



**PACIFIC RIM SCHOOL DISTRICT
BOARD OF EDUCATION
PUBLIC BOARD MEETING AGENDA
Tuesday, April 23, 2024, 5:00 p.m.
E.J. Dunn Elementary School, Port Alberni**

Pages

- 1. Land Acknowledgement**
We acknowledge that we work and learn on the ḥaḥuuḥi of the Hupačasath(Hupacasath), Huu-ay-aht (Huu-ay-aht), ḥaḥuukʷiḥath (Tla-o-qui-aht), Ciḥaaḥath (Tseshaht) and the Yuuḥuḥiḥath (Yuu-cluth-aht) Nations.
- 2. Approval of Agenda**
THAT the Board of Education approve the April 23, 2024 Public Board Meeting Agenda as presented.
- 3. Conflict of Interest Declaration**
- 4. Adoption of Minutes** 4
THAT the March 12, 2024 Public Board Meeting Minutes be approved as presented.
- 5. Announcements of the Chair**
- 6. Good News from the Schools**
 - 6.1 School Presentation (10 minutes)**
Darrin Olson, Principal
- 7. Trustee Statements**
- 8. Petitions/ Delegations/ Presentations**
 - 8.1 Long Range Facility Plan (20 minutes)** 11
Joel Palmer, Palmer Management Consulting

THAT the Board of Education approve the 2023-2032 Long Range Facilities Plan document as presented.
- 9. Unfinished Business/ New Business**
- 10. Emergent Issues**
- 11. Staff Reports**
 - 11.1 District Wellness Survey Report (10 minutes)** 106
Siri Curliss, Manager of Mental Health & Wellness
 - 11.2 SD70 2024/25 Capital Plan Bylaw (10 minutes)** 125
Barbara Ross, Secretary Treasurer

THAT the Capital Bylaw of the Board for the 2024/25 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 March 15, 2024, is hereby adopted.

THAT this Capital Bylaw may be cited as School District No. 70 (Pacific Rim) Capital Bylaw No. 2024/25-CPSD70-01.

- 11.3 BCSTA IEC Call Out Questions (10 minutes)** 143
Paula Mason, Manager of Corporate Services
- 11.4 Graduation Speeches Discussion (10 minutes)**
Trustee Joseph

THAT the Board of Education open opportunities for all Trustees to speak at Graduation Ceremonies.
- 11.5 Regular Board Motion Tracking (2 minutes)** 147
Tim Davie, Superintendent
- 11.6 Healthy Schools Manager (5 minutes)** 153
Peter Klaver, Assistant Superintendent
- 11.7 2024/25 Preliminary Funding Announcements (10 minutes)** 154
Barbara Ross, Secretary Treasurer
- 11.8 Wage Adjustments (10 minutes)** 166
Barbara Ross, Secretary Treasurer
- 11.9 Student/Family Affordability Fund (5 minutes)** 170
Barbara Ross, Secretary Treasurer
- 11.10 2023/24 Feeding Futures (2 minutes)** 177
Barbara Ross, Secretary Treasurer

12. Policy Development

12.1 Policies to be sent for 30-day Public Consultation

- 12.1.a XXX: Acceptable Use of Cellular Phones, Smart Watches, and Electronic Devices: Usage in Schools, on School Property or During School Related Activities (P) 182
THAT the Board of Education direct staff through the Superintendent to publish the draft XXX: Acceptable Use of Cellular Phones, Smart Watches, and Electronic Devices: Usage in Schools, on School Property or During School Related Activities (P) for a period of 30-days for public consultation.
- 12.1.b XXX: Personal Expenses On Official District Business Policy (P) 183
THAT the Board of Education direct staff through the Superintendent to publish the draft XXX: Personal Expenses On Official District Business Policy (P) for a period of 30-days for public consultation.

12.2 Policies for Adoption

- 12.2.a Privacy Policy
THAT the Board of Education adopt the Privacy Policy as presented.
- 12.2.b Housing Policy
THAT the Board of Education adopt the Housing Policy as presented.

12.2.c	Trustee Bursary Policy THAT the Board of Education adopt the Trustee Bursary Policy as presented.	
12.2.d	Environmental Stewardship Policy THAT the Board of Education adopt the Environmental Stewardship Policy as presented.	
12.2.e	Appeal of a Decision by an Employee Policy THAT the Board of Education adopt the Appeal of a Decision by an Employee Policy as presented.	
13.	Notice of Motion	
14.	Correspondence- Action Required	
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17.	Internal District Committees	
17.1	2024-04-02 Education Committee Meeting Minutes	250
17.2	2024-04-09 Policy Committee Meeting Minutes	252
18.	Audience Question Period	
	This items 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 info@sd70.bc.ca. If you'd prefer to have an in-person meeting to discuss items not on today's agenda, feel free to call the Board Office at 250-723-3565 to book a appointment.	
19.	Next Meeting	
	The next Public Board meeting will be held on May 28, 2024 at 5:00pm at the Ucluelet Secondary School in Ucluelet.	
20.	Adjournment	
	The Chairperson adjourned the meeting at TIME.	



**PACIFIC RIM SCHOOL DISTRICT BOARD OF EDUCATION
PUBLIC BOARD MEETING MINUTES
March 12, 2024, 5:30 p.m.
Eighth Avenue Learning Centre**

Pam Craig - Board Chair
Cherilyn Bray – Vice Chair
Cynthia Orr - Trustee
Janis Joseph - Trustee
Larry Ransom – Trustee
Christine Washington - Trustee
Helen Zanette - Trustee
Peter Klaver – Assistant Superintendent
Barbara Ross - Secretary Treasurer

1. Call to Order

The Chair acknowledged that we work and learn on the ha-houlthee of the Hupačasath (Hupacasath), Huu-ay-aht (Huu-ay-aht), ʕaʔuukʷiʔath (Tla-o-qui-aht), Cišaaʔath (Tseshaht) and the Yuuʕuʔiʔath (Yuu-cluth-aht) Nations.

2. Approval of Agenda

Moved by: Trustee Bray
Seconded by: Trustee Washington

THAT the Board of Education adopt the March 12, 2024 Public Meeting agenda as presented.

Carried

3. Conflict of Interest Declaration

Trustee Ransom declared that he has a conflict by way of an indirect pecuniary interest in regard to the BCPSEA elections. Trustee Craig declared that she is in conflict to BCPSEA matters as the representative for the Board.

4. Adoption of Minutes

Moved by: Trustee Bray
Seconded by: Trustee Joseph

THAT the February 27, 2024 Public Meeting Minutes be approved as presented.

5. **Announcements of the Chair**

The Chair thanked the school staff and administration for hosting the meeting and also for the beautiful presentation located at the entrance.

6. **Good News from the Schools**

6.1 **School Presentation**

Principal Seredick provided a presentation highlighting the stunning artwork on the walls, its deep meaning, and the contributions to the content/design by students. He noted the school's motto "Siyasusa - go the furthest you can go". He spoke about improving student success by tapping into student's passions, improving the social/emotional wellbeing of young parents, and the school's focus on environmental stewardship. Also highlighted was the recently formed Guy's Group, which focuses on helping young fathers to feel comfortable in their own skin, with bi-weekly visits with positive male role models and the emphasis on embracing positive masculinity rather than what's encouraged by gang/negative activity. Trustees were given seeds to plant in pots, which they'll come back to see in the future months.

7. **Trustee Statements**

Trustee Joseph spoke to the fabulous hip hop show put on at AES noting the language fluency between the entertainer and the students. Trustee Zanette spoke to The Big Crunch activity where students created Tik Toks in 30 minutes to promote Farm-to-School program awareness. Trustee Washington spoke about the City of Port Alberni's OCP meeting, noting that although there are great things coming, there was not much focus on schools. This was also brought up by Trustee Craig at the public consultation previously. Trustee Orr spoke to a meeting she had with Mayor Law of District of Tofino, who raved about the staff at SD70. Trustee Ransom spoke about the fabulous presentations given by students in Indigenous regalia at the recent VISTA conference. Trustee Craig spoke about the Spring Concert at AES and mentioned the students that attended the AV Bulldogs hockey game to perform "Oh Canada".

8. **Petitions/ Delegations/ Presentations**

9. **Unfinished Business/ New Business**

9.1 **Election of BCPSEA representative/alternative**

Fulsome discussion was had over how distant someone's personal/familial relationships can be and still be defined as being in "conflict" versus the perception of conflict being a reason to step away from an appointment. For clarity Trustee Craig chose to step away from her appointment due to having a daughter-in-law working as a teacher in a different school district, Trustee

Ransom chose to step away due to having a niece working as support staff in the same district, and Trustee Zanette chose not to step down as she feels having a nephew working in a different school district is not a conflict. It was also asked, as conflicts are self-declared, if anyone other than the two that have already declared conflicts, feel they may be in conflict. No other Trustees declared a conflict. Trustee Zanette expressed concern over Trustees employed by post-secondary institutions or government agencies, among a list of many organizations, possibly being in conflict.

Motion # 1 was passed without any objection. With Motion # 2 on the table (moved and seconded) a vote was made to amend it. This motion to approve an amendment was Motion # 3 and was carried. Motion #4 was a rewording of what the amendment would read but was defeated. Motion # 2 was then voted on as it was originally written, and was carried.

An election of a Trustee to the position of district representative to the British Columbia Public Schools Employers' Association on behalf of the Pacific Rim School District was then held. Trustee Orr nominated Trustee Zanette and Trustee Ransom seconded the nomination. Trustee Bray nominated Trustee Washington and Trustee Orr seconded the nomination. Trustees completed ballots which were collected by scrutineers Secretary Treasurer Ross and Assistant Superintendent Klaver. A recess was called from 6:45pm until 6:49pm. Scrutineer Secretary Treasurer Ross provided the results of the election to the Chair.

Trustee Washington was declared the new district representative to BCPSEA. Motion # 5 confirmed that Trustee Zanette will continue to serve as the Alternate district representative to BCPSEA.

Moved by: Trustee Orr

Seconded by: Trustee Bray

1. THAT the Board of Education, Pacific Rim School District 70, accept the immediate resignation of Board Chair Pam Craig from the position of district representative to the British Columbia Public Schools Employers' Association on behalf of the Pacific Rim School District.

Carried

Moved by: Trustee Washington

Seconded by: Trustee Bray

2. THAT the Board of Education, Pacific Rim School District 70, conduct an election in this Public Meeting amongst eligible Trustees to the position of district representative to the British Columbia Public Schools Employers' Association on behalf of the Pacific Rim School District to avoid a gap in time with no representative. (4 in favour / 1 opposed)

Carried

Moved by: Trustee Zanette
Seconded by: Trustee Washington

3. THAT the Board of Education vote to amend the motion regarding conducting an election at this time. (4 in favour / 3 opposed)

Carried

Moved by: Trustee Bray
Seconded by: Trustee Joseph

4. THAT the Board of Education direct staff through the Superintendent to get a legal opinion in writing from BCPSEA at no cost to the Board, to determine if each member of the Board is in conflict before holding an election of an eligible Trustees to the position of district representative to the British Columbia Public Schools Employers' Association on behalf of the Pacific Rim School District. (3 in favour / 4 opposed)

Defeated

Moved by: Trustee Ransom
Seconded by: Trustee Joseph

5. THAT the Board of Education agree that Trustee Zanette continue to serve as Alternate district representative to BCPSEA.

Carried

Moved by: Trustee Bray
Seconded by: Trustee Washington

6. THAT the Board of Education direct staff through the Superintendent to destroy the election ballots.

Carried

10. Emergent Issues

11. Staff Reports

11.1 Local School Calendar (verbal)

Assistant Superintendent Klaver provided an overview of the School Calendar and noted that it has been displayed on the District website. The 3-year calendar was approved by the Ministry last year.

11.2 Budget Input/Process

Secretary Treasurer Ross provided an overview of her budget process, highlighting the 5 year enrolment projections and resulting funding announcement pending, which will be reported at the Finance & Operation Committee table. She also spoke about the new myBudget File electronic budget software that is being implemented, with individual permissions provided for staff to view. This provides more transparency.

11.3 Expense Claim Rates

Moved by: Trustee Bray
Seconded by: Trustee Washington

THAT the Board of Education approve an increase to the SD70 per diem rates from \$55.00 per day to \$67.00 per day, effective March 1, 2024.

Carried

Moved by: Trustee Ransom
Seconded by: Trustee Washington

THAT the Board of Education amend the motion to include the cost per meal.

Carried

12. Policy Development

12.1 Policies to be sent for Public Consultation

12.1.a Policy 115: Appeal of a Decision by an Employee

Moved by: Trustee Bray
Seconded by: Trustee Zanette

THAT the Board of Education direct staff through the Superintendent to publish the draft Policy 115: Appeal of a Decision of an Employee for a period of 30-days for public consultation.

Carried

12.1.b XXX: Off-site Experience / Field Trip (P)

Moved by: Trustee Bray
Seconded by: Trustee Orr

THAT the Board of Education direct staff through the Superintendent to publish the draft XXX: Off-site Experience / Field Trip Policy for a period of 30-days for public consultation.

Carried

12.2 Policies for Adoption

12.2.a XXX: Jordan's Principle

Moved by: Trustee Joseph
Seconded by: Trustee Orr

THAT the Board of Education adopt the XXX: Jordan's Principle Policy as presented.

Carried

12.2.b Environmental Stewardship

Moved by: Trustee Orr
Seconded by: Trustee Bray

THAT the Board of Education adopt the XXX: Environmental Stewardship Policy as presented.

Carried

13. Notice of Motion

14. Correspondence- Action Required

14.1 Bylaw P1475, P1476 & P1483 - RF22013 Referral Package

14.2 2024-03-06 Request from Cišaaʔatḥ First Nation

Trustees discussed the benefit of adding another forum for communication between the Nation and the District. (6 in favour / 1 abstained)

Moved by: Trustee Bray
Seconded by: Trustee Ransom

THAT the Board of Education direct staff through the Superintendent, to put in place quarterly meetings of Trustees/Staff of SD70 to meet with Chief and Council/Staff of Cišaaʔatḥ First Nation, to further the relationship and engage in other SD70/Cišaaʔatḥ matters.

6

15. Correspondence- For Information

15.1 BCSTA PC Synopsis

Trustee Ransom thanked Trustee Orr for being on the call and noted that she had done an excellent job.

15.2 2024-03-04 Fraser, Michele (letter to Trustees)

16. External Board Committees

16.1 2024-03-06 Heritage Commission Meeting Minutes

16.2 2023-11-23 ACRD Solid Waste Management Plan Advisory Committee Meeting Minutes

16.3 2024-02-09 ACRD Solid Waste Management Plan Advisory Committee Meeting Minutes

16.4 2024-02-23 ACRD Solid Waste Management Plan Advisory Committee Meeting Minutes

17. Internal District Committees

17.1 2024-03-05 Policy Committee Meeting Minutes

17.2 2024-03-05 Education Committee Meeting Minutes

18. Audience Question Period

ADTU President Ryan Dvorak expressed "Kudos" to the staff of Eighth Avenue Learning Centre while working with our most vulnerable students in such a dedicated way. He noted they have the full support of the ADTU going forward.

19. Next Meeting

20. Adjournment

The meeting was adjourned at 7:11pm.

Board Chair

Secretary Treasurer



Long Range Facilities Plan (2023-2032)

always learning | takaas?aaq̓lin huuhtak̓iih | ka kishkaytaynaan | apprendre, toujours



Prepared in 2023/24 by:



PALMER
Management Consulting

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LRFP WORKPLAN

<u>ACTION</u>	<u>DATE</u>
Project Initiation Meetings	April 2023
School Visits – Alberni Valley and Westcoast	April 2023
Document Review	Apr to Sept 2023
First Draft of LRFP	October 2023
Review Meetings with SD Staff	November 2023
Review Draft with Board of Education	December 19, 2023
Second Draft of LRFP	January 2024
Public & Municipal Engagement	Feb and Mar 2024
Third Draft of LRFP	March 2024
Final Review with Board of Education	April 2024
Final LRFP Submitted and Posted	May 2024

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LAND STATEMENT AND ACKNOWLEDGEMENT

The Pacific Rim School District is situated on the ha-houlthees of the čišaaʔath, Hupačasath, Tla-o-qui-aht, Yuuʔuʔiʔath, and Huu-ay-aht First Nations and acknowledges that we work alongside these Nuu-chah-nulth nations as well as the Ditidaht, Uchucklesaht, Toquaht, Ahousaht, and Hesquiaht First Nations, the Métis Nation of British Columbia and the Alberni-Clayoquot Métis Society to serve the children and youth of the Alberni-Clayoquot region.

The district strives to increase awareness, understanding and integration of Nuu-chah-nulth, Métis and Inuit culture, history, and language in all Pacific Rim School District schools as part of our ongoing commitment to Truth and Reconciliation.

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EXECUTIVE SUMMARY

British Columbia school districts are required by the Ministry of Education and Child Care (Ministry) to maintain an up-to-date Long Range Facilities Plan (LRFP) to demonstrate that school district facilities are managed effectively, economically and efficiently to meet educational goals. LRFPs are guidance documents that identify facility needs and opportunities from a district-wide perspective.

This LRFP includes analysis of past, current and forecasted student enrolment; facility capacity utilization; facility condition assessments; vision and strategic planning principles; evaluation of options; and recommendations. The intent of the LRFP is to provide a strategic framework and direction for future Pacific Rim School District No. 70 (District) annual Five Year Capital Plan submissions and other capital project planning in the District.

The District operates twelve schools (including the Eighth Avenue Learning Centre) in the communities of Bamfield, Port Alberni, Tofino, Ucluelet. Bamfield Community School is a K-12 school; in Port Alberni there are six K-7 Elementary Schools, one 8-12 Secondary School, and the Eighth Avenue Learning Centre for alternate and adult education programs; Tofino has one K-7 Elementary School; and in Ucluelet the District operates one K-7 Elementary School and one 8-12 Secondary School on adjacent sites.

The District's total headcount has been reasonably stable for the past ten years and is projected to remain mostly stable in the coming ten years. The main reason for the District's enrolment stability is that future Kindergarten enrolments are expected to be roughly the same as the number of outgoing Grade 12 students over the LRFP time period. And in-migration to the District is not expected to add significant enrolment over the planning period. No school closures are recommended, and no new schools are expected to be required in the District over the next ten years, however additions may be required to alleviate enrolment pressures at specific schools.

Summary of Key Recommendations

1. Adopt capital planning principles
2. Create and maintain five year plans for Ministry minor capital funding programs
3. Advocate for Ministry capital funding for staff housing
4. Continue to submit joint seismic and expansion requests for Wickaninnish Elementary
5. Continue to submit expansion requests for Alberni District Secondary School
6. Do not consider any school closures
7. Do not Proceed with any material catchment boundary changes in the short term

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I. LONG RANGE FACILITIES PLANNING

A. Purpose and Process

LRFPs are meant to guide capital planning decisions, to validate annual capital plan requests to the Ministry, to provide high-level facilities information to students, staff, and the public, and to generally support a long term vision for the management of school district buildings and land.

Among other things, the LRFP considers:

- ✓ High-level Educational Programming and Future Needs
- ✓ Demographics, Facility Capacity and Utilization
- ✓ Facility Condition and Maintenance Requirements
- ✓ Staff Housing Requirements
- ✓ Community Partnerships

The last LRFP completed by the District was in 2010. This current LRFP has been developed to include up-to-date information and data about enrolment and facility condition, and other details required to make sound capital planning and investment decisions.

B. Guiding Principles

The Ministry of Education and Child Care (Ministry) 2024/25 Capital Plan Instructions document requires boards of education to develop and maintain a comprehensive LRFP to “guide board of education decisions regarding capital asset management and capital plan submissions, both in terms of facility operations and educational programming.” A school district LRFP most commonly uses a ten year planning horizon and must account for the unique circumstances of the school district now, and into the future.

Project requests in a school district’s Annual Five-Year Capital Plan submission to the Ministry should be supported by the recommendations and findings of an up to date LRFP. Although a LRFP is not required to be submitted as part of the Annual Five-Year Capital Plan submission, the Ministry may request that a school district reference relevant sections of the LRFP to inform the Ministry’s capital plan review process.

A LRFP is not meant to simply identify capital projects that are needed in the school district the way an Annual Five-Year Capital Plan does. Rather, a LRFP is a comprehensive planning tool that covers a longer time frame (usually ten years) which describes how the board of education plans to manage existing facilities and identifies any new facilities required to accommodate enrolment growth.

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The scenarios envisioned and the recommendations adopted in the LRFP should respond to various factors, but primarily:

- Forecasted enrolment growth or decline
- Building condition and maintenance requirements
- Potential changes in educational programming and grade configurations
- Other facility-specific needs

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II. SCHOOL DISTRICT OVERVIEW

A. About the School District

The Pacific Rim School District No. 70 (the District) covers much of Central Vancouver Island’s rugged, picturesque West Coast and serves a regional population of approximately 31,000 residing in the communities of Port Alberni, Tofino, Ucluelet, Bamfield and other rural communities in the west central regions of Vancouver Island (see Figure 1).

The District is home to about 4000 students, 36% of whom are of Indigenous Ancestry, in two neighbourhood secondary schools, eight elementary schools, and one K-12 school. The District has a successful alternate learning centre, a strong French Immersion program, a thriving international student program, and a busy continuing education program.

The District is committed to all student successes and has strong connections to early learning and community wellness and mental health support, as well as the region’s two major post-secondary institutions. The District employs close to 500 employees.

Figure 1 – Map of Pacific Rim School District No. 70



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B. District Strategic Plan

Education facilities are essential to the success of any school district. A comprehensive Long Range Facilities Plan is required by the Ministry and necessary to help the District achieve each of the goals in the District's 2023/24 – 2027/28 Strategic Plan:

- ✓ **Indigenous Learner Success and Relations with First Nations**
 - Ensuring spaces are inclusive and reflect local Indigenous culture
- ✓ **Student Achievement**
 - Creating the best possible facility conditions for student success
- ✓ **Mental Health and Social-Emotional Well-Being**
 - Recognizing that the condition and functionality of education facilities can influence behaviours, attitudes and outcomes
- ✓ **Safe, Welcoming and Modern Learning Environments**
 - Maintaining and renewing education facilities to maximize safety, health and learning opportunities
- ✓ **Environmental Stewardship and Global Citizenship**
 - Operating efficient buildings and taking advantage of new energy technologies as learning tools (e.g. solar walls, heat pumps, etc.)

District Vision:

Our vision is to be a safe, welcoming, and engaging learning community that is diverse, equitable, inclusive, accessible, and collaborative, and creates belonging and opportunities for all.

District Mission:

Our overall intent is to educate students in safe, inclusive, and engaging learning environments where every student develops the knowledge, skills, and abilities to be lifelong learners and responsible members of our global society.

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C. District Programs and Services

Indigenous Education

The District Indigenous Education Team works to increase awareness of Indigenous culture, traditions and language. Staff work closely with the Indigenous Education Advisory Committee to help guide development of programs and teachings to strengthen the identity of Indigenous students in the district and increase Indigenous students' success in the education system. The District works with the Haa̓huup̓c̓amis Councils to learn about and apply appropriate cultural principles, ideas, core values, and language protocols with District initiatives and as a reminder to teach from love and respect.

International Education

The International Education program mission is to provide international students with an immersive overseas education experience surrounded by natural beauty in the heart of Vancouver Island, Canada. SD70 is dedicated to fostering cross-cultural understanding, academic excellence, and personal growth. With beautiful campuses, dedicated staff, wonderful host families and personalized attention, we empower students with the knowledge, skills, and global perspective to become compassionate, globally-minded leaders, equipped to thrive in an interconnected world.

Digital Classroom

The Information Technology Department envisions a future where innovative technology seamlessly integrates into every aspect of education. The Department strives to cultivate a dynamic learning environment that harnesses the power of technology to inspire, engage, and support students, educators, and staff.

Goals:

1. **Reliable Infrastructure:** Develop and maintain a robust IT infrastructure that ensures reliable connectivity, security, and accessibility across all school facilities.
2. **Equity and Inclusion:** Ensure equitable access to technology resources for all students and staff, bridging the digital divide and promoting inclusivity.
3. **Enhanced Learning Experiences:** Implement technological solutions to enrich teaching and learning experiences, fostering creativity and critical thinking among students.
4. **Professional Learning:** Provide training and support to educators and staff, empowering them to leverage technology effectively in their roles.

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5. **Innovation and Adaptability:** Continuously explore emerging technologies and strategies to adapt and evolve our IT initiatives, keeping pace with the ever-changing educational landscape.
6. **Data-driven Decision Making:** Utilize data analytics and insights to inform strategic decisions, optimizing IT resources to meet the evolving needs of the district.

Through collaborative work and a commitment to learning, the IT Department strives to provide a safe, welcoming and modern learning environment for all.

Early Learning

Pacific Rim Children and Families is the District's early learning branch. It is a partnership that includes the District, Pacific Rim Children and Family staff, community partners, and families working together. Various onsite and outreach programming enhances connections, with families, early care and learning professionals, primary educators and community partners.

Pacific Rim Children and Families is physically located at The Family Hub at EJ Dunn Elementary School. Programs includes The Family Hub, Kindergarten Transition, Child Care, StrongStart, and Pop Up Play.

Community Schools

The District operates three diverse Community Schools – Alberni Valley Community School, Bamfield Community School and Wickaninnish Community School. While the Community School offices are located in district schools and much of their programming takes place in those schools, each Community School is managed by a non-profit Community School Society or Association. Core funding is provided through the Ministry of Education CommunityLINKS envelope and School District Policy 630 regulates Community Schools.

Alternative Programs

The District operates three learning programs out of Eighth Avenue Learning Centre.

Pacific Rim Continuing Education is an ADULT GRADUATION PROGRAM for any adult learner who would like to graduate with an Adult Dogwood Diploma or upgrade their academic courses to pursue post-secondary or training opportunities. Literacy and numeracy support for adult

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learners is also available at the Eighth Avenue Learning Centre. Learners that do not live in Port Alberni can access courses in an online format.

CHOICES is an Online Learning school that provides self-paced, individualized instruction for students of all ages within the Pacific Rim School District. Blended learning opportunities are available onsite, offering students the opportunity to work with your teacher one-on-one or in small groups. All courses provided by CHOICES follow BC Ministry of Education and Child Care Learning Standards.

Online Learning is an instructional method that increases student choice, flexibility, and access to study outside of traditional classroom schedules and it is the primary delivery method of Pacific Rim School District's CHOICES Online Learning program.

Eighth Avenue Learning Centre is also home to the Pacific Rim School District's ALTERNATIVE PROGRAM which is an educational alternative to the traditional school model. The Alternative Program operates on an individualized model with each student working on a course(s) in a self-paced, personalized format with assistance from qualified teachers. There are Youth Care Workers, Indigenous Support Workers, Nuu-Chah-Nulth Education Workers and highly experience, trauma informed teachers who provide one-on-one support, cohort-based instruction, and enhanced supports to ensure that students have every opportunity to achieve their goals.

French Immersion

Early French Immersion students begin the program in Kindergarten (or in some cases grade one) and continue on through to Grade 12. All instruction is in French for the first three years (Kindergarten to Grade 2). Formal instruction in English begins in Grade 3 and represents 20% of instructional time through Grade 7. The percentage of French instruction decreases gradually as students proceed through the secondary grades. French Immersion is available at Alberni Elementary and at ADSS.

Mental Health and Wellness Hub

The District's Mental Health and Wellness Hub provides families and educators with resources that are specifically recommended by District wellness counsellors.

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D. Student Achievement

Although the functionality, design, and condition of education facilities are not necessarily primary factors in overall student achievement and success, there is a good deal of research demonstrating that the quality and functionality are important variables. Some of the ways that school facilities can affect student outcomes include:

- Air quality
- Temperature and moisture control
- Acoustics and noise
- Lighting and vision
- Classroom size and layout
- Wayfinding and circulation

The District believes that every child deserves an equal opportunity to reach their full potential. By implementing evidence based instructional practices, continuously assessing student progress, and providing targeted support, the District works to ensure that each student receives the necessary tools and support to succeed academically and socially.

As referenced in the Strategic Plan, the District's specific goals for student achievement are to:

- ✓ Maintain literacy and numeracy as top priorities K-12
- ✓ Focus on student engagement and commitment to their own learning
- ✓ Close any learning or school completion gaps between Indigenous and non-Indigenous learners
- ✓ Connect with early years providers to support children's transitions into school
- ✓ Focus on transitions into school, from elementary to secondary and to graduation with dignity, purpose, and options
- ✓ Provide the best possible support services for learners
- ✓ Provide West Coast students with the same opportunities as are found in the Alberni Valley
- ✓ Support involvement of parents and caregivers in their children's education

Figures 2 through 6 show some of the District's recent student achievement results for Literacy 10, Numeracy 10, and Graduation Transitions respectively, from the most recent [Foundation Skills Assessment Results](#) from the [District's Enhancing Student Learning Report](#). While results for the District are below provincial averages in certain categories, there are some positive trends, particularly with Grade 10 results improving consistently over the past several years.

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Figure 2 – FSA Results Grades 4 & 7 Literacy/Reading: All Students

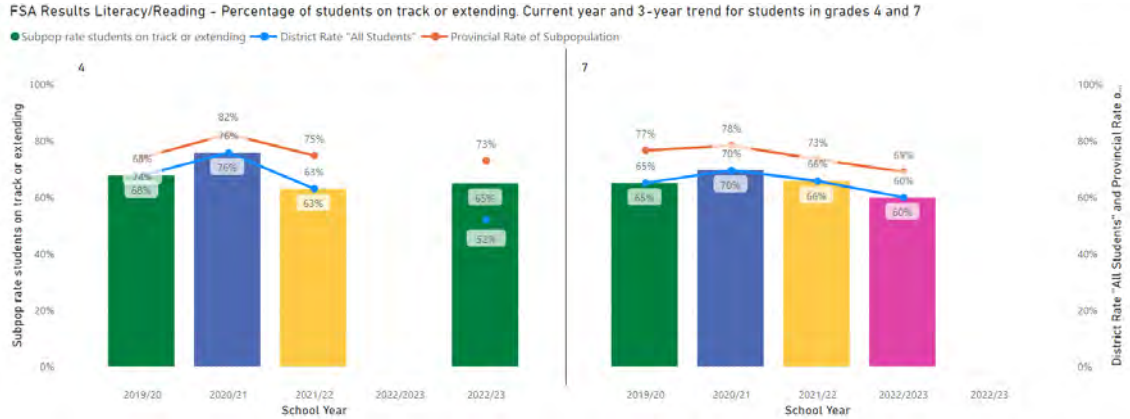


Figure 3 – FSA Results Grade 10 Literacy: All Students

Literacy 10 Assessments - Percentage proficient or extending. Current year and 3 year trend.

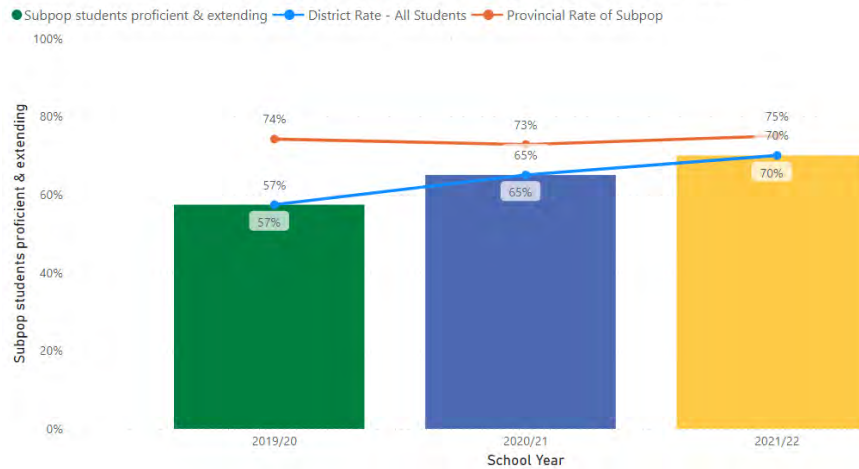


Figure 4 – FSA Results Grades 4 & 7 Numeracy: All Students

FSA Results Numeracy - Percentage of students on track or extending. Current year and 3-year trend for students in grades 4 and 7

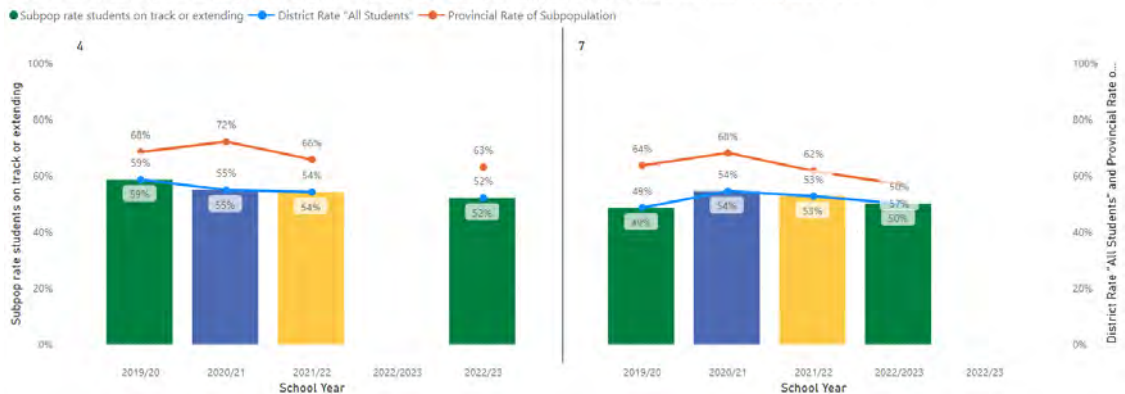


Figure 5 – FSA Results Grade 10 Numeracy: All Students

Numeracy 10 Assessments - Percentage proficient or extending. Current year and 3 year trend.

