



**PACIFIC RIM SCHOOL DISTRICT
PUBLIC BOARD MEETING AGENDA
Tuesday, September 23, 2025, 4:00 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 Ċišaaʔaḥ (Tseshaht), Hupačasath (Hupacasath), Huu-ay-aht (Huu-ay-aht), and ʔaʔuukʷiʔaḥ (Tla-o-qui-aht), First Nations and the Yuuʔuʔiʔaḥ (Yuu-cluth-aht) Government.
- 2. Approval of Agenda**
THAT the Board of Education approve the September 23, 2025 Public Board Meeting Agenda as presented.
- 3. Conflict of Interest Declaration**
Are there any conflicts to declare?
- 4. Adoption of Minutes**
That the Public Board Meeting Minutes of June 24, 2025 be approved as presented.
- 5. Announcements of the Chair**
Please be advised that a Special Public Board Meeting has been called for the Auditors Presentation and Approval of the 2024/25 Financial Statements, at 4:00pm on Thursday, September 25, 2025 in the Administration Office Board Room.
- 6. Student Voice**
 - 6.1 Land-based Learning (15 minutes)**
Dave Maher, District Principal
- 7. Trustee Statements**
- 8. Petitions/ Delegations/ Presentations**
 - 8.1 Auditor's Presentation (10 minutes)**
Lenora Lee, Auditor KPMG
*** This item will be heard at a Special Public Board Meeting being held at 4:00pm on Thursday, September 25, 2025 at the Administration Office Board Room ***
- 9. Unfinished Business/ New Business**
- 10. Staff Reports**
 - 10.1 2024-25 Audited Financial Statements / Discussion and Analysis Report (10 minutes)**
Barbara Ross, Secretary Treasurer
*** This item will be heard at a Special Public Board Meeting being held at

5

4:00pmn on Thursday, September 25, 2025 at the Administration Office Board Room ***

- 10.2 Annual Executive Compensation and Senior Employee Compensation Disclosure (5 minutes)** 9
Hannah Fletcher, Executive Assistant - HR
- THAT the Board of Education approve the Attestation Letter as presented; and
THAT the Board of Education approve the Public Sector Compensation Disclosure as presented.
- 10.3 Trustee Travel Expense Budget - verbal (5 minutes)**
Barbara Ross, Secretary Treasurer
- 10.4 2025/26 Minor Capital Plan submission approval (5 minutes)** 19
Alex Taylor, Director of Operations
- THAT in accordance with provisions under section 142 (4) of the *School Act*, the Board of Education of School District No. 70 (Pacific Rim) hereby approves the proposed 2025/26 Five-Year Minor Capital Plan (Minor Capital Programs) submission.
- 10.5 West Coast Transportation Update (10 minutes)** 22
Alex Taylor, Director of Operations
- 10.6 Enhancing Student Learning Report approval (10 minutes)** 23
James Messenger, Assistant Superintendent
- THAT the Board of Education approve the 2025/2026 Enhancing Student Learning Report as presented; and
THAT the Board of Education direct staff to submit the report to the Ministry of Education and Child Care by September 30, 2025.
- 10.7 Amended Capital Bylaw - generator (5 minutes)** 25
Alex Taylor, Director of Operations
- THAT the Board of Education approve all three readings of Capital Bylaw No. 2025/26-CPSD70-02 in the Sept 23, 2025, Public Board Meeting.
THAT the Capital Plan Bylaw of the Board for the 2025/26 Capital Plan as approved by the Minister, to include the supported capital project(s) specified in the letter addressed to the Secretary-Treasurer and Superintendent, dated September 10, 2025, is hereby adopted.
THAT this Capital Bylaw may be cited as School District Pacific Rim Capital Bylaw No. 2025/26-CPSD70-02.
THAT it be resolved as having been read a first, second and third time as provided for in the bylaws that the Board Chair and the Secretary-Treasurer be authorized to execute this Bylaw on behalf of the Board and that the corporate seal of the Board be affixed thereon.
- 10.8 Field Trip Approval (5 minutes)** 32
James Messenger, Assistant Superintendent
- THAT the Board of Education approve in principle the École Alberni Elementary Grade 7 Cultural and Linguistic Trip to Quebec, February 9–13,

2026, and direct Superintendent Klaver to provide final approval once all required planning details are submitted and vetted in accordance with Administrative Procedures 6100.

THAT the Board of Education approve in principle the ADSS Rugby Trip to England and Wales, March 8–16, 2026, and direct Superintendent Klaver to provide final approval once all required planning details are submitted and vetted in accordance with Administrative Procedures 6100 and 6101.

THAT the Board of Education approve the ADSS Band Trip to Calgary May 16-20, 2026.

10.9 Board Authorized Courses Approval (5 minutes)

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James Messenger, Assistant Superintendent

THAT the Board of Educations approve in principle the proposed BAA courses *Pathways and Possibilities 10* and *Pathways and Possibilities 11/12*; and

THAT the Board of Education direct staff through the Superintendent to submit the approved course frameworks to the Ministry of Education and Child Care for review and final approval.

11. Policy Development

11.1 Policies for Adoption

THAT the Board of Education adopt the Emergency Disaster Procedures Policy as presented.

11.1.a XXXX: Emergency Disaster Procedures (P)

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11.2 Policies for Public Consultation

There are no policies ready to go for public consultation at this time.

12. Notice of Motion

13. Correspondence - Action Required

14. Correspondence - For Information

14.1 2025-07-09 BCSTA Response - Advocacy Request - Capital Funding for Housing Accommodation

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14.2 2025-07-04 Ministry of Infrastructure Response - Advocacy Request - Capital Funding for Housing Accommodation

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14.3 2025-08-21 Media Release - United Way's School's Out Expansion

75

14.4 2025-06-30 Letter from Deputy Minister Kaye Krishna

77

15. External Board Committees

15.1 BCSTA Indigenous Education Committee Activity Report - August 2025

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16. Internal District Committees

THAT the Board of Education approve the September 9, 2025 Finance, Operations and Assets Committee Meeting Minutes as presented.

16.1 2025-09-09 Finance, Operations and Assets Committee Meeting Minutes

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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 October 28, 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**

June 24, 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)
Ryan Dvorak - ADTU President
Wendy Arnett - ADTU Vice President
Nadine White – CUPE President (via Teams)
Paula Mason, Manager of Corporate Services

1. Call to Order/Land Acknowledgement

2. Approval of Agenda

Moved by: Trustee Bray

Seconded by: Trustee Orr

THAT the Board of Education approve the June 24, 2025 Public Board Meeting agenda as presented.

Carried

3. Conflict of Interest Declaration

There were no conflicts declared.

4. Adoption of Minutes

Correct the acronym in item 5.0 to read IEAC (Indigenous Education Advisory Committee). Page 10.5 – the motion was seconded by Washington.

Moved by: Trustee Zanette

Seconded by: Trustee Ransom

That the Public Board Meeting minutes of June 10, 2025 be approved as amended.

Carried

5. **Announcements of the Chair**

This is the last Board Meeting of the 2024/25 school year. Huge thanks to all the students and staff for all the events that happened around the district in celebration of National Indigenous Peoples Day.

6. **Student Voice**

7. **Trustee Statements**

Trustee Bray loves seeing the addition of Student Voice on the agendas. Trustee Joseph loved the interactive event held this week at John Howitt Elementary School.

8. **Petitions/ Delegations/ Presentations**

9. **Unfinished Business/ New Business**

10. **Staff Reports**

10.1 2025/26 Annual Budget (preliminary)

A copy of the Bylaw was provided to everyone in the room.

Moved by: Trustee Bray

Seconded by: Trustee Joseph

THAT the Board of Education approve the 2025-26 Annual Budget as presented.

Carried

Moved by: Trustee Ransom

Seconded by: Trustee Orr

THAT the Board of Education approve all three readings of School District No. 70 (Pacific Rim) Annual Budget Bylaw for fiscal year 2025/2026 in the June 24, 2025 Public Meeting of the Board.

Carried

Moved by: Trustee Joseph

Seconded by: Trustee Bray

Be it resolved as having been read a first, second and third time as provided for in the bylaws, THAT the Board Chair and the Secretary-Treasurer be authorized to execute this Annual Budget Bylaw 2025-26 on behalf of the Board and that the corporate seal of the Board be affixed thereon.

Carried

10.2 Land Disposal - Ministerial Approval

Manager Mason provided an overview of her report.

Moved by: Trustee Washington

Seconded by: Trustee Joseph

THAT the Board of Education of School District No. 70 (Pacific Rim) declare a portion of the property located at Lot 10, Plan VIP30080, District Lot 282, Clayoquot Land District (1350 Peninsula Road), as shown in the attached appendices, as surplus to the educational needs of the district.

Carried

Moved by: Trustee Bray

Seconded by: Trustee Orr

THAT the Board of Education direct staff through the Superintendent to proceed through the steps required by the District of Ucluelet and the Ministry of Infrastructure, to legally subdivide the portion of land, currently contained in PID 001-288-270, Lot 10, Plan VIP30080, District Lot 282, Clayoquot Land District (1350 Peninsula Road) into its own lot, pending ministerial approval.

Carried

Moved by: Trustee Orr

Seconded by: Trustee Bray

THAT the Board of Education direct staff through the Superintendent to prepare and submit a formal request to the Ministry of Infrastructure seeking approval to dispose of the property, for the purpose of performing a land exchange of the following lands with the District of Ucluelet as follows:

The transfer of a portion of School District No. 70 (Pacific Rim) land legally described as: PID 001-288-270, Lot 10, Plan VIP30080, District Lot 282, Clayoquot Land District (1350 Peninsula Road) to the District of Ucluelet, in exchange for the transfer of a portion of District of Ucluelet land legally described as: District Lot 281, Clayoquot Land District, PT OF THE REM OF DL 281 THAT PORTION LOCATED AT THE END OF SHORT RD to School District No. 70 (Pacific Rim).

Carried

Moved by: Trustee Joseph

Seconded by: Trustee Ransom

THAT the Board of Education direct staff through the Superintendent to complete a Letter of Intent setting out the terms of understanding of an agreement to complete an in-kind land exchange and subdivision between School District No.

70 (Pacific Rim) and the District of Ucluelet, for the purpose of developing much-needed community housing, including a clause that the proposed project is “subject to Ministerial approval”.

Carried

Moved by: Trustee Bray

Seconded by: Trustee Washington

THAT the Board of Education direct staff through the Superintendent to provide a Letter of Support to the District of Ucluelet supporting their proposed affordable housing project.

Carried

- 11. **Policy Development**
- 12. **Notice of Motion**
- 13. **Correspondence - Action Required**
- 14. **Correspondence - For Information**
- 15. **External Board Committees**
- 16. **Internal District Committees**
- 17. **Audience Question Period**

ADTU President Dvorak wished everyone a very Happy Summer.

