



**PACIFIC RIM SCHOOL DISTRICT
PUBLIC BOARD MEETING MINUTES
September 23, 2025, 4:00 p.m.
Administration Office Board Office, Port Alberni**

Pam Craig - Board Chair
Janis Joseph - Trustee
Larry Ransom - Trustee
Chris Washington - Trustee
Cherilyn Bray - Trustee
Cynthia Orr - Vice Chair
Helen Zanette - Trustee
Peter Klaver - Superintendent
Barbara Ross - Secretary Treasurer
James Messenger - Assistant Superintendent
Michell Bennett - Director of Instruction, Inclusive Education
Alex Taylor - Director of Operations
Dave Maher - District Principal
Students from ADSS's Land-Based Learning Program
Hannah Fletcher - Executive Assistant HR
Ryan Dvorak - ADTU President
Wendy Arnett - ADTU Vice President
Nadine White - CUPE President (via Teams)
Darcy Phipps - DPAC President
Paula Mason - Manager of Corporate Services

1. Call to Order/Land Acknowledgement

The Chair acknowledged that we work and learn on the ḥaḥuʔi of the Čiśaaḥaḥ (Tseshaht), Hupačasath (Hupacasath), Huu-ay-aht (Huu-ay-aht), and ḥaḥuʔiḥaḥ (Tla-o-qui-aht), First Nations and the Yuuḥuḥiḥaḥ (Yuu-cluth-aht) Government.

2. Approval of Agenda

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

Moved by: Trustee Ransom

Seconded by: Trustee Bray

THAT the Board of Education approve the September 23, 2025 Public Board Meeting Agenda as presented.

Carried

3. Conflict of Interest Declaration

There were no conflicts declared.

4. Adoption of Minutes

Change to "Special Board Meeting Minutes" on heading.

Moved by: Trustee Washington

Seconded by: Trustee Orr

That the Special Public Board Meeting Minutes of June 24, 2025 be approved as amended.

Carried

5. Announcements of the Chair

6. Student Voice

6.1 Land-based Learning (15 minutes)

Students from the Land-based Learning Program presented their experience as a member of the program and the impact it has had on their education and lives.

7. Trustee Statements

Trustee Ransom requested that the Board send a letter to the City of Port Alberni's Advisory Planning Commission requesting an update on their upcoming meeting schedule and expressing the district's support of the continuation of the Commission. Trustee Craig thanked Director Atwal, Manager Mason and Trustee Washington for their help with the Fall Fair booth. She also thanked Trustee Zanette, Director Atwal and Assistant Superintendent Messenger for attending the Grand Opening at Tsuma-as Elementary School's new playground. Trustee Ransom noted the Terry Fox run being held throughout the local neighbourhood, and what a great response was received from neighbours.

8. Petitions/ Delegations/ Presentations

8.1 Auditor's Presentation (10 minutes)

This item was deferred to a Special Public Board Meeting being held at 4:00pmn 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)

This item was deferred to a Special Public Board Meeting being held at 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)

Trustee Orr voted against the motion.

Moved by: Trustee Bray

Seconded by: Trustee Joseph

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.

Carried

10.3 Trustee Travel Expense Budget - verbal (5 minutes)

Secretary Treasurer Ross advised that she is currently working to close off the 2024/25 year-end, following which she will be working on the 2025/26 Budget. As such, this topic should be brought back to a future meeting.

10.4 2025/26 Minor Capital Plan submission approval (5 minutes)

Moved by: Trustee Washington

Seconded by: Trustee Bray

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.

Carried

10.5 West Coast Transportation Update (10 minutes)

Director of Operations, Alex Taylor provided an overview of his report.

10.6 Enhancing Student Learning Report approval (10 minutes)

Moved by: Trustee Washington

Seconded by: Trustee Joseph

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.

Carried

10.7 Amended Capital Bylaw - generator (5 minutes)

Moved by: Trustee Ransom

Seconded by: Trustee Orr

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.

Carried

Moved by: Trustee Washington

Seconded by: Trustee Joseph

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.

Carried

Moved by: Trustee Ransom

Seconded by: Trustee Bray

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

Carried

Moved by: Trustee Orr

Seconded by: Trustee Washington

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

Carried

Moved by: Trustee Washington

Seconded by: Trustee Orr

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

Carried

10.8 Field Trip Approval (5 minutes)

Moved by: Trustee Washington

Seconded by: Trustee Bray

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.

Carried

Moved by: Trustee Washington
Seconded by: Trustee Bray

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.

Carried

Moved by: Trustee Joseph
Seconded by: Trustee Bray

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

Carried

10.9 Board Authorized Courses Approval (5 minutes)

Moved by: Trustee Bray
Seconded by: Trustee Washington

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

Carried

Moved by: Trustee Bray
Seconded by: Trustee Joseph

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.

Carried

11. Policy Development

11.1 Policies for Adoption

Moved by: Trustee Zanette
Seconded by: Trustee Orr

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

Carried

11.1.a XXXX: Emergency Disaster Procedures (P)

11.2 Policies for Public Consultation

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

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

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

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

15. External Board Committees

15.1 BCSTA Indigenous Education Committee Activity Report - August 2025

16. Internal District Committees

Moved by: Trustee Bray

Seconded by: Trustee Washington

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

Carried

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

17. Audience Question Period

ADTU President Dvorak asked when the initial budget is due to the Ministry for 2025/26. Secretary Treasurer Ross confirmed that the preliminary budget was submitted in June 2025, with the Amended Budget being due to the Ministry by the end of February 2026.

18. Next Meeting

19. Adjournment

Board Chair

Secretary Treasurer