● Subpop students proficient or extending numeracy ● District Rate "All Students" ● Provincial Rate of Subpopulation

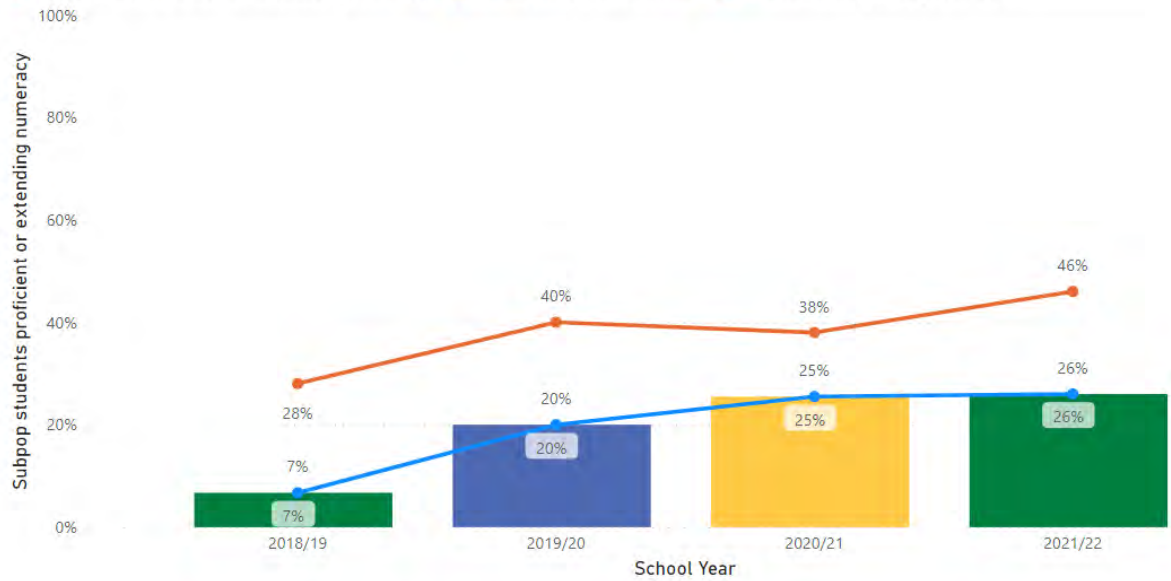
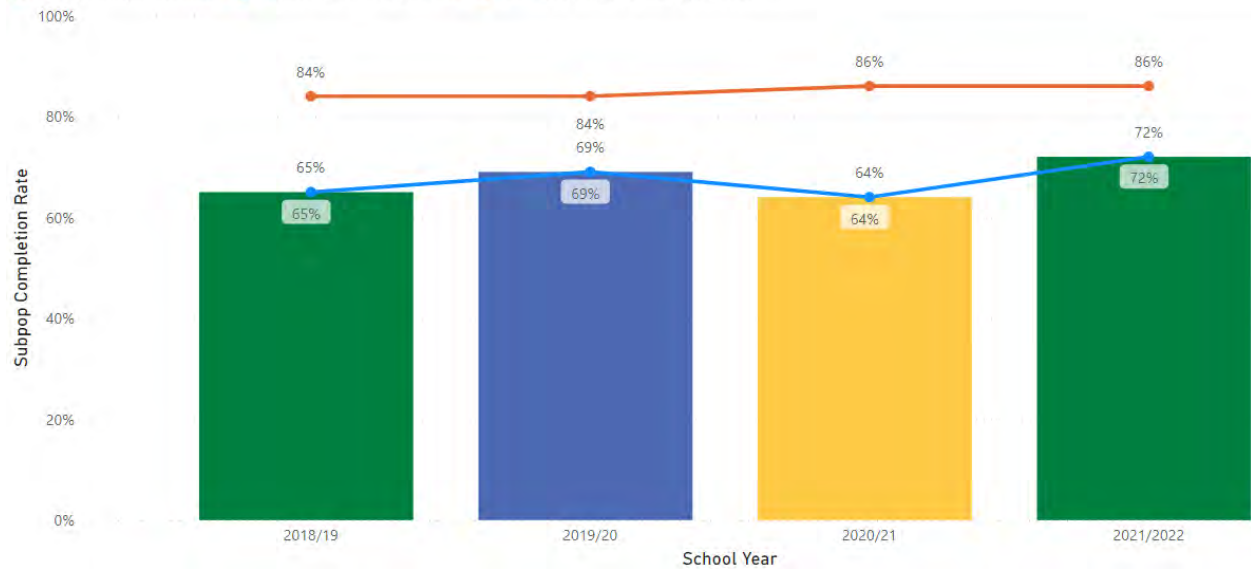


Figure 6 – Graduation Achievement within 5 Years of Start of Grade 8

Percentage of resident students who achieved a BC Certificate of Graduation Dogwood Diploma within 5 years of start Grade 8.

● Subpop Completion Rate ● District Rate - All Students ● Provincial Rate of Subpopulation



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E. Community Demographics and Profiles

Education is one of the keys to improving social and economic indicators. It is the responsibility of the Ministry and boards of education to continually work to establish the conditions for student success. This includes creating and maintaining high quality and functional education facilities for students and for District staff.

The District shares boundaries with the Alberni-Clayoquot Local Health Area (see Figure 7). Total school age population estimates for the Local Health Area are shown in Figure 8. While the majority of the school age population in BC communities attend public schools, some students do attend other schools, such as independent schools or Conseil Scolaire Francophone schools.

Figure 7 – Map of Alberni-Clayoquot Local Health Area

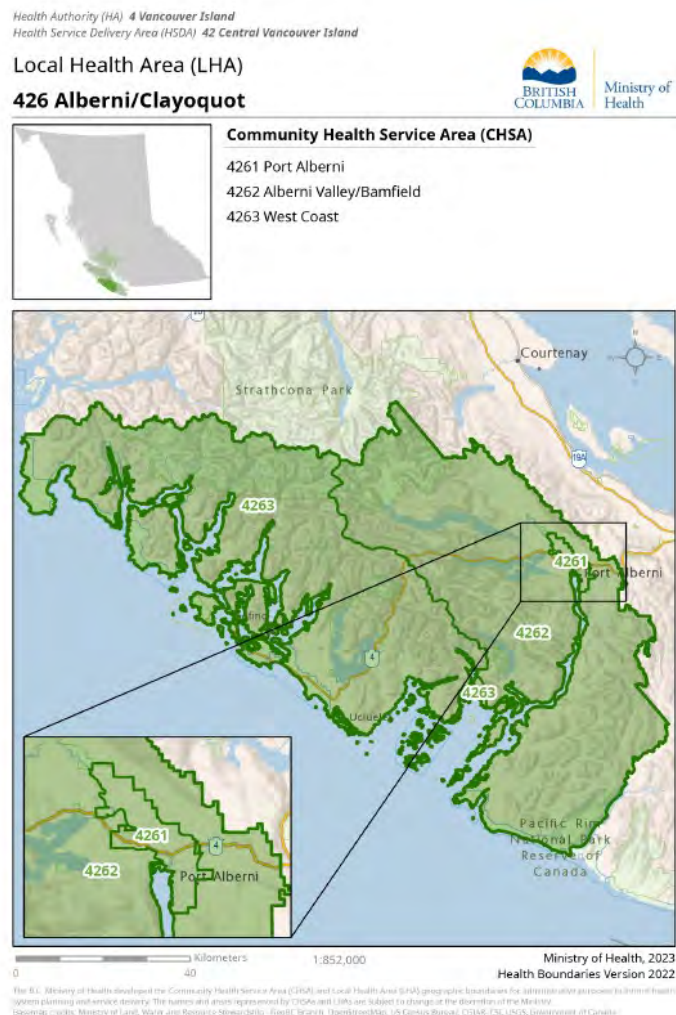


Figure 8 – Total School Age Population Estimates for Alberni-Clayoquot Local Health Area

Year/Grade	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
2022	338	347	348	358	347	351	339	353	351	369	361	365	334	4,561
2023	343	334	342	348	352	346	352	346	366	367	381	360	362	4,599
2024	330	336	328	341	348	354	343	356	355	383	378	376	359	4,587
2025	317	323	329	329	342	348	353	349	365	374	394	375	376	4,574
2026	302	312	317	331	329	341	345	356	361	384	386	390	370	4,524
2027	332	302	308	319	329	327	337	349	367	375	396	383	387	4,511
2028	335	327	293	306	321	331	324	343	360	383	388	392	379	4,482
2029	338	332	317	294	307	317	330	329	349	376	396	383	387	4,455
2030	340	332	324	320	293	303	315	333	336	372	388	392	379	4,427
2031	340	335	322	322	322	294	304	317	342	355	383	383	387	4,406
2032	339	334	325	325	323	320	292	309	328	358	365	374	380	4,372
2033	339	332	325	325	326	325	317	294	315	343	368	360	372	4,341
Range	41	45	55	64	59	60	61	62	52	41	35	32	53	

Source: BC Stats Population Estimates and Projections for BC

Figure 9 shows that the District unemployment rate within the District is higher than the provincial rate, median family income is lower, population density of is lower, the percentage of people 25-64 with post-secondary credentials is lower, and the percentage of lone-parent families is slightly higher.

Figure 9 – Pacific Rim School District Socio-Economic Measures Compared to Province

	Pacific Rim	Province
Unemployment Rate	9.012%	8.27%
Median Family Income Economic Families (Before Tax)	\$88,278	\$113,137
Population Density (people per sq. km of land area)	1,036	3,644
Percent of 25-64 with Post Secondary Credentials	35.299%	42.06%
Percent of Lone Parent Families	5.097%	4.286%

<https://studentsuccess.gov.bc.ca/school-district/070>

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1) Bamfield Zone

The Bamfield Zone consists primarily of the community of Bamfield, located on the south shore of Barkley Sound with a total population of approximately 200. The Town is in the traditional territory of the Huu-ay-aht First Nation, which has a local resident population of around 100 and another 650 in other communities, primarily Port Alberni. Bamfield is well known for its salmon fishing, access to wilderness, and as the northern terminus of the famous West Coast Trail.

Demographic statistics specific to the community are challenging to find given the small size of the community. Bamfield's Official Community Plan, adopted in 2014 and revised in 2022, includes the following Vision Statement:

We envision Bamfield as an internationally recognized life-long learning community with the necessary supporting infrastructure, with a stable and vibrant economy that provides a variety of jobs and entrepreneurial and educational opportunities. We will preserve and restore the environment and cultural integrity, develop recreational resources and niche specialties that build on new technologies, and establish a welcoming, informed, caring and involved community in which individuals enjoy relationship, spirit and unity.

Overall, the OCP does not emphasize residential growth to the same extent as many other OCPs in BC. Although Objective 3.2.6 does seek to “facilitate the provision of safe, affordable rental housing within the Plan Area.”

The population of the community appears to have remained quite stable in recent years, and forecasts are for continued stability, without significant growth or decline in the overall population or the specific school age population.

2) Westcoast Zone

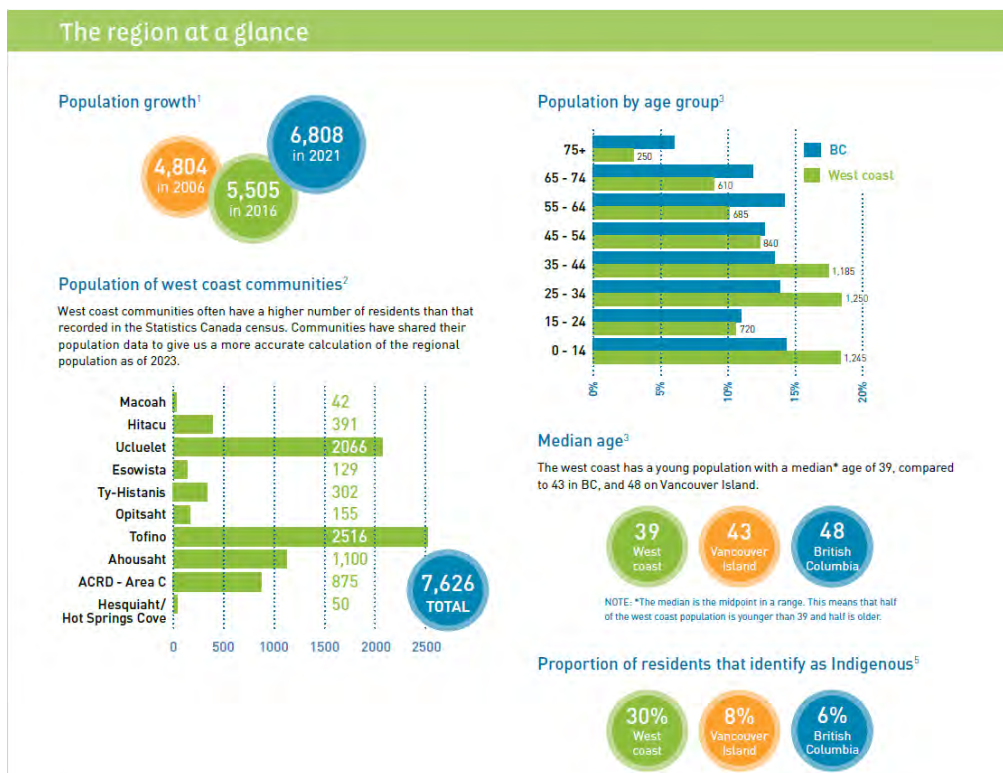
The entire Westcoast Zone relies heavily on the tourism sector. Pacific Rim National Park and a wide variety of outdoor recreational opportunities are supported many accommodation and services enterprises. Although steady growth in the tourism sector over the past 10-20 years has led to overall population increases in the region, school age populations have remained fairly constant.

The Westcoast Zone of the District runs from Ucluelet in the south up to Tofino in the north, including Opitsat. A high percentage of Westcoast Zone residents identify as Indigenous (30%) compared to Vancouver Island as a whole (8%), or all of BC (6%), as shown in Figure 10. The

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overall population of the Westcoast zone has grown considerably over the past 15 years, though the school age population has not grown at the same rate as other age groups, even though the population is quite youthful compared to all of BC. The median age for the Zone is much lower than for Vancouver Island or BC, with the 25-34 and 35-44 age groups having relatively higher proportional representation.

Figure 10 – Demographics of the Westcoast Zone



¹ Statistics Canada, 2021. Census profiles: Ucluelet, Macoah, Refuge Cove, Hesquiaht, Opitsaht, Markkosis, Esowista, Itatsoo, Tofino, Alberni-Clayoquot Area C.
² Statistics Canada, 2021. Census profiles: Ucluelet, Macoah, Refuge Cove, Hesquiaht, Opitsaht, Markkosis, Esowista, Itatsoo, Tofino, Alberni-Clayoquot Area C, and Rob Sullivan, Jim Oshshohn, Naomi Mack, Michelle Touchie, Hesquiaht First Nation Administration, Tla-o-qui-aht First Nations Administration, personal communication.
³ Statistics Canada, 2021. Census profiles: Ucluelet, Opitsaht, Markkosis, Esowista, Itatsoo, Tofino, Alberni-Clayoquot Area C, British Columbia (province), Vancouver Island and West Coast (economic profile).
⁴ Clayoquot Biosphere Trust, 2023. Living wage report.
⁵ BC Government, 2023. <https://www2.gov.bc.ca/gov/content/employment-business/employment-standards-advice/employment-standards/wages/minimum-wage> Accessed August 3, 2023.

Source: [Clayoquot Biosphere Trust Vital Signs Report](#)

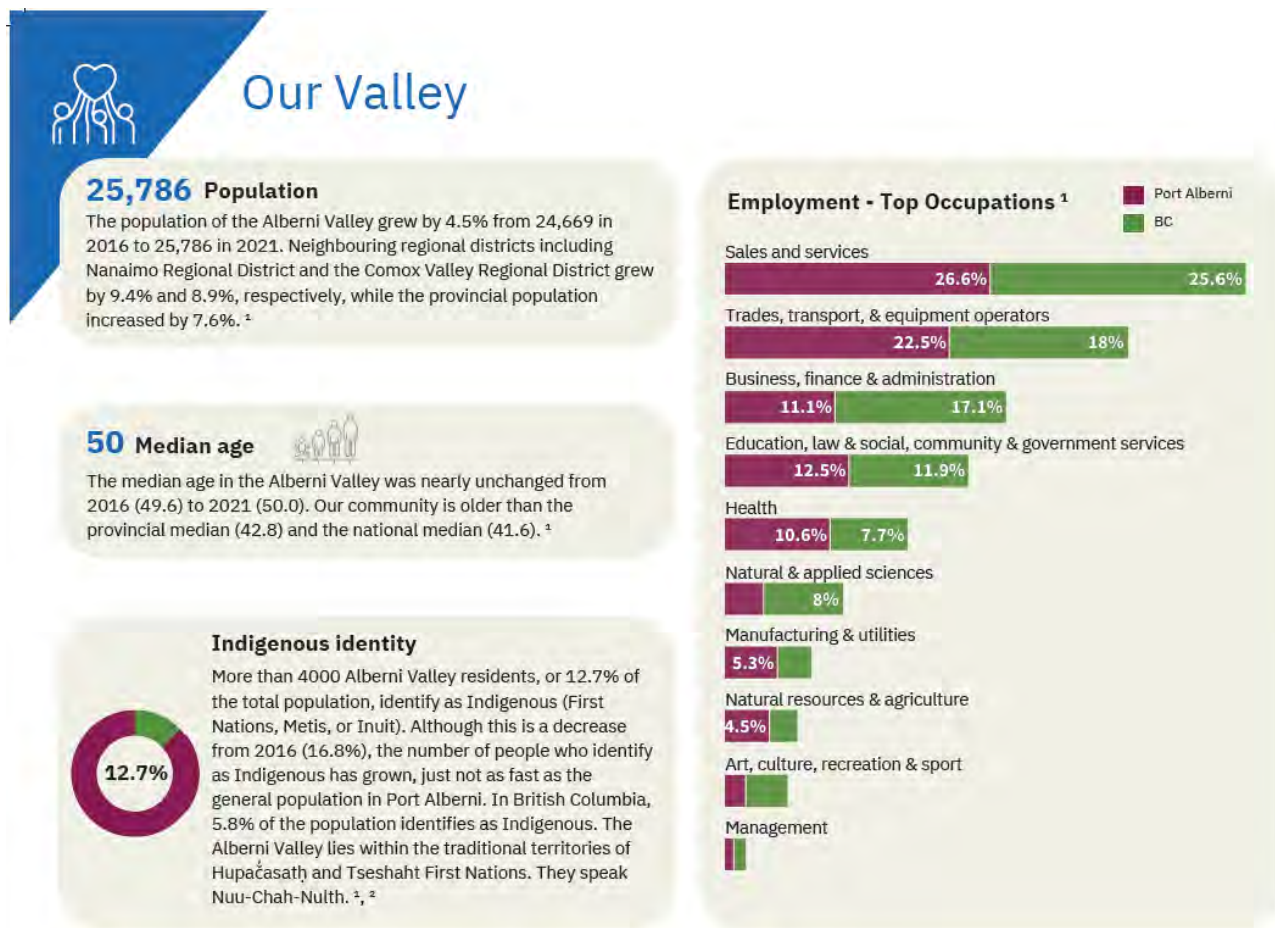
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3) Alberni Valley Zone

The Alberni Valley Zone is the largest of the three zones in the District, with six elementary schools, one secondary school and the Eighth Avenue Learning Centre, which provides alternate and adult education programs.

Figure 11 shows the overall population of the Alberni Valley Zone has grown in recent years (4.5%), but at a slower rate than neighbouring regional districts (Nanaimo 9.4% and Comox Valley 8.9%), and slower than the overall growth rate for BC (7.6%). Over 4000 residents (12.7%) in the Alberni Valley Zone identify as Indigenous, compared to 8% on Vancouver Island and about 6% for all of BC. The percentage of people employed in the Health (10.6%) and Education (12.5%) sectors are higher than for BC as a whole.

Figure 11 – Demographics of the Alberni Valley Zone



Source: [The Alberni Valley Community Foundation 2023 Vital Signs Report](#)

F. LRFP Consultation

The development of a LRFP includes engagement with the public and with other jurisdictions, primarily municipalities, as set out in the Ministry’s Long-Range Facilities Plan Guidelines. Several tools were utilized throughout the development of this LRFP to ensure there was an appropriate opportunity for community input. Figure 12 shows the various engagements that helped to inform the content and recommendations of this LRFP.

A public LRFP survey was available on the District website for several weeks in February and March 2024. The survey included variety of questions about District facilities and school sites. For reference, a draft of the LRFP and a presentation document that summarized the draft LRFP were also posted for review. A notice of the LRFP survey and draft LRFP was communicated throughout the District beforehand. Detailed results from the LRFP survey are found in Appendix A. Although the response rate was low, the information is still helpful to the overall development of a LRFP.

Many internal meetings were held with the District executive and subcommittees. These discussions yielded helpful information about the specific needs of certain regions, communities, students, staff and schools. The District wrote to First Nations with an invitation to participate in LRFP discussions. The District’s Indigenous Education Committee was also consulted, and their thoughtful feedback has been considered in the development of this LRFP.

Meetings with municipal staff are important during the creation of a LRFP to ensure that there are no substantial developments that would cause a material change in the population forecasts from other sources, such as Statistics Canada, BC Stats, Baragar, etc. This local knowledge of current activities is crucial. Meetings were held with all municipalities within the District which confirmed that there is some growth forecasted in the coming years, but that most of the increases are expected to be in the adult populations rather than in the school age cohorts.

Most of the communities within the District are taking a cautious and managed approach to growth. There are various reasons for this including environmental, water and other utility constraints, and public preference. The result is that growth is likely to be moderate and incremental compared with the rapid growth occurring in some parts of the province. This will allow the District to monitor growth on a year-by-year basis and adjust capital priorities as required, though the current priorities for expansion projects (Wickaninnish and ADSS) are likely to remain the District’s top priorities for some time.

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Figure 12 – Summary of LRFP Engagements

<u>ENGAGEMENT ACTIVITY</u>	<u>DATE</u>
Visits to all District Schools in Westcoast and Alberni Valley Regions	April 28-29, 2023
Initial Meeting with District of Tofino (Peter Thicke, Manager of Planning Services)	December 12, 2023
Initial Meeting with District of Ucluelet (Bruce Greig, Director of Community Planning)	December 12, 2023
Initial Meeting with City of Port Alberni (Scott Smith, Director of Development Services / Deputy CAO; and Willa Thorpe, Director of Parks, Recreation & Heritage)	December 14, 2023
Presentation to the Board	December 19, 2023
Presentation to District Executive	December 20, 2023
Presentation to District Indigenous Education Council	December 20, 2023
Presentation to District Principals	January 11, 2024
Draft LRFP Posted for Public Feedback	February & March, 2024
LRFP Survey Posted for Public Input	February & March, 2024
Follow-up Meeting with City of Port Alberni (Scott Smith, Director of Development Services / Deputy CAO)	February 22, 2024
Follow-up Meeting with District of Ucluelet (John Towgood, Municipal Planner)	February 23, 2024
Meeting with Alberni-Clayoquot Regional District (Mike Irg, Planning Manager; and Alex Dyer, Planner)	February 23, 2024

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III. GOVERNMENT AND MINISTRY INITIATIVES

A) Mandate Letter

The Minister of Education and Child Care’s mandate letter from December 2022 includes several items that align directly with the District’s needs and priorities, including some that have implications for capital funding. The Minister is directed in the letter from the Premier, the Minister is directed to prioritize several of the following tasks:

- Continue to work with Boards of Education to ensure all students have the supports they need to be successful.
- **To help make sure students are properly fed for learning, expedite work with school districts to create more local school meal programs based on district data and priorities, and work with the Minister of Agriculture and Food to integrate Feed BC into this plan so that districts can include locally grown food.**
- Deliver targeted investments to help make sure students have the classroom supplies they need to succeed, so parents and teachers don’t have to pay the full cost out-of-pocket.
- With support from the Parliamentary Secretary for Accessibility, continue providing supports to children and youth with disabilities and special learning needs.
- **Continue to invest in new and modernized schools, including focusing on meeting seismic requirements, increasing child care spaces, and achieving climate change and energy efficiency standards as set out in our CleanBC plan.**
- Work with staff, Boards of Education, teachers, parents, students, and other stakeholders to identify and address issues of racism in our education sector.
- **Support the Minister of State for Child Care by working toward universal access to before and after school care, continuing to build spaces on school grounds, and finalizing development of a capital plan for child care.**
- Work with the Minister of Children and Family Development and support the work of the Minister of Mental Health and Addictions to continue our government’s commitment to addressing mental health problems early by expanding Integrated Child and Youth Teams to 20 school districts.

B) Universal Child Care – New Spaces Fund

School districts and the Ministry have significant roles to play as the Province implements a universal child care program. Schools will be essential in creating affordable, accessible, and inclusive child care spaces, including before and after school spaces. Supporting child care

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workers and educating those who would like to become childcare workers will also be key to meeting the needs of urban and rural communities as BC seeks to expand child care services.

The ChildCareBC New Spaces Fund has two streams that are relevant to school districts.

The *School Age Care on School Grounds* funding stream is available to BC School Boards, First Nation Schools, First Nation Independent Schools, and Other Eligible Independent Schools interested in creating or expanding access to new licensed School Age Care on School Grounds spaces through ground-up builds, renovations, and/or the purchase of equipment. This stream was established in 2022/23 and is intended to assist in the creation of licensed school-age child care spaces on school grounds through a more streamlined application process. Additionally, to be eligible for the School Age Care on School Grounds stream, the project must fall within the maximum cost-per-space threshold of \$40,000. Projects above this cost per space are ineligible for this stream.

School districts are also eligible to apply under the *Primary Stream* if creating other licensed child care types as well or instead of School Age Care on School Grounds spaces.

Full eligibility requirements can be found in the [Funding Guidelines](#).

Key changes to the New Spaces Fund in 2022-23 included:

- An open intake for applications was implemented for the 2022/23 fiscal year. The intake closes when funding runs out or at the end of the funding cycle
- Maximum provincial funding amounts were removed to support larger space creation projects, with prioritization for projects with a cost per space of \$40,000 or less
- Increased priority for projects creating infant toddler child care spaces
- Increased priority on school age space creation, including a new application stream BC School Boards, First Nation Schools, First Nation Independent Schools, and Other Eligible Independent Schools creating new School Age Care on School Grounds licence category type
- Added eligibility for the funding of consulting services incurred up to 12 months prior to entering a funding agreement
- New requirement for projects to include a minimum 10% contingency fund

The Ministry's capital funding programs for child care space have not been fully integrated with the Ministry's capital funding programs for K-12 space. Consequently, child care spaces are not fully integrated into this LRF, despite the fact that the District is actively creating child care spaces using programs like the New Spaces Fund.

The District has received project funding under this program to provide more and better child care spaces. For details, see specific school descriptions in Section IV.

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C) Apprentices on Public Projects

This initiative requires that all new, major infrastructure projects in British Columbia, valued at over \$15 million ensure that contractors and subcontractors demonstrate they are engaged in apprenticeship training and use apprentices on the work site. Other public sector organizations and projects with a total provincial investment less than \$15 million are also encouraged to adopt best practices, including engaging in apprenticeship training and reporting on the use of registered apprentices and trainees.

This initiative is unlikely to have a meaningful impact on the District unless approval is received for a new or replacement school, or for a major school renovation project.

D) Wood First Act and Mass Timber

The *Wood First Act* requires “the use of wood as the primary building material in all new provincially funded buildings, in a manner consistent with the building regulations within the meaning of the *Building Act*.” This only applies to new construction, so as with the apprenticeship policy, it would only be a consideration for the District if a large major capital project was approved. The Province has also taken steps towards requiring the use of mass timber in provincial infrastructure projects, where appropriate.

E) Accessible BC Act

Public sector organizations, like school districts, need to be aware of three requirements that came into force on September 1, 2022:

- Establish an accessibility committee
- Develop an accessibility plan
- Establish a process for receiving public feedback

Accessibility Committees

Accessibility committees are intended to help accessible organizations identify barriers to individuals in or interacting with the organization, and to advise the organizations on how to remove and prevent these barriers. To the extent possible, these committees should:

- have at least half of their members be persons with disabilities or individuals who represent a disability-serving organization;

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- have a membership which reflects the diversity of persons with disabilities in British Columbia; and
- have at least one member who is an Indigenous person.

Accessibility Plans

Website – Sept SD70 Plan available... update to follow

Accessibility plans must outline how accessible organizations will identify, remove and prevent barriers to individuals in the organization or interacting with it. An accessibility plan does not need to be complete or comprehensive at the start. It is intended to be a developing and evolving plan. Accessible organizations must review and update these plans at least once every three years.

In developing and updating an accessibility plan, accessible organizations must consult with their accessibility committee and consider the following principles:

- inclusion;
- adaptability;
- diversity;
- collaboration;
- self-determination; and
- universal design.

The plan, and its focus, will likely be relatively unique to the organization and dependent on its mandate. Accessible organizations do not have to submit their accessibility plans to the provincial government for review or approval, but organizations should make their plans available to the public (i.e. by publishing it on their website).

Accessibility Feedback

Public sector organizations must establish a process for receiving public feedback to help inform accessibility plans and decisions.

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IV. MINISTRY CAPITAL FUNDING PROGRAMS

The District is responsible for managing the overall maintenance and repair of District facilities, as well as the supervision of all new construction activities associated with these facilities. This is done using the District's operating grant funding, but also from several capital funding grant programs provided by the Ministry. These include a general Annual Facility Grant, as well as a series of capital grant programs that are designed to address specific areas of facility maintenance that District staff apply for annually.

The Ministry has processes for requesting and receiving capital funding from these various capital programs. Most of them require applications annually through the school district capital plan submissions.

A. Ministry Capital Programs

The following is a summary of Ministry capital funding programs, including recommendations for District priorities in each program.

1) Minor Capital Programs

Annual Facilities Grant (AFG)

AFG funding is provided to Districts to be used at their discretion to address repair and maintenance priorities at schools to ensure these facilities are safe and functioning well. The AFG is intended to fund the facility projects required to maintain a District's facilities through their anticipated economic life and to prevent the premature deterioration. Each school district should have a current maintenance plan that articulates the plan to maintain or improve the condition of District facilities within its inventory of capital assets and to allocate AFG towards this strategy accordingly.

The District typically receives approximately \$1,000,000 in AFG funding annually. The amount has not increased significantly over the past twenty years, which means that as costs have increased, particularly over the past five years, the District's ability to properly maintain its capital assets has become more challenging. Figure 13 shows the District's AFG projects from the past several years.