- 18. **Next Meeting**
- 19. **Adjournment**

Board Chair

Secretary Treasurer



PACIFIC RIM SCHOOL DISTRICT PUBLIC MEETING ACTION SHEET

Date: September 23, 2025
To: Board of Education
From: Hannah Fletcher, Executive Assistant - HR
Subject: Executive Compensation Disclosure Report
Attachments: Appendix A: Public Sector Compensation Disclosure
Appendix B: Executive Compensation Disclosure
Appendix C: Draft Attestation Letter

Background:

Annually, Districts are required to submit an Executive Compensation Disclosure report, which outlines the compensation paid to Executive Employees during the fiscal year. Following the submission of the data in this report to the Board, we are required to upload an Attestation Letter and a Public Sector Compensation Disclosure to the Ministry of Education and Child Care.

Information:

The attached three-page report details the content of the Executive Compensation Disclosure Report for Trustee review. Staff is prepared to answer any questions about this report and will be asking for approval of the draft Attestation Letter and Public Sector Compensation Disclosure.

In addition to the annual submission, Districts are required to keep current the contents of the Labour Information Gathering and Executive Report (LIGER) database. Staff successfully update our on-line report annually and ensure that compensation changes are reported on a timely basis.

Recommended Motion:

THAT the Board of Education approve the Attestation Letter as presented; and
THAT the Board of Education approve the Public Sector Compensation Disclosure as presented.



Public Sector Executive Compensation Disclosure Report 2024-2025 School District No. 70 (Pacific Rim)

The Board of Education encourages and adopts practices that enable the district to attract, retain, incent, and reward qualified, high-performing employees who are critical to the delivery of quality public education programs to students in School District No. 70 (Pacific Rim).

A key component of this approach is the development and maintenance of a framework for executive and exempt staff compensation that is rational, defensible, competitive and able to be effectively administered.

Compensation Philosophy

The Board's compensation philosophy aligns with the statutory system of exempt staff compensation administration in the K-12 public education sector and the British Columbia Public School Employers' Association (BCPSEA) exempt staff compensation management plan (BCPSEA Policy 95-06, *Compensation and Employment Standards for School District Employees Not Subject to a Collective Agreement*), which is an approved compensation plan under the *Public Sector Employers Act*.

Compensation mandates/direction facilitated by the Public Sector Employers' Council Secretariat (PSEC Secretariat) from time to time are the official policy of BCPSEA and any adjustments to exempt staff compensation levels must align with the parameters of the prevailing compensation mandate/direction.

The Board's compensation philosophy is based upon a set of principles that guide development, maintenance and decision-making with respect to salary structures and total compensation packages and programs.

At its core is an integrated view of compensation and rewards — not only traditional, quantifiable elements such as salary and benefits (compensation), but also more intangible elements such as career opportunities, learning and career development, work challenge, and supportive culture (rewards). The total rewards compensation program further integrates with plans that establish the board of education's overall education, business, and human resources strategies and objectives to facilitate the attraction and retention of qualified, experienced, motivated and high-potential employees who are committed to the board's overarching goal of delivering a high quality public education experience to BC students.

Inherent in the compensation philosophy are the following core principles:

- **Performance:** The compensation structure and administration of the structure supports and promotes meaningful career growth and development opportunities, and a performance-based (merit) organizational culture.
- **Differentiation:** Differentiation of compensation is supported where there are differences in the scope of the position within an organization, and/or due to superior individual/team contributions.

- Accountability: Compensation decisions are objective and based upon a clear and well documented rationale that demonstrates the appropriate expenditure of public funds.
- Transparency: The compensation program is designed, managed, administered, and communicated in a manner that ensures the program is clearly understood by employees and the public while protecting individual personal information.

Labour Market Comparators

Key to the compensation philosophy is the need to maintain a meaningful level of competitiveness with the relevant external labour market. Consistent with industry standards, “labour market” is defined in the BCPSEA sectoral exempt compensation management plan (Policy 95-06, *Compensation and Employment Standards for School District Employees Not Subject to a Collective Agreement*) as:

- The recruitment pool for these employees
- The destination sector for these employees.

The following considerations guide articulation of the relevant labour market:

- Degree of recruitment from these jurisdictions/organizations
- Size of the organization, as size drives the span of control and scope of accountability
- Geographic location
- Transferability of skills
- Comparability of qualifications and experience
- Comparability of authority and consequence of error.

For executive and exempt staff positions in the BC K-12 public education sector, the relevant labour market includes:

1. Other BC school districts (primary labour market)
2. Other BC public sector organizations
3. Other Canadian school districts where relevant (to the extent that BC school districts recruit from and lose employees to these jurisdictions, this segment of the labour market is weighted to Alberta and Ontario (and to a lesser extent, Saskatchewan) consistent with the industry-standard definition of labour market)
4. Selected private sector organizations where relevant.

The Board’s executive and exempt staff salary structure was developed on a total compensation basis, consistent with governance and technical best practice, as part of the BCPSEA Sectoral Exempt Staff Compensation Review Project conducted with the approval of the PSEC Secretariat. This comprehensive market review ensured development of an executive and exempt staff salary structure for each of the province’s 60 public school districts in alignment with each district’s relevant comparator labour market and internal organizational structure. This approach includes:

- Consideration of all components of the total rewards model.
- Consideration of the relevant labour market for compensation comparison purposes.

- Linking pay ranges to neutral, relevant factors (e.g., job content (specific duties/responsibilities), required skill level, required competencies, required qualifications).
- Ensuring appropriate relationships exist between positions in the district's organizational hierarchy.
- Considering the ways in which appropriate organizational and individual performance measures may be linked to the administration of the compensation system.

In balancing external competitiveness with internal equity, the reference point for executive and exempt total compensation is currently the median of the relevant comparator labour market.

The Board's total compensation package for executive/senior management staff is comprised of the following elements.

Cash Compensation

Total cash compensation includes annual base salary and annual vehicle allowance.

- **Annual base salary**

Annual base salary is considered in the context of the total compensation package.

- **Vehicle provisions**

Due to the diverse geography of the district and the need to visit schools and other district worksites, the Board provides an annual vehicle allowance to the Superintendent and other senior management positions. The monthly vehicle allowance is set at a level competitive with the vehicle allowances provided to Superintendents and other senior managers in districts of similar size and geography.

Outline any other elements of cash compensation, including northern or isolation allowance, vacation travel allowance, etc.

Non-cash Compensation

The non-cash elements of the total compensation package include:

- **Health and welfare benefits** such as extended medical, dental, group life, short-term and long-term disability, employee and family assistance program, etc. consistent with such benefits as offered in the K-12 sector generally.
- **Pension benefits** through either the Teachers' Pension Plan or the Municipal Pension Plan.
- **Paid time off** including an annual vacation entitlement of 35 days. Pursuant to the *Public Sector Employers Act*, carry forward of unused accumulated vacation of up to 10 days is permitted. If, however, the individual employment contract does allow for carry forward of unused accumulated vacation, then such vacation may be carried forward for one year only and at the end of that year, the unused accumulated vacation must be used in full, paid out, or a combination of the two.

The Board also offers a supplementary vacation entitlement based on years of service as follows:

- Senior Management may receive 1 additional day of vacation entitlement for every 5 years of service in a senior management position.

Compensation Administration

The Board engages in consistent and ongoing administration of the compensation structure to ensure that reality matches philosophy and that equity is maintained. An ongoing system of compensation review conducted and managed through BCPSEA and the PSEC Secretariat ensures that total compensation levels are benchmarked externally against the appropriate labour market and internally against appropriate job criteria.

The Board works with BCPSEA to obtain information and advice relating to the executive and exempt compensation structures and to ensure alignment with the compensation mandates/directions established for the provincial public sector by PSEC Secretariat.

■ Annual base salary administration

The salary structure for executive and exempt positions is based on placement at the appropriate salary range in the structure reflective of labour market competitiveness and internal equity. Placement and progression through the salary range is dependent upon competency growth and performance. The maximum of the salary range typically represents the job rate for the position, defined as the salary that should be paid to an incumbent who has established him/herself as meeting all the goals and expectations of the position in a fully satisfactory manner. New hires are generally not placed at the job rate on commencement of employment, although due to the key leadership roles and responsibilities, such individuals are generally recruited at a highly competent level and are often placed at the mid- to maximum point in the salary range reflective of the required competence, qualifications, and experience.

The decision whether to grant a salary increase to the position of Superintendent only is at the sole discretion of the Board of Education and is the only executive/exempt position for which BCPSEA approval of an increase to any element of the compensation package is not required. In determining whether a salary increase is warranted, the Board considers such factors as performance, competence, external competitiveness, and internal equity including the maintenance of appropriate salary differentials through the organization. The Board typically utilizes market compensation data and salary/compensation structures developed by BCPSEA for this position as well as all other positions in the exempt staff structure. Potential increases are considered within the Board's overall compensation budget.

Accountability

Underlying the Board's compensation philosophy and approach is the understanding that legal and regulatory mandates are considered a baseline for implementing any compensation plan or practice. Compensation administration in the K-12 public education sector currently operates within the following context:

- the *Public Sector Employers Act*, which establishes the legislative policy framework for exempt staff compensation administration in the public sector
- the BCPSEA exempt staff compensation management plan (Policy 95-06, *Compensation and Employment Standards for School District Employees Not Subject to a Collective*

Agreement), which is an approved compensation plan under the *Public Sector Employers Act*.

- compensation mandates/direction facilitated by the PSEC Secretariat from time to time. Any adjustments to exempt staff compensation levels must align with the parameters of the prevailing compensation mandate/direction.

Under the current compensation administration system in the K-12 sector:

- the Board of Education is solely responsible for the establishment and maintenance of compensation levels for the position of Superintendent of Schools. As elected school trustees, the Board is accountable to its public and therefore ensures that it adheres to proper human resources practices including statutory requirements with respect to executive and exempt staff compensation.
- proposed salary range placement and compensation adjustments for all other executive and exempt positions in the district must be reviewed and approved by BCPSEA prior to implementation.

