



PACIFIC RIM SCHOOL DISTRICT
FINANCE, OPERATIONS AND ASSETS COMMITTEE MEETING MINUTES
September 9, 2025, 3:30 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
Carla Neville, Controller (via Teams)
Alex Taylor, Director of Operations
Jeffrey Goode, Assistant Director of Operations
Michell Bennett, Director of Instruction – Inclusive Education
Paula Mason, Manager of Corporate Services
Ryan Dvorak - ADTU President
Nadine White – CUPE President (via Teams)
Sean Petersen – PVPA Representative
Nicholas Palo, Roth IAMS
Andrew Chow, Roth IAMS

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

Moved by: Trustee Craig

Seconded by: Trustee Washington

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

Carried

4. **Petitions/Delegations/Presentations**

4.1 Accessibility Assessment Report presentation (15 minutes)

Director Taylor introduced the team from Roth IAMS to present the summary report. Nicholas Palos and Andrew Chow introduced themselves to the group, shared their presentation on screen and provided an overview answering questions from Trustees. Trustee Zanette asked if the Committee could get a copy of the actual report - Director Taylor will send the summary report and the cost analysis to Committee members.

5. Unfinished Business

6. Emergent Items

7. Staff Reports

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

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

3:58pm - Roth IAMS personnel left the meeting.

Director Taylor provided an overview of his report, highlighting priorities, and stopping at each funding category for questions.

7.2 Turf Field Update (15 minutes)

Assistant Director Goode provided an update on the status of the turf field and answered questions from the Committee.

7.3 Wickaninnish Field Update (10 minutes)

Assistant Director Goode provided an update on the status of the field at Wickaninnish Community School and answered questions from the Committee.

7.4 Summer Project Update (10 minutes)

Director Taylor provided an overview of the work his team accomplished over the summer months and answered questions from the Committee.

7.5 West Coast Transportation Update (5 minutes)

Director Taylor provided an overview of the new West Coast Bus Transportation system and answered questions from the Committee.

7.6 Financial Status update - verbal (5 minutes)

Secretary Treasurer Ross provided a verbal update on where the Finance department is at in the Audit process.

7.7 Daycare Build Update (10 minutes)

Director Taylor provided an overview of his report answering questions from the Committee.

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

This item was brought forward to check that there were no concerns regarding the new playground, there were none.

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 4:50pm.

Board Chair

Secretary Treasurer