Figure 13 – Annual Facility Grant Projects in Pacific Rim School District (2021-2024)

Facility	Total Project Cost	Project Type	Project year	Submission	
Alberni Elementary	\$200,000	Site Upgrades	2021/2022	AFG 2021/2022	2021-06-30
Ucluelet Secondary	\$30,000	Electrical (AFG)	2021/2022	AFG 2021/2022	2021-06-30
Ucluelet Elementary	\$20,000	Electrical (AFG)	2021/2022	AFG 2021/2022	2021-06-30
Wickaninnish Community Sc	\$15,000	Site Upgrades	2021/2022	AFG 2021/2022	2021-06-30
Wickaninnish Community Sc	\$55,000	Site Upgrades	2021/2022	AFG 2021/2022	2021-06-30
John Howitt Elementary	\$65,000	Site Upgrades	2021/2022	AFG 2021/2022	2021-06-30
Alberni Elementary	\$15,000	Interior Construction (AFG)	2021/2022	AFG 2021/2022	2021-06-30
Alberni Elementary	\$15,000	Interior Construction (AFG)	2021/2022	AFG 2021/2022	2021-06-30
Wood Elementary	\$15,000	Interior Construction (AFG)	2021/2022	AFG 2021/2022	2021-06-30
Tsuma-as Elementary	\$25,000	Interior Construction (AFG)	2021/2022	AFG 2021/2022	2021-06-30
Tsuma-as Elementary	\$25,000	Electrical (AFG)	2021/2022	AFG 2021/2022	2021-06-30
Tsuma-as Elementary	\$100,000	HVAC (AFG)	2021/2022	AFG 2021/2022	2021-06-30
Eric J Dunn Elementary	\$25,000	Site Upgrades	2021/2022	AFG 2021/2022	2021-06-30
	\$10,000	Plumbing (AFG)	2021/2022	AFG 2021/2022	2021-06-30
	\$10,000	Plumbing (AFG)	2021/2022	AFG 2021/2022	2021-06-30
Maquinna Elementary	\$20,000	Plumbing (AFG)	2021/2022	AFG 2021/2022	2021-06-30
Alberni Elementary	\$15,000	Plumbing (AFG)	2021/2022	AFG 2021/2022	2021-06-30
John Howitt Elementary	\$10,000	Plumbing (AFG)	2021/2022	AFG 2021/2022	2021-06-30
	\$25,000	Roofing (AFG)	2021/2022	AFG 2021/2022	2021-06-30
Wood Elementary	\$50,000	Interior Construction (AFG)	2021/2022	AFG 2021/2022	2021-06-30
Alberni Elementary	\$50,000	Site Upgrades	2021/2022	AFG 2021/2022	2021-06-30
	\$40,000	Interior Construction (AFG)	2021/2022	AFG 2021/2022	2021-06-30
	\$75,000	HVAC (AFG)	2021/2022	AFG 2021/2022	2021-06-30
Eric J Dunn Elementary	\$50,000	Site Upgrades	2021/2022	AFG 2021/2022	2021-06-30
Eric J Dunn Elementary	\$45,000	Electrical (AFG)	2021/2022	AFG 2021/2022	2021-06-30
Maquinna Elementary	\$35,000	Electrical (AFG)	2021/2022	AFG 2021/2022	2021-06-30
Eighth Avenue Elementary	\$28,072	Electrical (AFG)	2021/2022	AFG 2021/2022	2021-06-30
John Howitt Elementary	\$65,000	Electrical (AFG)	2022/2023	AFG 2022/2023	2022-05-31
Alberni Elementary	\$85,000	Electrical (AFG)	2022/2023	AFG 2022/2023	2022-05-31
Tsuma-as Elementary	\$85,000	Electrical (AFG)	2022/2023	AFG 2022/2023	2022-05-31
Wood Elementary	\$65,000	Electrical (AFG)	2022/2023	AFG 2022/2023	2022-05-31
	\$35,000	Electrical (AFG)	2022/2023	AFG 2022/2023	2022-05-31
Ucluelet Elementary	\$85,000	Electrical (AFG)	2022/2023	AFG 2022/2023	2022-05-31
Ucluelet Secondary	\$100,000	Electrical (AFG)	2022/2023	AFG 2022/2023	2022-05-31
	\$200,000	HVAC (AFG)	2022/2023	AFG 2022/2023	2022-05-31
	\$50,000	Interior Construction (AFG)	2022/2023	AFG 2022/2023	2022-05-31
Alberni Elementary	\$225,000	Site Upgrades	2022/2023	AFG 2022/2023	2022-05-31
Bamfield Community School	\$45,000	Electrical (AFG)	2022/2023	AFG 2022/2023	2022-05-31
Tsuma-as Elementary	\$28,072	Roofing (AFG)	2022/2023	AFG 2022/2023	2022-05-31
Alberni District Secondary	\$7,500	Electrical (AFG)	2023/2024	AFG 2023/2024	2023-05-19
Alberni District Secondary	\$20,000	Electrical (AFG)	2023/2024	AFG 2023/2024	2023-05-19
Alberni District Secondary	\$10,000	Interior Construction (AFG)	2023/2024	AFG 2023/2024	2023-05-19
Alberni Elementary	\$25,000	Exterior Wall Systems (AFG)	2023/2024	AFG 2023/2024	2023-05-19
Alberni Elementary	\$50,000	Interior Construction (AFG)	2023/2024	AFG 2023/2024	2023-05-19
Alberni Elementary	\$35,000	Interior Construction (AFG)	2023/2024	AFG 2023/2024	2023-05-19
Alberni Elementary	\$45,000	Electrical (AFG)	2023/2024	AFG 2023/2024	2023-05-19
Alberni Elementary	\$55,000	Accessibility Upgrades	2023/2024	AFG 2023/2024	2023-05-19
Bamfield Community School	\$55,000	Exterior Wall Systems (AFG)	2023/2024	AFG 2023/2024	2023-05-19
Eighth Avenue Elementary	\$5,000	Interior Construction (AFG)	2023/2024	AFG 2023/2024	2023-05-19
John Howitt Elementary	\$15,000	Accessibility Upgrades	2023/2024	AFG 2023/2024	2023-05-19
John Howitt Elementary	\$35,000	Interior Construction (AFG)	2023/2024	AFG 2023/2024	2023-05-19
John Howitt Elementary	\$45,000	Exterior Wall Systems (AFG)	2023/2024	AFG 2023/2024	2023-05-19
Maquinna Elementary	\$50,000	Interior Construction (AFG)	2023/2024	AFG 2023/2024	2023-05-19
Tsuma-as Elementary	\$10,000	Exterior Wall Systems (AFG)	2023/2024	AFG 2023/2024	2023-05-19
Tsuma-as Elementary	\$7,500	Site Upgrades	2023/2024	AFG 2023/2024	2023-05-19
Ucluelet Elementary	\$15,000	Electrical (AFG)	2023/2024	AFG 2023/2024	2023-05-19
Eric J Dunn Elementary	\$25,000	Exterior Wall Systems (AFG)	2023/2024	AFG 2023/2024	2023-05-19
Ucluelet Secondary	\$5,000	Interior Construction (AFG)	2023/2024	AFG 2023/2024	2023-05-19
Wickaninnish Community Sc	\$50,000	Electrical (AFG)	2023/2024	AFG 2023/2024	2023-05-19
Wickaninnish Community Sc	\$40,000	Electrical (AFG)	2023/2024	AFG 2023/2024	2023-05-19
Wood Elementary	\$50,000	Electrical (AFG)	2023/2024	AFG 2023/2024	2023-05-19
Wood Elementary	\$25,000	Exterior Wall Systems (AFG)	2023/2024	AFG 2023/2024	2023-05-19
Wood Elementary	\$35,000	Interior Construction (AFG)	2023/2024	AFG 2023/2024	2023-05-19
Wood Elementary	\$40,000	Electrical (AFG)	2023/2024	AFG 2023/2024	2023-05-19
Wood Elementary	\$15,000	Site Upgrades	2023/2024	AFG 2023/2024	2023-05-19
	\$537,824	Interior Construction (AFG)	2023/2024	AFG 2023/2024	2023-05-19

There are 9 main categories of eligible AFG expenditures:

- ✓ **Accessibility upgrades** (improvements related to access for persons with mobility issues or physical disabilities);
- ✓ **Asbestos Abatement** (mitigation and/or remediation of asbestos affected areas);
- ✓ **Electrical upgrades** (improvements or replacements of power supply and distribution systems, fire protection systems, and technological infrastructure upgrades to accommodate computer and telecommunications networks);
- ✓ **Exterior Wall System upgrades** (improvements to protect the fabric of the building, including exterior painting, window and door replacement, building envelope repair and replacement, structural and non-structural seismic mitigation);
- ✓ **HVAC upgrades** (improvements, replacements or provision of heating, ventilation, and air conditioning systems);
- ✓ **Interior Construction upgrades** (improvements of school facilities related to flooring, wall partitions, non-structural upgrades, and the provision of educational programming);
- ✓ **Plumbing upgrades** (improvements, replacements or provision of washroom and plumbing systems, and safe drinking water);
- ✓ **Roofing upgrades** (scheduled roof replacements and major roof repairs);
- ✓ **Site upgrades** (site improvements including positive site drainage; repairs to sidewalks, parking lots, site access/egress, paved work areas, paved play areas, and play fields; repairs, upgrading or replacement of playground equipment; perimeter safety fencing; contaminated soil remediation; underground storage tanks removal; sewer or water services; underground irrigation systems; traffic safety).

School Enhancement Program (SEP)

The SEP was launched in 2014 to help school districts extend the life of their facilities through a wide range of improvement projects, including:

- Roofing upgrades (i.e., replacement, repair)
- Exterior Wall System upgrades (i.e., cladding, insulation, windows, building envelope)
- Interior Construction upgrades (i.e., interior accessibility, flooring, wall partitions)
- HVAC upgrades (i.e., heating, ventilation, air conditioning)
- Electrical upgrades (i.e., power supply, distribution systems, fire protection systems)
- Plumbing upgrades (i.e., washrooms, water fountains, re-piping)

Consideration is also given to whether the project proposals:

- Address issues affecting safety or the effective functioning of the school

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- Are in schools with unique significant importance to the school district such as those in rural areas with limited alternatives
- Where the benefits over the costs of the improvements are positive over the appropriate time horizon for the investment

Successful SEP projects are chosen based on need, priority and how well they support student learning and safety. The SEP is designed to supplement the AFG and focusses on requirements that help to extend the useful life of the existing asset. See Figure 14 for the District’s approved and submitted SEP projects from the past four years.

Figure 14 – School Enhancement Program Projects in Pacific Rim School District (2021-2024)

Facility	Funding Requested	Project Type	Project year	Project Request Status
Bamfield Community School	\$700,000	HVAC (SEP)	2021/2022	Approved
Wickaninnish Community School	\$300,000	HVAC (SEP)	2021/2022	Approved
Eric J Dunn Elementary	\$158,000	HVAC (SEP)	2021/2022	Approved
Wood Elementary	\$350,000	Roofing (SEP)	2022/2023	Approved
John Howitt Elementary	\$750,000	Roofing (SEP)	2022/2023	Approved
Tsuma-as Elementary	\$800,000	Roofing (SEP)	2023/2024	Approved
Eighth Avenue Elementary	\$350,000	HVAC (SEP)	2023/2024	Approved
Eric J Dunn Elementary	\$275,000	Food Infrastructure (SEP)	2023/2024	Approved
Alberni Elementary	\$750,000	Interior Construction (SEP)	2024/2025	Submitted
	\$350,000	Interior Construction (SEP)	2024/2025	Submitted
Eric J Dunn Elementary	\$1,900,000	HVAC (SEP)	2024/2025	Submitted
John Howitt Elementary	\$350,000	Roofing (SEP)	2024/2025	Submitted
Eric J Dunn Elementary	\$850,000	Interior Construction (SEP)	2024/2025	Submitted
Eric J Dunn Elementary	\$100,000	Food Infrastructure (SEP)	2024/2025	Submitted
Wickaninnish Community School	\$100,000	Food Infrastructure (SEP)	2024/2025	Submitted
Alberni District Secondary	\$15,000	Food Infrastructure (SEP)	2024/2025	Submitted
Eighth Avenue Elementary	\$60,000	Food Infrastructure (SEP)	2024/2025	Submitted
Ucluelet Secondary	\$25,000	Food Infrastructure (SEP)	2024/2025	Submitted

Carbon Neutral Capital Program (CNCP)

The CNCP is available to school districts to provide funding specifically for energy-efficiency projects and projects that lower a school district’s carbon emissions. When selecting priorities for CNCP funding, the school district should consider projects that lead to significant emissions reductions and operational cost savings. Projects should also consider opportunities to coordinate with other capital funding programs, such as the AFG or SEP. Districts should also demonstrate that the project is being proposed for a school that is shown to be required for District operations in their Long Range Facilities Plan.

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In the District’s 2024/25 Minor Capital Submission to the Ministry, a request was made for a \$600,000 electrical upgrade at Ecole Alberni Elementary. The Ministry will announce which minor capital projects have been supported in March or April 2024.

Building Envelope Program (BEP)

The BEP program is a specific and limited program for school facilities that were built between 1980 and 2000 which have been assessed as having a building envelope design issue has resulted in water ingress.

Playground Equipment Program (PEP)

The PEP began in 2018 and provides funding to school districts for the replacement of playground equipment that is unsafe or has reached the end of its useful life. PEP funding is used to purchase and install new or replacement playground equipment that is universal in design, and in compliance with accessibility measures as defined through the Canadian Standards Association. This equipment is to be permanently fixed on a school site and include appropriate ground cover for fall protection, improved access, and increased mobility. New playgrounds were previously funded at \$165,000 each but funding has now increased to \$195,000 per playground project approval. In recent years, the District has received approval for playgrounds at John Howitt, Ucluelet and Alberni Elementary Schools. Funding for a new playground at Tsuma-as Elementary was requested in the District’s 2024/25 minor capital plan submission to the Ministry (see Figure 15).

Figure 15 – Playground Equipment Program Projects in Pacific Rim School District (2021-2024)

Facility	Funding Requested	Project Type	Project year	Project Request		Submission
				Status		
John Howitt Elementary	165000	Replacement (PEP)	2021/2022	Approved		Minor 2021/2022 2020-07-31
Ucluelet Elementary	165000	Replacement (PEP)	2021/2022	Approved		Minor 2021/2022 2020-07-31
Alberni Elementary	165000	Replacement (PEP)	2023/2024	Approved		Minor 2023/2024 2022-09-30
Tsuma-as Elementary	195000	Replacement (PEP)	2024/2025	Submitted		Minor 2024/2025 2023-09-30

Rural Districts Program (RDP)

The RDP assists school districts with school facilities in rural communities. The intention of the RDP is to target funding for specific types of projects that would directly benefit school facilities

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in rural communities but are typically not included under the Ministry's Major Capital Program or Minor Capital Program. RDP may provide funding for the full and partial demolition of board-owned buildings, and for capital projects associated with the consolidation of under-utilized schools. RDP funding support will only be considered for schools in communities with a population of less than 15,000 inhabitants in those school districts located outside of the Lower Mainland, Greater Victoria, and Kelowna. In recent years, the District has not received any funding under the RDP.

School Bus Replacement/New Program (BUS)

The BUS program provides funding for school bus replacements and, where need can be demonstrated, net new buses for new routes required due to increased enrolment. Bus acquisition funding is based on a capital allowance and school districts must procure their school buses using the annual Request for Standing Offer (RFSO) process managed by the Association of School Transportation Services of British Columbia (ASTSBC). Details of the RFSO can be found at <http://www.astsbcc.org/>.

Bus funding requests that will be eligible funding will consider the following;

- School bus age and/or mileage
- Existing buses with safety and mechanical issues (based on CVSE report)
- New school buses to support new routes due to increased district enrolments that are without current service
- School district's intention to create their own bussing services versus using third-party contracted services

School Food Infrastructure Program (FIP)

The School Food Infrastructure Program (FIP) is a new annual program intended to assist boards of education with creating, improving, or expanding infrastructure to feed students across all communities in British Columbia. The FIP is directly tied to government's broader Feeding Futures program, which is a commitment to ensure students are properly fed for learning to enhance positive academic and healthy outcomes for students.

The following overarching requirements apply to the FIP:

- Proposed FIP projects should be focused on minor upgrades such as:
 - Refrigerated vehicles to support the delivery of prepared meals from centralized kitchen facilities to schools

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- The purchase and installation of new or used kitchen equipment (e.g. refrigerators, freezers dishwashers, stoves, ovens, etc.)
 - Space and functionality improvements to ensure kitchens meet local health authority requirements
 - Equipment and infrastructure to support traditional food gathering and preparation (e.g. fishing equipment, smokehouses, non-fur trapping equipment)
 - Food storage (refrigerated or dry storage).
- The FIP is not an enhancement fund to construct new kitchens and cannot be used to construct net new space.

Maybe table of projects

Expand this section – important to students and families in SD70

2) Major Capital Programs

School Expansion Program (EXP)

The EXP funds the construction new schools and additions to existing schools in areas of the province that are experiencing high population growth and where the school district can demonstrate that existing facilities are already at or over capacity.

The Ministry’s priority for expanding school space is to areas experiencing consistent and rapid, high density population growth due to economic development and where space optimization has been demonstrated. The Ministry of Education requires all capital funding requests for space expansions to be supported by:

- A cost-benefit analysis based on the selection of the “least cost option” over the life of the school
- Current Long Range Facilities Plan that demonstrates the school district is working towards achieving optimal space utilization
- A verification that enrollment has increased in the area over the previous five consecutive years and the next 10 years
- A cost share commitment by the board of education based on available capital funding

Optimal space utilization varies between large urban districts and small rural districts due to practical realities of population distribution, density, travel distances and weather extremes. An approach to optimizing space utilization varies between school districts due to declining enrolment, stable enrolment, increasing enrolment or shifting enrolment within the school

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district. For most areas, a forecast of 10 years is the standard for anticipating growth and should be included when assessing utilization.

School Replacement Program (REP)

This program funds the replacement of schools that have reached the end of their useful life and where the further investment of capital dollars is not substantiated due to major structural issues, or the accumulation of maintenance needs exceeds the cost of replacement.

All REP projects, which include a full replacement school or a partial replacement of an existing school, must be supported by a recent building condition assessment and engineering reports substantiating that the school building or a portion of a school has reached or will shortly reach the end of its expected useful life.

Standardized Facility Condition Assessments (FCA) of all schools in the Province are done every five years by the VFA Canada Inc. The FCAs for all schools in the province provide the Ministry with comparable data to support the Provincial capital plan for building renewal.

Seismic Mitigation Program (SMP)

The SMP began in 2005 after the completion of an assessment of all schools in high risk seismic zones across the province. The SMP funds seismic upgrading projects for schools that were assessed as being high risk of structural collapse in an earthquake.

B. Ministry Capital Processes

Most school district capital planning, data input, and project submissions are done in the Ministry's capital planning system, MyCAPS. All school districts have access to MyCAPS and are required to submit project requests into the system using the proper Ministry submission templates.

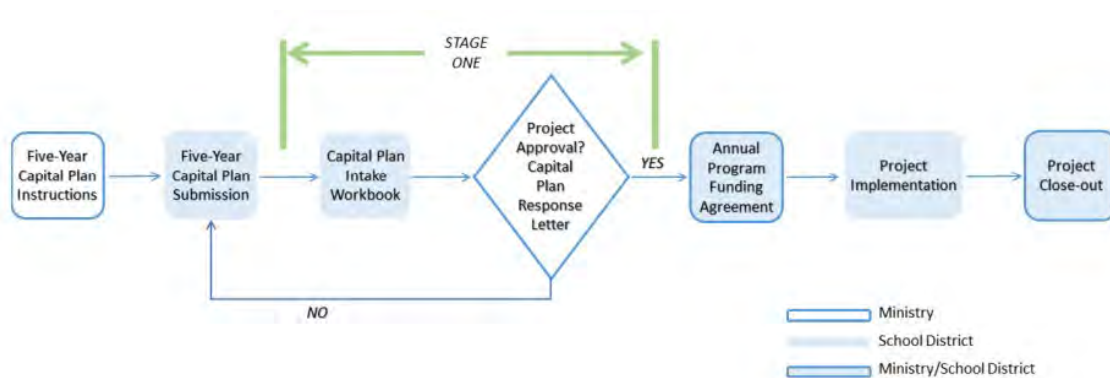
Typically, school districts must submit project requests each year in June (major projects) and September (minor projects), and requests follow an approval process that is dependent on the capital program with which the project is associated.

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One-Stage Approval Process

All minor capital requests made for projects in SEP, CNCP, BUS, PEP, and BEP undergo a one-stage approval process (see Figure 16). Ministry support for a qualifying project request will be based on the information provided by school districts in MyCAPS. For AFG funding, the District must submit an annual expenditure plan that shows how the District plans to use their AFG allocation for the year. AFG plans are simply reviewed by the Ministry to ensure proposed AFG projects are eligible projects under the AFG policy.

Figure 16 – Ministry Approval Process for SEP, CNCP, BUS, PEP, FIP, and BEP



Two and Three-Stage Approval Processes

Requests made for projects in SMP, EXP, and REP undergo a more extensive two or three-stage process (see Figures 17 & 18), dependent on project risk level, complexity, and size/value. Initial Ministry support for project requests is based on Project Request Factsheets that are submitted in MyCAPS. RDP projects are subject to a two-stage approval process, as shown in Figure 20.

Under all major capital processes, a board of education is responsible for using its own local funds to cover the initial costs for any planning work and reports required to determine a proposed scope and preliminary cost estimates for a requested capital project.

Figure 17 – Ministry Approval Process for EXP, SMP and REP

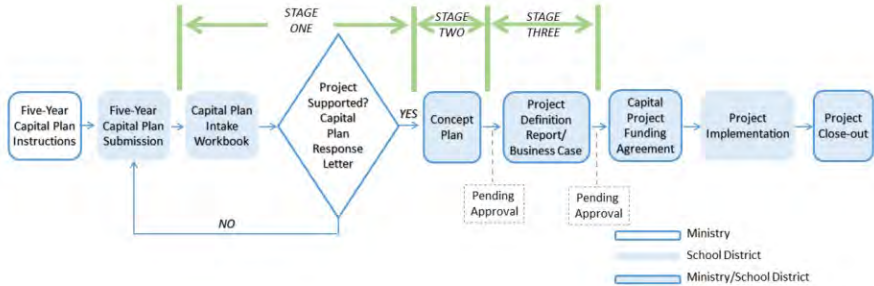
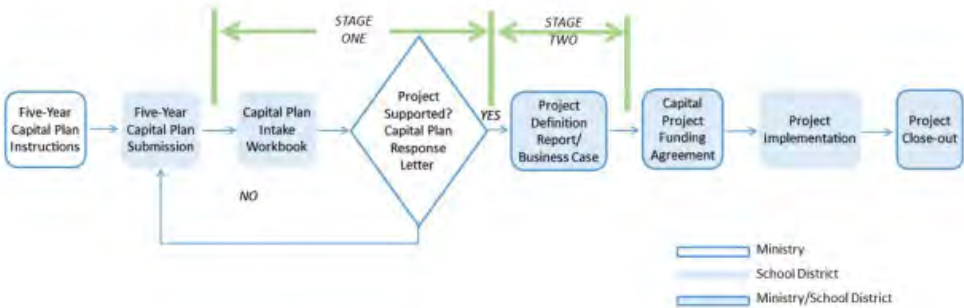


Figure 18 – Ministry Approval Process for RDP



Board Resolutions

In accordance with section 142 (4) of the *School Act*, 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 three separate Board Resolutions, one for the Major Capital Program submissions, one for Minor Capital Program submissions and one for Building Envelope Program submissions (if applicable).

Completed Board Resolutions are to be uploaded in MyCAPS in conjunction with the capital plan submitted to the Ministry for each of the respective Call for Submissions. Notably, AFG expenditure plan submissions to the Ministry do not require a Board Resolution.

Capital Plan Response Letters

Once the assessment of capital plan submissions from all school districts has been completed by the Ministry, and the provincial Budget has been released, the Ministry will notify each school district with a written response regarding the results of the Ministry's review of its board's Five-Year Capital Plan submission, usually in March or April.

The Capital Plan Response Letter identifies the specific capital projects from the Major Capital Programs that are supported for further business case development and from the Minor Capital Programs that are approved for procurement and capital funding.

The Capital Plan Response Letter will also advise the school district of next steps for each of the supported or approved projects, which may include:

- Proceed to acquiring a site for EXP projects;
- Proceed to developing a business case (Concept Plan or Project Definition Report) for SMP, EXP and REP projects;
- Proceed to developing a business case for RDP projects;
- Proceed to the design, tender and construction for SEP and CNCP projects;
- Proceed to acquiring a bus for BUS projects;
- Proceed to the purchase and installation of playground equipment for PEP projects;
- Work with BC Housing, when contacted, on developing BEP projects.

As only a portion of all proposed projects submitted in the annual Five-Year Capital Plan may be supported or approved for capital funding under the Ministry's Capital Plan, ministerial approval is rarely granted for a board's capital plan in its entirety. For the purposes of section 142 (5) of the *School Act*, a capital plan with modification will instead be approved, which will only include those capital projects that have been identified in the Capital Plan Response Letter.

AFG projects are not identified in a Capital Plan Response Letter. School districts are notified of the amount of their approved AFG funding, both capital and operating portions, as part of the Provincial funding announcement made annually on or before March 15 by the Minister, in accordance with s. 106.2 of the *School Act*.

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V. DISTRICT FACILITIES

A. Schools

1) Comprehensive K-12 Schools

Bamfield Community School

Bamfield Community School is a K-12 elementary-secondary school located at 240 Nuthatch Road in the community of Bamfield. The one storey school opened in 1996. The facility has an FCI of 0.17. With an operating capacity of 86 and current enrolment of 47, Bamfield Community School is operating at 55% capacity utilization.

2) Secondary Schools (8-12)

Alberni District Secondary School (ADSS)

ADSS is a Grades 8-12 school located at 4000 Roger Street in Port Alberni. The facility was constructed in 2012 as a seismic replacement for the previous ADSS facility. ADSS has a capacity of 1,150 and a 2023/24 student population of about 1,190 students, or a XX% capacity utilization. As it is a new facility, ADSS has a Facility Condition Index (FCI) of 0.03 (*for an explanation of FCI, see page 29*).

Ucluelet Secondary School

Ucluelet Secondary is an 8-12 school located at 1450 Peninsula in Ucluelet. The original school opened in 1947, with a renovation done in 2004, however the school was largely replaced in 2022 under the Seismic Mitigation Program. The previous facility had an FCI of 0.53, but the facility has not been re-assessed since the recent upgrade. With an operating capacity of 300 and current enrolment at 250, Ucluelet Secondary is operating at 83% capacity utilization.

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3) Elementary Schools (K-7)

École Alberni Elementary School

École Alberni is a K-7 school located at 4645 Helen Street in Port Alberni. The two storey facility was constructed in 1937, with a renovation in 1978. The facility has an FCI of 0.49. With an operating capacity of 452 and current enrolment of 391 students, Ecole Alberni Elementary is operating at 87% capacity utilization. The facility is included in the Ministry's Seismic Mitigation program as high risk.

École Alberni is a dual track school, offering classes in both English and French Immersion, with about 60% of students in English and 40% in French Immersion. It is the only French Immersion elementary school in the District.

The school has onsite childcare in the annex building. Care is offered by a third-party non-profit provider – Alberni Valley Childcare Society. Stepping Stones at Alberni is the name of the centre and offers multi-age care (8 spaces), 3-5 year old care (16 spaces), preschool (20 spaces), and Before and After School Care (24 spaces). A total of 68 spaces are available at the childcare centre.

E.J. Dunn Elementary School

E.J. Dunn is a K-7 school located at 3500 Argyle Street in Port Alberni. The school opened in 1966 with a renovation in 1994. The facility has an FCI of 0.36. With an operating capacity of 406 and current enrolment of 247, E.J. Dunn Elementary is operating at 61% capacity utilization. The District offers a StrongStart program at the school. The facility is included in the Ministry's Seismic Mitigation program as high risk.

EJ. Dunn Elementary has onsite childcare in the Family Hub building. School Age Care on School Grounds is offered by a third party non profit provider. AV Saplings at Dunn offer care for 24 school age children.

John Howitt Elementary School

John Howitt is a K-7 school located at 3867 Marpole Street in Port Alberni. The school opened in 1962, with a renovation in 1976. The facility has an FCI of 0.39. With an operating capacity of 268 and current enrolment of 218 students, John Howitt Elementary is operating at 81% capacity utilization. The facility is included in the Ministry's Seismic Mitigation program as high risk.

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John Howitt Elementary has onsite School Age Care on School Grounds childcare for 24 children in room 8. SD 70 Pacific Rim holds the childcare license and CUPE Education Assistants facilitate the program. New Spaces funding was accessed to purchase furniture and equipment and to update the HVAC system in the room.

Maquinna Elementary School

Maquinna is a K-7 school located at 3881 Bruce Street in Port Alberni. The school opened in 1962, with a renovation done in 2001 and a seismic upgrade in 2009. The facility has an FCI of 0.49. With an operating capacity of 381 and current enrolment at 310, Maquinna Elementary is operating at 75% capacity utilization.

Maquinna Elementary School has onsite school age care offered in room 10 by a third party non-profit provider. Fern Valley Out of School Care offer care to 24 children. New Spaces funding was accessed to purchase furniture and equipment and to update the HVAC system in the room.

Tsuma-as Elementary School

Tsuma-as (formerly A.W. Neill Middle School) is located at 5055 Compton Road in Port Alberni. The school was constructed in 1957 and underwent a significant renovation in 2004. The facility has an FCI of 0.30. With an operating capacity of 373 and current enrolment of 360, Tsuma-as Elementary is operating at 97% capacity utilization. The facility is included in the Ministry's Seismic Mitigation program as high risk. The District offers a StrongStart program at the school.

Tsuma-as Elementary School has onsite childcare offered by a third party non-profit provider. Mighty Learners offers care to infant/toddler (12 spaces), 3-5 year olds (16 spaces), and school age care on school grounds (60 spaces). New spaces funding was accessed to renovate the old shop into a childcare building. Rooms 101 and 317 are also used for school age care on school grounds.

Ucluelet Elementary School

Ucluelet Elementary is a K-7 school located at 1350 Peninsula in Ucluelet. The original school opened in 1964, with a renovation done in 2000, however the school was largely replaced in 2022 under the Seismic Mitigation Program. The previous facility had an FCI of 0.41, but the facility has not been re-assessed since the recent upgrade. With an operating capacity of 210 and

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current enrolment at 218, Ucluelet Elementary is operating at 104% capacity utilization. The District offers a StrongStart program at the school.

Ucluelet Elementary has onsite childcare in the building between the elementary and secondary school. Childcare is offered on one side of the building by a third party non-profit provider. Comfort First Early Learning offers care to multi-age (8 spaces for infants to school age), and 3-5 year olds (16 spaces). On the other side of the building SD 70 Pacific Rim holds the license for School Age Care on School Grounds and CUPE Education Assistants facilitate the program. Seismic Upgrade and New Spaces Funds were accessed to renovate the band building into a childcare building as well as equipment and furniture.

Wickaninnish Elementary School

Wickaninnish is a K-7 school located at 431 Gibson Street in Tofino. The school was constructed in 1974, and underwent a renovation done in 1993. The facility has an FCI of 0.55. With an operating capacity of 159 and current enrolment at 253, Wickaninnish Elementary is operating at 159% capacity utilization. The facility is included in the Ministry's Seismic Mitigation program as high risk. The District offers a StrongStart program at the school.

Wood Elementary School

Wood is a K-7 school located at 4111 Wood Avenue in Port Alberni. The school opened in 1962, with a renovation done in 1996. The facility has an FCI of 0.55. With an operating capacity of 203 and current enrolment at 214, Wood Elementary is operating at 105% capacity utilization. The facility is included in the Ministry's Seismic Mitigation program as high risk.

4) Alternate Schools

Eighth Avenue Learning Centre

Eighth Avenue is located at 2941 8th Avenue in Port Alberni. The school offers distance learning programs from K-12, home school programs, in person classes, and adult education. The original facility was constructed in 1941 with an addition in 1971. The original 1941 building was demolished and completely rebuilt in 1998, and the facility underwent a major interior renovation in 2002. The current FCI is 0.46. Currently the facility is suitable for the programs delivered at Eighth Avenue.

B. Administrative Facilities

1) Alberni Valley Maintenance Facility

Alberni Valley Maintenance Facility

The Alberni Valley Maintenance Facility is located at 4930 Maebelle Road in Port Alberni (the former Maebelle Elementary School). The original facility was constructed in 1962 but was renovated to become the District’s Port Alberni maintenance facility. The facility has an FCI of 0.66.

Board Office

The District’s board of education office is located at 4690 Roger Street in Port Alberni. The wood-frame facility was constructed in 1977 with 12,720 sq/ft of space. The facility accommodates District administrative staff offices and the board meeting room.

Central File Storage

This small building at 3816 Anderson Avenue (formerly known as the Boys Project) is currently used for file storage. It is a one storey cinder block construction.

Alberni Valley Bus Garage

The District’s Alberni Valley Bus Garage is located at 4550 Roger Street in Port Alberni. The facility was constructed in 1977 with a small addition in 2006. The facility has an FCI of 0.43.

Westcoast Maintenance Facility

The Westcoast Maintenance Facility is located at 1450 Peninsula Road in Ucluelet. The original facility was constructed in 1946 but it was replaced in 2020. The facility has an FCI of 0.02.

C. Staff Housing

Many rural and/or remote school districts or First Nations schools rely on staff housing and other rental accommodations to attract and retain staff. Without the certainty of a place to live, it would be extremely difficult to operate and maintain the educational facilities that are so important for small communities.

The Ministry does not allocate capital funding for the construction or maintenance of administrative and other facilities that support schools, including staff housing. This decision has disproportionately disadvantaged rural and remote school districts that require staff housing or other types of rental properties to effectively house their teachers and/or staff and have smaller overall budgets.

School districts such as Pacific Rim that must own and operate staff housing are forced to fund the cost of construction and maintenance of these essential educational facilities from their general operating fund or from capital programs that are typically meant for schools. Just as with administrative facilities like board offices, bus garages, and maintenance buildings, there are no specific Ministry capital funding programs for staff housing.

No detailed information is available about the condition of the staff housing because rental accommodation properties are not included in the Ministry-sponsored facility condition assessments that are conducted for all school districts on a five-year rolling basis by VFA Canada Inc. This is an oversight that the Ministry should consider when a new facilities assessment contract is established for BC public schools.

The District owns and maintains several housing units in Bamfield, Ucluelet and in Tofino to accommodate teachers and/or District staff. Overall, these facilities are an added cost and generally an administrative burden for school districts that require them, like Pacific Rim. But they remain vital assets in certain communities.

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VI. FACILITY CONDITION

All public school district facilities in BC are assessed on a rolling five year basis under a Ministry of Education and Child Care contract with VFA Canada Inc. (VFA). VFA assessors visit each school district to conduct a visual inspection of all systems within the educational facilities. The assessments are very detailed and result in a Facility Condition Index (FCI) score. A score of 0.0 represents a brand new building with no requirements, while a higher FCI closer to 1.0 represents a building that requires significant system renewal and replacement. The average FCI for all public school facilities in BC is approximately 0.47.