EXECUTIVE COMPENSATION DISCLOSURE

School District 70 (Alberni)

Summary Compensation Table at 2025

Name and Position	Salary	Holdback/Bonus/ Incentive Plan Compensation	Benefits	Pension	All Other Compensation (expanded below)	2024/2025 Total Compensation	Previous Two Years Totals Total Compensation	
							2023/2024	2022/2023
Tim Davie, Superintendent	\$ 129,690	-	\$ 1,923	\$ 14,841	\$ 38,220	\$ 184,674	\$ 302,974	\$ 239,181
Peter Klaver, Superintendent	\$ 221,818	-	\$ 16,675	\$ 25,270	\$ 4,413	\$ 268,176	\$ 222,144	\$ 228,013
James Messenger, Assistant Superindent	\$ 183,105	-	\$ 17,571	\$ 21,558	\$ 3,000	\$ 225,234	\$ 206,525	\$ 192,026
Barbara Anne Ross, Secretary Treasurer	\$ 201,028	-	\$ 13,832	-	\$ 1,000	\$ 215,860	\$ 208,586	\$ 164,696
Michell Bennet, Director of Instruction - Inclusive Education	\$ 176,967	-	\$ 15,552	\$ 20,102	\$ 3,000	\$ 215,621	\$ 205,479	

EXECUTIVE COMPENSATION DISCLOSURE

Summary Other Compensation Table at 2025

Name and Position	All Other Compensation	Severance	Vacation Payout	Paid Leave	Vehicle / Transportation Allowance	Perquisites / Other Allowances	Other
Tim Davie, Superintendent	\$ 38,220	-	\$ 35,047	-	\$ 3,173	-	-
Peter Klaver, Superintendent	\$ 4,413	-	-	-	\$ 4,413	-	-
James Messenger, Assistant Superindent	\$ 3,000	-	-	-	\$ 3,000	-	-
Barbara Anne Ross, Secretary Treasurer	\$ 1,000	-	-	-	\$ 1,000	-	-
Michell Bennet, Director of Instruction - Inclusive Education	\$ 3,000	-	-	-	\$ 3,000	-	-

EXECUTIVE COMPENSATION DISCLOSURE

Notes

Tim Davie, Superintendent	General Note: Tim Davie received a 3.00% performance-based salary increase as of July 1, 2024 in accordance with the k-12 sector-based process for annual, performance-based salary increases for exempt staff. Tim Davie resigned from their position as Superintendent effective January 10, 2025.
Peter Klaver, Superintendent	General Note: Peter Klaver received a 20.9% salary increase as a result of their promotion to the position of Superintendent effective January 11, 2025.
James Messenger, Assistant Superindent	General Note: James Messenger received an 8.6% salary increase as a result of their promotion to the position of Assistant Superintendent effective January 11, 2025.
Barbara Anne Ross, Secretary Treasurer	General Note: Barbara Ross received a 3.00% performance-based salary increase as of July 1, 2024 in accordance with the k-12 sector-based process for annual, performance-based salary increases for exempt staff.
Michell Bennet, Director of Instruction - Inclusive Education	General Note: Michelle Bennet received a 5.00% performance-based salary increase as of July 1, 2024, in accordance with the k-12 sector-based process for annual, performance-based salary increase for exempt staff.



Pacific Rim School District

4690 Roger Street, Port Alberni, B.C. V9Y 3Z4 Ph: (250) 723-3565 Fax (250) 723-0318

September 24, 2025

Mr. John Davison
President and CEO
Public Sector Employers' Council Secretariat
Suite 201, 880 Douglas Street
Victoria, BC V8W 2B7

Dear Mr. Davison:

This will confirm that the Board of Education of School District No. 70 (Pacific Rim School District) is aware of the total compensation paid to executive staff during the 2024-2025 fiscal year and further, that we verify the amount of compensation paid was within the compensation plan as approved by the Board and reported to the Public Sector Employers' Council Secretariat.

Yours truly,

Pam Craig, Board Chair
Pacific Rim School District
www.sd70.bc.ca



PACIFIC RIM SCHOOL DISTRICT

Public Board Meeting

ACTION SHEET

Date: 23-Sep-25
To: Board of Education
From: Alex Taylor, Director of Operations
Subject: 2026/2027 Minor Capital Funding
Attachments:

Background:

The Ministry of Education and Child Care's request for Minor Capital Funding Programs are due on Sept 30th. 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 (CNCPP):** 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.

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	TES	CNCP	Unit Ventilator Upgrade- Phase 1				\$500,000	
	7	TES	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

Recommended Motion(s):

THAT in accordance with provisions under section 142 (4) of the School Act, the Board of Education of School District No. 70 (Pacific Rim) hereby approves the proposed 2026/27 Five-Year Minor Capital Plan (Minor Capital Programs) submission.





PACIFIC RIM SCHOOL DISTRICT
Public Board Meeting
INFORMATION SHEET

Date: 23-Sep-2025
To: The Board of Education
From: Alex Taylor, Director of Operations
Subject: West Coast Busses
Attachments:

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 25th until Aug 29th, The Transportation Team Lead- Port Alberni and I trained the new bus drivers on their new routes and PRSD expectations.

The first few weeks of the service has been going well. Some slight route alterations had to be made the first week as school to balance community concerns and bus capacities.

Overall the students and community have been appreciative of the new busses and receptive to working together to fine tune the routes



PACIFIC RIM SCHOOL DISTRICT PUBLIC BOARD MEETING AGENDA ACTION SHEET

Date: September 23, 2025
To: Board of Education
From: James Messenger, Assistant Superintendent
Subject: Enhancing Student Learning Report approval

Background

The Ministry of Education and Childcare mandates Boards to set, create and maintain a strategic plan, annually report on student outcomes and put systems in place to continuously improve the educational outcomes for all students and improve equity for Indigenous students, children and youth in care, and students with disabilities or diverse abilities. The policy is grounded in a shared commitment and common values including literacy, numeracy, graduation, belonging and career and life goals to support each and every learner and improve equity of outcomes.

The [Enhancing Student Learning Report Order](#) mandates the following: Each year, a board must prepare and submit to the Minister a report completed in accordance with this order between June 30 and September 30, or a date otherwise determined by the Minister.

Discussion

- Throughout 2024/25, student achievement data was shared and reviewed with rightsholders and partner groups, including the Indigenous Education Council (IEC), District Parent Advisory Council (DPAC), Education Committee, Executive Committee, Excluded Management, and the Principals' and Vice-Principals' Association (PVPA).
- In Spring 2025, the Assistant Superintendent led focused reviews of District achievement data with these groups.
- The release of updated [templates and guiding documents](#) in the late Spring further supported us.
- Feedback from these consultations directly informed revisions to the operational plan and the Enhancing Student Learning Report. The Learning Services Leadership Team (LSLT) worked diligently over the summer to refine strategies, ensuring alignment with the Board's Strategic Plan and the best possible outcomes for students.

- The final report reflects collective input, demonstrates accountability to rightsholders, partner groups, and the public, and provides a clear path forward for monitoring and continuous improvement.

[Enhancing Student Learning Report 2025 Pacific Rim School District - Part 1 - Data and Evidence](#)

[Enhancing Student Learning Report 2025 Pacific Rim School District - Part 2 - Respond to Results](#)

Recommended Motion:

THAT the Board of Education approve the 2025/2026 Enhancing Student Learning Report as presented; and

THAT the Board of Education direct staff to submit the report to the Ministry of Education and Child Care by September 30, 2025.





PACIFIC RIM SCHOOL DISTRICT PUBLIC BOARD MEETING ACTION SHEET

Date: 23-Sep-25
To: Board of Education
From: Alex Taylor, Director of Operations
Subject: Amended Capital Plan Bylaw
Attachments: Ministry of Education and Child Care Capital Plan Response Letter
draft Capital Plan Bylaw No. 2025/26-CPSD70-02

Background:

In accordance with Section 143 of the *School Act*, Boards of Education are required to adopt a single Capital Bylaw for the support and/ or approved 2025/26 Five-Year Capital Plan projects. The Capital Bylaw must be adopted by the Board and uploaded onto My CAPS for the Ministry to issue Certificates of Approval.

Information:

As noted in the attached Ministry's Capital Plan Response Letter, funding via an additional Carbon Neutral Capital Program (CNCP) has been approved for Bamfield Community School (BCS) for an emergent electrical upgrade.

As this approval was a modification to the previously adopted Capital Plan Bylaw No. 2025/26-CPSD70-02, we now need to adopt a new Bylaw, namely Capital Plan Bylaw No. 2025/26-CPSD70-02. Once adopted it will be forwarded to the Capital Management Branch, who will then issue Certificates of Approvals as defined in the Annual Programs Funding Agreement.

As per s. 68 (3) of the *School Act*, a bylaw does not need to be read three times in its entirety.

Recommended Motion(s):

The following morions should be read and voted on individually:

THAT the Board of Education approve all three readings of Capital Bylaw No. 2025/26-CPSD70-02 in the Sept 23, 2025, Public Board Meeting.

THAT the Capital Plan Bylaw of the Board for the 2025/26 Capital Plan as approved by the Minister, to include the supported capital project(s) specified in the letter addressed to the Secretary-Treasurer and Superintendent, dated September 10, 2025, is hereby adopted.

THAT this Capital Bylaw may be cited as School District Pacific Rim Capital Bylaw No. 2025/26-CPSD70-02.

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

THAT the Board of Education direct staff through the Superintendent to sign and submit the Amended Annual Programs Funding Agreement





September 10, 2025

Ref: 24129

To: Secretary-Treasurer and Superintendent
School District No. 70 (Pacific Rim)

Capital Plan Bylaw No. 2025/26-CPSD70-02

Re: **AMENDED** Ministry Response to the Annual Five-Year Capital Plan Submission for
2025/26

This **AMENDED** letter is in response to your School District's 2025/26 Annual Five-Year Capital Plan submissions for Major Capital Programs and Minor Capital Programs. This letter also contains important information regarding your upcoming 2026/27 Annual Five-Year Capital Planning submission. The following tables identify major capital projects that are supported to proceed to the next stage of development and minor capital projects that are approved for funding and can proceed to procurement. **Please see the "New projects for SEP, FIP, CNCP, BEP, PEP" section below for AMENDED information.**

On March 13, 2025, the Province introduced legislation that identifies country of origin requirements for all procurements. What this means is U.S. bidders must be excluded, except in certain circumstances, for all future procurements. The Ministry will have further conversations with school districts as the tariff situation evolves and commit to working closely with you to navigate this challenging situation.

MAJOR CAPITAL PROJECTS

Major capital consists of the following program areas:

- Seismic Mitigation Program (SMP)
- Expansion Program (EXP)
- Replacement Program (REP)
- Site Acquisition Program (SAP)
- Rural District Program (RDP)

A variety of emergent issues including a significant number of school fires, unprecedented enrolment growth and a challenging fiscal environment have resulted in a limited ability to advance major capital projects. As a result, there are no new major capital projects in your School District that were supported to move forward at this time.

MINOR CAPITAL PROJECTS

The table below reflects approved minor capital projects for your School District in the following program areas:

- School Enhancement Program (SEP)
- Food Infrastructure Program (FIP)

- **Carbon Neutral Capital Program (CNCP)**
- Building Envelope Program (BEP)
- Playground Equipment Program (PEP)

New projects for SEP, FIP, CNCP, BEP, PEP

Facility Name	Program Project Description	Amount Funded by Ministry
Alberni Elementary	SEP - Roofing Upgrades	\$950,000
Eric J Dunn Elementary	CNCP - HVAC Upgrades	\$400,000
Ucluelet Secondary	CNCP - Electrical Upgrades	\$95,000
Bamfield Community School	CNCP - Electrical Upgrades	\$100,000
Alberni District Secondary, Alberni Elementary, Bamfield Community School , Eighth Avenue Elementary, John Howitt Elementary, Maquinna Elementary, Tsuma-as Elementary, Ucluelet Elementary, Ucluelet Secondary, Wickaninnish Community School , Wood Elementary	FIP - Kitchen Equipment	\$100,000
Tsuma-as Elementary	PEP - Universally Accessible Playground Equipment	\$200,000

All projects are now to proceed to design, tender and construction, and to be completed by March 31, 2026.

