing concerns for user safety, maintenance demands, and overall playability.

### Information

Updated 2026 quotes indicate that the total cost to replace the turf field, including required infrastructure, drainage, and fencing upgrades, will be approximately \$1 million. We currently have 65k available from turf field rentals.

A Gmax impact test was performed at 10 locations across the field, with 9 areas passing and the one failed area already addressed. Gmax testing evaluates the turf's shock-absorbing properties to ensure the surface provides adequate cushioning and meets safety standards that help reduce the risk of head injuries. Annual testing will continue to be conducted.

We have explored and compared synthetic turf vs natural grass. An updated analysis confirms that while synthetic turf carries a higher upfront cost, it delivers predictable maintenance, reduced labor demands, and far greater usage capacity (60+ hours/week versus 20–30 for natural grass). Natural grass remains less expensive to install but introduces higher ongoing maintenance costs, specialized labor needs, and limited durability under heavy use. Over a 10-year cycle, the financial gap between the two options is relatively narrow, but turf offers clearer budget predictability, consistent year-round playability, and a better fit for the district's high usage and limited staffing model.

The current turf field has an estimated maximum of two years of remaining life, on site review conducted by an engineer as well as AstroTurf. Without replacement, its condition will deteriorate to the point where community and external use may need to be restricted, limiting access to school programs only.



**PACIFIC RIM SCHOOL DISTRICT**  
Finance Operations & Assets Committee Meeting  
**INFORMATION SHEET**

**Date:** Sept 9<sup>th</sup>, 2025  
**To:** Finance Operations & Assets Committee Meeting  
**From:** Jeffrey Goode, Assistant Director of Operations  
**Subject:** Wickaninnish Community School Field Update  
**Attachments:**

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### **Background**

The district of Tofino is nearing completion of the new field upgrades at the Wickaninnish Community school, including new baseball diamonds, fencing and backstops, as well as leveling the field and growing new grass.

### **Information**

After completion of the new back stops and fencing, grass was planted and maintained over the past few months, although they had a few setbacks the grass is at an acceptable level to play on for the students and public. When the fenced half was completed, the fencing was removed, and the rest of the field was top dressed with a mix of sand and soil. This process improves drainage and soil structure while also improving the overall level and appearance of the turf, as well as ensuring safety for students.





**PACIFIC RIM SCHOOL DISTRICT**  
Finance Operations & Assets Committee Meeting  
**INFORMATION SHEET**

**Date:** 9-Sept-2025  
**To:** **Finance Operations & Assets Committee**  
**From:** Alex Taylor, Director of Operations  
**Subject:** Summer 2025 Project Update  
**Attachments:**

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### **Background**

The Operations department must capitalize on projects during non-instructional periods. The list below summarizes some of the projects the operations department was working on over the summer.

### **Information**

**ADSS Fire Remediation:** Remediation work completed before July. Renovations started mid July and substantially completed the week before school started. Small amount of work remains including purchasing non-recoverable items and installing IT Devices in upper classroom.

**AES Lighting:** Substantially completed with just a few small deficiencies to address

**AES Flooring:** Substantially completed with some touch-up painting and trim to complete

**AES New Roof:** Tendered to Aurora Roofing work to start mid Sept

**DES HVAC:** Completed last week before school with 18 new classroom unit ventilators

**DES Paint:** 40% complete painters to continue this project over the next two months

**Maebelle Offices:** New offices complete Aug 15<sup>th</sup>

**MES Washrooms:** Significant summer project substantially completed with small touch-ups remaining

**TES New Playground:** Substantially completed with small amount of landscaping remaining

**WCS Ballfield:** Open to students and public, took all summer for grass growth

**USS Shop Fan:** Completed and now running at 40hz or 60% when in operation

**USS Booster Pump:** Installing today, water shut down tomorrow afternoon

**USS Parking Lot:** Completed

**Ukee Teacherage:** Perimeter drain work started last week. Re-roof planned for mid Sept

**WCS Kitchen:** Substantially completed with minor finish work TBC



**WCS Main Sewer Line:** Completed

**WES Main Sewer Line:** Completed

**WES Library Floors:** Completed

**IT:** Level 3 switch replacements completed across District







**PACIFIC RIM SCHOOL DISTRICT**  
Finance Operations & Assets Committee Meeting  
**INFORMATION SHEET**

**Date:** 9-Sep-2025  
**To:** Finance Operations & Assets Committee  
**From:** Alex Taylor, Director of Operations  
**Subject:** West Coast Transportation  
**Attachments:**

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### Background

In the 2024/2025 School Year, the Pacific Rim School District (PRSD) with the Ministry of Education and Child Care (MOECC) emergent funding, purchased 7 brand new International brand school busses. These busses were purchased to provide internal transportation services to our West Coast Schools of Wickaninnish Community School (WCS), Ucluelet Elementary School (UES) and Ucluelet Secondary School (USS).

### Information

In June 2025 the students at WCS and USS named 4 of the new bus routes. These names are

- WCS- kakaʷin ʔašii - killer whale path
- WCS- qʷayačiik ʔašii - wolf path
- USS- čixʷatin ʔašii - eagle path
- USS- witwaak ʔašii- warrior path

UES will undertake their bus route naming this school year

Over the first week of July 2025, the HR team and I interviewed and hired 5 bus drivers and 1 casual bus driver.

Over July and Aug 2025, the Mechanics equipped these busses with licenses, insurance and required hardware. The busses were delivered to the West Coast the last week of August 2025.

From Aug 25<sup>th</sup> until Aug 29<sup>th</sup>, Dave Prevost and I trained the new bus drivers on their new routes and PRSD expectations.

There will be some changes in this service for the West Coast students and families. Mainly the different bus routes, bus pass cards and seatbelts. Through consistent communication and bringing the conversation back to safety, we are confident these changes will become standard practice.



**PACIFIC RIM SCHOOL DISTRICT**  
Finance Operations & Assets Committee Meeting  
**INFORMATION SHEET**

**Date:** 9-Sep-25  
**To:** **Finance Operations & Assets Committee Meeting**  
**From:** Alex Taylor, Director of Operations  
**Subject:** Childcare Build Update  
**Attachments:**

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### **Background**

New childcare center at Wood Elementary had its contract awarded on July 18<sup>th</sup> 2024.  
Groundbreaking and construction fencing went up Mid Aug 2024.

New Childcare Centre at Maquinna Elementary, in partnership with the Metis Nation of British Columbia (MNBC). Groundbreaking and construction started on May 14<sup>th</sup>, 2025.

### **Information**

The Wood Elementary Child Care Centre is set for completion and occupancy 16-Sep-2025.

The Metis Nation Childcare Build is set for substantial completion 12-Sept-2025 with a delay in final landscaping until the end of Oct 2025.

Katherin Charbonneau is handling the tender process for contract providers for Taking Care of Children at WCS, the before and after school provider at John Howitt, the provider at the new Wood Childcare centre. MNBC has their own tender out for the operator of their Childcare centre.