The broad building systems reviewed in VFA assessments are:

- Exterior building envelope
- Interior construction and conveyance
- Electrical systems
- Heating, ventilation, and air conditioning systems
- Plumbing systems
- Structure
- Site

The results of the building inspections culminate in a detailed report on the condition of each school with the key metric being the Facility Condition Index (FCI) which quickly reflects the condition on a scale of 0 to 1.00 (see Figure 18). FCI is based on the following formula:

$$\text{FCI} = \text{Cost to Remedy Maintenance Deficiencies} / \text{Value of Facility}$$

While the value of the FCI does not necessarily qualify the condition of an individual school (such as, “good”, “fair”, “poor” or even “critical”), it does provide a reliable indication as to the amount of capital investment that may be required to keep a facility in an acceptable operational condition (see Figure 19). This information should assist a board of education in determining its long-term maintenance plan and deciding whether necessary building component upgrades or replacement – as well as changes in the BC Building Code and BC Energy Code requirement - can be managed using its AFG and local capital funds or that capital funding should be sought from the Ministry through a Minor Capital Program. Ultimately, it may become more practical and fiscally prudent to request a partial or full replacement.

Figure 19 – FCI Rating Scale

Rating	Condition	Remarks
0.00-0.05	Excellent	Near new; meets present and foreseeable future requirements
0.05-0.15	Good	Meets all present requirements
0.15-0.30	Average	Has significant deficiencies, but meets minimum requirements; some significant building system components nearing end of normal life-cycle
0.30-0.60	Poor	Does not meet requirements; immediate attention required to significant building systems; some significant building systems at end of life-cycle
0.60-1.00	Very Poor	Does not meet requirements; immediate attention required to most significant building systems; most significant building systems at end of their life-cycle

Much of the FCI data highlights what it will cost to replace all of the requirements of a District facility. In other words, the FCI reflects the full renewal/replacement cost to restore the life of the asset or component to zero. Depending on the type of facility and usage, an acceptable FCI target may vary. The target of an FCI <.10 as being GOOD does not reflect the reality of available funding, usage and facility maintenance issues faced by school districts, and the practical reality of replacing building systems even if they are still operating well. Also, aesthetic issues that are less than ideal may be acceptable, so efforts are usually made to extend the useful life of assets by focussing on items that are critical to building operations and safety.

Not all of the District’s facilities have been assessed by VFA under the Ministry’s current assessment methodology. For example, staff housing is not assessed under the current terms of the Ministry contract with VFA. Further, as the most recent assessments were done in 2021, they do not account for the upgrades recently completed at Ucluelet Elementary and Ucluelet Secondary.

The facilities that were assessed in 2021 have an average FCI of 0.41 (see Figure 19), which is better than the provincial average of 0.47. If we estimate the FCI for the two Ucluelet schools that were recently upgraded and renovated to be around 0.05, the average FCI for the District falls to 0.36 (see Figures 20 and 21). This means that the District’s facilities are in better than average condition and have been well maintained, especially considering the high average age for District facilities.

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Figure 20 – District FCI (from 2021 VFA Assessment)

Facility	FCI *	Age
Maintenance Building	0.02	3
Alberni District Secondary School	0.03	11
Bamfield Community School	0.17	27
Tsuma-as Elementary	0.32	66
Eric J Dunn Elementary	0.36	57
John Howitt Elementary	0.39	59
Ucluelet Elementary - not assessed 2021	0.41	59
Bus Garage	0.43	46
Eighth Avenue Elementary	0.45	67
Alberni Elementary	0.45	69
Maquinna Elementary	0.49	61
Board Office	0.49	46
Ucluelet Secondary - not assessed 2021	0.53	76
Wood Elementary	0.55	61
Wickaninnish Community School	0.55	49
Alberni Valley Maintenance Building	0.66	46
Central File Storage	0.67	51
Average	0.41	50

BC Average = .47

Current Replacement Value is calculated as the sum of the Replacement Cost of all Systems within the selected Assets.
 * FCI (for an individual Asset) is calculated as its Deferred Maintenance Costs divided by its Current Replacement Value.

Figure 21 – District FCI (with estimated FCIs for Ucluelet schools)

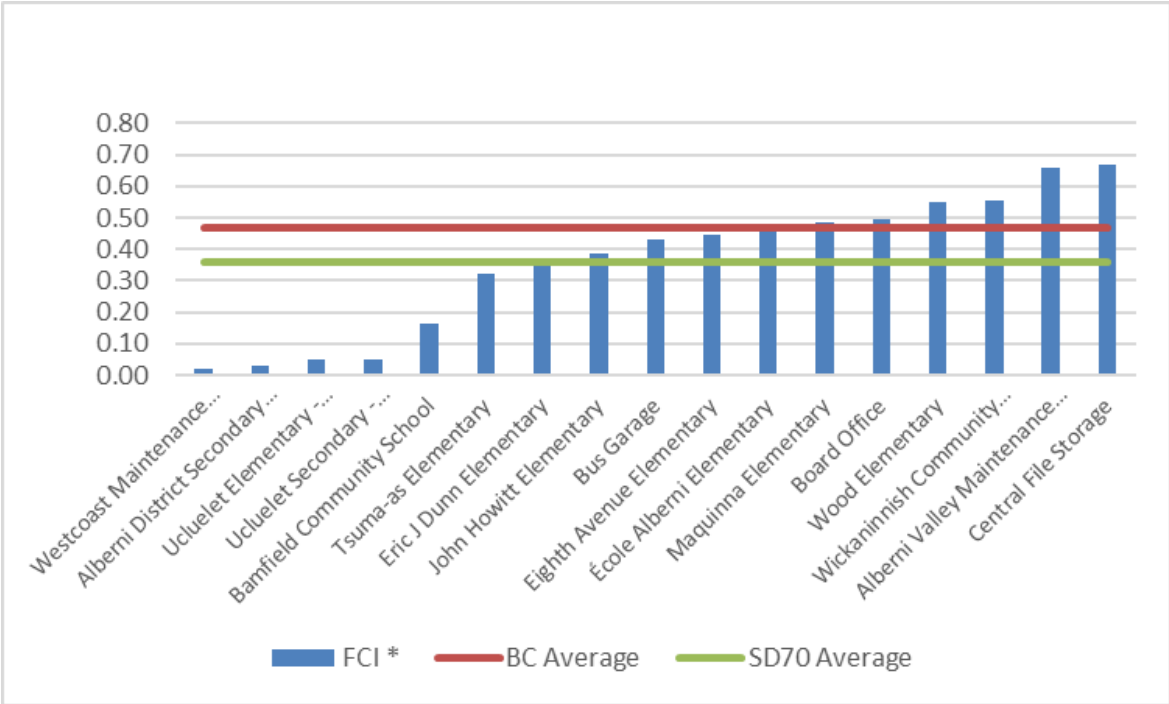
Facility	FCI *	Age
Westcoast Maintenance Building	0.02	3
Alberni District Secondary School	0.03	11
Ucluelet Elementary - replaced 2022	0.05	2
Ucluelet Secondary - replaced 2022	0.05	2
Bamfield Community School	0.17	27
Tsuma-as Elementary	0.32	66
Eric J Dunn Elementary	0.36	57
John Howitt Elementary	0.39	59
Bus Garage	0.43	46
Eighth Avenue Elementary	0.45	67
Alberni Elementary	0.45	69
Maquinna Elementary	0.49	61
Board Office	0.49	46
Wood Elementary	0.55	61
Wickaninnish Community School	0.55	49
Alberni Valley Maintenance Building	0.66	46
Central File Storage	0.67	51
Average	0.36	42

BC Average = .47

Current Replacement Value is calculated as the sum of the Replacement Cost of all Systems within the selected Assets.
 * FCI (for an individual Asset) is calculated as its Deferred Maintenance Costs divided by its Current Replacement Value.

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Figure 22 – District Facility Condition Index Scores



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VII. SEISMIC RISK

The BC Ministry of Education’s Seismic Mitigation Program (SMP) was launched in 2004 and has provided approximately \$2 billion to mitigate structural seismic risk in nearly 200 public schools in BC. Schools are assessed and upgraded using the Seismic Retrofit Guidelines (SRG) developed in partnership with the Engineers and Geoscientists of BC (EGBC). All public schools in high risk seismic zones in BC were given seismic risk ratings using available information at the time. Schools received a risk rating according to the table in Figure 23.

Figure 23 – Seismic Risk Ratings and Descriptions

RISK	DEFINITION
High 1 (H1)	Most vulnerable structure; at highest risk of widespread damage or structural failure. Not reparable after event. Structural and non-structural seismic upgrades required.
High 2 (H2)	Vulnerable structure; at high risk of widespread damage or structural failure. Likely not reparable after event. Structural and non-structural seismic upgrades required.
High 3 (H3)	Isolated failure to building elements is expected; building not likely reparable after event. Structural and non-structural seismic upgrades required.
Medium (M)	Isolated damage to building elements is expected; non-structural elements (such as bookshelves, lighting) are at risk of failure. Non-structural upgrades required. Building to be upgraded or replaced within the Capital Plan when it has reached the end of its useful life.
Low (L)	Least vulnerable structure. Would experience isolated damage and would probably be reparable after an event. Non-structural upgrades may be required.

Changes to the 2015 National Building Code (NBC) reflected significantly increased assumptions for ground force motions from a Cascadia Fault subduction event off the west coast of Vancouver Island and Haida Gwaii. Specifically, the expectations are for more intense shaking on Vancouver Island and Haida Gwaii than previously assumed. Given the NBC changes, EGBC updated the SRG and developed Probable Event Seismic Ranking (PSR) categories for H1 blocks to further prioritize the schools at highest risk (see Figure 24). Then in 2018, all Vancouver Island, Haida Gwaii, and Richmond schools were reassessed using the new SRG.

Figure 24 – Probable Event Seismic Ranking (PSR) Categories for High-Risk Buildings

Description of Probable Event Seismic Ranking (PSR) Categories for Ranking H1 Blocks for Moderate Levels of Shaking	
PSR Category	PSR Category Description
P1	(a) Total damage (b) Highest life safety consequences (c) Demolition post-event outcome
P2	(a) High probability of total damage (b) High life safety consequences (c) Demolition probable post-event outcome
P3	(a) Moderate probability of total damage (b) Moderate life safety consequences (c) High post-event repair costs
P4	(a) Low probability of total damage (b) Low life safety consequences (c) Readily repairable post-event

Figure 25 shows that several seismic upgrade projects have been completed for District schools under the SMP since 2004.

Figure 25 – Seismic Projects Completed for Schools in Pacific Rim School District

<u>SCHOOL</u>	<u>PROJECT TYPE</u>	<u>YEAR</u>
Maquinna Elementary	Upgrade	2009
Alberni District Secondary	Replacement	2012
Ucluelet Elementary	Upgrade and Renewal	2022
Ucluelet Secondary	Upgrade and Renewal	2022

All schools in the District were assessed in 2018 using the updated SRG, resulting in higher risk ratings for many schools. The assessments were instrumental in the District receiving funding for the recent upgrades at Ucluelet Elementary School and Ucluelet Secondary School. District schools with high seismic risk are shown in Figure 26, including PSR rankings for all H1 schools.

Figure 26 – Seismic Risk Ratings for Pacific Rim School District Schools

Facility	Name	Block	Construction Types	Construction Years	# Of Storeys	Site Class	Floor Area	Risk Rating	PRIORITY
Alberni Elementary	Classrooms	2	Wood Frame - 22	1945	2	C	3,254	H1	P3
Alberni Elementary	Field House	3	Steel - 51	1976	1	C	640	H1	P2
E.J. Dunn Elementary	Building D South Side Classrooms	2	Wood Frame - 22	1965, 1974	1	D	1,800	H1	P3
E.J. Dunn Elementary	Building A, F	3	Wood Frame - 22	1965, 1974, 2007	1	D	820	H1	P4
E.J. Dunn Elementary	Building B, E	4	Wood Frame - 22	1965	1	D	450	H1	P3
Eighth Avenue	Annex	2	Concrete Masonry - 31	1966	1	D	550	H1	P1
John Howitt Elementary	Original School and 1965 Addition	2	Wood Frame - 22	1965	1	D	1,300	H1	P2
John Howitt Elementary	1969 Classroom & Library Addition	4	Concrete Masonry - 31	1969, 1968	1	D	600	H1	P1
Tsuma-as Elementary	1956 2-Storey Classrooms	2	Wood Frame - 22	1956, 1959	2	D	2,700	H1	P3
Tsuma-as Elementary	1956 1-Storey Block	3	Wood Frame - 22	1956	1	D	1,800	H1	P3
Wickaninnish Community	1971 2-Storey Main Building	1	Concrete Masonry - 31	1971, 1993	2	D	2,560	H3	-
Wood Elementary	1958 1-Storey Classrooms	3	Wood Frame - 22	1958, 1963, 1965	1	D	1,620	H1	P3

The Ministry has been actively prioritizing schools that are highest risk (i.e., rated H1/P1). For this reason, John Howitt should continue to be a priority for Pacific Rim School District’s annual capital plan submissions to the Ministry. After John Howitt, there is some flexibility for prioritization as there are several H1/P3 schools. Note that the H1/P2 facility at Alberni Elementary is the field house, not the classroom block.

The District also has some options to consider around how to manage the seismic risk at Wickaninnish Elementary. Although the school has a lower H3 rating, it is operating far over capacity. There is the potential to work with the Ministry to align an expansion project with a seismic upgrade to deal with both facility challenges under the same project. This should be explored further.

It is also worth noting that there are two District schools (Tsuma’as Elementary and École Alberni Elementary) that are situated in the Tsunami Zone which is below 20M G.S.C. Fortunately these sites are still relatively elevated, lying at the outer edges of the Tsunami Zone.

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VIII. DEMOGRAPHICS & ENROLMENT FORECASTS

A. Enrolment History and Projections

Various sources are utilized to establish enrolment projections for school districts. The primary sources are Baragar, BC Stats and government of Canada census data. All of this data is examined to create projections, with +/- 10% deviations to visualize potential facility needs in different circumstances. There is quite a high degree of confidence in the enrolment projections in this LRFP as there is not expected to be any extreme growth or decline in the planning horizon for this LRFP.

Although there has been some fluctuation, enrolment in the District has remained relatively consistent for the past several years, at around 3,600 K-12 students. Students are spread fairly evenly across each of the grades, meaning that there is not a statistically significant 'bubble' of students currently moving through any of the K-12 grades. It is possible that a "covid bubble" could appear in the early grades over the next few years, but it is not expected to be large enough to require any specific facilities accommodations for the District to accommodate one or two slightly larger cohorts.

B. Capacity Utilization

The overall capacity utilization for the District is right around an optimal level however even if overall capacity utilization is at an efficient level, individual schools or communities can still have pressures. Although overall District enrolment is not forecast to increase in the coming years, existing localized pressures and future growth may require increased capacity in the form of classroom additions within the timeframe of this LRFP. Capacity utilization forecasts for every District school are found in Appendix B.

As shown in Figure 27, the current overall capacity utilization for the District is right around an optimal level, at of 93%. This is a very efficient level of utilization. Elementary schools tend to operate most efficiently between 85% to 95% while secondary schools can operate well between 95% to 100%, as secondary schools have more flexibility and options to manage through programming and timetabling.

Figure 27 – Operating Capacity Utilization – by School

Facility	Current Type	Area (m ²)	Grade Range		Enrolment Total	Operating Capacity					Portables		
			Lowest	Highest		K	E	S	Total	Utilization %	Basic Instruction	Music / Band Room	
Alberni District Secondary	Secondary	12,153	8	12	1,190	0	0	1,150	1,150	103%	1		
École Alberni Elementary	Elementary	4,893	K	7	391	0	452	0	452	87%	1		
Bamfield Community School	K-12	1,165	K	12	47	19	42	25	86	55%			
Eric J Dunn Elementary	Elementary	5,424	K	7	247	0	395	0	395	63%			
John Howitt Elementary	Elementary	2,475	K	7	218	19	249	0	268	81%		1	
Maquinna Elementary	Elementary	3,172	K	7	285	19	362	0	381	75%			
Tsuma-as Elementary	Elementary	5,841	K	7	360	0	373	0	373	97%			
Ucluelet Elementary	Elementary	2,227	K	7	218	0	210	0	210	104%		1	
Ucluelet Secondary	Secondary	4,517	8	12	250	0	0	250	250	100%			
Wickaninnish Community School	Elementary	2,699	K	7	253	19	140	0	159	159%	2		
Wood Elementary	Elementary	2,115	K	7	214	0	203	0	203	105%		1	
3,673						3,988				93%	4	3	
						Average Utilization of Schools					93%		
						Overall District Utilization					92%		
Eighth Avenue Learning Centre	Alternate	2,227			0	0	0	0	0	0%			

Source: MyCaps

Figure 28 shows that overall District capacity utilization has increased slightly in recent years, but it is not expected to change significantly over the next ten years. This finding is consistent across all data sets and the District can remain confident in these forecasts, barring a significant change in the local economy, like the addition or loss of a major employer in one of the District communities.

Figure 28 – Forecasted Overall Operating Capacity Utilization – by Year

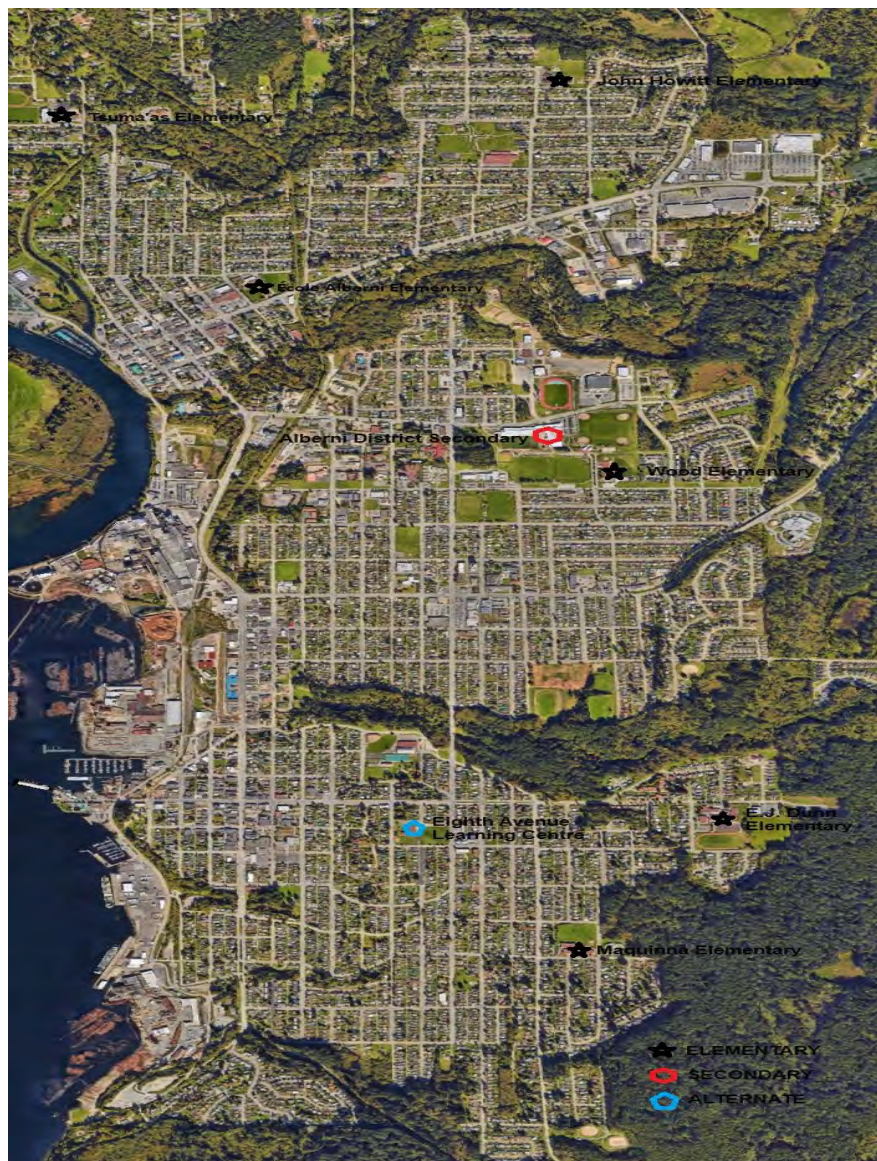
Pacific Rim (SD70) Calculated Operating Capacity Utilization 2021/22 to 2032/33				
Year		Elementary	Secondary	Total
2021/2022SY	Enrolment	2,192	1,375	3,567
	Calculated Operating Capacity	2,363	1,625	3,988
	% Utilization	93%	85%	89%
2022/2023SY	Enrolment	2,211	1,407	3,618
	Calculated Operating Capacity	2,363	1,625	3,988
	% Utilization	94%	87%	91%
2023/2024SY	Enrolment	2,221	1,452	3,673
	Calculated Operating Capacity	2,363	1,625	3,988
	% Utilization	94%	89%	92%
2024/2025SY	Enrolment	2,225	1,455	3,680
	Calculated Operating Capacity	2,363	1,625	3,988
	% Utilization	94%	90%	92%
2025/2026SY	Enrolment	2,215	1,443	3,658
	Calculated Operating Capacity	2,363	1,625	3,988
	% Utilization	94%	89%	92%
2026/2027SY	Enrolment	2,262	1,454	3,716
	Calculated Operating Capacity	2,363	1,625	3,988
	% Utilization	96%	89%	93%
2027/2028SY	Enrolment	2,226	1,464	3,690
	Calculated Operating Capacity	2,363	1,625	3,988
	% Utilization	94%	90%	93%
2028/2029SY	Enrolment	2,203	1,484	3,687
	Calculated Operating Capacity	2,363	1,625	3,988
	% Utilization	93%	91%	92%
2029/2030SY	Enrolment	2,197	1,517	3,714
	Calculated Operating Capacity	2,363	1,625	3,988
	% Utilization	93%	93%	93%
2030/2031SY	Enrolment	2,173	1,574	3,747
	Calculated Operating Capacity	2,363	1,625	3,988
	% Utilization	92%	97%	94%
2031/2032SY	Enrolment	2,166	1,596	3,762
	Calculated Operating Capacity	2,363	1,625	3,988
	% Utilization	92%	98%	94%
2032/2033SY	Enrolment	2,174	1,566	3,740
	Calculated Operating Capacity	2,363	1,625	3,988
	% Utilization	92%	96%	94%

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C. Alberni Valley Zone

The six elementary schools in the Alberni Valley Zone can be grouped into North, Central, and South Sub-Zones – with Tsuma’as, Howitt and Alberni north of Roger Creek, Wood between the Roger Creek and Dry Creek, and Maquinna and Dunn south of Dry Creek. Alberni District Secondary School (ADSS) in the Central Sub-Zone serves as the only secondary school for the Alberni Valley Zone, while alternate and adult programs are provided at Eighth Avenue Learning Centre. Figure 29 shows the location of all Alberni Valley Zone schools.

Figure 29 – Map of Alberni Valley Zone Schools

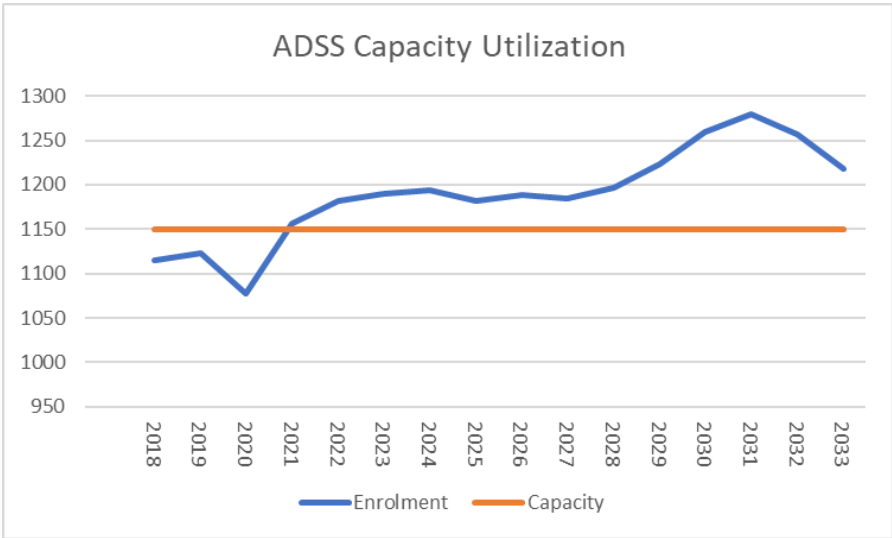


1) Alberni District Secondary School (ADSS)

Figure 30 demonstrates that ADSS is beginning to experience some pressure from enrolment increases in the secondary grades. As the only secondary school in the Alberni Valley, there is no flexibility for the District to manage this growth through other means, such as redrawing catchment boundaries or moving programs like French immersion.

While there are capacity utilization pressures in other parts of the province, and secondary facilities are usually able to run relatively efficiently at 100% to 110%, if ADSS enrolment forecasts materialize as predicted, there will be a need for added space – either through portables which are a cost to the District operating budget, or through a Ministry-funded addition to the school.

Figure 30 – ADSS Capacity Utilization (2018 to 2033)



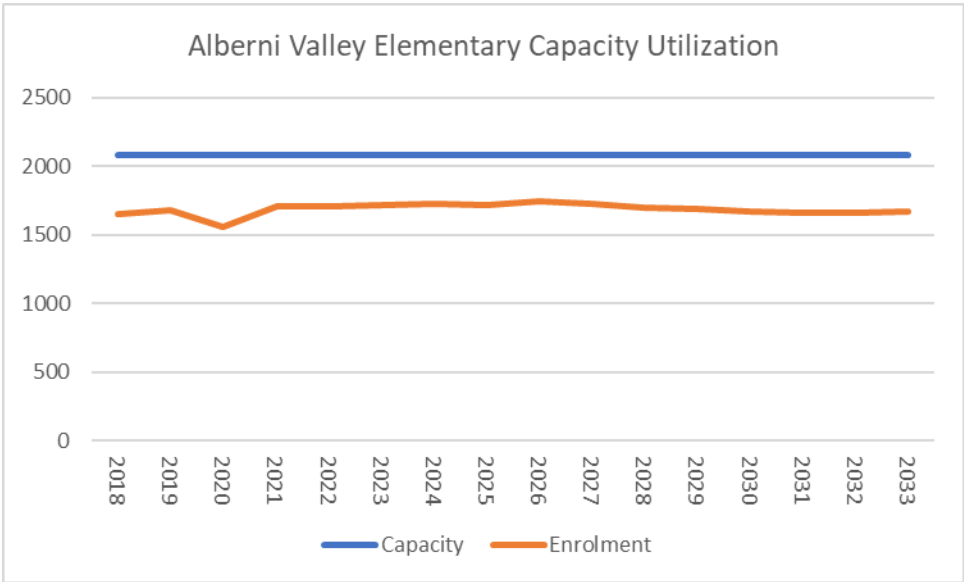
Source: Baragar

2) Elementary Capacity Utilization in the Alberni Valley Zone

Most elementary schools in the Alberni Valley zone are operating below capacity, and the zone as a whole is operating below capacity (see Figure 31). Notably, it is the schools in the south (Dunn and Maquinna) that are most underutilized, while the schools north of the highway (Howitt, Alberni and Tsuma’as) are operating at capacity. If enrolment growth in northern schools materializes, the District will need to explore options for managing that pressure. First by redrawing catchment boundaries, where possible, or looking at possible program changes in

those schools. Beyond that, options are to acquire portables and request an addition in an annual capital plan submission to the Ministry.

Figure 31 – Elementary Capacity Utilization in the Alberni Valley Zone (2018 to 2033)



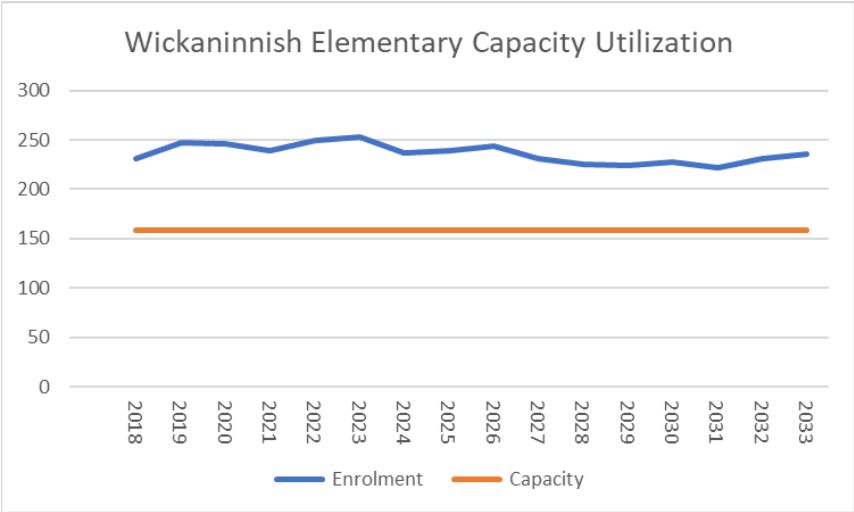
Source: Baragar

C. Westcoast Zone

1) Wickaninnish Elementary School

Wickaninnish Elementary is operating well above its operating capacity (see Figure 32). This is a significant challenge for the District as it is the only school in Tofino. Wickaninnish is likely the most significant priority for an expansion project in the District and is a further priority as a high seismic risk. It would make sense to combine project requests under the Ministry’s seismic and expansion programs to mitigate both the seismic risk and capacity challenge under a single capital project.

Figure 32 – Wickaninnish Elementary Capacity Utilization (2018 to 2033)

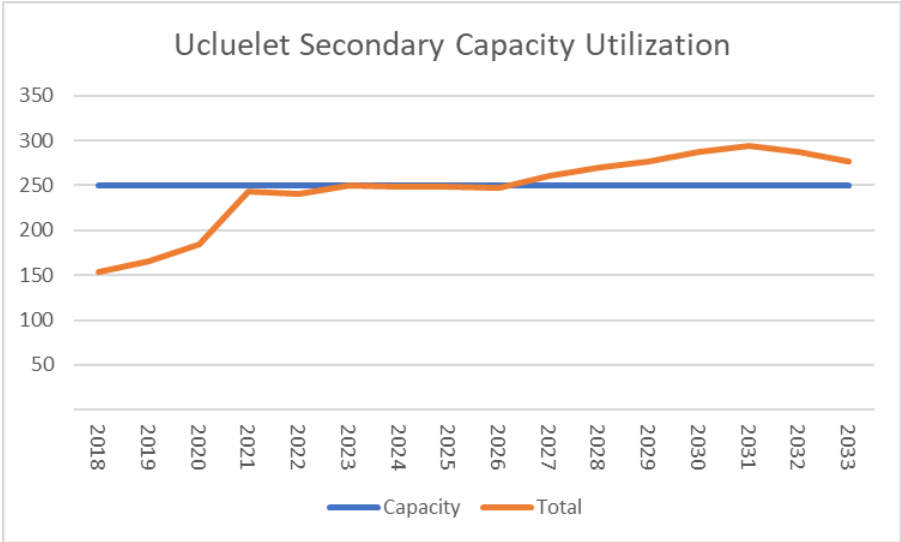


Source: Baragar

2) Ucluelet Secondary School

Ucluelet Elementary is operating slightly above its operating capacity (see Figure 33), despite the recent seismic upgrade and renovation at the school. While Ucluelet Elementary is not necessarily an immediate priority for an expansion project, it should be monitored, and the District will have to continue to manage the operation of the school over capacity.

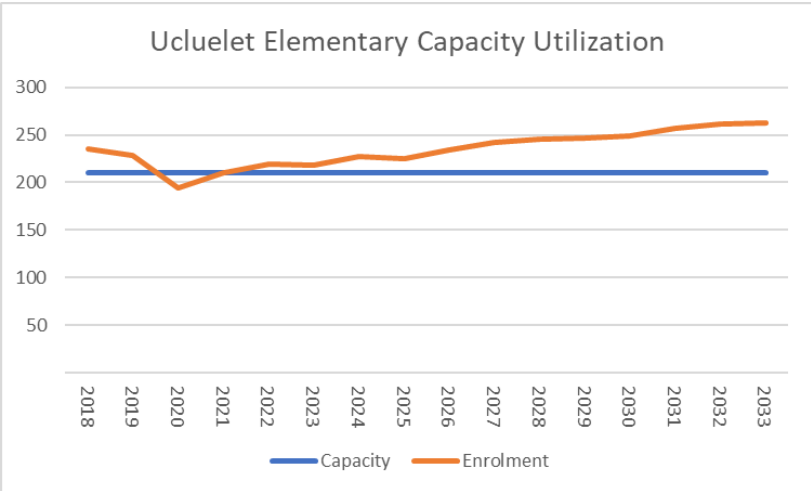
Figure 33 – Ucluelet Secondary Capacity Utilization (2018 to 2033)



3) Ucluelet Elementary School

Ucluelet Elementary is operating slightly above its operating capacity (see Figure 34), despite the recent seismic upgrade and renovation at the school. While Ucluelet Elementary is not necessarily an immediate priority for an expansion project, it should be monitored, and the District will have to continue to manage the operation of the school over capacity.

Figure 34 – Ucluelet Elementary Capacity Utilization (2018 to 2033)



Source: Baragar

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IX. RECOMMENDATIONS

1. That School District No. 70 (Pacific Rim) adopt the following long range facilities planning principles – The District will:
 - strive to deliver quality programs in appropriate locations
 - maintain appropriately sized facilities to accommodate enrolment and educational programs over the next 10 to 15 years
 - seek to increase operational and energy efficiency in District facilities
 - use the Long Range Facilities Plan as a strategic framework and support document for the District’s annual Five Year Capital Plan submissions, as per the capital planning requirements of the Ministry of Education and Child Care
 - Update enrolment forecasts each year for the Ministry’s annual capital plan submissions

2. That School District No. 70 (Pacific Rim) establish and maintain plans for all of the Ministry of Education and Child Care capital funding programs – the District will have five year plans for:
 - Annual Facility Grant projects to identify and prioritize the highest priority maintenance needs
 - project applications to the School Enhancement Program, considering opportunities to phase larger projects over two or more years
 - the Carbon Neutral Capital Program for projects that reduce energy costs and carbon emissions
 - upcoming playground equipment needs for applications to the Playground Equipment Program
 - projects that could be eligible for funding under the Rural District Program.