New projects for BUS

The table below identifies Bus Acquisition Program (BUS) approved projects, with BUS funding amounts to be confirmed after school districts place their order(s) with bus vendors during the upcoming bus standing offer timeframe which runs from April 2, 2025 to June 2, 2025. Only internal combustion engine buses are currently identified, with approval and funding for electric buses (if applicable) to be identified later through an amended Capital Plan Response Letter. Please refer to the attached *School Bus Letter* for additional school bus purchasing details.

New/Existing Bus Fleet #	New/Replacement Bus Type	Amount Funded by Ministry
New	INTERNAL COMBUSTION ENGINE - Type C (70-75) with 0 wheelchair space(s)	TBD
New	INTERNAL COMBUSTION ENGINE - Type C (70-75) with 1 wheelchair space(s)	TBD
New	INTERNAL COMBUSTION ENGINE - Type C (70-75) with 0 wheelchair space(s)	TBD
New	INTERNAL COMBUSTION ENGINE - Type C (70-75) with 0 wheelchair space(s)	TBD
New	INTERNAL COMBUSTION ENGINE - Type C (70-75) with 0 wheelchair space(s)	TBD
New	INTERNAL COMBUSTION ENGINE - Type C (70-75) with 0 wheelchair space(s)	TBD
New	INTERNAL COMBUSTION ENGINE - Type C (70-75) with 0 wheelchair space(s)	TBD

An **AMENDED** Annual Programs Funding Agreement (APFA) accompanies this **AMENDED** Capital Plan Response Letter which outlines specific Ministry and Board-related obligations associated with the approved Minor Capital projects for the 2025/26 fiscal year. Please email a signed/dated copy of the Annual Programs Funding Agreement to the Ministry at CMB@gov.bc.ca

In accordance with Section 143 of the *School Act*, Boards of Education are required to adopt a single Capital Bylaw (template can be found on the Ministry [website](#)) using the Capital Bylaw Number provided at the beginning of this document, for the supported and/or approved 2025/26 Five-Year Capital Plan projects as identified in this letter. The Capital Bylaw must be adopted by your Board and uploaded onto your School District's online MyCAPS portal in order for the Ministry to issue Certificates of Approval. A step-by-step guide of this process is attached for your reference.

Please contact Branch Director [Michael Nyikes](#) with any questions regarding Minor Capital projects.

2026/27 ANNUAL FIVE-YEAR CAPITAL PLAN SUBMISSIONS

Capital Plan Instructions for the 2026/27 Annual Five-Year Capital Plan submission process will be available on the Ministry's capital planning [website](#) in early April.

School districts' capital plan submission deadlines for the 2026/27 fiscal year are:

- **June 30, 2025**
 - Major Capital Programs (SMP, EXP, REP, RDP, SAP)
- **September 30, 2025**

- Minor Capital Programs (SEP, CNCP, PEP, BEP, BUS)
- **October 1, 2025**
 - Minor Capital Programs (FIP)

Additionally, the Annual Facility Grant (AFG) project requests for the 2025/26 fiscal year are to be submitted using the MyCAPS portal, on or before **May 16, 2025**. The 2025/26 AFG Allocation Table will be available on the Ministry's capital planning [website](#) in early April.

The Ministry recommends school districts discuss draft versions of their intended capital projects and Annual Facility Grant project requests with minor capital staff in advance of submission deadlines.

The staggered deadlines are intended to provide the Ministry with input required to initiate planning for the next budget cycle, while enabling school districts additional time and flexibility to plan over the summer.

Sincerely,



Damien Crowell, Executive Director
Education and Child Care Capital Branch
Ministry of Infrastructure

pc: Geoff Croshaw, Director, Major Capital Projects, Education and Child Care Capital Branch
Michael Nyikes, Director, Minor Capital Projects, Education and Child Care Capital Branch

CAPITAL BYLAW NO. 2025/26-CPSD70-02
CAPITAL PLAN 2025/26

WHEREAS in accordance with section 142 of the *School Act*, the Board of Education of School District No. 70 (Pacific Rim) (hereinafter called the “Board”) has submitted a capital plan to the Minister of Education (hereinafter called the "Minister") and the Minister has approved the capital plan or has approved a capital plan with modifications,

NOW THEREFORE in accordance with section 143 of the *School Act*, the Board has prepared this Capital Bylaw and agrees to do the following:

- (a) Authorize the Secretary-Treasurer to execute a capital project funding agreement(s) related to the capital project(s) contemplated by the capital plan or the capital plan with modifications;
- (b) Upon ministerial approval to proceed, commence the capital project(s) and proceed diligently and use its best efforts to complete each capital project substantially as directed by the Minister;
- (c) Observe and comply with any order, regulation, or policy of the Minister as may be applicable to the Board or the capital project(s); and,
- (d) Maintain proper books of account, and other information and documents with respect to the affairs of the capital project(s), as may be prescribed by the Minister.

NOW THEREFORE the Board enacts as follows:

- 1. The Capital Bylaw of the Board for the 2025/26 Capital Plan as approved by the Minister, to include the supported capital project(s) specified in the letter addressed to the Secretary-Treasurer and Superintendent, dated September 10, 2025, is hereby adopted.
- 2. This Capital Bylaw may be cited as School District No. 70 (Pacific Rim) Capital Bylaw No. 2025/26-CPSD70-02

READ A FIRST TIME THE 10th DAY OF September 2025;

READ A SECOND TIME THE 10th DAY OF September 2025;

READ A THIRD TIME, PASSED THE 10th DAY OF September 2025.

Board Chair

Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original School District No. 70 (Pacific Rim) Capital Bylaw No. 2025/26-CPSD70-02 adopted by the Board the 10th DAY OF September 2025.

Secretary-Treasurer



PACIFIC RIM SCHOOL DISTRICT BOARD OF EDUCATION ACTION SHEET

Date: September 23, 2025
To: Board of Education
From: James Messenger – Assistant Superintendent
Subject: Field Trip Approval

Background

Administrative Procedure [6100: Field Trips \(AP\)](#) outlines general field trip procedures and [6101: INTERNATIONAL EDUCATIONAL/ATHLETICS TOURS \(AP\)](#) outlines approval processes for international educational tours. Out of Province Field Trips and International Trips require approval of the Board.

Discussion

Staff have worked with the leaders of the proposed trips and vetted initial planning elements to ensure compliance with field trip policies and procedures. The organizers are seeking approval in principle to continue with detailed planning, organization, and fundraising. Final trip details, including itineraries, supervision plans, and risk assessments, will be confirmed through this process and subject to Superintendent approval.

École Alberni Elementary Grade 7 Cultural and Linguistic Trip

Lead Teacher: Jeff Bordal

Destination: Quebec

Dates: February 9–13, 2026

ADSS Rugby – UK Rugby Tour

Lead Teachers: Erika Tuomi & Gavin Purewal, with Laurie Hurst

Destination: England/Wales

Dates: March 8–16, 2026

ADSS Band – Calgary

Lead Teachers: Josh Kynoch & Ron Gaucher

Destination: Calgary

Dates: May 16-20, 2026

Suggested Motion:

THAT the Board of Education approve in principle the École Alberni Elementary Grade 7 Cultural and Linguistic Trip to Quebec, February 9–13, 2026, and direct Superintendent Klaver to provide final approval once all required planning details are submitted and vetted in accordance with Administrative Procedures 6100.

THAT the Board of Education approve in principle the ADSS Rugby Trip to England and Wales, March 8–16, 2026, and direct Superintendent Klaver to provide final approval once all required planning details are submitted and vetted in accordance with Administrative Procedures 6100 and 6101.

THAT the Board of Education approve the ADSS Band Trip to Calgary May 16-20, 2026.





École Alberni Elementary

4645 Helen Street
Port Alberni, BC, V9Y 6P6
Mr. R. Souther, Principal
<http://sd70.bc.ca/aes>

t: 250.724.0623
f: 250.724.0600
Mme P. Chandler, Vice-Principal

Request for Field Trip Approval **Grade 6/7 Cultural Learning Experience: Québec City and Montréal**

To: Board of Education, Pacific Rim School District
From: Rob Souther, Principal, École Alberni Elementary
Date: September 9th, 2025

Subject: Request for Approval – Grade 6/7 Cultural Learning Trip to Quebec (Feb '26)

Dear Trustees,

We respectfully submit this proposal for your review and approval of an out-of-province educational field trip for Grade 6 and 7 students, designed to enhance French language learning and deepen cultural understanding through experiential travel in Québec. This initiative aligns with our strategic goals of fostering global citizenship, second language acquisition, and intercultural competencies among students.

Overview of the Trip

- Destination: Montréal and Québec City, Québec
- Tentative Dates: Approximately February 9–13, 2025 (subject to final confirmation)
- Grade Levels: Grades 6 and 7
- Number of Students: Approximately 30
- Number of Supervising Adults: 5
- Supervision Ratio: Approximately 6:1
- Tour Provider: EF Tours Canada (Education First)

Purpose and Educational Rationale

This immersive learning opportunity provides students with direct engagement in Francophone culture through:

- Visits to key historical and cultural landmarks (e.g., Old Québec, Château Frontenac, Carnaval de Québec, Place Royale)
- Guided tours conducted in French to reinforce classroom learning

- Cultural experiences such as traditional Québécois cuisine, music, and winter celebrations
- Daily opportunities to communicate and navigate real-world settings in French

This trip is a cornerstone experience for students in our late French Immersion program and aligns closely with the goals of the **Official Languages in Education Program (OLEP)** and our own district's commitment to bilingualism and cultural fluency.

Logistics and Risk Management

- All travel arrangements, accommodations, transportation, and meals will be provided and coordinated by **EF Tours Canada**, a nationally recognized educational travel provider with longstanding experience in student safety and group travel.
- Students will fly from Vancouver to Montréal and return via the same route. A chartered motor coach will provide local transportation in Quebec.
- All supervising adults will be school staff members with appropriate first aid certification and completed criminal record checks.
- A detailed itinerary and risk assessment will be submitted to the Superintendent or designate for final review prior to departure.
- Parents/guardians will receive a full orientation session, including expectations, packing guidelines, and emergency protocols.

Funding and Cost

This trip is optional and will be **fully funded by participating families**, including flights, accommodations, meals, entry fees, and travel insurance. We are mindful of affordability and equity and are exploring potential fundraising options and bursaries for families in financial need.

Conclusion

This excursion represents an invaluable opportunity for our students to apply their French learning in an authentic setting, build cultural appreciation, and develop independence and confidence. We are confident in the preparation, supervision, and educational value of the experience and respectfully request your approval to proceed with planning and parent communication.

Please let us know if any further documentation or clarification is required. Thank you for your ongoing support of our district's French Immersion programming and international education initiatives.

Sincerely,



Rob Souther

Principal, École Alberni Elementary

cc: Superintendent of Schools

Director of Instruction – International Education & French Programs

École Alberni Elementary
FIELD TRIP FORM

Trip Name: Grade 7 Cultural and Linguistic Trip to Quebec

Date of Trip: February 9–13, 2026 (approximate)

Departure Location: TBA (Likely YCD or YQQ Airport)

Departure Time: TBA

Return Time: TBA

Lead Teachers: Jeff Boardal

Supervision: 5 staff chaperones (6:1 student-adult ratio)

Number of Students Participating: Approx. 30

Transportation Type: Commercial Airline + EF Tours Charter Bus

Educational Purpose of the Trip:

Students will experience an immersive cultural, linguistic, and historical educational opportunity in Quebec City and Montreal. Activities are designed to:

- Deepen students' connection to French language and culture
 - Provide real-world language learning in authentic settings
 - Broaden global citizenship and historical understanding
 - Build independence, teamwork, and personal growth through travel
-

Planned Itinerary Highlights:

Day 1: Quebec City

- Arrival in Quebec City
- Introduction to Tour Director and orientation
- Evening visit to Québec Winter Carnaval

Day 2: Quebec City

- Guided walking tour: Old Quebec, Château Frontenac, Dufferin Terrace, Place Royale, Notre-Dame Basilica
- Toboggan ride on les Glissades de la Terrasse

- Visit to Old Quebec Museum
- Evening exploration

Day 3: Quebec City

- Ice Hotel visit
- Excursion to Valcartier Snow Park: snow tubing, rafting, and winter activities
- Dinner at traditional sugar shack

Day 4: Travel to Montreal

- Visit Montreal Planetarium
- City tour
- Evening cultural activity

Day 5: Montreal

- Guided tour of Mount Royal Park, Quartier Latin, Jacques-Cartier Square, Notre-Dame Basilica
- Visit to Archaeology Museum
- Old Montreal Dinner Experience

Day 6: Montreal / Departure

- Free time in city
- Return flight home

Board of Education Responsibilities:

The Board of Education (SD70 Pacific Rim) will make every reasonable effort to ensure that:

- Staff and volunteers are suitably trained and qualified
 - Students are adequately supervised throughout the trip
 - Accommodations, travel, and activities meet safety and educational standards
 - An emergency response plan is in place for all aspects of the trip
-

Known and Potential Risks:

Participation in this trip may involve, but is not limited to, the following risks:

- Air travel (delays, turbulence, lost luggage)
 - Slips, trips, or falls (especially in icy or snowy conditions)
 - Exposure to cold weather, risk of frostbite or hypothermia
 - Injuries related to winter sports (tobogganing, tubing)
 - Navigating crowded public areas or city streets
 - Separation from group
 - Minor illness (colds, stomach upset, motion sickness)
 - Allergic reactions or food-related illness
 - Psychological stress (homesickness, anxiety from unfamiliar settings)
 - Travel-related fatigue and long days
 - Delayed emergency response depending on location
-

Student Expectations:

Students are expected to:

- Follow all instructions from supervising adults and EF Tours guides
- Respect all cultural sites and local customs
- Remain with the group unless specific free time is authorized
- Dress appropriately for winter weather and walking
- Demonstrate positive conduct that reflects school and district values

Failure to follow expectations may result in the student being removed from group activities or returned home early at the family's expense.

Emergency Plan:

- All supervising adults will carry cell phones and a copy of the emergency plan
 - EF Tours provides 24/7 on-the-ground support
 - A first aid kit will be available throughout the trip
 - Hospitals and clinics in both cities are accessible within short distances
-

Parent/Guardian Consent and Acknowledgement of Risk:

By signing below, I/we:

1. Acknowledge that I/we have received detailed information about the trip.
 2. Freely and voluntarily accept the inherent risks.
 3. Understand that all reasonable safety precautions will be taken.
 4. Agree to inform the school of any relevant health conditions.
 5. Consent to emergency medical care for my child and accept financial responsibility for any associated costs.
 6. Understand my child must follow all safety expectations or risk being removed from the trip.
 7. Grant permission for PRISP/SD70 to use photos/video of my child for educational/promotion purposes.
 - Photo/media use: ☒ Yes ☒ No
 - Student identity may: ☒ Be revealed ☒ Not be revealed
-

Consent Signatures

Student Name: _____

Date of Birth (YYYY/MM/DD): _____

Parent/Guardian Name: _____

Signature: _____

Date: _____

Emergency Contact Name: _____

Home Phone: _____

Cell Phone: _____

Alternate Contact (optional): _____

This personal information is collected under the authority of the School Act for the purpose of supporting student participation in school-sponsored activities. Please contact your school administrator if you have questions regarding this form.

Superintendent Signature: _____ Date: _____

ADSS Boys Rugby UK Trip

Seeking Approval in Principle

- i) **Destination:** England/Wales (London, Bath, Bristol, Cardiff)
 - a. See draft itinerary
- ii) **Total time of travel:** 8 days during spring break 2026 (current proposed dates are March 8-16 2026 but may adjust slightly with flights)
- iii) **Chaperone assignments:** Erika Tuomi (teacher), Gavin Purewal (teacher/coach), John Symington (coach), Shaunna Leslie (parent)
- iv) **Time away from regular classes:** plan is to miss no days of class
- v) **Tour company:** InspireSport
- vi) **Teacher substitutes required:** none
- vii) **Individual student cost:** \$4000 CAD (possible fluctuation as flights are not booked yet)

ALBERNI SECONDARY SCHOOL WALES & ENGLAND RUGBY TOUR

March 8th-16th 2026



About Inspiresport

Partnered with some of the world's best sports teams, inspiresport's expertise in sport and travel logistics will ensure a smooth trip. The quality and credentialing standards we maintain provide coaches and parents with the necessary assurances that their children will be safe and well cared for while overseas. We are proud and excited that you have chosen us and our hope is that every player, coach, and parent that participates in one of our unique trips will have a positive, life-changing experience.

ABOUT ME

Nick Johnson

① About Me

Born and raised in Denver, Colorado, I started playing rugby at age 17 at Santa Clara University. Years later, after 5 years playing in the MLR, 2 seasons with PRSeven's, and 1 Rugbytown 7's Championship I now proudly work for inspiresport giving players at the grassroots levels life changing rugby experiences to hopefully set them up for their own rugby career.

Nick Johnson

Business Development Manager - Rugby

email: [\[email protected\]](#)

Mobile: +1 (404) 596-3917

☑ Our Vision

To be the global leader in youth sports travel and sporting experiences by providing best in-class programs for players, coaches and supporters.

☑ Our Mission

To provide worldwide inspirational sports development tours for young players of all abilities. With unrivalled access to world-class clubs, facilities and the delivery of extraordinary sporting experiences.

WALES & ENGLAND TOUR



📍 Access to World Class Facilities

Inspiresport offers an unforgettable rugby tour experience across the UK, designed to inspire young players and develop their skills at world-class facilities. With access to top professional clubs, elite coaching, and iconic stadiums, these tours provide a unique opportunity for teams to train, compete, and immerse themselves in the sport's rich heritage. On top of the sporting experience, your group can have the opportunity to explore historic cities like London, Cardiff, Bristol and Bath, making the tour educational and enjoyable for both rugby and culture.

The experiences are complete with tailored itineraries, high-quality accommodation, and seamless logistics. Inspiresport rugby tours in the UK ensure a professional, immersive, and memorable experience for young athletes looking to develop their game.

HIGHLIGHTS



TRAIN LIKE A PRO

Train with professional certified coaches at state of the art facilities. Experience the life of a professional rugby player!

TOUR PROFESSIONAL STADIUMS

Get behind the scenes glimpse of your favorite stadiums! See the trophies won, the field from the team bench, visit the locker rooms.

ATTEND PROFESSIONAL MATCHES

Match tickets to international or domestic fixtures (subject to timing and availability)

PLAY COMPETITIVE FRIENDLY MATCHES

Challenge your game by playing against top quality local opponents. Learn about the local style of play first-hand!

CULTURAL SIGHTSEEING

Experience a European capital, including its local culture, language, and food! Visit important historical sites and learn about local life.

PERSONAL DEVELOPMENT OF CHILDREN/PLAYERS

Step out of your comfort zone, view the world from a different perspective, make friends in another country. These experiences reveal character and teach appreciation & humility.

WHAT'S INCLUDED



🏠 7 Nights in a 3-4* hotel

🍴 Breakfast everyday, 5 lunch or dinners in Cardiff (based on daily schedule), 2 post match meals

🚗 Ground Transportation throughout the program for all registered participants

✓ Training sessions with Cardiff Professional Club Coaches

✓ 2 Pre Arranged competitive friendly matches

✓ Behind the scenes stadium tours of Twickenham Stadium and Cardiff Arms Park

🎫 Tickets to either Wales or England Six Nations Game (additional fee depending on game)

- 📷 Sightseeing and cultural activities, including Cardiff Castle, Bristol Activity Center, Thames River Boat Cruise, World Rugby Museum
- ☑ Inspiresport representative with the group 24/7
- ☑ Laundry for player kit (2 loads)

WHAT'S NOT INCLUDED



- ⊗ Group Airfare - Optional & Additional Cost; Group Flights will be sourced once trip has confirmed
- ⊗ Travel Insurance
- ⊗ Tips and Gratuities
- ⊗ Personal expenditures

SAMPLE ITINERARY



① Note, this itinerary is an example only.

✈ Departure Day - Overnight Flight

- Arrive and Meet at Airport
- Flight departs for London Heathrow (LHR) Airport

🕒 Day 1

- Flight Arrives Greeted by your Dedicated inspiresport Tour Representative
- Transfer to city center for lunch
- Transfer to Twickenham for stadium tour and World Rugby Museum tour.
- Transfer to Cardiff to check into hotel and dinner.

🕒 Day 2

- Breakfast at your Hotel
- Transfer to Cardiff Castle
- Free time in Cardiff
- Friendly match #1 against local competition followed by post match social

- Transfer to hotel



🕒 Day 3

- Breakfast at your Hotel
- Transfer to Bristol Activity Center for a day of team activities. (paintball, axe throwing, archery, blow up soccer)
- Team lunch locally
- Return transfer to your Hotel
- Free time in Cardiff
- Dinner at your Hotel

🕒 Day 4

- Breakfast at your Hotel
- Transfer to Cardiff City Center and arrive at Cardiff Blues RFC
- Training session with Cardiff Blues RFC coaches
- Tour of Cardiff Arms Park Lunch locally
- Return transfer to your hotel for dinner.

🕒 Day 5

- Breakfast at your Hotel

- Morning of rest at hotel or time to explore more of Cardiff
- Lunch at hotel
- Transfer to Match #2 against local opposition
- Post match social
- Return transfer to your Hotel
- Pack up for early departure in the morning.



🕒 Day 6

- Breakfast at your Hotel & check out
- Transfer to London & check into Hotel
- Transfer to Allianz Stadium Twickenham for Six Nations game
- Return transfer to your hotel

🕒 Day 7

- Breakfast at your Hotel
- Transfer to London City Center for Thames River Boat Cruise
- Afternoon free time to explore London
- Transfer back to hotel for final night.