3. That School District No. 70 (Pacific Rim) write to the Ministry of Education and Child Care to state the critical importance of staff housing for school districts like School District No. 70 (Pacific Rim), and request that Ministry of Education and Child Care:
 - include staff housing in the Ministry’s facility condition assessment program with VFA Canada
 - amend the Annual Facility Grant formula to account for the gross floor area of district-owned staff housing
 - allocate additional capital funding under the Rural District Program to build, renovate, and maintain staff housing
 - ensure that operating funding formulas reflect the costs of managing and maintaining teacher and staff housing as a landlord

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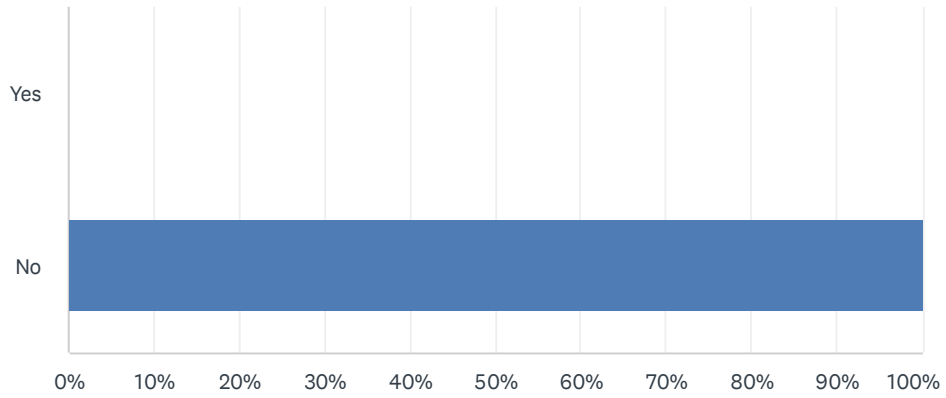
4. That School District No. 70 (Pacific Rim) continue to make Wickaninnish Elementary School a high priority in Annual Capital Plan submission, under both the Seismic Mitigation Program and the Expansion Program.
5. That School District No. 70 (Pacific Rim) continue to make Alberni District Secondary School a high priority in Annual Capital Plan submission under the Expansion Program.
6. That School District No. 70 (Pacific Rim) not consider any school closures
7. That School District No. 70 (Pacific Rim) not make any material changes to school catchment boundaries or program locations in the short term, but that capacity utilization at Alberni Valley Zone Elementary Schools is monitored carefully. If schools in the north zone become overutilized over time, adjustments may be required to use space available in Central Zone (Wood) and South Zone (Maquinna and E.J. Dunn) Elementary Schools

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X. APPENDICES

Q1 Are you a student of Pacific Rim School District?

Answered: 10 Skipped: 0



ANSWER CHOICES	RESPONSES
Yes	0.00% 0
No	100.00% 10
TOTAL	10

Q2 If so, what school do you attend?

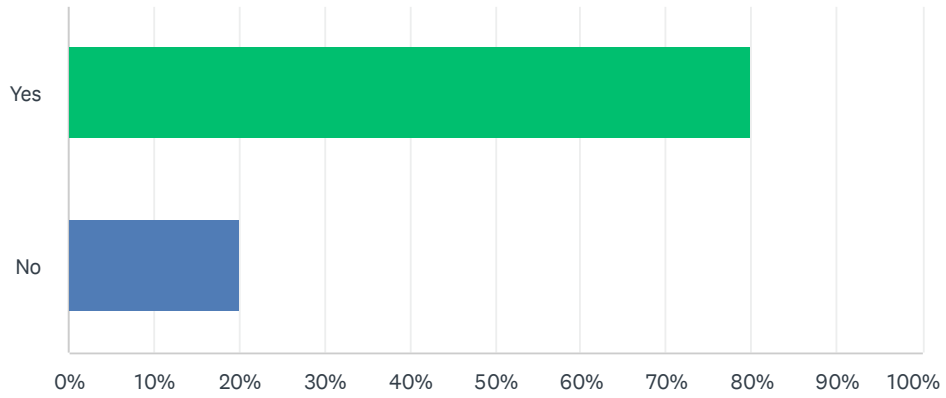
Answered: 0 Skipped: 10

 No matching responses.

ANSWER CHOICES	RESPONSES
Bamfield Community School	0.00% 0
École Alberni Elementary School	0.00% 0
EJ Dunn Elementary School	0.00% 0
John Howitt Elementary School	0.00% 0
Maquinna Elementary School	0.00% 0
Tsuma-as Elementary School	0.00% 0
Ucluelet Elementary School	0.00% 0
Wickaninnish Community School	0.00% 0
Wood Elementary School	0.00% 0
Alberni District Secondary School	0.00% 0
Ucluelet Secondary School	0.00% 0
Eighth Avenue Learning Centre	0.00% 0
TOTAL	0

Q3 Are you a parent/guardian of a student in Pacific Rim School District?

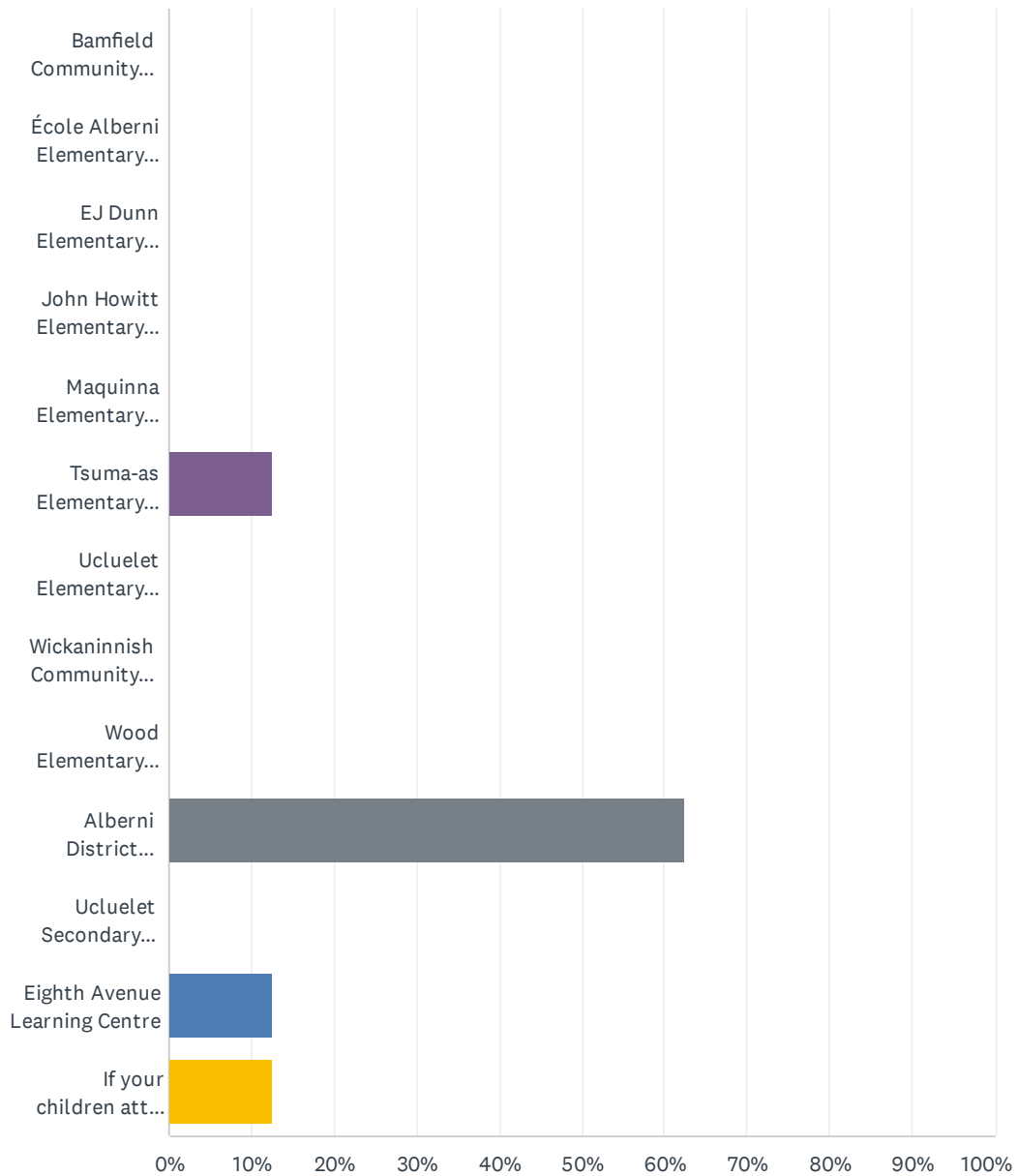
Answered: 10 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	80.00%	8
No	20.00%	2
TOTAL		10

Q4 If so, what school does your child(ren) attend?

Answered: 8 Skipped: 2

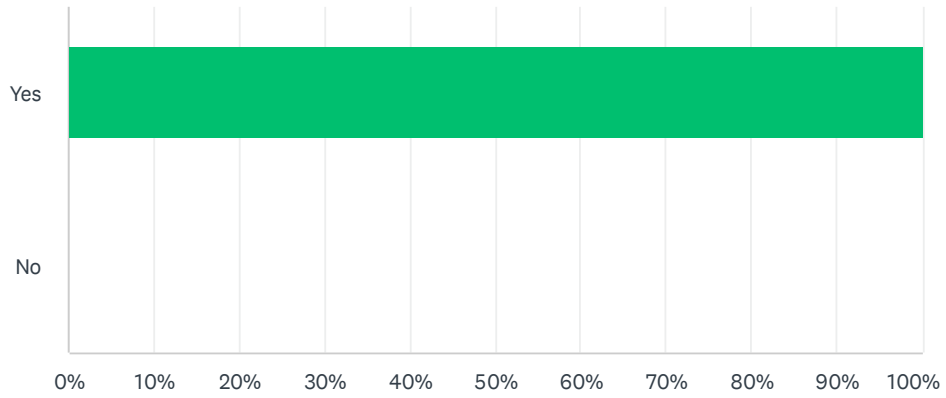


Long Range Facility Plan feedback

ANSWER CHOICES	RESPONSES	
Bamfield Community School	0.00%	0
École Alberni Elementary School	0.00%	0
EJ Dunn Elementary School	0.00%	0
John Howitt Elementary School	0.00%	0
Maquinna Elementary School	0.00%	0
Tsuma-as Elementary School	12.50%	1
Ucluelet Elementary School	0.00%	0
Wickaninnish Community School	0.00%	0
Wood Elementary School	0.00%	0
Alberni District Secondary School	62.50%	5
Ucluelet Secondary School	0.00%	0
Eighth Avenue Learning Centre	12.50%	1
If your children attend more than one school, please note both schools here:	12.50%	1
TOTAL		8

Q5 Do you live in Pacific Rim School District?

Answered: 10 Skipped: 0



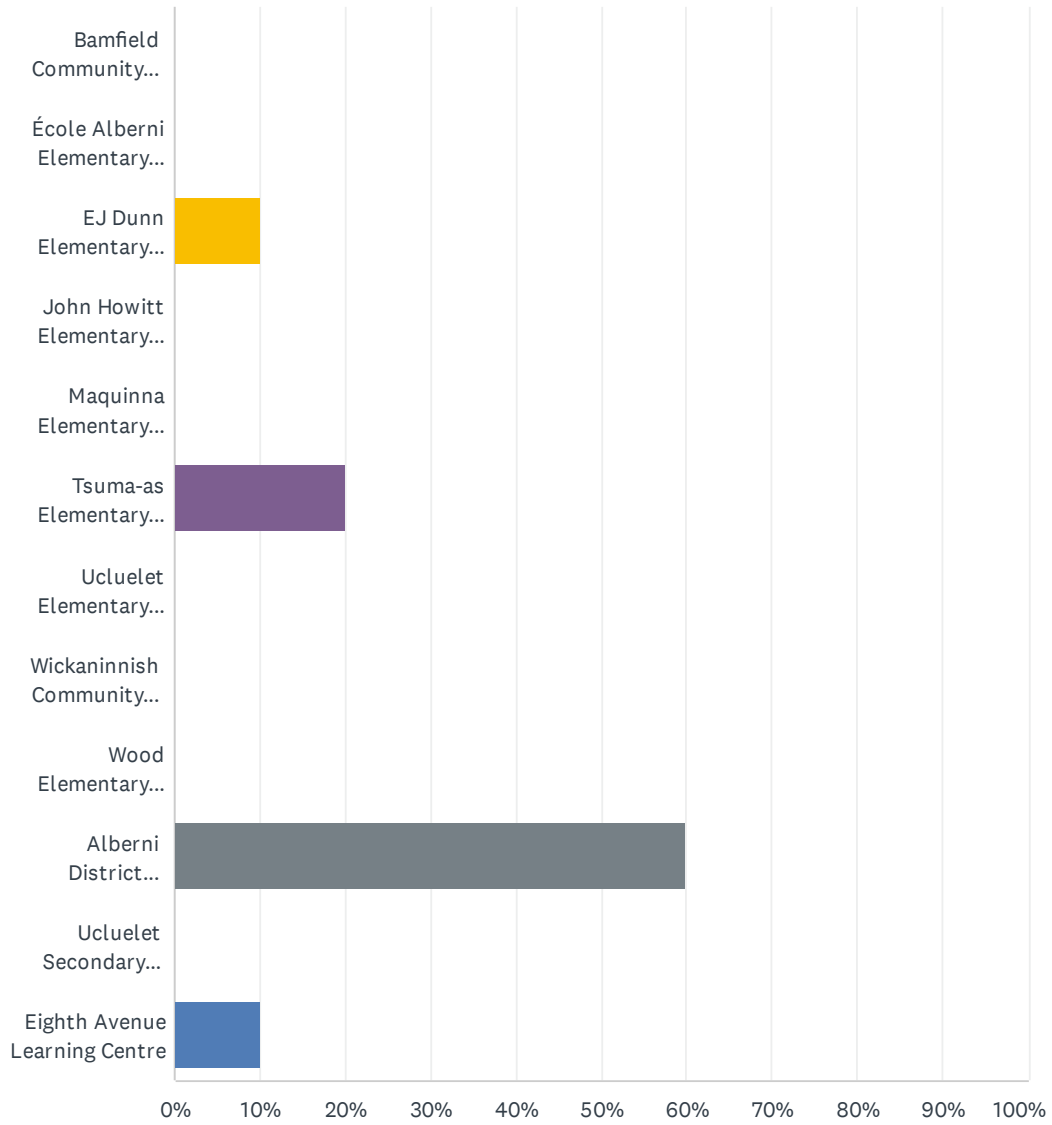
ANSWER CHOICES	RESPONSES	
Yes	100.00%	10
No	0.00%	0
TOTAL		10

Q6 If yes, which community to you live in?

Answered: 10 Skipped: 0

Q7 Which school/facility are you assessing?

Answered: 10 Skipped: 0

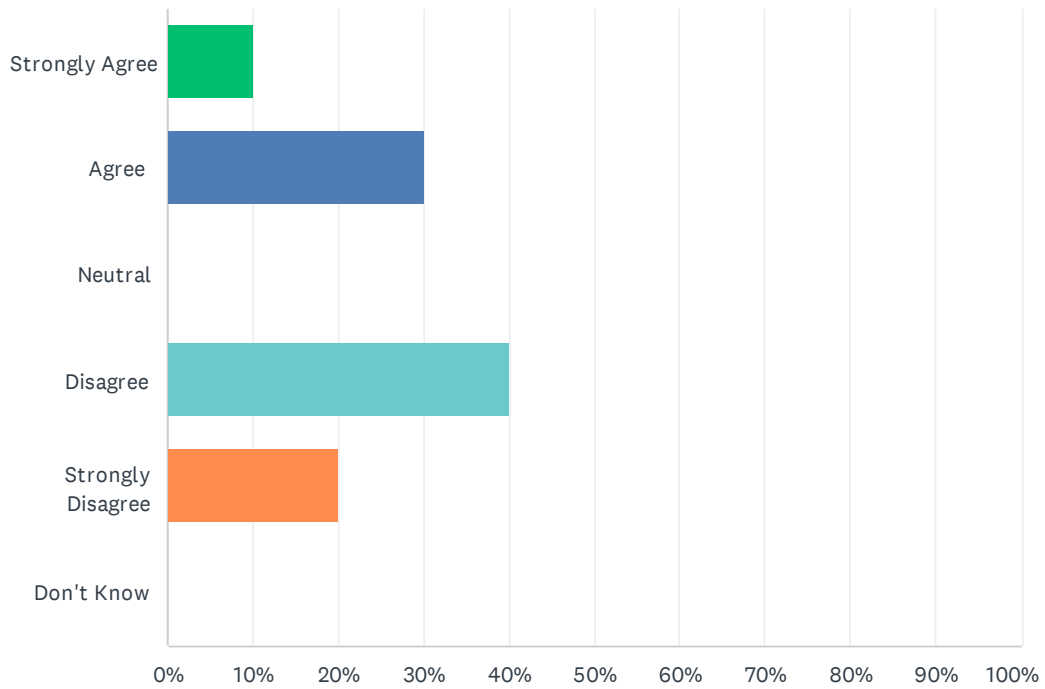


Long Range Facility Plan feedback

ANSWER CHOICES	RESPONSES	
Bamfield Community School	0.00%	0
École Alberni Elementary School	0.00%	0
EJ Dunn Elementary School	10.00%	1
John Howitt Elementary School	0.00%	0
Maquinna Elementary School	0.00%	0
Tsuma-as Elementary School	20.00%	2
Ucluelet Elementary School	0.00%	0
Wickaninnish Community School	0.00%	0
Wood Elementary School	0.00%	0
Alberni District Secondary School	60.00%	6
Ucluelet Secondary School	0.00%	0
Eighth Avenue Learning Centre	10.00%	1
TOTAL		10

Q8 The school is easy to access for drop off and pick up

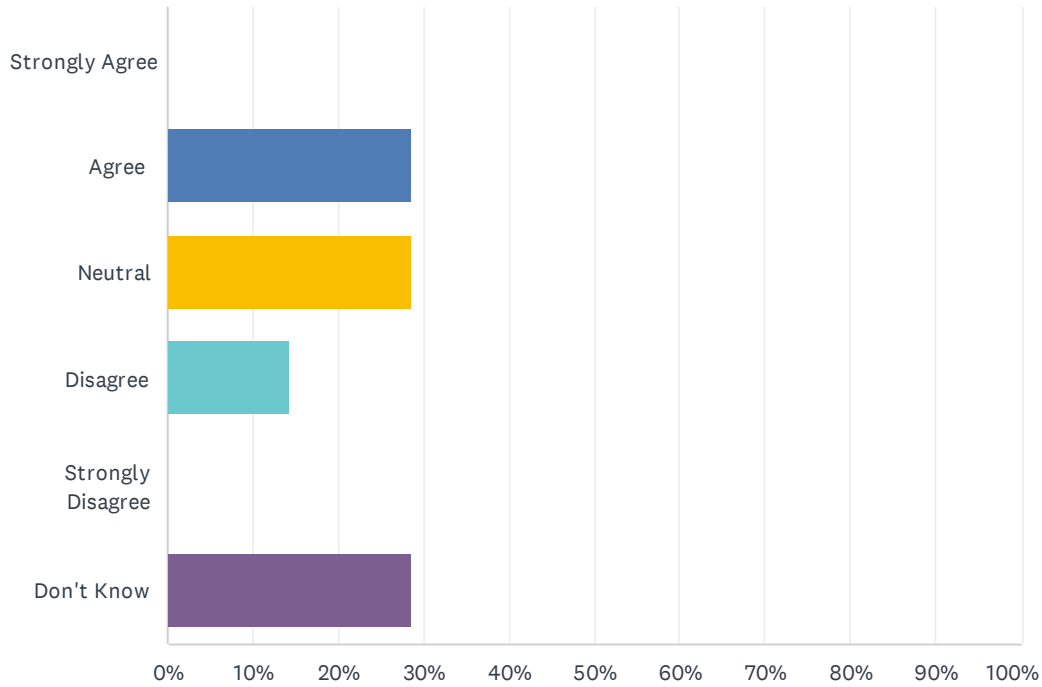
Answered: 10 Skipped: 0



ANSWER CHOICES	RESPONSES
Strongly Agree	10.00% 1
Agree	30.00% 3
Neutral	0.00% 0
Disagree	40.00% 4
Strongly Disagree	20.00% 2
Don't Know	0.00% 0
TOTAL	10

Q9 Playground equipment is appropriate for the age level

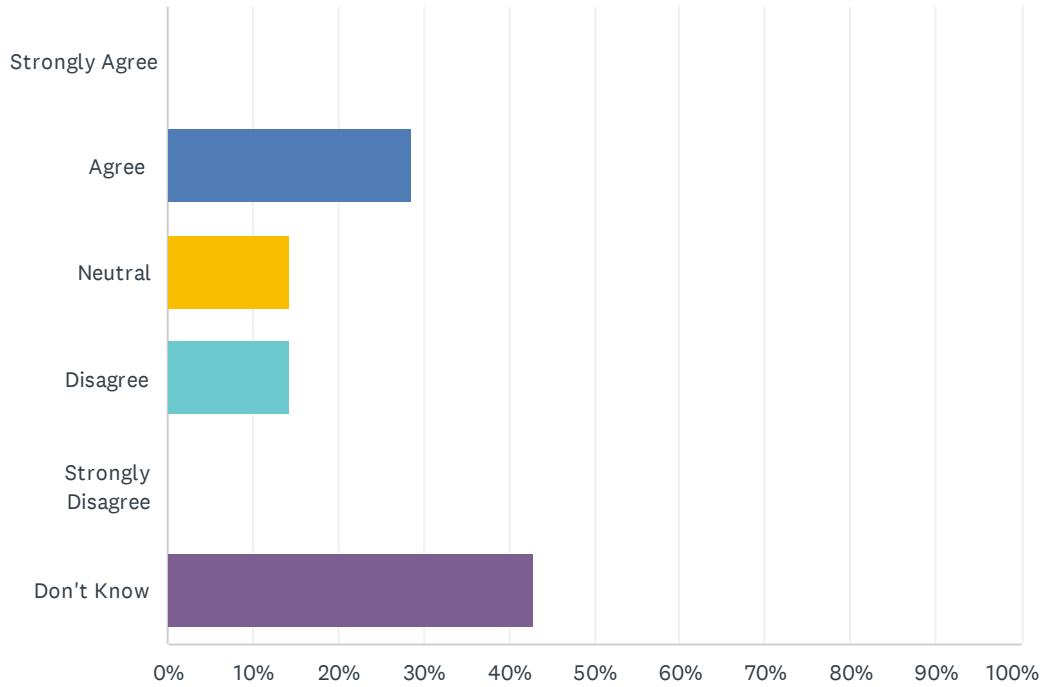
Answered: 7 Skipped: 3



ANSWER CHOICES	RESPONSES
Strongly Agree	0.00% 0
Agree	28.57% 2
Neutral	28.57% 2
Disagree	14.29% 1
Strongly Disagree	0.00% 0
Don't Know	28.57% 2
TOTAL	7

Q10 Playground equipment is in good condition

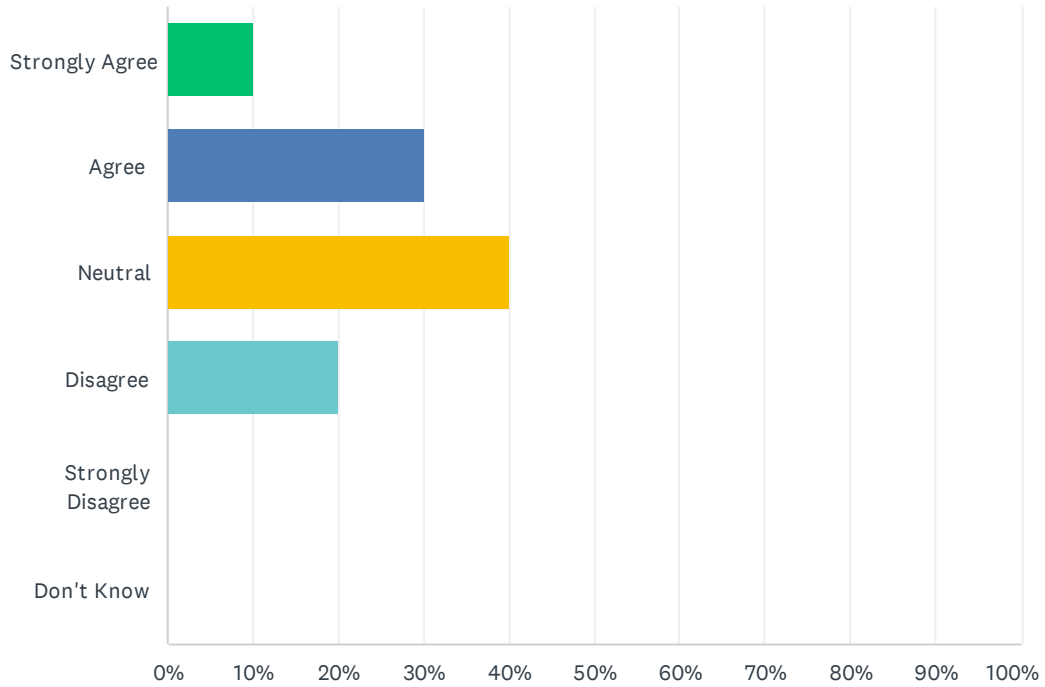
Answered: 7 Skipped: 3



ANSWER CHOICES	RESPONSES	
Strongly Agree	0.00%	0
Agree	28.57%	2
Neutral	14.29%	1
Disagree	14.29%	1
Strongly Disagree	0.00%	0
Don't Know	42.86%	3
TOTAL		7

Q11 The office/reception area is welcoming

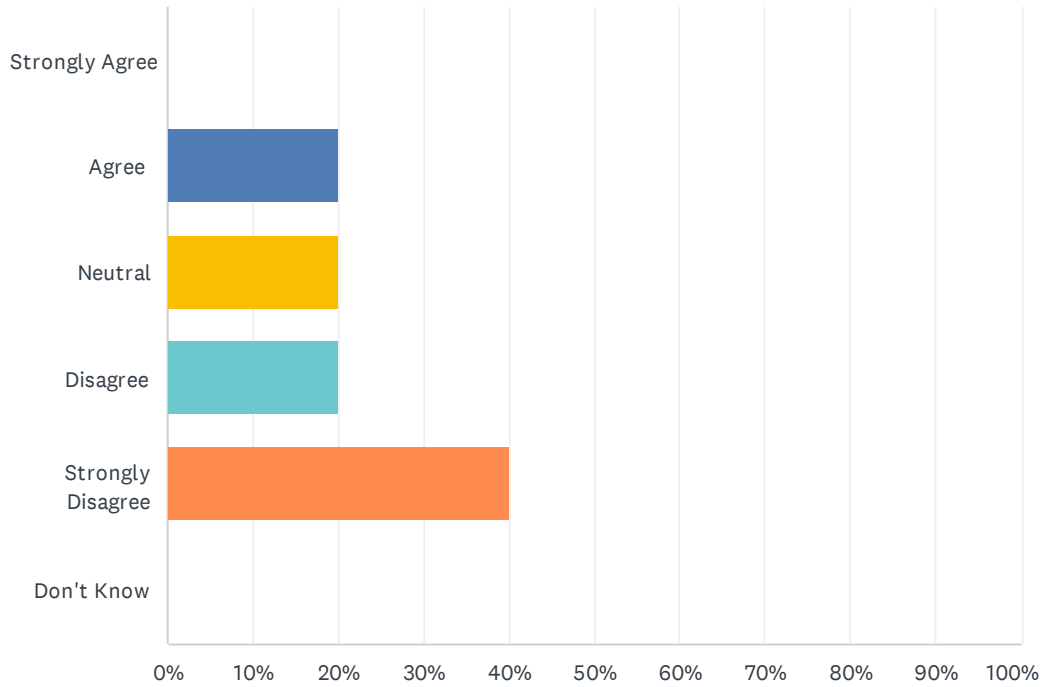
Answered: 10 Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly Agree	10.00%	1
Agree	30.00%	3
Neutral	40.00%	4
Disagree	20.00%	2
Strongly Disagree	0.00%	0
Don't Know	0.00%	0
TOTAL		10

Q12 Classrooms are a sufficient size for the number of students

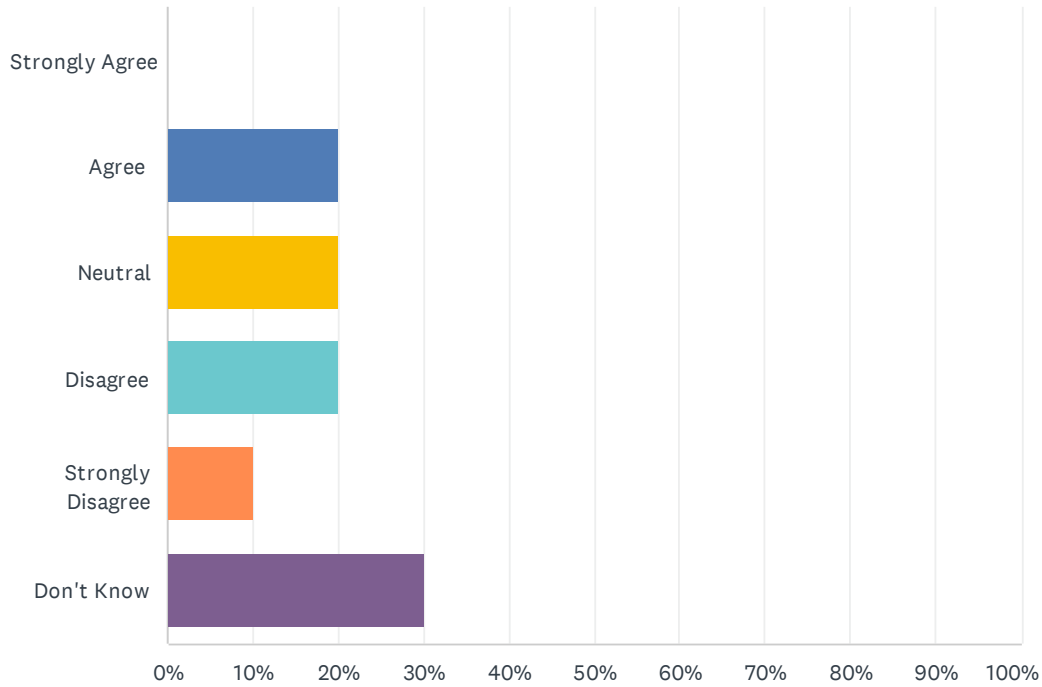
Answered: 10 Skipped: 0



ANSWER CHOICES	RESPONSES
Strongly Agree	0.00% 0
Agree	20.00% 2
Neutral	20.00% 2
Disagree	20.00% 2
Strongly Disagree	40.00% 4
Don't Know	0.00% 0
TOTAL	10

Q13 Classrooms are accessible

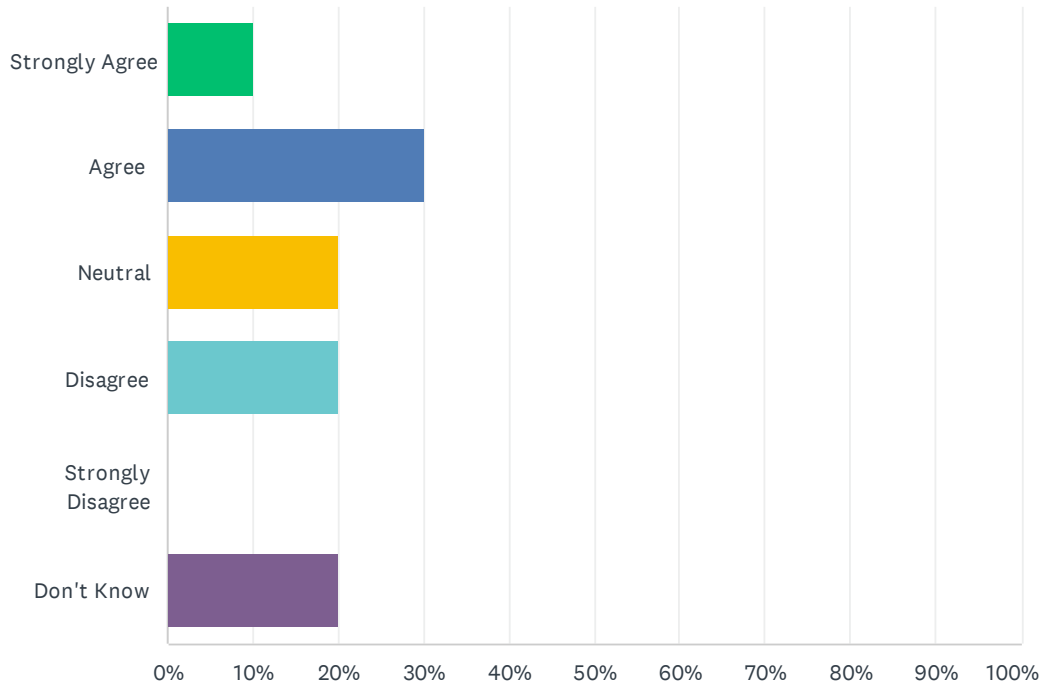
Answered: 10 Skipped: 0



ANSWER CHOICES	RESPONSES
Strongly Agree	0.00% 0
Agree	20.00% 2
Neutral	20.00% 2
Disagree	20.00% 2
Strongly Disagree	10.00% 1
Don't Know	30.00% 3
TOTAL	10

Q14 Classrooms are organized efficiently

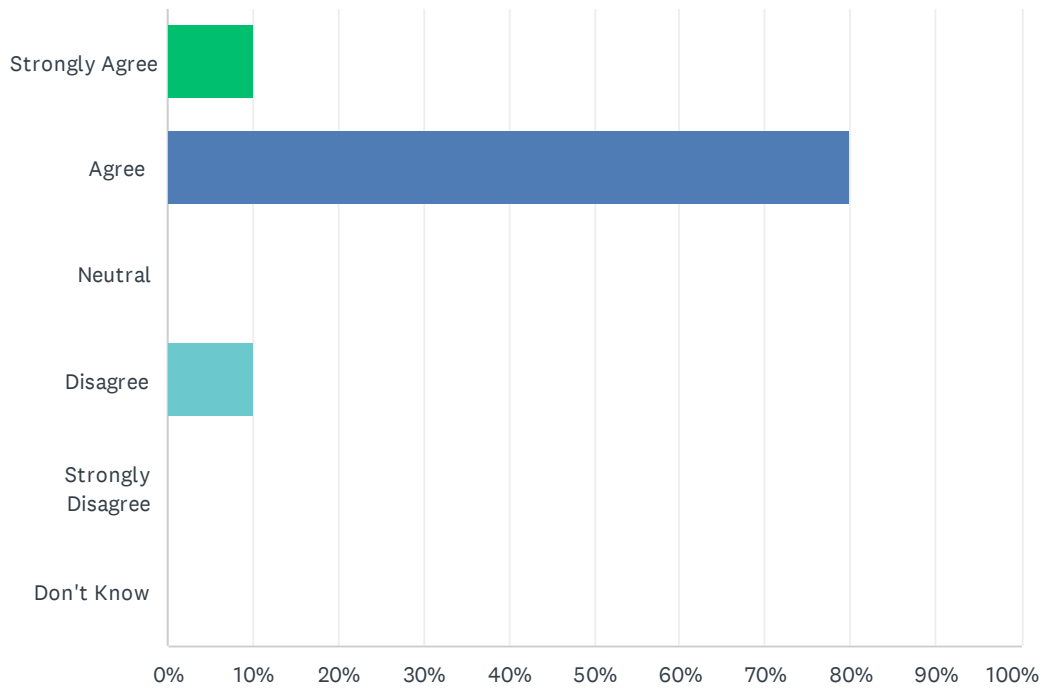
Answered: 10 Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly Agree	10.00%	1
Agree	30.00%	3
Neutral	20.00%	2
Disagree	20.00%	2
Strongly Disagree	0.00%	0
Don't Know	20.00%	2
TOTAL		10

Q15 The gymnasium is large enough for the age level

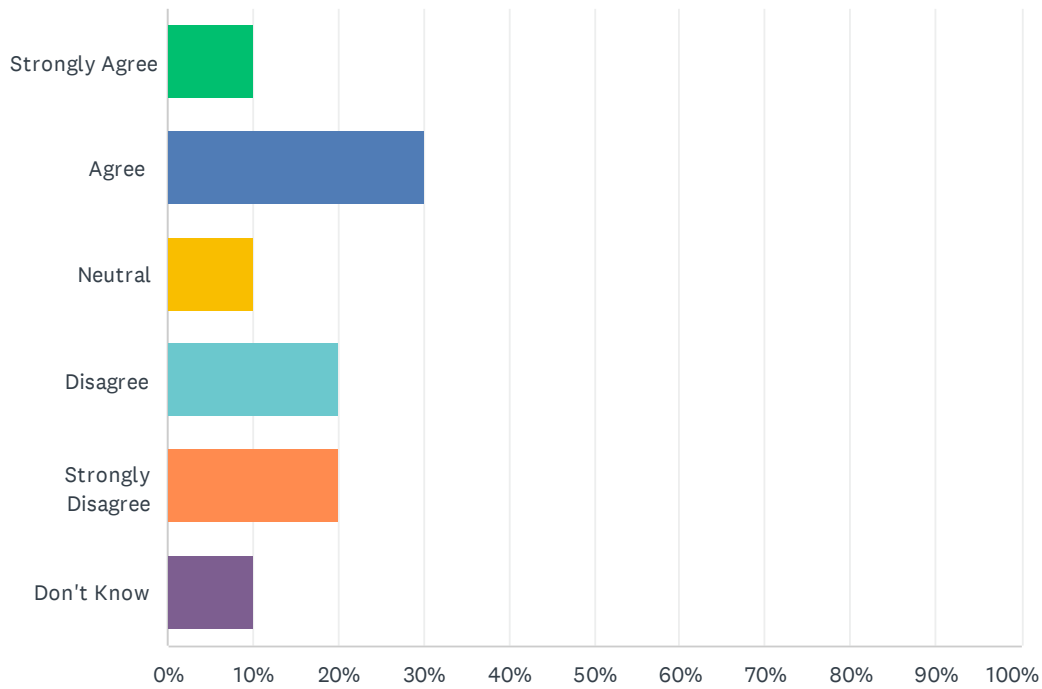
Answered: 10 Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly Agree	10.00%	1
Agree	80.00%	8
Neutral	0.00%	0
Disagree	10.00%	1
Strongly Disagree	0.00%	0
Don't Know	0.00%	0
TOTAL		10

Q16 The school is large enough for the number of students

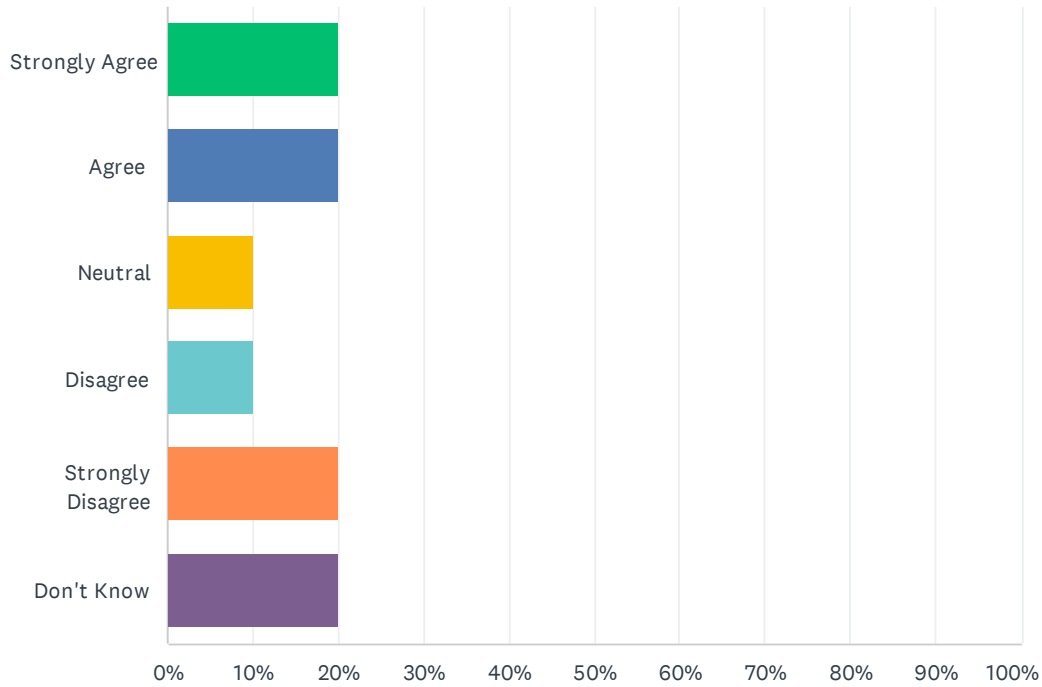
Answered: 10 Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly Agree	10.00%	1
Agree	30.00%	3
Neutral	10.00%	1
Disagree	20.00%	2
Strongly Disagree	20.00%	2
Don't Know	10.00%	1
TOTAL		10

Q17 The grade configuration of the school is appropriate

Answered: 10 Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly Agree	20.00%	2
Agree	20.00%	2
Neutral	10.00%	1
Disagree	10.00%	1
Strongly Disagree	20.00%	2
Don't Know	20.00%	2
TOTAL		10

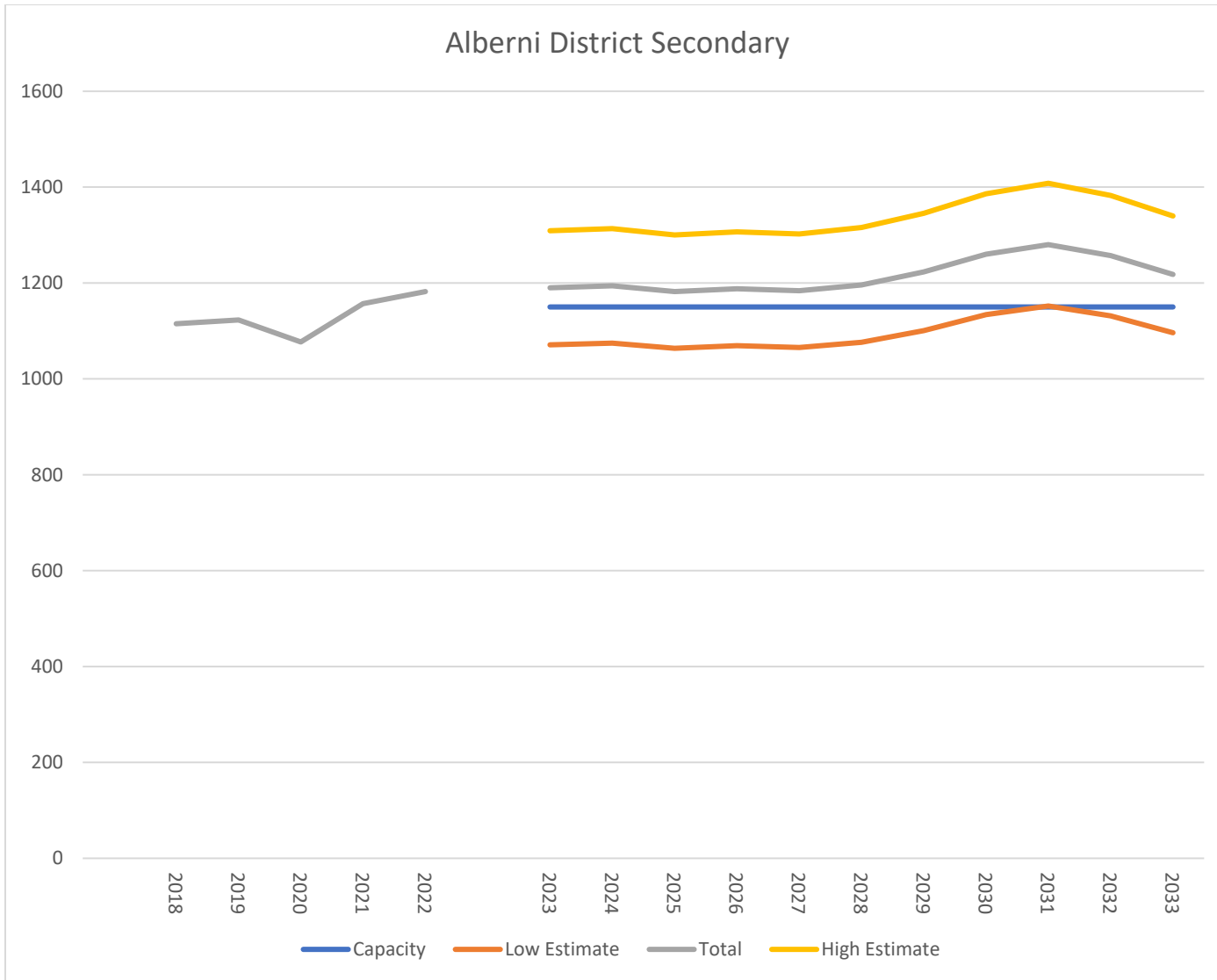
Q18 Do you have any additional comments about your school site and facilities?

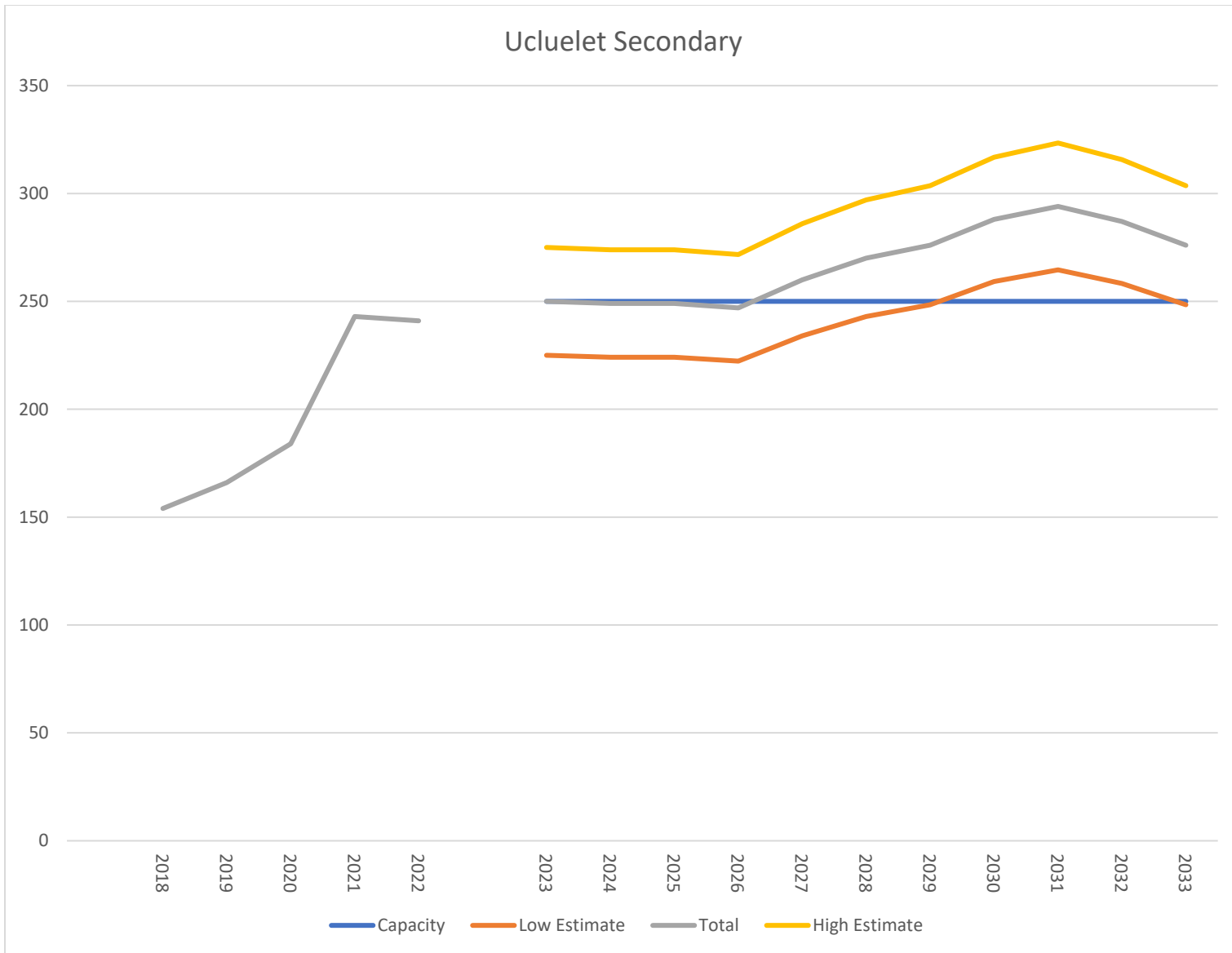
Answered: 6 Skipped: 4

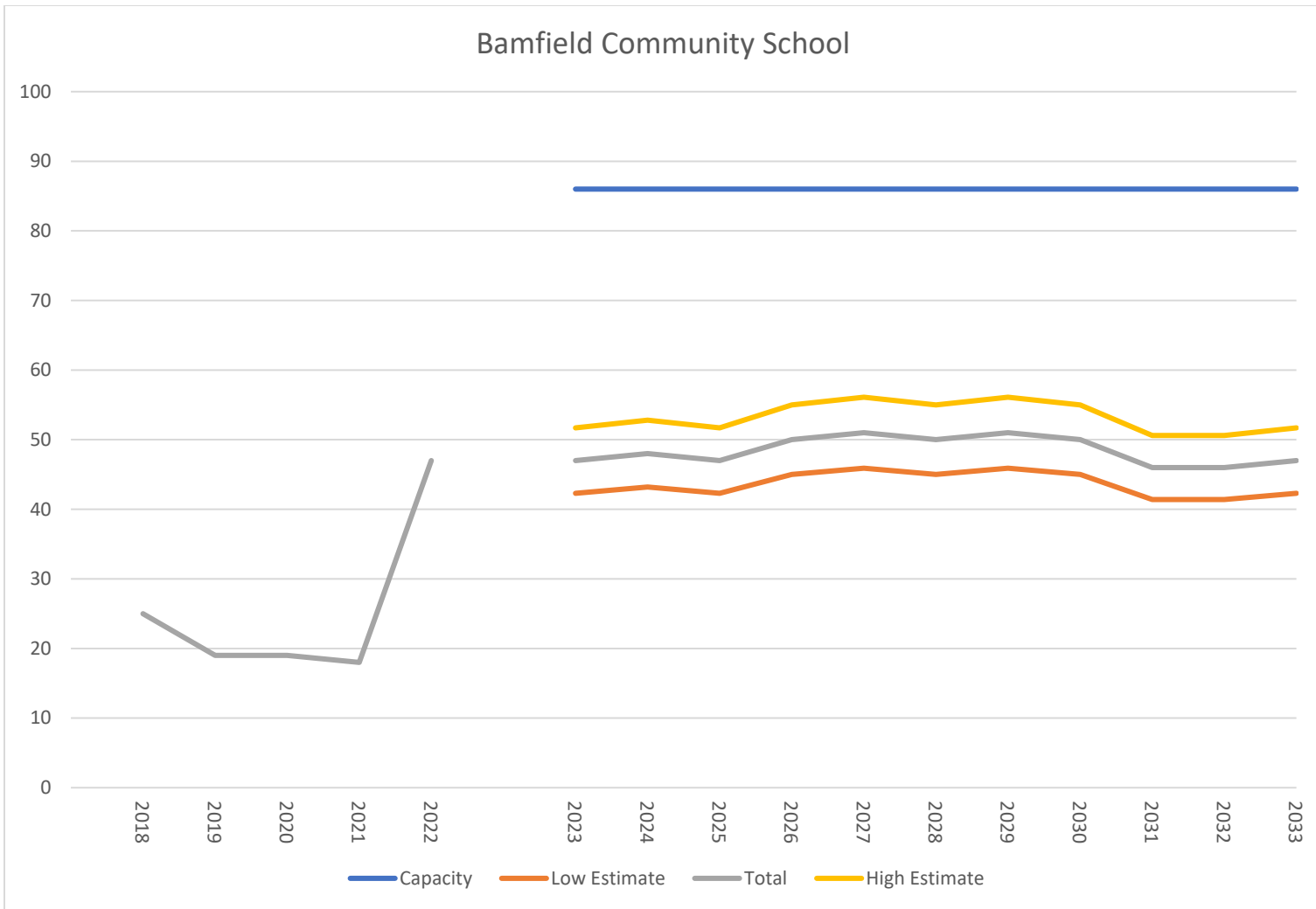
Q19 Do you have any comments about the Draft Long Range Facilities Plan?

Answered: 3 Skipped: 7

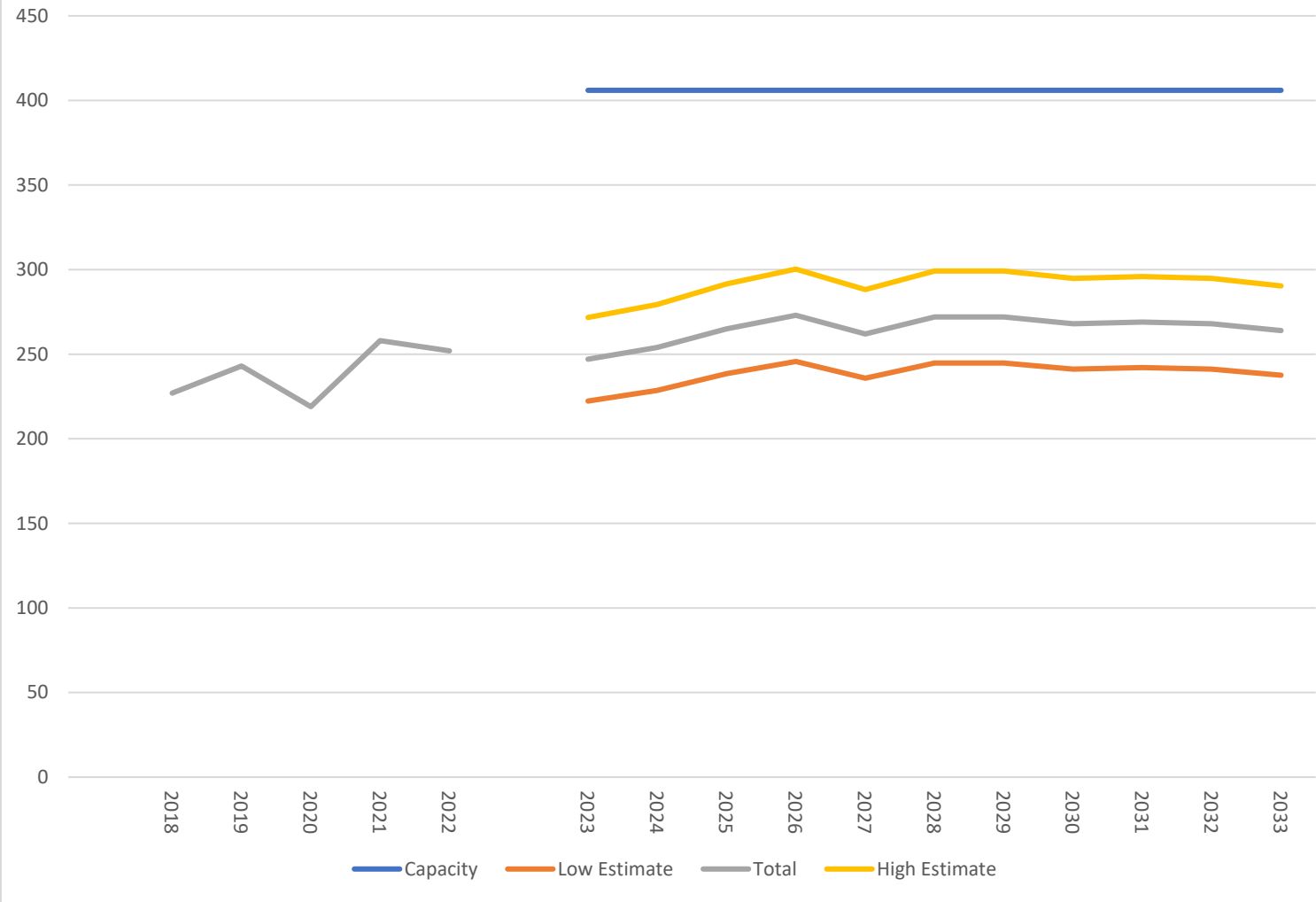
APPENDIX B – Capacity Utilization Forecasts for District Schools