🕒 Day 8

- Breakfast at your Hotel
- Check out and transfer to Heathrow Airport for departure.

PROGRAM PRICING

Pricing is per person based on a minimum of 25 total paying travelers.



TRIP COST:

- 31+ Travelers: \$1,920 (Players) \$1,840 (Supporters)
- 26-30 Travelers: \$2,111 (Players) \$2,024 (Supporters)
- 20-25 Travelers: \$2,256 (Players) \$2,163 (Supporters)
- Under 20 Travelers: \$2,405 (Players) \$2,307 (Supporters)

Payment Plan

1. June 2025 - Deposit of \$195 per participant
2. July, 2025 - \$345 progress payment 1
3. August, 2025 - \$345 progress payment 2
4. September, 2025 - \$345 progress payment 3
5. October, 2025 - \$345 progress payment 4
6. November, 2025 - \$345 progress payment 5

Hotels are typically 2 to a room, If you would like a single room, a \$525 supplement is added.

This price quote is calculated based on the program described above, the current rate of international currency exchange and the estimated number of paying passengers

traveling. This price quote is valid for 90 days from receipt and is dependent upon the final number of travelers.

GROUP FLIGHT

Group flights are available through inspiresport, but at an additional cost and are optional.



Estimated Group Airfare Cost (optional + additional cost): \$1000-1500 per participant

Group Flight Rate requires minimum of 10 ticketed travelers.

THANK YOU



We appreciate you taking the time to read our proposal, we can't wait to take you and your team on the trip of a lifetime. If you have any questions, please don't hesitate to contact us.

[FAQs - 2024 All Sport.pdf](#)

[Terms and Conditions 2025.pdf](#)

* Tour Capped at
50 students

AP 6100: APPENDIX I - FIELD TRIP TRAVEL APPROVAL FORM

Approved: 84 10 16
Amended: 95 11 28

SCHOOL ADSS DATE 9/8/2025
SPONSOR TEACHER(S) J Lynoch, R Gauthier
NATURE OF TRIP (Places visited, activities, etc.) Calgary
Workshops, public performances,
National Centre for music
PURPOSE OF THE TRIP Concerts / Workshops / National
arts Centre
SPECIAL QUALIFICATIONS OF SPONSOR(S) (Where applicable) _____
Band Teachers

TDD- NUMBER OF STUDENTS - Male _____ Female _____ Grade Level 10-12
RATIO OF ADULTS 1 TO PUPILS 10
METHOD OF TRANSPORTATION Air Canada / coach - Arranged by open door travel
PROPOSED DATE(S) AND TIME(S) May 16th - 20
Leave Port Alberni May 16th, Time TBD Return Port Alberni May 20th, Time TBD
ANTICIPATED COSTS \$1920
SOURCE(S) OF FUNDS Student funded + Fundraising

DATE 5/16/25 SIGNATURE OF PRINCIPAL [Signature]

Approval of the Superintendent of Schools is needed only in cases where the field trip is more than one day and/or off Vancouver Island. Field trips outside British Columbia will require the permission of the Board.

DATE _____ SUPERINTENDENT OF SCHOOLS _____

Please submit to the Superintendent of Schools at least fourteen days prior to the event, when possible. A copy will be returned to your school.



Travel & Tour Expectations and Contract

ADSS Music program prides itself on offering fantastic travel & tour opportunities for students each year. These are experiences which can be long lasting memories and incredibly musically rewarding. We offer tours for Grades 8, 9, and 10-12 together each year, as well as various other off campus experiences. These vary from year to year and depend on the current financial climate and experiences available to us.

These experiences are fantastic, however it should be understood that these are experiences beyond the curriculum and voluntary of the music directors, therefore decisions around these experiences are at the discretion of the directors and those decisions are final.

To be eligible to travel with the program, students must be demonstrating the following (these rules apply to all off campus experiences):

- Good behavior in our school and community (no suspensions at any point in the year).
- Be demonstrating a proficient level of understanding in music courses (or at least developing toward proficiency with strong efforts being shown. For Grades 10-12 this must be Letter Grade B or higher).
- Attending school regularly.
- Best efforts being made in all non-music courses (music directors have a responsibility to check in with all non-music course teachers).
- A sufficient amount of interest for the tour to occur.
- The ensemble travelling meets the musical expectations of its director(s)

Should a student be ineligible to travel due to the above-mentioned expectations, the following will occur:

- 1st contact will be an email or phone call home to discuss how to get the student on track.
- 2nd contact will be a final warning by email or phone call.
- 3rd contact will be removal from the trip. **Absolutely NO refunds will be given.**
- A student suspended will immediately move to step 3 and be removed from the tour. We need to be able to trust that students are going to act as good ambassadors for our program, school, and community.

While on tour, the following rules must be met by all travelers. Should any of these rules be broken, a student will be sent home by bus or plane **IMMEDIATELY**, while being accompanied by a chaperone at the parents' expense. These rules are set for the well-being of all on the trip.

- 1. At no time should a student have in his/her possession any alcohol, vapes, drugs, or illegal substances. School district policy will apply to these situations.*
- 2. Students are to remain with the group at all times. There will be brief periods where students will be allowed to roam in a given area, however, failure to stay within those confines, or to leave the area completely will result in consequences such as: missing out on activities, being attached to a chaperone for the remainder of the trip, or if behavior persists, sent home at parental expense.*
- 3. Acts considered as sexual conduct are prohibited.*
- 4. All facilities and equipment are to be treated with care. This includes schools visited, hotels, or otherwise.*
- 5. All members of the tour group are to be treated with respect (this includes, but is not limited to verbal and/or physical harassment). This includes other members of the ensemble, chaperones, teachers, and persons we encounter.*
- 6. Once curfew is in effect, students are not to leave their rooms until the morning. Should a student need attending to, chaperones are available.*
- 7. Any students engaging in activities that may cause harm to themselves or others will be sent home immediately at parental expense.*

For any student wishing to attend the current year's tour, the following needs to happen by:

Monday, September 29th, 2025

- The contract page attached must be signed and dated by the student, as well as a parent and/or guardian. This is a binding document and once signed it is understood by all parties that the rules and expectations listed above have been read over and clarified.
- An initial non-refundable deposit must be given. The amount is different for each tour, to find out the amount please go to our website and find the "Trips & Travel" section. This can be found at:

www.adssmusic.com

- Payments will be listed as well as due dates for those on our website. Please make sure to check there frequently and look for further information in our monthly email newsletter. It is **IMPORTANT** that all families check their emails regularly as that is the easiest way for the music department to contact so many families.

- Should a student wish to travel but the funds are out of reach for a family, please complete the funding support form on our website under "Tours and Travel". The Music Directors will contact you directly and we will do our best to support and help. These funds are reserved for students who are very hard working and attend regularly. Ineligibility to travel still applies in these situations. Grade 8 students will not have this funding available to them, due to the fact that completing fundraising options should bring students close to the funds needed.
- We will be offering fundraising opportunities throughout the year for students to help reduce costs. These opportunities are found on our website under the "calendar" section and will be emailed and announced regularly to ensure they are well understood. These fundraising opportunities are completely voluntary. Only students who participate will be offered a percentage of what was earned. This amount will be tracked by Mr.Kynoch and you may check with him regarding funds raised by email. These funds will be applied to the final payment for each tour and a reduced amount will be expected. These will be posted on our website and emailed out.
 - Example- "Final payment"
 - *Without fundraising \$250*
 - *With bottle drive fundraiser only \$200*
 - *With chocolate drive fundraiser only \$220*
 - *With all fundraisers completed \$170*



Travel & Tour Expectations and Contract

This is a binding document and once signed it is understood by all parties that the rules and expectations listed above have been read over and clarified. This should be accompanied with a deposit for the tour that is **NON-REFUNDABLE**. By signing this contract all parties agree to the following:

The student will demonstrate:

- Good behavior in our school and community (no suspensions at any point in the year).
- A proficient level of understanding in music courses (or at least developing toward proficiency with strong efforts being shown).
- Regular attendance at school with very few absences.
- Best efforts being made in all non-music courses (music directors have a responsibility to check in with all non-music course teachers).

Should a student be ineligible to travel due to the above-mentioned expectations, the following will occur:

- 1st contact will be an email or phone call home to discuss how to get the student on track.
- 2nd contact will be a final warning by email or phone call.
- 3rd contact will be removal from the trip. **Absolutely NO refunds will be given** as it greatly affects the other students involved.
- A student suspended will immediately move to step 3 and be removed from the tour. We need to be able to trust that students are going to act as good ambassadors for our program, school, and community.

While on tour students will comply with the following set of rules and expectations.

1. At no time should a student have in his/her possession any alcohol, drugs, or illegal substances. School district policy will apply to these situations.
2. Students are to remain with the group at all times. There will be brief periods where students will be allowed to roam in a given area, however, failure to stay within those confines, or to leave the area completely will result in consequences such as: missing out on activities, being attached to a chaperone for the remainder of the trip, or if behavior persists, sent home at parental expense.
3. Acts considered as sexual conduct are prohibited.
4. All facilities and equipment are to be treated with care. This includes schools visited, hotels, or otherwise.
5. All members of the tour group are to be treated with respect. This includes other members of the ensemble and/or chaperones.

6. Once curfew is in play, students are not to leave their rooms until the morning.
Should a student need attending to, chaperones are available.
7. Any students participating in activities that may cause harm to themselves or others
will be sent home immediately at parental expense.

**This contract and the initial NON-
REFUNDABLE DEPOSIT must be received by:**

Monday, September 29th, 2025

Student name (write clearly first and last name): _____

Student Signature: _____

Parent/Guardian name:(first and last name): _____

Parent/Guardian Signature: _____

Date: _____

Calgary/Banff-Temporary Itinerary

DAY 1 - SATURDAY - (D - MEAL ALLOWANCE)

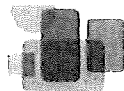
16 May 2026

- **Alberni District Secondary School** - Meet as a group at Alberni District Secondary School
- **03:00 PM** Load a 56-passenger motor coach with luggage and instruments. Depart for **Nanaimo Airport**.
- **04:55 PM Nanaimo Airport** - Arrive at Nanaimo Airport (we suggest you check in 3 hours before scheduled departure - 2 hours minimum) and check in for your reservation on WestJet. On arrival, the group leader will check-in the group with the airline while the chaperones and students collect their items off the coach.
- Proceed to the departures terminal, gather at the seating area, and proceed as directed by your group leaders.
- **07:55 PM WestJet Airlines** - Flight to Calgary departs.
- **10:38 PM Calgary International Airport** - On arrival at the airport, proceed to collect luggage and musical instruments and proceed to the arrival hall. The Group Leader will call for your coach. Be prepared to board.
- **11:15 PM Private Coach Hire** - Meet your privately hired 56-passenger motorcoach; load luggage and board the coach. (Approx. 30 mins journey)
- **11:45 PM Comfort Inn & Suites University, Calgary** - Estimated arrival time. On arrival at the hotel, the group to unload coach and wait in lobby while the Group Leader checks in the group for 4 nights' accommodation.