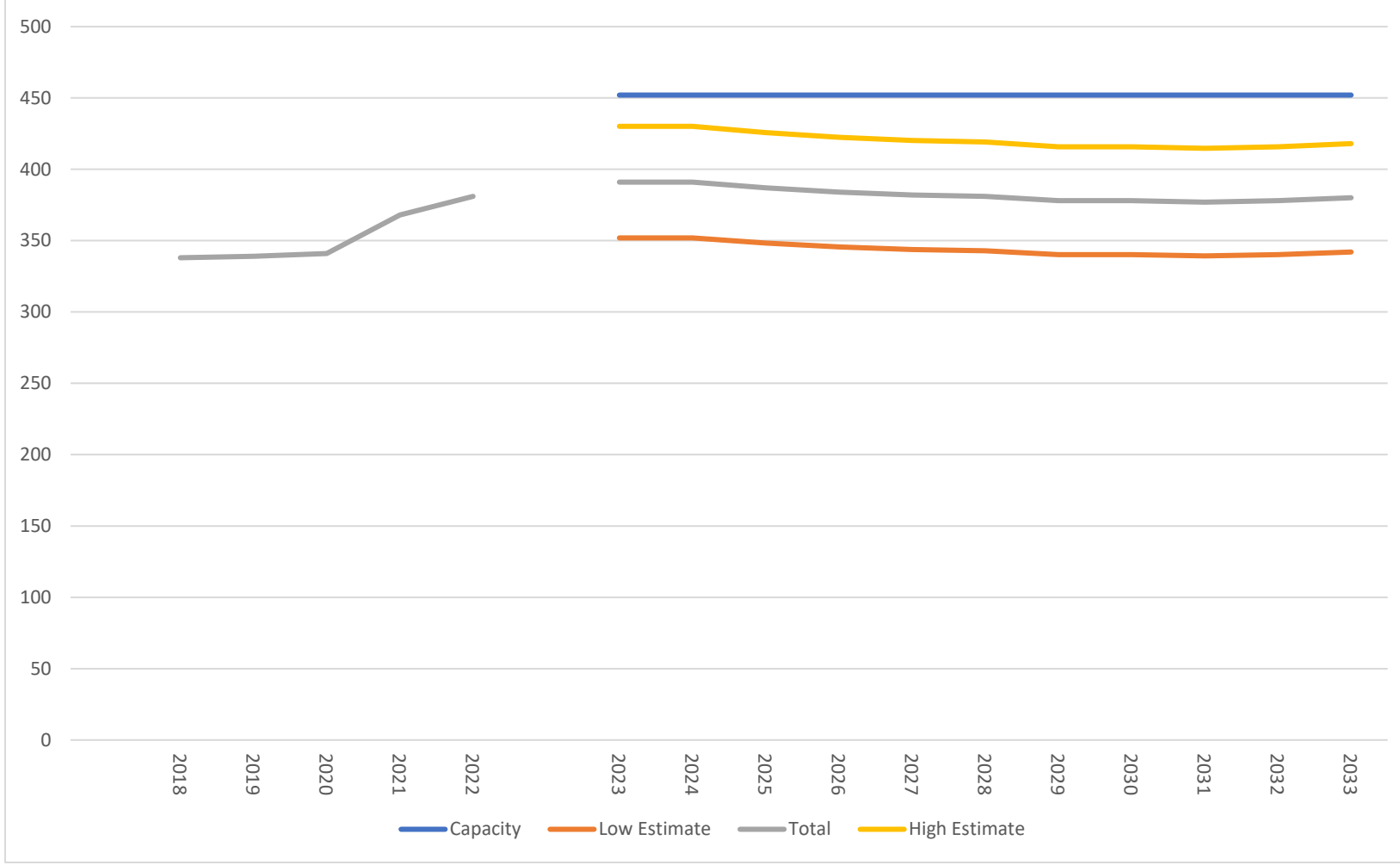




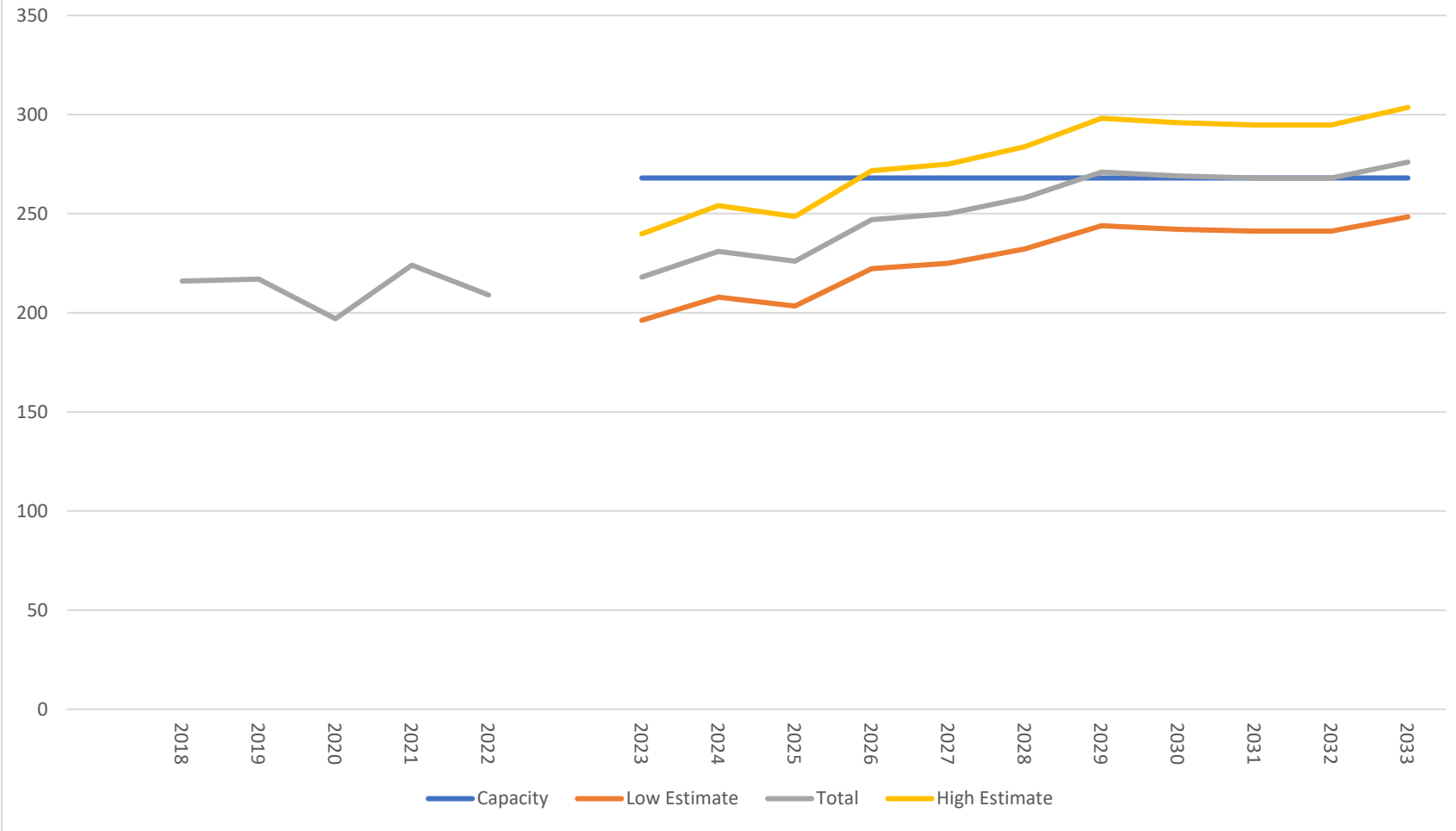
E.J. Dunn Elementary



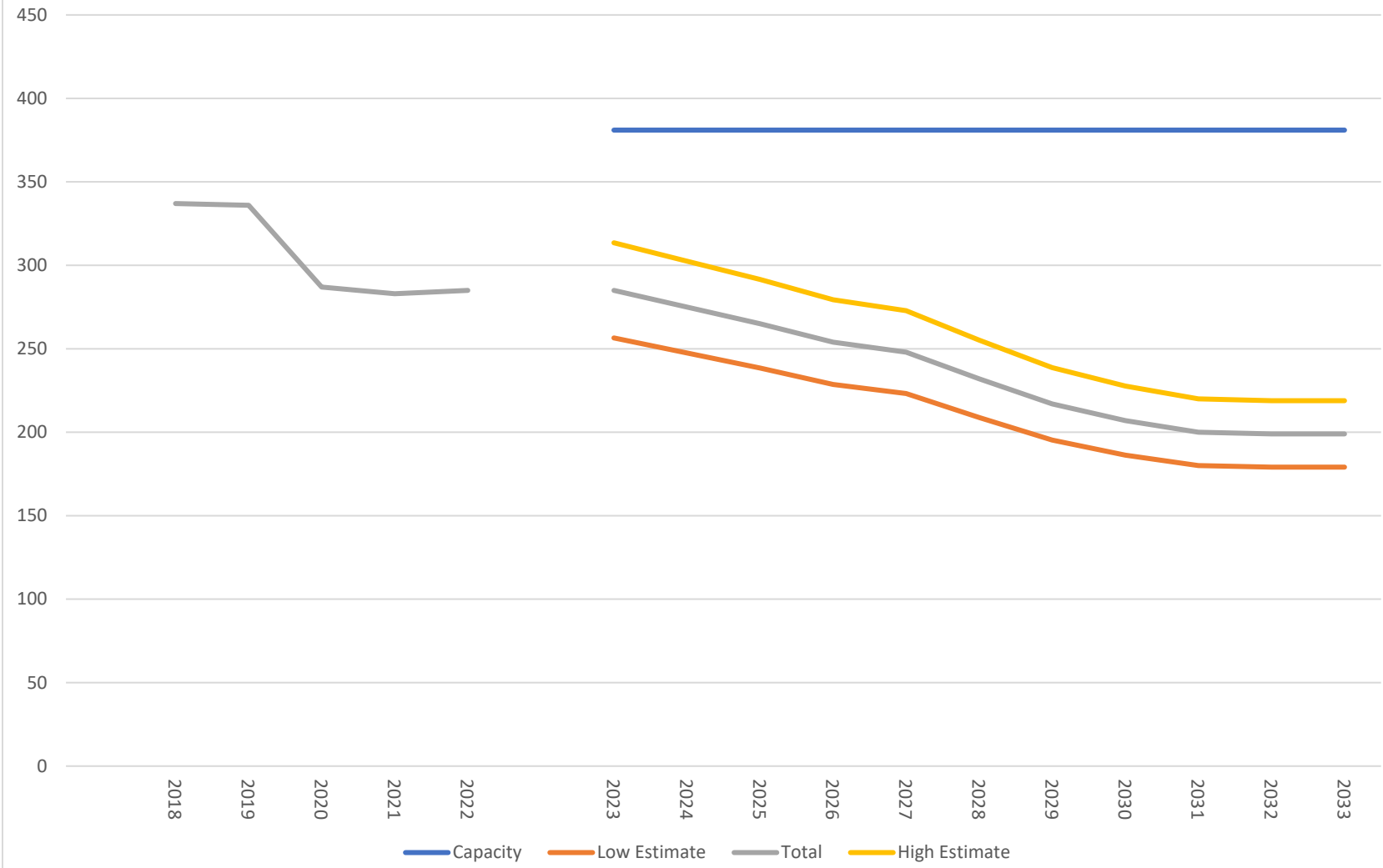
École Alberni Elementary



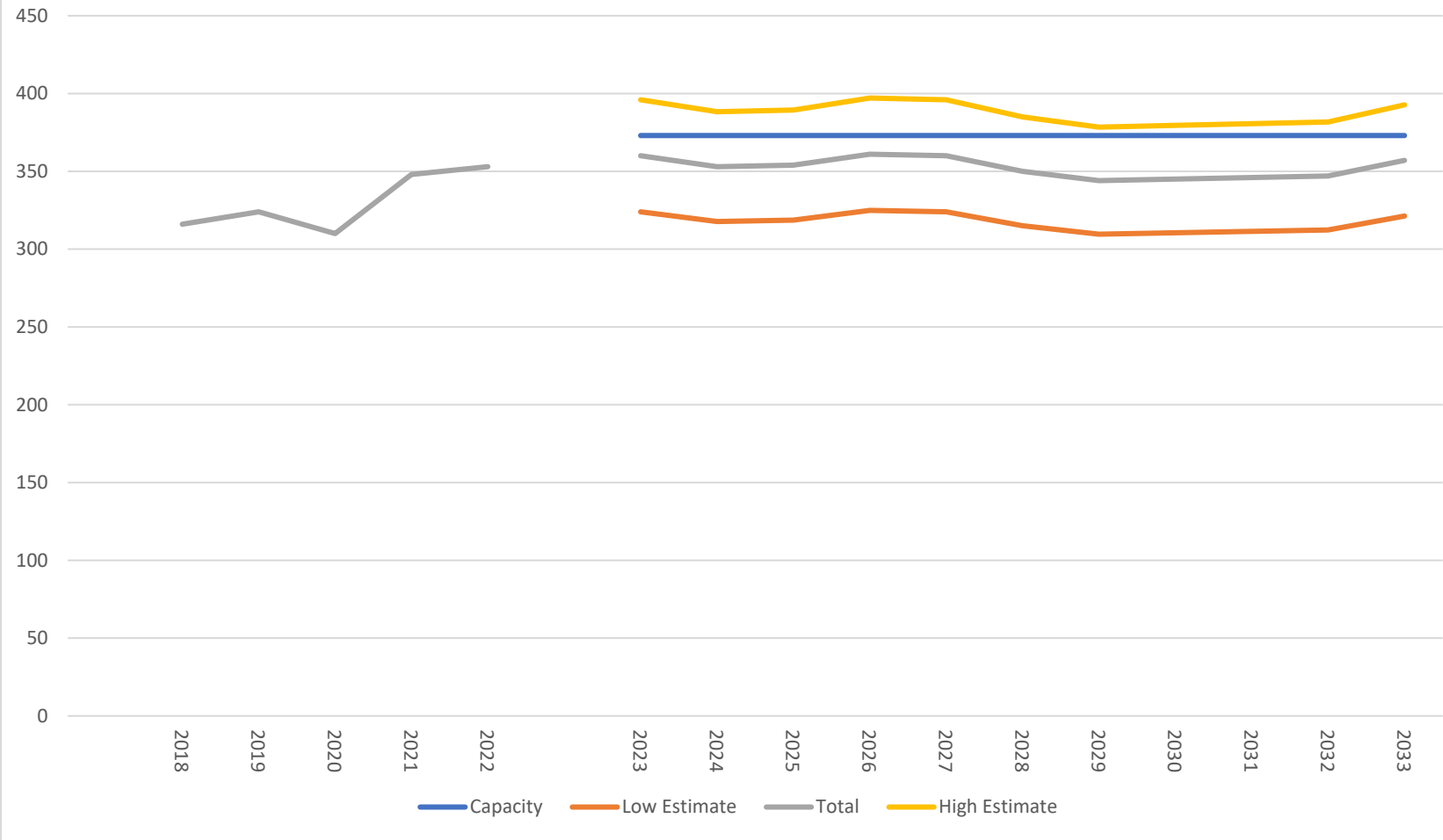
John Howitt Elementary



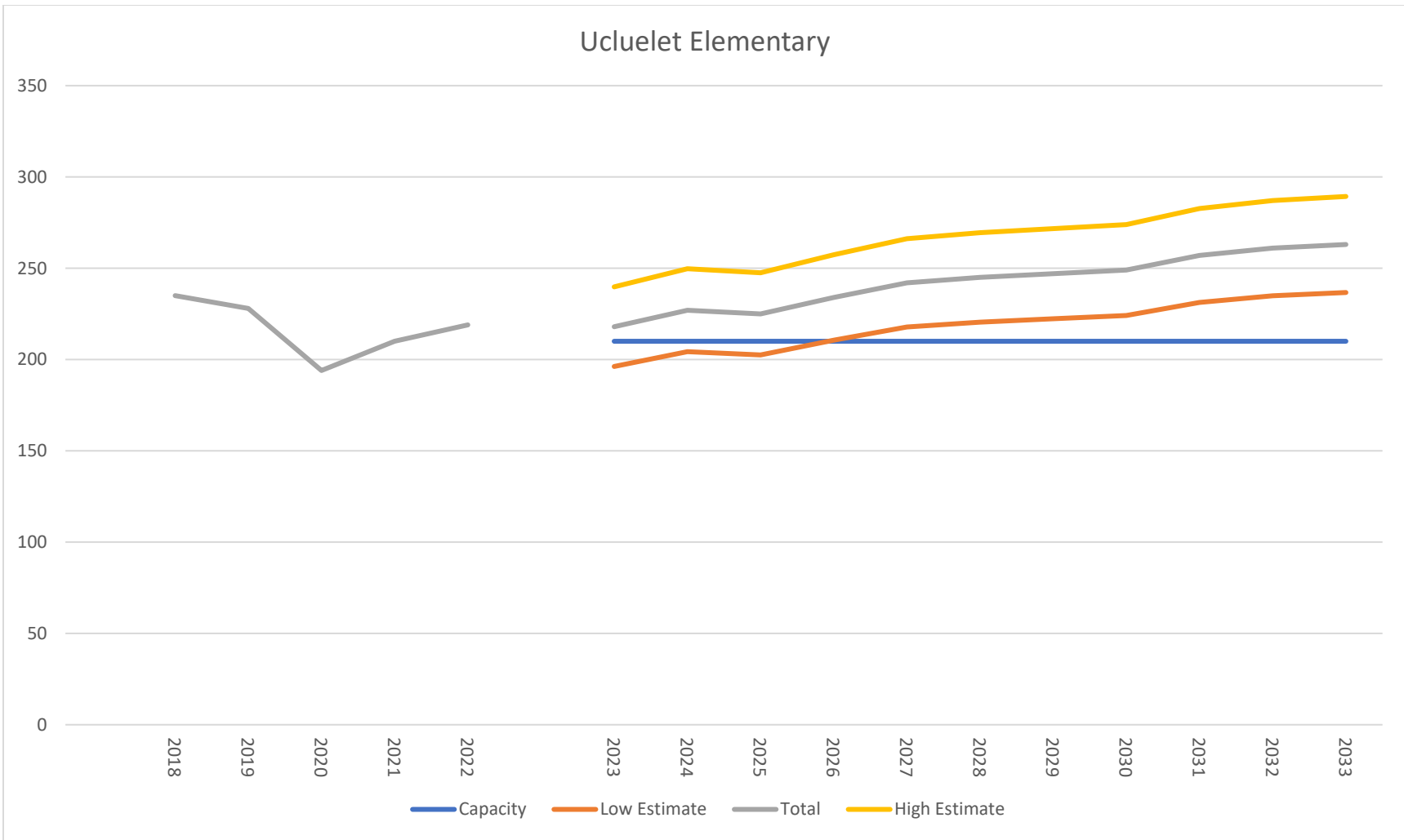
Maquinna Elementary

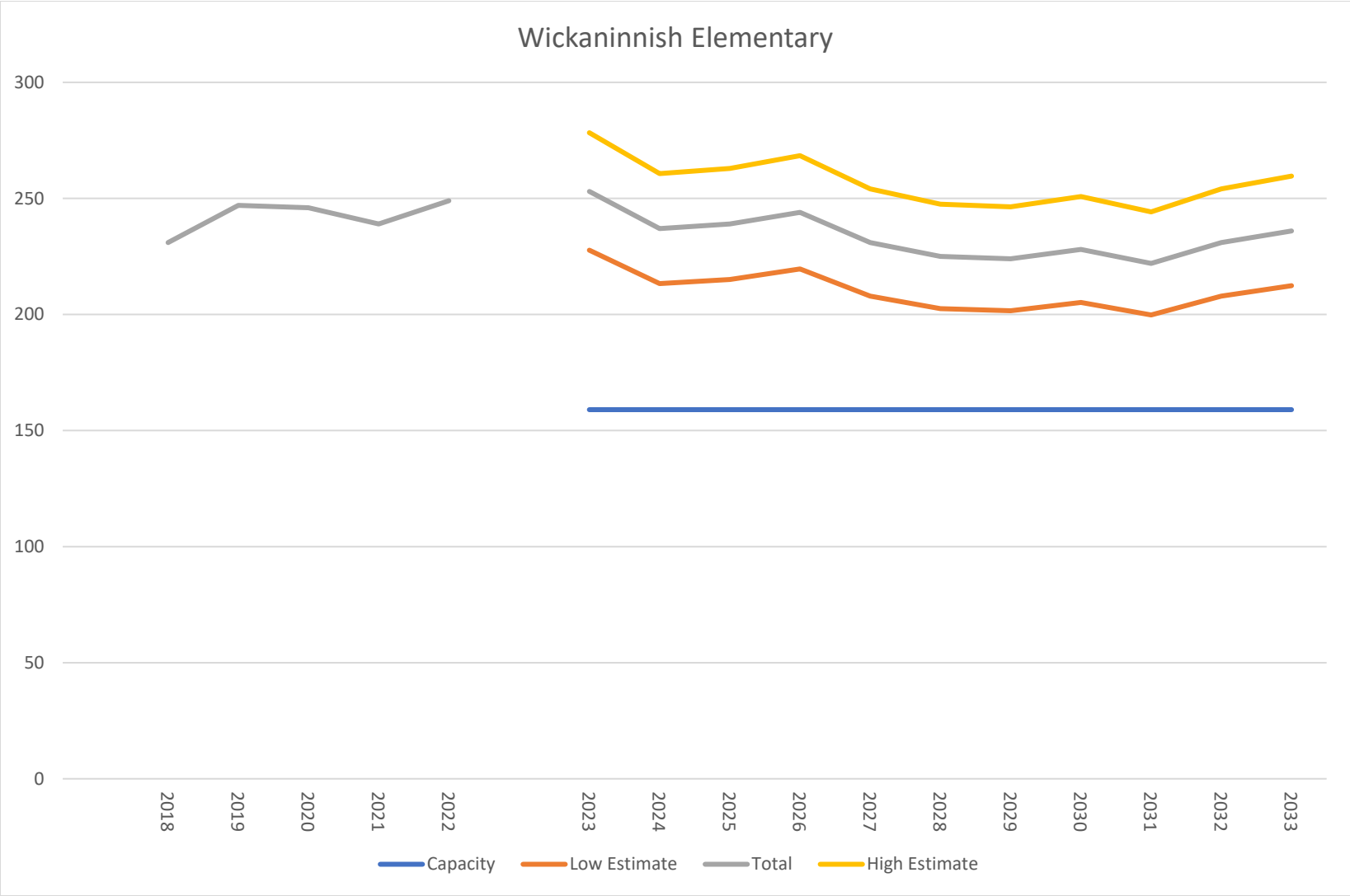


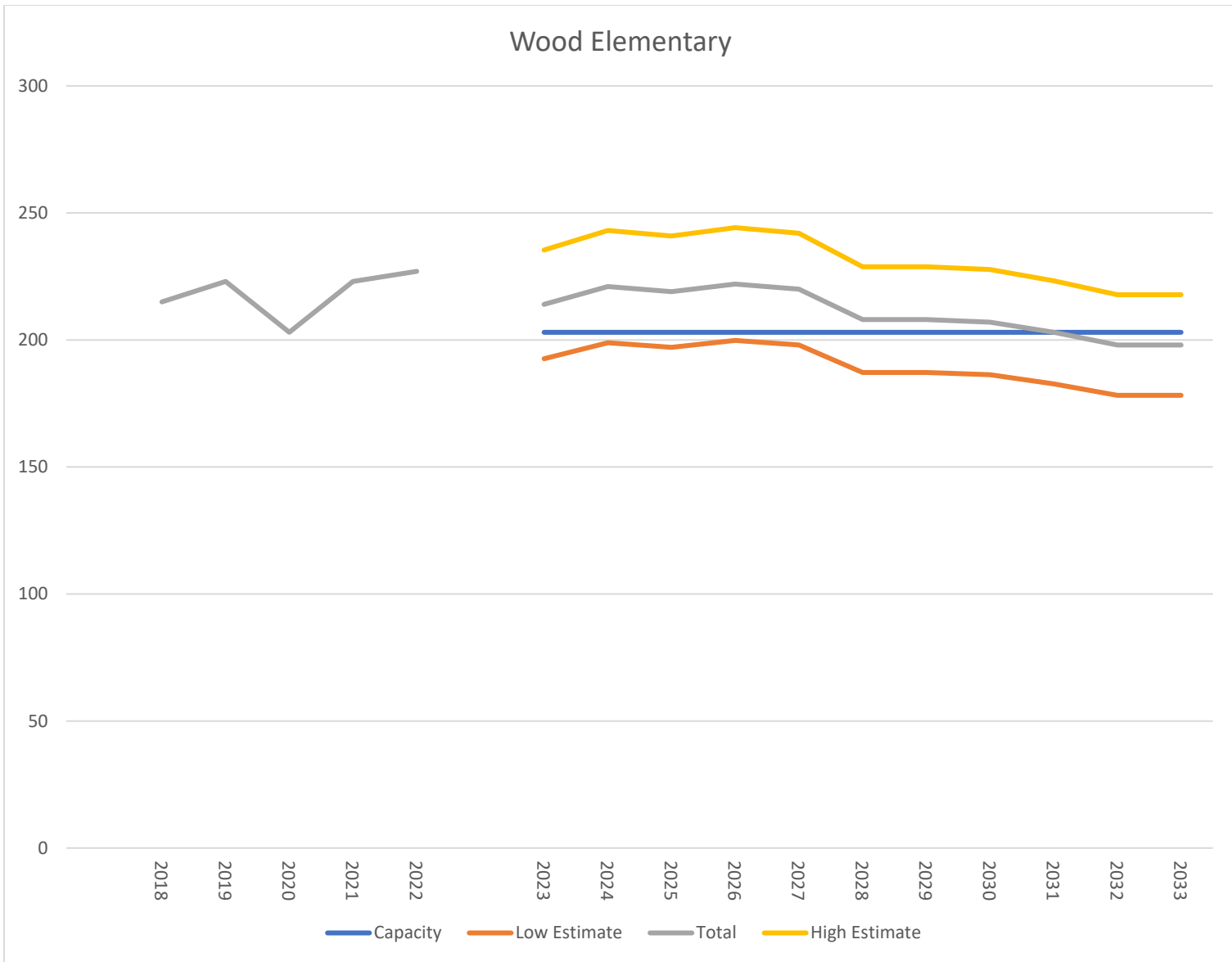
Tsuma-as Elementary



Ucluelet Elementary









**PACIFIC RIM SCHOOL DISTRICT
PUBLIC BOARD MEETING
INFORMATION SHEET**

Date: April 23, 2024
To: Board of Education
From: Siri Curliss
Subject: District Wellness Survey Report

Background:

A staff wellness survey was created by our District Joint Wellness Committee, with input and recommendations included from the PVPA, ADTU, and CUPE. The purpose of the survey is to inform our District Wellness Committee on initiatives that would be considered most helpful and meaningful for staff, and to create a baseline in our understanding of general staff wellness. Based on a recommendation by ADTU to hold off on sharing the survey with staff until after Christmas, the survey was circulated on January 5th, 2024 to 732 staff members.

Information:

- 33% of staff responded to the wellness survey, offering strength in valid and reliable results.
- The survey was open for 2 months and took an average of 14 minutes to complete.
- Overall staff wellness was self-reported at 6.33 out of 10, with some variation among staffing groups (see Power Point slides for details).
- 37% of respondents offered additional comments on the survey (see Power Point slides for themes)

Discussion:

Details of the Staff Wellness Survey can be found attached, on the Power Point slide's link below, and will be shared with the Board of Education at the April 23, 2024 meeting.

[Staff Wellness 2024_Survey Review_PDF.pdf](#)

Staff Wellness

SD70 Pacific Rim

Survey Details

- Offered January 5, 2024; Closed Feb 29 2024
- 7 Questions taking an average of 14 minutes to complete
- Response rate of all staff: 33%
- ADTU: 126
- CUPE: 84
- PVPA: 16
- Excluded: 12

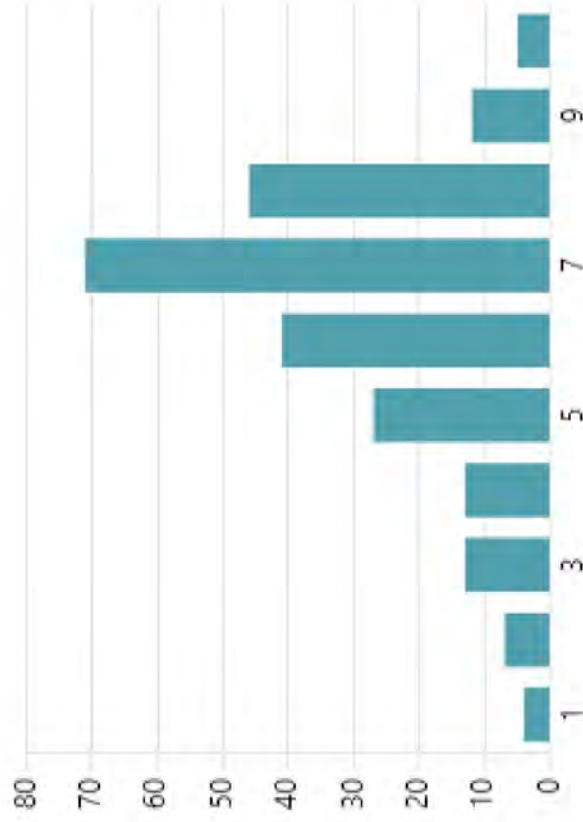
Survey Questions

- How do you rate your overall personal wellness?
- Do you prefer your wellness activities to be addressed privately, with friends, with co-workers, or a combination of the above?
- What types of initiatives would you value from your wellness committee?
- Topics of Interest for your personal learning.
- EFAP awareness, accessibility, experience.
- Comments.

Overall Staff Wellness

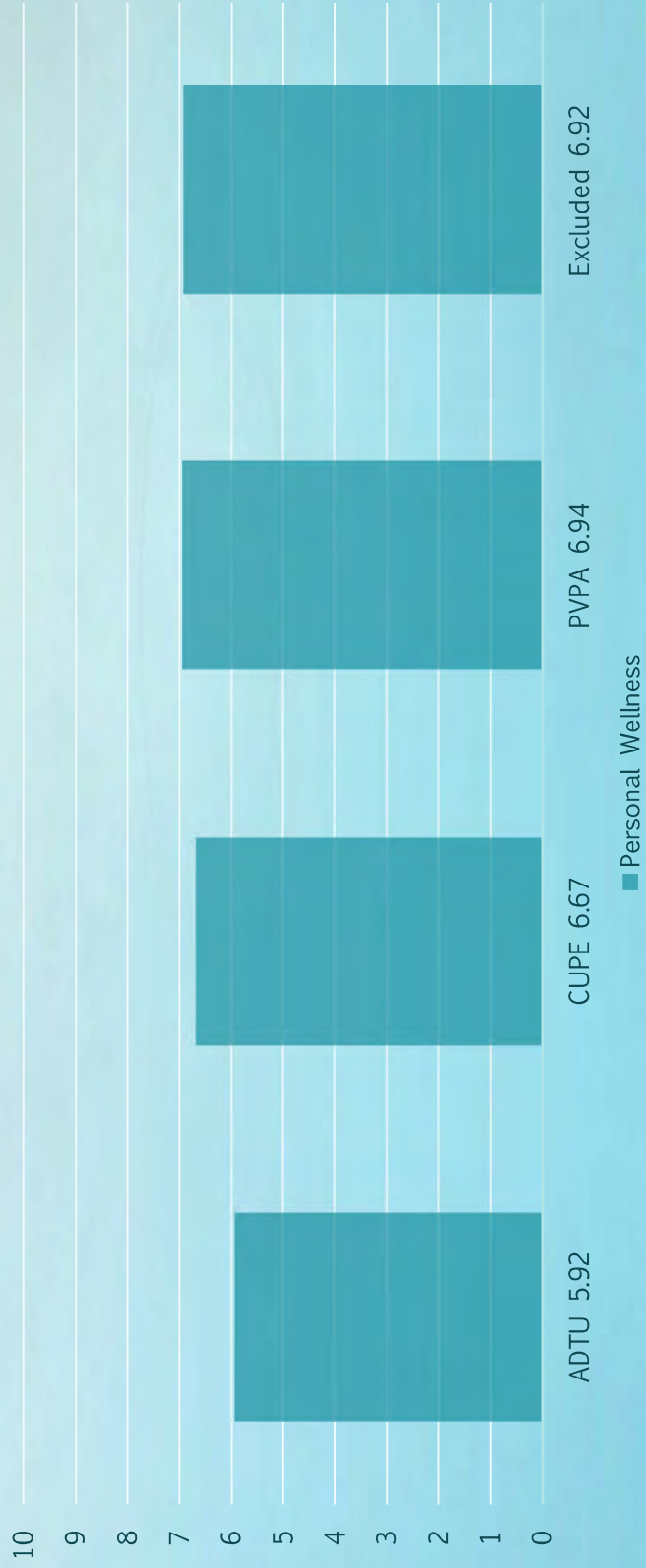
6.33

Average Rating



Overall Wellness by Staffing Group

Personal Wellness – Self Report Scale 1-10



Preferred approach to personal wellness



Types of Initiatives Preferred

#1: Healthy Living Activities
(yoga, hiking/walking groups,
mindfulness practices)

#2: A three-way tie:

- Healthy eating ideas (recipes)
- Friendly challenges within and between buildings
- Food sharing opportunities



Topics for Personal Learning & Interest

- Building burnout resilience
- Emotional Intensity: How to de-escalate big emotions in others to make space for flexibility
- Understanding Anxiety: The science behind it and how to reduce its impact
- The Physiology of Calm: How to use your nervous system to calm your mind

EFAP: Now Telus Health One

- One third of the staff population have not heard of or know how to access the EFAP available to them.
- Previously Life Works and Shepell FGI
- [EFAP on SD70 Website](#)



TELUS

Staff Comments

- 88 Responses
 - 12% of total staff population
 - 37% of survey responses included additional comments
- Themes included:
 - Heavy workload detracts from building relationships w kids
 - Work/life balance is difficult
 - Feeling under-valued by leadership
 - Need more supports for students with extreme behaviours

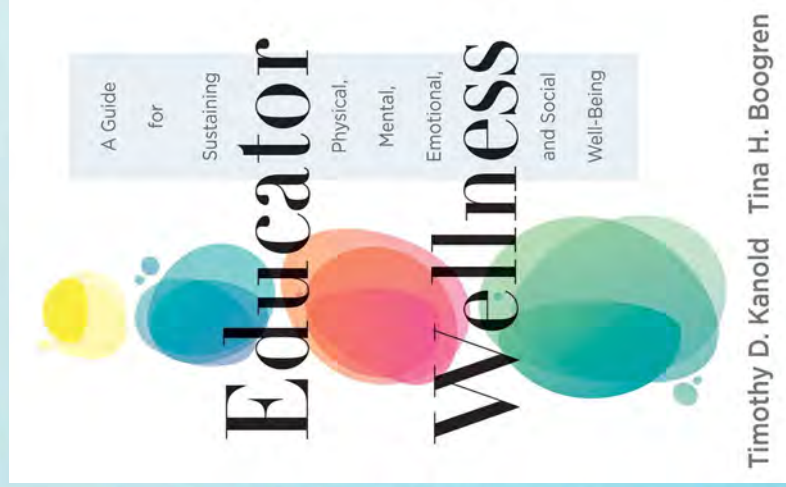
A Personal Story

March 13, 2024: “I want to share my story with you. SD70 has supported me completely during my wellness journey. I have great gratitude for the extended health benefits, early intervention services, phone calls, union support, emails, and words of support”

“I enjoy my job immensely and work with such a professional team who have become my extended family throughout the years. I have worked for SD70 for 10 years and at this challenging time in my life, my employer has been supportive of me 110%” .

“I feel that I have been given a second chance at life because of all the support I have received. I have great gratitude and am proud to be an SD70 employee. Thank-you for contributing to my wellness!”

A Review of the Research



A Wellness Framework

From *Educator Wellness*, by Kanold & Boogren

Presented by: Karen Power; Teacher, VP, P, Superintendent, School Improvement/Leadership Coach

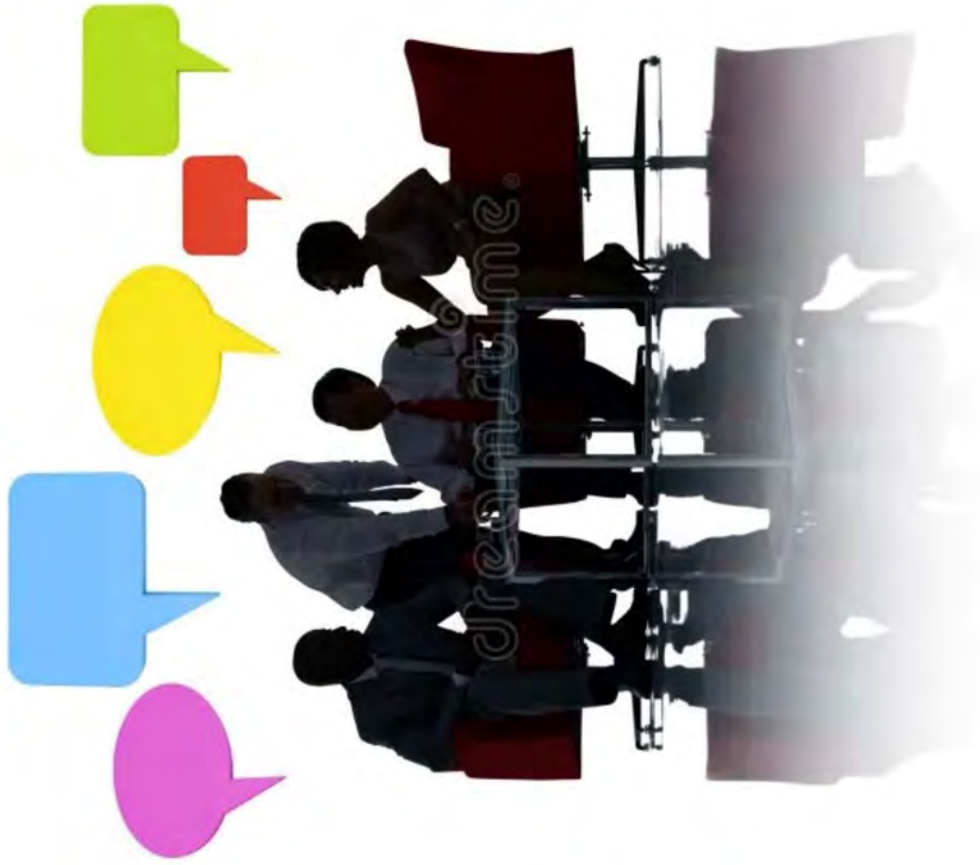
- “Educator wellness is an *active process* toward achieving a positive state of good health and enhance physical, mental, and social wellbeing, as a lifelong professional goal.”
- Emphasis on the connection between teacher wellness and student achievement is well documented.
- Dr. Douglas Reeves research: The safest, happiest, and most productive school cultures come from leadership that is clear on what can and can’t truly influence.

Physical Wellness Dimension	<p>Food Routines Consider what and when you eat/drink and how well you hydrate during the day.</p>	<p>Movement Routines Consider what, when, and how well you move during the day.</p>	<p>Sleep Routines Consider how much sleep and rest you get during each 24-hour cycle.</p>
Mental Wellness Dimension	<p>Decision Routines Consider how well you reduce, automate, and regulate the decisions you make each day to avoid decision fatigue.</p>	<p>Balance Routines Consider how well you live a busy, high-energy, well-balanced day-to-day work life and avoid prolonged stress.</p>	<p>Efficacy Routines Consider how well you build your confidence and competence and improved your work-life capabilities each day.</p>
Emotional Wellness Dimension	<p>Awareness Routines Consider how well you identify, keep track of, and respond to your daily emotions.</p>	<p>Understanding Routines Consider the why behind your emotions and how well you reflect on your responses to different emotions.</p>	<p>Mindfulness Routines Consider how well you use mindfulness to respond rather than react to your strong and more unpleasant emotions.</p>
Social Wellness Dimension	<p>Relationship Routines Consider how well you and your colleagues build strong relationships and social connections together.</p>	<p>Trust Routines Consider how well you build daily work-life routines of vulnerability and deep listening without judgement of others.</p>	<p>Purpose Routines Consider how your daily work life feeds into your greater purpose and helps you find meaning and joy in your work life.</p>

Physical Wellness Dimension	Food Routines Consider what and when you eat/drink and how well you hydrate during the day.	Movement Routines Consider what, when, and how well you move during the day.	Sleep Routines Consider how much sleep and rest you get during each 24-hour cycle.
Mental Wellness Dimension	Decision Routines Consider how well you reduce, automate, and regulate the decisions you make each day to avoid decision fatigue.	Balance Routines Consider how well you live a busy, high-energy, well-balanced day-to-day work life and avoid prolonged stress.	Efficacy Routines Consider how well you build your confidence and competence and improved your work-life capabilities each day.
Emotional Wellness Dimension	Awareness Routines Consider how well you identify, keep track of, and respond to your daily emotions.	Understanding Routines Consider the why behind your emotions and how well you reflect on your responses to different emotions.	Mindfulness Routines Consider how well you use mindfulness to respond rather than react to your strong and more unpleasant emotions.
Social Wellness Dimension	Relationship Routines Consider how well you and your colleagues build strong relationships and social connections together.	Trust Routines Consider how well you build daily work-life routines of vulnerability and deep listening without judgement of others.	Purpose Routines Consider how your daily work life feeds into your greater purpose and helps you find meaning and joy in your work life.

Breakout

What are you doing in
your building to
impact a dimension
within your control?



Your Wellness Committee...

Wants to come to your school.



Final Thought:

The Four Pivots; by Shawn Ginright

The wrong first question:

“What do we need to do?”

The right first question:

“Who do I need to become?”



PACIFIC RIM SCHOOL DISTRICT REGULAR BOARD MEETING INFORMATION SHEET

Date: April 23, 2024
To: Board of Education
From: Barbara Ross, Secretary Treasurer
Subject: 2024-25 Capital Plan

Background

At the June 2023 Regular Board Meeting and the September 2023 Regular Board meeting, Trustees discussed and approved the 2024-2025 Capital Plan (Major in June, Minor in September) for submission to the Ministry of Education and Childcare. We have since received a Capital Plan Response Letter awarding projects totaling \$1,615,000.

Information

The Major Capital Plan filed in June requested \$50,100,000, summary attached.

The Minor Capital Plan filed in September requested \$5,630,000, summary attached.