DAY 2 - SUNDAY - (B,D)

17 May 2026

- **Breakfast at the hotel**
- **09:00 AM Private Coach Hire** - Meet your coach driver and transfer to the University of Calgary.
- **09:30 AM University Concert Band Workshop** - Head back out to the University campus and make your way to the Music Department. Check-in for your 90-minute Concert Band clinic.
- **Lunch On Own** - Purchase lunch on your own in chaperoned groups.
- **01:00 PM University Tour** - Participate in a guided tour of the University of Calgary.
- **Locate Coach & Depart** - Locate your coach driver and transfer to Downtown Calgary.
- **Free Time** - enjoy free time in Downtown Calgary before dinner.
- **Dinner & A Show** - Group dinner followed by an evening activity (either theatre, concert, jazz etc) - to be confirmed



open doors travel
explore | learn | discover

- **Breakfast at the hotel**
- **09:00 AM** Meet your coach, load equipment and head out for a full day of activities in Calgary
- **09:30 Performance #1** - Arrive and be met by your host. Begin setting up. **Performance Begins** - have fun! Performance located in the Calgary area and subject to availability
- Lunch on own (suggestions to be provided)
- **01:00 PM** Meet at a designated time and place and travel to the **National Music Centre** where you will meet your guide for a tour of the venue. Possible workshop opportunity (not currently included)
- **05:00 PM** Board your coach and transfer to your dinner location for your **group dinner**
- **Evening Concert or Dinner Theatre Show** - At the conclusion of your meal, board your coach and transfer to this evening's concert (based on availability).
- **Return to Hotel** - After the show, meet your coach driver and return to the hotel.

DAY 4 - TUESDAY (B,D)

19 May 2026

****Remember your swimsuits today****

- **Breakfast at the hotel**
- **09:00 AM** Meet your coach, load equipment and head out for a full day of activities in Banff
- **Performance #2** - Arrive and be met by your host. Begin setting up. **Performance Begins** - have fun! Performance located in the Banff/Canmore area and subject to availability
- **12:30 PM** At the conclusion of your performance meet your coach and transfer to the **Banff Centre for Arts & Creativity** for a guided tour of the facilities
- **Lunch on own in Banff** (suggestions will be provided).
- **02:30 PM** At a designated time, board your coach and transfer to the **Banff Upper Hot Springs**. Arrive and check-in. All the amenities of a modern facility are featured in this splendid, historic spa and bath house – against a backdrop of spectacular alpine scenery
- **04:30 PM** Following your swim enjoy a **group dinner** in downtown Banff before traveling back to the hotel for the evening
- **06:00 PM** Depart Banff

DAY 5 - WEDNESDAY (B,D)

20 May 2026

- **08:00 AM** - Breakfast at the hotel followed by check out.
- **09:00 AM Check out** - After breakfast, bring your luggage and belongings down to the main lobby and check-out of your rooms. Room checks are required by the chaperones before leaving.
- **Private Coach Hire** - Meet your coach and transfer to your last performance.
- **Performance #3** - Arrive and be met by your host. Begin setting up. **Performance Begins** - have fun! Performance located in the Calgary area and subject to availability.
- **Locate Coach & Depart** - After your performance, meet your coach driver and transfer to CF Chinook Centre.
- **Lunch on Own** - Purchase lunch on your own in chaperoned groups.
- **Free Time** - Spend your afternoon at CF Chinook Centre
- **Group Dinner** - Enjoy a farewell dinner at Boston Pizza (or similar).
- **Locate Coach & Depart** - Locate your coach driver and transfer to Calgary International Airport.



**PARENT/GUARDIAN CONSENT AND ACKNOWLEDGEMENT OF RISK FOR
LOCAL LOW RISK OFF-SITE ACTIVITIES**

ADSS

To the Parent(s)/Guardian(s) of

Name of Student

Grade
10-12

Group
Grade 10-12 Concert Band

Please read the contents of this *Consent and Acknowledgement of Risk* form. Clarify any questions or concerns with the Supervising Teacher BEFORE signing it.

Please sign and return this form to the school by: **September 29th, 2025**

Activity Information

Destination/activity

Calgary/Banff Alberta

Date(s) Saturday May 16th-Wednesday May 20th

Purpose or educational goal(s)

Performances and workshops in the community (includes University of Calgary workshop and tour), Visiting National music and performing arts centres.

Itinerary (see separate sheets)

Time/Date

Destination

Method of transportation

Coach Bus + Air Canada flights (arranged by Open Doors Travel)

Lead teacher (s)

J Kynoch, R Gaucher

Total Number of Supervisors Planned

5 adults (10 – 1 Ratio)

Supervisory arrangements

Teachers, Parents/Guardians (selected by application at a later date)

Cost to the student

\$1920

What to bring

Band Instrument, Music/Music Binder, Band Uniform, Clothes and everything for overnight stay.

Other considerations

-Spending money for students, money for meals not covered by the overall tour cost.

Board Responsibilities

The board will make every reasonable effort to ensure or ascertain that:

- The staff, volunteers and/or service providers involved are suitably trained and qualified.
- The students are adequately supervised over the program/activity.
- The location(s) used are appropriate for the activity(ies) and group.
- Equipment used has been inspected and deemed appropriate and safe.
- A Safety Plan is in place to identify and manage known potential risks.
- An Emergency Plan is in place to deal with an injury or illness to any of the students.

Potential Known Risks

Potential known risks include the following

Health & Medical Risks

- Illness or injury (e.g. flu, food poisoning, dehydration, sprains, broken bones)
- Pre-existing medical conditions (asthma, allergies, diabetes not properly managed, etc.)
- Lack of access to medical care in emergencies or delays in reaching a hospital
- Mental health crises (anxiety, panic attacks, homesickness, emotional breakdowns)
- Medication issues (forgotten medications, wrong dosages, sharing meds)

Transportation Risks

- Vehicle breakdown or accident (bus or van crash, flat tire, mechanical failure)
- Weather-related travel delays (snow, ice, road closures)
- Driver fatigue or error (especially if a commercial driver is used for long hours)
- Students missing the bus/transport
- Transportation of instruments (damage or loss in transit)
- *COVID-19 or other contagious diseases*

Accommodation Risks

- Inappropriate student behavior (noise complaints, rule-breaking, room damage)
- Theft or loss of belongings (money, phones, instruments)
- Room mix-ups or conflicts between roommates
- Fire alarms or evacuations
- Hotel staff misconduct or safety issues in the area

Weather & Environmental Risks

- Sudden weather changes (snowstorm, heatwave, heavy rain)
- Outdoor activity dangers (slips, frostbite, sunburn)
- Poor air quality (e.g. from wildfires)
- Flooding or other natural hazards

Additional Comments/Requirements

updates will be made via Instagram and Facebook to help keep families in the loop.

Consent and Acknowledgement of Risk

1. I acknowledge my right to obtain as much information as I require about this program or activity(ies) and associated risks and hazards, including information beyond that provided to me by the school or board.
2. I freely and voluntarily assume the risks/hazards inherent in the program/activity(ies) and understand and acknowledge that my child/ward may suffer personal and potentially serious injury arising from his/her participation.
3. Traveling on highways and BC ferries comes with inherent risks. These risks include, but are not limited to, traffic accidents, road congestion, poor road conditions, driver fatigue and distraction, ship collisions, groundings and sinkings and weather-related hazards.
4. I acknowledge the potential for my child/ward becoming lost or separated from the group or the group becoming split up.
5. Injuries related to slips, trips, and falls in the program area or en route to/from it;
6. Injuries related to colliding with another person or with a fixed object;
7. Injuries related to the physical demands of the activity and/or lack of activity skill;
8. Foot, knee or other leg injuries (e.g., blisters, sprains, strains), or overuse injuries/conditions;
9. Other risks normally associated with the activity and environment.
10. My child/ward has been informed that he/she is to abide by the rules and regulations, including directions and instructions from the school's and/or service provider's administrators, instructors, and supervisors over all phases of the program/activity(ies).

11. In the event my child/ward fails to abide by these rules and regulations, disciplinary action may require his/her exclusion from further participation, or that I be contacted to have him/her picked up, unless I have specified other transport arrangements. I assume all related costs.
12. I acknowledge that it is my responsibility to advise the Lead Teacher of any medical and/or health concerns of my child/ward that may affect his/her participation in the stated program or activity(ies).
13. I consent that the board, through its employees, agents and officers, may secure such emergency medical advice and services as they deem necessary for my child/ward's health and safety, and that I shall be financially responsible for any costs related to such advice and services.
14. Should the team stay at a hotel, my child/ward will not use the pool if the team agrees to include swimming in their plans and there is adequate adult supervision
15. Based on my understanding, acknowledgement, and consents as described herein,

Name of Student

Date of Birth (yyyy/mm/dd)

has my permission to participate

Date (yyyy/mm/dd) Parent/Guardian Name

Signature

Emergency Contact Numbers

Home

Cell

Cell

Personal information contained on this form is collected under the authority of the School Act for the purpose of participating in school trips. If you have any questions about this form, please contact your school administrator.



PACIFIC RIM SCHOOL DISTRICT 70 PUBLIC - BOARD OF EDUCATION ACTION SHEET

Date: September 23, 2025
To: Public Board Meeting
From: James Messenger
Subject: BAA Course Proposal – Pathways and Possibilities

Background

Board/Authority Authorized (BAA) courses provide an opportunity for educators to explore content beyond the boundaries of Ministry curriculum. BAA courses help educators respond to the local needs of schools and their communities, and to provide choice and flexibility for students. BAA courses may overlap with Big Ideas and Curricular Competencies of Ministry courses.

[This document outlines](#) BAA course criteria, the development and approval processes, and provides resources to help educators develop BAAs for the B.C. Graduation Program.

It is important to note that the process for creating and approving a BAA course counting towards the Indigenous Graduation Requirement is a different process. This course proposal is not to count towards the Indigenous Graduation Requirement.

Discussion

Secondary schools have proposed new BAA courses titled:

- Pathways and Possibilities 10
- Pathways and Possibilities 11/12

These courses are designed to provide innovative and engaging learning opportunities, while helping students earn credits toward graduation.

Similar versions of these courses have been successfully implemented in other districts on Vancouver Island and across British Columbia, demonstrating their value and relevance.

Appendices:

- [BAA - Pathways and Possibilities 10.docx](#)
- [BAA - Pathways and Possibilities 11-12.docx](#)

Recommendation

That the Board of Education:

1. **Approve in principle** the proposed BAA courses *Pathways and Possibilities 10* and *Pathways and Possibilities 11/12*.
2. **Direct the Assistant Superintendent** to submit the approved course frameworks to the Ministry of Education and Child Care for review and final approval.



XXX: EMERGENCY DISASTER PROCEDURES (P)

Approved: 87 06 02
Amended: 92 06 02
Amended: 14 10 21
Draft: 25 05 13

POLICY

The Board of Education believes planning for emergencies is a priority for schools. The Board of Education expects schools, with support from the district staff, to regularly review and update their emergency plans and to communicate emergency plans with staff, students and parents. Emergency procedures will comply with all relevant legislation including the BC Fire Code and will follow recommendations for emergency preparedness as outlined by Emergency Management BC.

The Board of Education expects that each school district facility to have adequate first aid supplies, flashlights, food, water and blanket supplies to sustain students and employees for a minimum of 72 hours.

REFERENCES AND RESOURCES

XXXX: Emergency Disaster Procedures (AP)



British Columbia
School Trustees
Association

Wednesday, July 9, 2025

Pam Craig

Board Chair

Pacific Rim School District's Board of Education

4690 Roger Street, Port Alberni, B.C.

V9Y 3Z4

c/o: Paula Mason, Manager of Corporate Services, Pacific Rim School District

Sent via email to: PMason@sd70.bc.ca

RE: Advocacy Request – Capital Funding for Housing Accommodation

Hello Board Chair Craig,

Thank you for your recent correspondence regarding the need for increased advocacy on staff housing for school district employees and for meeting with BCSTA CEO Trevor Davies on July 7, 2025, on this topic. Your district's attention to the challenges facing recruitment and retention, particularly in high-cost or remote communities, is both timely and appreciated.

We recognize that staff housing is a shared concern among our partner organization, the Union of BC Municipalities (UBCM). Their ongoing efforts in affordable housing could lay the groundwork for joint initiatives, and we will raise the issue during opportunities to discuss items of mutual interest.

This issue would also be well-suited for a resolution at a future Annual General Meeting (AGM), where our full membership could debate it and, if supported, adopt it as a formal directive. A resolution brought forward by your board will ensure that this advocacy work is grounded in our member-driven governance and reflects the priorities of boards across the province.

We thank you again for raising this important matter and look forward to continuing the conversation, whether through resolution at a future AGM or shared initiatives with our provincial partners.

Sincerely,

Tracy Loffler

President

British Columbia School Trustees Association

CC: BCSTA Board of Directors
Trevor Davies, CEO



July 4, 2025
Our Ref: 23670

Pam Craig, Chair
School District No. 70 (Pacific Rim)
Email: pcraig@sd70.bc.ca

Dear Pam Craig,

Thank you for your letters of June 11, 2025, regarding funding for staff housing and the Seismic Mitigation Program.

The Ministry of Infrastructure acknowledges and appreciates the important work that the Pacific Rim School District plays for the students and staff in Port Alberni, Tofino, Ucluelet and surrounding communities. Inclusive, safe, and supportive schools are essential to help students succeed, both academically and socially. I appreciate you sharing your concerns around the funding for the construction and maintenance of staff housing and the challenges around teacher retention.

Currently, the Ministry of Infrastructure does not have an applicable funding program to specifically support the replacement or construction of new staff housing. However, funding to perform upgrades and renovations to an existing capital asset to make improvements and extend the life of a building (including staff housing) can be provided through the Annual Facility Grant.

Since 2017, the Ministry has invested over \$1.9 billion to create over 38,000 safe seats through the replacement or mitigation of 70 school facilities. The safety of British Columbia's students continues to be a top priority for the Ministry, and we remain committed to the Seismic Mitigation Program.

Budget 2025 includes approximately \$580 million over the next three years to continue to address the need for seismic mitigation projects across the public K-12 sector. The Ministry continues to work with boards of education to move this program forward as expeditiously as possible, while being thoughtful about each project and remaining fiscally prudent.

.../2

Thank you for taking the time to write.

Sincerely,

A handwritten signature in black ink that reads "Damien Crowell". The script is cursive and fluid, with the first name "Damien" and last name "Crowell" clearly distinguishable.

Damien Crowell
Acting Assistant Deputy Minister

cc: Education and Child Care Capital Branch



MEDIA RELEASE
August 21, 2025

United Way BC Expands Support for Rural Island Kids in Need *Children in Strathcona and Alberni-Clayoquot Regional Districts identified as food insecure and lacking after-school support*

Nanaimo, BC - With school just around the corner, many Vancouver Island families are facing more than just the usual back-to-school scramble. In remote communities like **Bamfield** and **Kyuquot**, where child poverty rates reach nearly 25 per cent and 20 per cent, respectively, working parents are worrying about where their kids will go after school, and if they'll have enough to eat.

This fall, United Way BC is launching new School's Out program sites in both communities. School's Out programs offer children aged 6-12 mental and physical wellness opportunities, social developmental and academic enrichment support, and nutritious snacks during critical after-school hours.

For many families, especially those experiencing financial stress, these programs – facilitated by Bamfield Community School Society and Ka:'yu:'k't'h'/Che:k'tles7et'h' First Nation – will serve as a vital source of stability.

"The School's Out program offers kids a safe space, caring adults, and opportunities to grow," said Trisha Dulku, Strategic Initiatives Manager at United Way British Columbia. "For many, it also means a healthy meal they might not otherwise get. With rising costs and limited resources, more children are hungry. This program ensures they leave nourished, supported, and ready to thrive."

Additionally, United Way BC's School's Out programming is expanding to 4 sites in **Nanaimo** this fall. Through a partnership with Vancouver Island University, School District 68, and the City of Nanaimo Parks, Recreation and Culture department, School's Out will meet a rising demand for safe, inclusive, spaces after school.

Building on successful programs in Courtenay and Tla'amin Nation, as well as communities across the province, United Way BC's School's Out continues to grow, helping Island kids in rural and remote areas get the support they need to build confidence and social skills – just like their urban peers.

To learn more about, or support, United Way BC's School's Out programs, visit uwbc.ca/kids

-30-

About United Way British Columbia

United Way BC helps build healthy, caring, and inclusive communities across our province. We strengthen vital connections that support people in need with a focus on emergency response, kids and youth, seniors, mental

health, and food security.

uwbc.ca

Interviews are available with Trisha Dulku, Strategic Initiatives Manager, United Way British Columbia

Media contact:

Dara Hill

Marketing & Communications

United Way British Columbia

darah@uwbc.ca

Direct: 236-427-1265





June 30, 2025

Ref: 311641

Dear Superintendents:

I am writing to let you know that the [*Support Services for Schools Ministerial Order*](#) has been amended, effective July 1, 2025. This order sets out the standards that boards of education must meet in providing support services for their respective districts.

The amendment requires all boards of education to:

- Establish, maintain, and make publicly available a policy for responding to unexpected health emergencies at schools in the district; and
- Ensure that Automated External Defibrillators (AEDs) and naloxone are readily accessible in each school.

Thank you for the feedback provided at the All Superintendents call on June 27th. We have made some adjustments to the timeline for policy implementation to reflect what we heard from you.

Boards of education are expected to have a policy available for responding to unexpected health emergencies and AEDs and naloxone kits must be readily **accessible in all secondary schools by December 31, 2025**. Recognizing many school districts have AEDs and naloxone kits already available at lower grades, we encourage all districts to have them in every school as soon as possible, but no later than September 2026.

The new [*Response to Unexpected Health Emergencies Policy*](#) is available to guide the implementation of this ministerial order amendment. Please note that this link will not be live until July 1, 2025.

I recognize that many districts have already taken important steps to equip their schools with AEDs and naloxone to help them take action during health emergencies. This proactive approach supports student and staff safety at school, enabling school communities to focus on learning and well-being while increasing confidence and security.

Please review and update your policies to align with the amended *Support Services for Schools Ministerial Order*. If you have any questions or require further information, please contact the Mental Health and Substance Use Team by email at educ.mentalhealth@gov.bc.ca.

Sincerely,

Kaye Krishna
Deputy Minister

INDIGENOUS EDUCATION COMMITTEE

REPORT

25-26 August 2025

IEAC Activity Report

The Indigenous Education Advisory Council (IEAC) met on August 25 & 26, 2025, at the Xá:ytem Longhouse Interpretive Centre in Mission, BC. Members, trustees, and guests gathered to discuss Indigenous education priorities, cultural knowledge, and future planning. The gathering included representatives from multiple Stó:lō Nation communities, sharing perspectives and reinforcing the importance of local voices in education.

The Mission School District shared a presentation on its Indigenous Education initiatives, grounded in the legacy of St. Mary's Residential School. The presentation highlighted the locally developed course *Téméxw te í: The Land of this Place* and the creation of a Cultural Safety Protocol designed to strengthen respect and understanding throughout the district. The IEAC recognized the value of this work and emphasized the opportunity to share Mission's model more broadly across the Association.

Honourable Steven Point and Dr. Gwen Point shared reflections on Indigenous education, drawing on their experiences to highlight both

the progress that has been made and the challenges that remain. Dr. Point spoke to the ongoing barriers faced at all levels of education, encouraging members to ask themselves, "*What can I do?*" Hon. Point reminded the Council of the importance of continuing this work with persistence and care, affirming that meaningful progress is possible when efforts are sustained.

The IEAC discussed succession planning for Knowledge Keepers, supporting the inclusion of both a male and female Knowledge Keeper to walk alongside the committee in keeping with cultural traditions, with names to be brought forward in the coming months.

Work is also continuing on the Trustee Knowledge Series (Volume II), which will highlight Land-Based Learning, Bill 40 and related success stories, Indigenous student leadership, Local Education Agreement best practices, and the inclusion of denialism and historical truths, such as residential schools, day schools, and the Sixties Scoop, within curriculum and trustee learning resources.

Looking ahead, the IEAC will dedicate its Spring 2026 in-person meeting to update the Strategic Plan, developing protocols to honour long-standing members at the Academy, and piloting new approaches such as live polling to gather trustee feedback.

INDIGENOUS EDUCATION COMMITTEE

REPORT

Call Out Questions

We invite BCSTA Trustees to participate in a brief survey to gather insights on Indigenous Education initiatives.

Your responses will help guide the Indigenous Education Advisory Council (IEAC) in better understanding and addressing the needs of Indigenous students and communities. Thank you for your valuable input.



Scan the code to begin the survey.

What is your district doing for Indigenous Education?

What would you like to learn about as a BCSTA Trustee regarding First Nations, Metis, and Inuit education?

Have you heard of the IEC Knowledge Series?

What would you like to see put into the next Knowledge Series publications?

Share an example of something your district is doing for Reconciliation.

How can the Indigenous Education Committee support you as a trustee?

Committee Members:

Diane Jules / Co-Chair (Kamloops-Thompson)
Vanessa Mitchell / Co-Chair (Vernon)
Joe Thorne / Knowledge Keeper (Cowichan Valley)
Erica McLean / BoD Liaison (Prince George)
Roxanne Gulick / BoD (Peace River South)
Dave Christie (Nechako Lakes)
Randy Cairns (Mission)
Larry Ransom (Pacific Rim)
Janice Gladish (Campbell River)
Winnie Morven-Hansen (Nisga'a)



**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