The Capital Plan Response Letter, dated March 9, 2023, provides approval of \$1,615,000 in grant funding, which includes one CNCP request, two SEP requests and three FIP requests. No approval was received for playgrounds or major capital projects. We have not yet heard back on our request for a bus.

To access approved funding, the Board will require approval of a Capital Plan Bylaw.

THAT the Board of Education enact, as follows:

1. The Capital Plan Bylaw of the Board for the 2024/25 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 March 15, 2024, is hereby adopted.
2. This Capital Bylaw may be cited as School District Pacific Rim Capital Bylaw No. 2024/25-CPSD70-01.

Staff is prepared to answer any questions Trustees may have on these projects.

The Capital Plan Response Letter also indicates timelines for submission of the 2025-26 Capital Plan and the Annual Facility Grant Spending Plan. The dates are staggered:

Annual Facility Grant – May 31, 2024 – this plan will be presented for approval at the May 25th Public Board Meeting

Major Capital Plan - June 30, 2024 (SMP, EXP, REP, RDP, SAP) – this plan will be presented for approval at the June 25th Public Board Meeting

Major Capital Programs (BEP) – July 1, 2024 - this plan will be presented for approval at the June 25th Public Board Meeting

Minor Capital Programs – September 30, 2024 (SEP, CNCP, PEP, BUS) - this plan will be presented for approval at the September 2024 Public Board Meeting, not yet scheduled

Minor Capital Programs – October 1, 2024 (FIP) - this plan will be presented for approval at the September 2024 Public Board Meeting, not yet scheduled

In advance of any of these Capital Plans coming forward for Board approval, they will be discussed in detail at various meetings, including Finance and Operations meetings and In-Camera meetings.



March 15, 2024

Ref: 297326

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

Capital Plan Bylaw No. 2024/25-CPSD70-01

Re: Ministry Response to the Annual Five-Year Capital Plan Submission for 2024/25

This letter is in response to your School District's 2024/25 Annual Five-Year Capital Plan submissions for Major Capital Programs and Minor Capital Programs and provides direction for advancing supported and approved capital projects. **Please see all bolded sections below for information.**

The Ministry has reviewed all 60 school districts' Annual Five-Year Capital Plan submissions for Major Capital Programs and Minor Capital Programs to determine priorities for available capital funding in the following programs:

- Seismic Mitigation Program (SMP)
- Expansion Program (EXP)
- Replacement Program (REP)
- Site Acquisition Program (SAP)
- Rural District Program (RDP)
- School Enhancement Program (SEP)
- Food Infrastructure Program (FIP)
- Carbon Neutral Capital Program (CNCP)
- Building Envelope Program (BEP)
- Playground Equipment Program (PEP)
- Bus Acquisition Program (BUS)

The following tables identify major capital projects that are supported to proceed to the next stage, if applicable, as well as minor capital projects that are approved for funding and can proceed to procurement.

MINOR CAPITAL PROJECTS (SEP, FIP, CNCP, BEP, PEP, BUS)

Below are tables for the minor capital projects that are approved. The table identifies School Enhancement Program (SEP), Food Infrastructure Program (FIP), Carbon Neutral Capital Program (CNCP), Building Envelope Program (BEP), Playground Equipment Program (PEP), as well as the Bus Acquisition Program (BUS), if applicable.

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

Facility Name	Program Project Description	Amount Funded by Ministry	Next Steps & Timing
John Howitt Elementary	SEP - Roofing Upgrades	\$350,000	Proceed to design, tender & construction. To be completed by March 31, 2025.
Alberni Elementary	SEP - Interior Construction Upgrades	\$750,000	Proceed to design, tender & construction. To be completed by March 31, 2025.
Alberni Elementary	CNCP - Electrical Upgrades	\$300,000	Proceed to design, tender & construction. To be completed by March 31, 2025.
Wickaninnish Community School	FIP - Kitchen Equipment and Upgrade	\$100,000	Proceed to design, tender & construction. To be completed by March 31, 2025.
Eric J Dunn Elementary	FIP - Kitchen Equipment and Upgrade	\$100,000	Proceed to design, tender & construction. To be completed by March 31, 2025.
Alberni District Secondary	FIP - Kitchen Equipment and Upgrade	\$15,000	Proceed to design, tender & construction. To be completed by March 31, 2025.

An Annual Programs Funding Agreement (APFA) accompanies this Capital Plan Response Letter which outlines specific Ministry and Board related obligations associated with the approved Minor Capital Projects for the 2024/25 fiscal year as listed above.

In accordance with Section 143 of the *School Act*, Boards of Education are required to adopt a single Capital Bylaw (using the Capital Bylaw Number provided at the beginning of this document) for its approved 2024/25 Five-Year Capital Plan as identified in this Capital Plan Response Letter. For additional information, please visit the Capital Bylaw website at:

<https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/capital/planning/capital-bylaws>

The Capital Bylaw and the APFA must be signed, dated, and emailed to the Ministry’s Capital Management Branch at CMB@gov.bc.ca as soon as possible. Upon receipt the Ministry will issue Certificates of Approvals as defined in the APFA.

As the 2024/25 Capital Plan process is now complete, the Capital Plan Instructions for the upcoming 2025/26 Annual Five-Year Capital Plan submission process (using the Ministry's Capital Asset Planning System (CAPS) online platform) will be available on the Ministry's [Capital Planning](#) webpage by April 1st, 2024.

School districts' capital plan submission deadlines for the 2025/26 fiscal year, using the CAPS online platform, will be as follows:

- **June 30, 2024**
 - Major Capital Programs (SMP, EXP, REP, RDP, SAP)
- **July 1, 2024**
 - Major Capital Programs (BEP)
- **September 30, 2024**
 - Minor Capital Programs (SEP, CNCP, PEP, BUS)
- **October 1, 2024**
 - Minor Capital Programs (FIP)

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.

Additionally, the Annual Facility Grant (AFG) project requests for the 2024/25 fiscal year are to be submitted using the CAPS online platform, on or before May 31, 2024.

NOTE: It is strongly encouraged that school districts discuss the draft versions of their intended capital projects and AFG project requests with Ministry staff well in advance of submission deadlines.

Please contact your respective Regional Director or Planning Officer as per the [Capital Management Branch Contact List](#) with any questions regarding this Capital Plan Response Letter or the Ministry's capital plan process.

Sincerely,



Damien Crowell, Executive Director
Capital Management Branch

pc: Geoff Croshaw, Acting Director, Major Capital Projects, Capital Management Branch
Michael Nyikes, Director, Minor Capital Projects, Programs and Finance, Capital Management Branch

ANNUAL PROGRAMS FUNDING AGREEMENT

This Annual Programs Funding Agreement dated for reference the 15th day of March 2024, is in effect for the 2024/25 fiscal year period of April 1, 2024 to March 31, 2025.

BETWEEN: **His Majesty the King in Right of the Province of British Columbia**, represented by the Minister of Education and Child Care (the "Ministry")

OF THE FIRST PART

AND: **the Board of Education of School District No. 70 (Pacific Rim)** (the "Board")

OF THE SECOND PART.

The parties agree as follows:

1. DEFINITIONS

1.01 In this Agreement, unless the context otherwise requires:

"Agreement" means the Annual Programs Funding Agreement;

"Board" or "Board of Education" means a board of school trustees constituted under the *School Act* [RSBC 1996] c. 412 and any person designated by the Board to act with respect to a provision of this Agreement;

"Business Day" means a day, other than a Saturday or Sunday or Statutory Holiday, on which Provincial government offices are open for normal business in British Columbia;

"Capital Funding Grant" means a funding grant authorized by the Minister of Finance in accordance with section 56.1 of the *Financial Administration Act* [RSBC1996] c. 138;

"Certificate of Approval" means the Certificate of Approval described in paragraph 3.04;

"Eligible Expenditure(s)" means those expenditure(s) areas more particularly described in paragraph 3.01;

"Event of Force Majeure" means invasion, rebellion, hostilities, sabotage, government regulations or controls, acts of God, strikes, lockouts or labour disputes that are a major disabling event or circumstance in relation to the normal operations of the party concerned as a whole that is beyond the reasonable control of the party directly affected and results in a material delay, interruption or failure by such party in carrying out its duties, covenants or obligations under this Agreement;

"Minister" means the Minister of Education and Child Care, and includes the Deputy Minister of Education and Child Care and any person designated by either of them to act with respect to a provision of this Agreement;

"Ministry" means the Ministry of Education and Child Care of the Province of British Columbia;

"Project" means the project(s) described in paragraph 3.01;

"Schools Protection Program" means the risk management program administered and delivered by the Risk Management Branch of the Ministry of Finance in conjunction with the Ministry of Education and Child Care, and includes the "Schools Protection Program Reference Manual" and all amendments and updates to the program and manual;

"Treasury Board" means the Treasury Board established under the *Financial Administration Act* [RSBC 1996] c. 138.

2. SCHEDULES

2.01 The following Schedule(s) form an integral part of this Annual Programs Funding Agreement:

- A. Communications Protocol Agreement on Minor Capital Projects between the Ministry of Education and Child Care and School Districts

3. PROVINCIAL FUNDING CONTRIBUTIONS AND OBLIGATIONS

3.01 The Ministry will provide capital funding to the Board which is to be used for the purposes of the following Project:

Facility Name	Program Project Description	Amount Funded by Ministry	Next Steps & Timing
John Howitt Elementary	SEP - Roofing Upgrades	\$350,000	Proceed to design, tender & construction. To be completed by March 31, 2025.
Alberni Elementary	SEP - Interior Construction Upgrades	\$750,000	Proceed to design, tender & construction. To be completed by March 31, 2025.
Alberni Elementary	CNCP - Electrical Upgrades	\$300,000	Proceed to design, tender & construction. To be completed by March 31, 2025.
Wickaninnish Community School	FIP - Kitchen Equipment and Upgrade	\$100,000	Proceed to design, tender & construction. To be completed by March 31, 2025.
Eric J Dunn Elementary	FIP - Kitchen Equipment and Upgrade	\$100,000	Proceed to design, tender & construction. To be completed by March 31, 2025.
Alberni District Secondary	FIP - Kitchen Equipment and Upgrade	\$15,000	Proceed to design, tender & construction. To be completed by March 31, 2025.

3.02 The Ministry will, in no event, provide more than the amount listed above.

- 3.03 The Ministry will provide the capital funding in paragraph 3.01 in the form of a Capital Funding Grant.
- 3.04 Payment of a Capital Funding Grant is subject to the Ministry issuing a Certificate of Approval for the Project in paragraph 3.01 in accordance with Treasury Board policies and directives and to the following conditions:
- a) in no case may the Board make a draw against funds available under a Certificate of Approval, unless the draw is reimbursement for Eligible Expenditure(s) properly incurred by the Board in connection with the Project;
 - b) the Ministry may modify or withhold a Capital Funding Grant and applicable Certificate of Approval, or any portion thereof, in the event the Board fails to observe, perform and comply with any provision of this Agreement or if, in the opinion of the Ministry, there has been a material change in the Project;
 - c) the Board will comply with all applicable policies and directives of the Treasury Board respecting Capital Funding Grants.
- 3.05 Notwithstanding any other provision of this Agreement, the payment of funds by the Ministry to the Board, pursuant to this Agreement, is subject to the provisions of the *Financial Administration Act* ("the Act"), which makes that payment obligation subject to:
- a) there being sufficient monies available in an appropriation, as defined in the Act, to enable the Ministry, in any fiscal year or part thereof when any payment of money by the Ministry to the Board falls due pursuant to this Agreement, to make that payment;
 - b) Treasury Board, as defined in the Act, not having controlled or limited, pursuant to the Act, expenditure(s) under any appropriation referred to in this subparagraph a).

4. BOARD OBLIGATIONS

- 4.01 The Board will:
- a) carry out the Project in a manner that ensures:
 - i) delivery within budget;
 - ii) completion by March 31, 2025;
 - iii) scope details are fully met upon completion;
 - iv) accrued cost-savings realized from completed capital projects as approved in this Agreement are reported to the Ministry and transferred into the school district's Minister-Restricted Capital account, unless otherwise agreed to in writing by the Ministry.
 - b) comply with all policies and best practices related to Capital Project Procurement, as documented in the Capital Asset Management Framework and Capital Procurement Checklist published by the Ministry of Finance;

- c) procure the Project in accordance with the Capital Asset Management Framework;
 - d) include in any contracts all standard insurance and indemnification clauses required by the Schools Protection Program;
 - e) ensure all communication related to the Capital Project conforms to the “Communications Protocol Agreement on Minor Capital Projects between the Ministry of Education and Child Care and School Districts” (provided as Schedule A). Note this protocol may be amended from time to time by the Ministry, with the most current version of the protocol being used.
- 4.02 Provide written notice to the Ministry of Education and Child Care immediately upon completion of each Project. (Note: the Ministry will be following up with school districts regarding delayed and/or incomplete projects in early January, at which time the Ministry may choose to reallocate associated funds depending on the status of the Project).
- 4.03 At the request of the Ministry, prepare additional reports relating to the Project.
- 4.04 Notify the Ministry immediately, in writing, should any Event of Force Majeure arise that could materially affect the scope, costs or schedule of the Project.
- 4.05 Indemnify and save harmless the Province of British Columbia and its employees and agents from and against any losses, claims, damages, actions, causes of action, costs and expenses that the Province of British Columbia or any of its employees or agents may sustain, incur, suffer or be put to at any time, either before or after this agreement ends, which are based upon, arise out of or occur, directly or indirectly, by reason of, any act or omission by the Board or by any of its agents, employees, officers, directors, or contractors with respect to the Project.
- 4.06 Purchase school buses through the Request for Standing Offer (RFSO) portal available through the Association of School Transportation Services of BC (ASTSBC).
- 4.07 Reserve two (2) percent of the Total Funding amount provided under the Bus Acquisition Program in paragraph 3.01 as fee payment for ASTSBC’s administration services. The ASTSBC will invoice the Board once buses have been ordered. This fee is included in the Capital Funding Grant and is not an additional cost to the Board.

5. EVENT OF FORCE MAJEURE

- 5.01 In the Event of Force Majeure:
- a) the Board will immediately notify the Ministry, in writing, describing the Event of Force Majeure.
 - b) within five (5) Business Days of being notified of the Event of Force Majeure, the Ministry will communicate with the Board to explore what steps are to be taken to mitigate the Event of Force Majeure, determine an appropriate course of action, and establish an estimated cost related to the Event of Force Majeure.

- c) the course of action must be agreed to by the Ministry and the Board.
- d) either party may request the assistance of an independent cost consultant appointed by mutual agreement of the parties.
- e) the Ministry will not approve any expenditure(s) incurred prior to the agreed course of action unless the costs were demonstrably incurred for the preservation of life and/or safety.

6. PUBLIC ANNOUNCEMENTS

- 6.01 Any public announcement relating to the Project will be in accordance with the “Communications Protocol Agreement on Minor Capital Projects between the Ministry of Education and Child Care and School Districts” (provided as Schedule A).

7. NOTICE

- 7.01 Any notice or communication required or permitted to be given under this Agreement will be in writing and will be considered to have been sufficiently given if delivered by hand or electronic transmission to the physical address or electronic mail address of each party set out below:

- a) if to the Board:

School District No. 70 (Pacific Rim)
4690 Roger St, Courtenay, BC, V9N 7G5
Attention: Barbara Ross, Secretary-Treasurer
Email: bross@sd70.bc.ca

- b) if to the Ministry:

Ministry of Education and Child Care
PO Box 9151 Stn Prov Govt, Victoria, BC, V8W 9H1
Attention: Capital Management Branch (Minor Capital Unit)
Email: CMB@gov.bc.ca

- 7.02 Any such notice or communication will be considered to have been received:

- a) if delivered by hand during business hours (and in any event, at or before 4:00pm local time in the place of receipt) on a Business Day, upon receipt by a responsible representative of the receiver, and if not delivered during business hours, upon the commencement of business hours on the next Business Day;
- b) if sent by electronic transmission during business hours (and in any event, at or before 4:00pm local time in the place of receipt) on a Business Day, upon receipt by a responsible representative of the receiver, and if not delivered during

business hours, upon the commencement of business hours on the next Business Day, provided that:

- i) the receiving party has, by electronic transmission or by hand delivery, acknowledged to the notifying party that it has received such notice; or
- ii) within twenty-four (24) hours after sending the notice, the notifying party has also sent a copy of such notice to the receiving party by hand delivery.

7.03 Delivery by mail will not be considered timely notice under this Agreement.

7.04 In the event a contact name changes for either the Ministry or for the Board, then parties must be notified within five (5) Business Days.

IN WITNESS WHEREOF the parties have executed this Agreement, in duplicate, as of the day and year first above written.

SIGNED on behalf of His Majesty the King)
in Right of the Province of British Columbia)
by a duly authorized designate of the)
Minister of Education and Child Care)

Authorized Signatory (For the Minister of Education and
Child Care)

Name (Print)

Title

Date Signed (Month/Day/Year)

SIGNED on behalf of **the Board**)
of Education of School District)
No. 70 (Pacific Rim) by its duly)
authorized signatories)

Signatory (Secretary Treasurer)

Name (Print)

Date Signed (Month/Day/Year)

SCHEDULE A

COMMUNICATIONS PROTOCOL AGREEMENT ON MINOR CAPITAL PROJECTS BETWEEN THE MINISTRY OF EDUCATION AND CHILD CARE (ECC) AND SCHOOL DISTRICTS

News Release

Upon issuance of Capital Plan approvals and funding agreements to school districts, ECC will issue public news releases regarding minor capital projects. School district(s) may be requested to provide a quote from a designated representative for such news releases.

Signage

Significant, high-profile minor capital construction projects and/or initiatives approved in the ECC Capital Plan **may** be requested to be identified by signage prominently displayed at the site. ECC will notify a school district(s) if this is the case.

If requested, signs must conform to Government of B.C.'s Infrastructure Sign Specifications and be produced by Government Communications and Public Engagement (GCPE) graphics department. In addition to the BC logo, school districts and other funding partners will be identified with their logos on signage. Signs are to be installed as soon as possible after announcement of the project, and amended to include the amount of investment and date of completion after award of the contract and preferably before the start of work. The signs are to remain on the site until the work is completed and after any completion ceremonies where applicable. A digital picture of the sign is to be sent to GCPE after it has been installed. Cost of the sign is to be funded from the approved project budget. School districts are responsible for installing the signs.

The steps from signage design to installation are as follows:

1. Project is announced;
1. GCPE will have their graphics department create a construction sign;
2. GCPE graphics department will create and send the approved file to Kings Printer for print production;
3. Kings Printer will notify GCPE when the sign is ready;
4. GCPE will notify the school district(s) when the sign is ready to be ordered and provide them with the online requisition form: <http://brokerage.qp.gov.bc.ca/submit-print/print-form.aspx>;
5. The school district(s) orders, pays and arranges for the sign to be installed. Signs are to be post mounted in a visible location;
6. School district(s) will notify GCPE when the sign is installed and send photo as confirmation.

Official Ceremonies

ECC will notify a school district(s) if an official ceremony **may** be held to commemorate the launch and/or ground-breaking for a project. The parties shall co-operate in the organization ceremonies, and messages and public statements for such events should be mutually agreed upon.

Plaques

ECC **may** request the district provide and install (upon completion of significant, high-profile construction projects and/or initiatives), a plaque bearing an appropriate inscription. The design, wording and specifications of such plaques must be approved by ECC. Cost of the plaque is to be funded from the approved project budget.

SD70 Pacific Rim - 5 Year Capital Plan Summary

June 27th, 2023

Priority	Site	Project Type	Project Description	23/24	24/25	25/26	26/27	27/28
1	HES	SMP	Seismic Upgrade	\$8,000,000				
2	EALC	SMP	Seismic Upgrade	\$9,000,000				
3	AES	SMP	Seismic Upgrade		\$17,000,000			
4	TES	SMP	Seismic Upgrade			\$22,000,000		
5	WES	SMP	Seismic Upgrade				\$12,000,000	
6	DES	SMP	Seismic Upgrade					\$17,000,000
<hr/>								
1	WCS	EXP	Expansion	\$20,000,000				
2	ADSS	EXP	Expansion	\$11,000,000				
<hr/>								
1	HES	SEP	Reroof Gymnasium	\$250,000				
2	TES	SEP	Reroof Gymnasium		\$300,000			
3	AES	SEP	Reroof School			\$2,000,000		
4	DES	SEP	HVAC Upgrade		\$1,700,000			
5	TES	SEP	HVAC Upgrade			\$1,500,000		
6	AES	SEP	HVAC Upgrade				\$1,300,000	
7	DES	SEP	Flooring Replacement	\$800,000				
8	AES	SEP	Flooring Replacement		\$650,000			
9	Various	SEP	Asphalt Replacement	\$350,000				
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1	AES	CNCP	Lighting Upgrades	\$300,000				
2	HES/WES	CNCP	Lighting Upgrades		\$500,000			
3	TES	CNCP	Lighting Upgrades			\$300,000		
4	MES	CNCP	Lighting Upgrades				\$325,000	
5	DES	CNCP	Lighting Upgrades					\$350,000
<hr/>								
1	TES	PEP	Playground Upgrade	\$200,000				
2	WES	PEP	Playground Upgrade		\$200,000			
3	WCS	PEP	Playground Upgrade			\$200,000		
4	BCS	PEP	Playground Upgrade				\$200,000	
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1	NA	BUS	Bus Replacement	\$200,000	\$200,000		\$200,000	

Requested	\$50,100,000
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SD70 Pacific Rim - Minor Capital Projects - 24/25 Submission

Site	Project Type	Primary Driver	Priority	Funding	Cost	Comments	Approved
HES Gymnasium	Roofing	End of useful life	1	SEP	\$330,000	Gymnasium roof is overdue for replacement	\$350,000
DES Campus	HVAC	End of useful life	2	SEP	\$2,300,000	Current equipment is over 25 years old	
AES Upper	Flooring	End of useful life	3	SEP	\$750,000	Flooring is in poor condition in several areas	\$750,000
DES Upper Blocks	Flooring	End of useful life	4	SEP	\$850,000	Flooring is in poor condition in several areas	
VARIOUS	Asphalt Replacement	End of useful life	5	SEP	\$350,000	Asphalt needs restoration work at HES, AES, DES, MES, WES and EALC	
AES	Interior Lighting Upgrade	Energy Savings	1	CNCP	\$350,000	Upgrade interior lighting to modern, cool, efficient LED's	\$300,000
TES	Playground Replacement	End of useful life	1	PEP	\$200,000	Current equipment requires frequent repairs and removal of several components	
Transportation	Bus Replacement	Inclusion	1	BUS	\$200,000	Presently SD70 does not possess an 84 pax lift equipped bus making inclusive trips challenging	
DES	Kitchen Upgrade	Inefficient layout, outdated equipment	1	FIP	\$100,000	Partial funding approved on original FIP intake. Requesting additional funds to complete the project	\$100,000
WCS	Kitchen Upgrade	Inefficient layout, outdated equipment	2	FIP	\$100,000	Resubmitting original request	\$100,000
ADSS	Traditional Cooking	Education and cultural values	3	FIP	\$15,000	ADSS is hoping to incorporate traditional cooking practices into their education offerings	\$15,000
EALC	Kitchen Upgrade	Food Insecurity	4	FIP	\$50,000	EALC requires upgraded infrastructure in order to offer its clientele healthy meal options	
BCS	Kitchen Upgrade	Undersized, inefficient layout with outdated equipment	5	FIP	\$10,000	BCS has grown to 45 students which the current infrastructure cannot support	
USS	Traditional Cooking	Education and cultural values	6	FIP	\$25,000	USS hopes to construct a smoke house and outdoor eating space	

<p>FUNDING KEY</p> <p>SEP - School Enhancement Program CNCP - Carbon Neutral Capital Program PEP - Playground Enhancement Program BUS - Bus Replacement Program FIP - Food Infrastructure Program</p>

requested	\$5,630,000	approved	\$1,615,000
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**CAPITAL BYLAW NO. _____
CAPITAL PLAN 2024/25**

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 2024/25 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 *March 15, 2024*, is hereby adopted.
- 2. This Capital Bylaw may be cited as School District No. 70 (Pacific Rim) Capital Bylaw No. 2024/25-CPSD70-01.

READ A FIRST TIME THE 23rd DAY OF April 2024;
READ A SECOND TIME THE 23rd DAY OF April 2024;
READ A THIRD TIME, PASSED THE 23rd DAY OF April 2024.

APPLY CORPORATE SEAL

Board Chair

Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original School District No. 70 (Pacific Rim) Capital Bylaw No. 2024/25-CPSD70-01 adopted by the Board the *23rd* day of *April* 2024.

Secretary-Treasurer



PACIFIC RIM SCHOOL DISTRICT REGULAR BOARD MEETING INFORMATION SHEET

Date: April 23, 2024
To: Board of Education
From: Paula Mason, Manager of Corporate Services
Subject: BCSTA IEC Knowledge Series information

Background

BCSTA's Indigenous Education Committee (IEC) last met on February 8, 2024 discussing many topics, including the development of a new Knowledge Series, meant to enhance and improve educational outcomes for Indigenous students, while implanting reconciliation efforts within educational frameworks, thus advancing Indigenous education initiatives within the BCSTA framework.

Information

To further advance the Knowledge Series, the following call out questions were formed. Below is valuable input from the Pacific Rim School District (PRSD) management team addressing the points raised:

1. What is your district doing for Indigenous Education?

- Creation of a Strategic Plan that highlights Indigenous Learner Success and Relationships with First Nations (<https://media.sd70.bc.ca/media/Default/medialib/sd70-strategic-plan-digital.eb2fe86729.pdf>) guiding our operational work/focus throughout the district
- The addition of many positions supporting Indigenous Education throughout the district, including two District Resource teachers, a District Language and Culture worker, several Indigenous Support Workers, and a Metis Education Worker
- Development of a school-level budget for Indigenous supports, inviting knowledge keepers and Elders into schools
- The establishment of West Coast and Alberni Valley Elder Councils
- Funding for an annual Spring Festival
- Provisions for District field trips specifically for Indigenous learning experiences
- Professional Development opportunities for Indigenous Support Teachers
- Professional Development opportunities for Indigenous Support Workers
- Creation of an Early Years Navigator/Manager for Indigenous Children position which includes the following duties:
 - Ensure Indigenous content is present in childcare settings as well as in Early Learning settings
 - Assist student services department with liaising with USMA for students in the early years
 - Liaise with all partner Nations to develop programs and communication specific to each Nation's needs

- Travel to West Coast communities to support Indigenous families, Nations and school district programs located on the West Coast
 - Work with the Director of Childcare and Early Learning and Strong Start Facilitators to bring families to StrongStart programs in schools and to bring StrongStart programs to community
 - Provide direct support to school district early learning programs for inclusion of Indigenous culture and language
 - Develop communication tools for families to inform them of childcare and school programs that they may be eligible for
 - As part of the Early Learning team, support district programs such as SEY2K, Pop Up Play, Just B4, Moe the Mouse and StrongStart
 - Provide outreach services to families to support access to pre-school programs
 - Collect and distribute resources for families (ie. books etc)
 - Develop district programs to support families and early years development
 - Assist with the district transition to K process
- Co-creating and facilitating with Usma a outdoor leadership program for youth aging out of care. Their learning focus is to develop their real-world skills in guiding and leadership focusing on communication, collaboration, creativity, and life skills. Students in the program develop life and career skills through mentoring elementary aged students in canoeing and big canoeing; mentoring and leading other children and youth in care in ocean based and lake based big canoe trips; gaining graduation credit through participating in Outdoor Council of Canada and Paddle Canada courses.
 - Created a big canoe learning experience for classrooms (K-7) with children and youth in care. Classrooms spend a half day on the water learning about the importance of canoes in the lives of Nuu-Chah-Nulth peoples, learn NCN language and songs, and actively learn big canoe paddle technique on the traditional territories for the Tseshaht, Hupacasath, Tla-o-qui-aht, Yuutu?it?ath, and Huu-ay-aht First Nations.
 - Created an outdoor guide and interpretive program focused on both credit recovery and credit acceleration based on consultation with elder's councils, local nations, and the PRSD Indigenous Education Council.
 - Creating, for September 2024 two Land Based Learning Programs; one for the Alberni Valley and one for Tofino and Ucluelet. After extensive consultation with knowledge keepers, land based and surrounding First Nations, elder's councils, PRSD Indigenous Education Council, and other school districts PRSD has created an action based, experiential land-based learning program that engages students in the graduation program in a non-traditional way. Students will focus on harvesting, processing, preserving foods based on the Nuu-Chah-Nulth seasonal round and learn how to interact with local land and water environments in a safe, sustainable, and environmentally conscious way. Students will engage with hands on learning as well as earn certificates in: Wilderness First Aid, Food Safe, Paddle Canada-Tandem Canoe Lake, Outdoor Council of Canada-Field Leader: Hiking, and have the opportunity to graduate with the PRSD Traditional Ecological Knowledge-Land Based designation.
 - Increased and enhanced communication and consultation with Indigenous Education Council (IEC) regarding inclusive and equitable practices, Indigenous language arts course required for graduation, examining district data "How are we doing" to inform teaching practices and support for Indigenous students
 - Language courses and/or De-Colonizing workshops are available to all who wish to participate

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

- To be more aware of the relationship between the Ministry of Education and First Nations Education Steering Committee (FNESC), how are they directing initiatives throughout the Province.
- What does it mean to be Status, Non-Status, Metis, Inuit?

3. Have you heard of the IEC Knowledge Series?

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

- Co-Governance and Co-Management work/models that districts are working on
- Sovereignty practices: awareness of self-governing, Indigenous government structures
- Awareness of relationship between Indigenous Nations and the Federal Government: what it looks like, how it operates (outside of targeted funding)

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

- Development of a Truth and Reconciliation Policy
- Co-Governance – bringing Nations together to establish a co-governance model
- StrongStart in Hita'cu once a week at the Cix^watin Community Centre
- StrongStart in Opitsaht once a week at the Huupic'ath MICC Preschool
- The Family Hub at EJ Dunn Elementary School provides bookable space for community partners, often utilized by USMA for their SELT groups, cultural cooking sessions and supervised visitation sessions.
- Non-Instructional Indigenous-Focused Day for all employees with input from – The planning happens months before the event with PVP, CUPE and ADTU rep, Superintendent and this year with Ian Caplette and Fleurette Borsboom, district covers the cost of the event, and all employees are encouraged to join for the day.
- Introduction of Circle training – three sessions were provided with request for a follow-up session and the Director of Inclusion will have a session for Inclusion support teachers
- The Chaputs program was co-created program by the school district and USMA to connect students, specifically children and youth in care, to action based learning through a traditional Nuu-Chah-Nulth lens.
- Working toward Indigenizing programs in schools with all District Resource teachers
- Technology supports for Nuu-chah-nulth Education Workers and Indigenous Support Workers
- Support UVic Language students for practicums
- Hardship funds are available to all students at schools for extra-curricular activities
- Work with Nations to apply to BCTEA for funding for supporting transportation for extra-curricular activities, late bus, K-days and boat runs
- Engaging with community partners to include local knowledge into what is happening at a district level
- FIT team – Outreach Worker's position paid by district, 90% of students are Indigenous in the program
- ICY staffing – District has recommended, and a decision was made to hire people with Indigenous knowledge to be on the team. The Local Employers Table is looking for voice and representation

- Director of Inclusion ensures that Visiting Professionals that are working with Indigenous students are reviewed quickly to ensure that the services are provided to students quickly as these services are culturally sensitive and important for our Indigenous students
- Elders in residence – Mental health funding has been matched by the district to have Elders in all schools
- Indigenous success teams in schools also include Principals, Vice Principals, Inclusion Support teachers and Counselors
- Created Internal training to hire local people into positions – EA hired in Bamfield and creating the same opportunity for West Coast hires
- Provide staff opportunities for learning about NCN ways of knowing and being
- Extra boat runs put in place for families to attend school functions such as flag raising, conferences and fun fairs
- Stickers on busses to welcome students in Nuu-chah-nulth language
- Fees for Indigenous groups interested in renting spaces for cultural events and or celebrations, tournaments have been waived or reduced, only cleaning costs are charged
- Creating an Indigenous Learning space at ADSS
- Meeting with Survivor groups prior to arranging events to ensure we're following respectful protocols and have their blessing
- Grants to create an Indigenous cook pit at ADSS
- Nuu-chah-nulth language and art installations displayed in schools
- Truth & Reconciliation month in all schools (September)
- Reconciliation is part of our growth development conversations with excluded staff, to ensure that it's part of planning system-wide

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

- Further the awareness of relations between the Province and the First Nations Health Authority: how is it different? What does this mean?



PACIFIC RIM SCHOOL DISTRICT REGULAR BOARD MEETING INFORMATION SHEET

Date: April 23, 2024
To: Board of Education
From: Tim Davie, Superintendent
Subject: Motion Tracking

Background

This new initiative is aimed at enhancing transparency and accountability within our Board meetings, by way of implementing a comprehensive report to track all motions made during Board meetings and their status of completion.

Information

This report provides detailed information about each motion, including the department/person responsible, and a section for updating the progress of each task.

Each month, a report outlining motions made at Public Board meetings will be included in the “Correspondence – For Information” section of the Public Board meeting agenda for review. Once a motion has been included on an agenda for Trustees to review, completed tasks will be removed from the list, leaving only ongoing or outstanding items visible.

Additionally, a tracking sheet for motions made during In-Camera meetings will be included in the “Correspondence – For Information” section of a monthly In-Camera meeting agenda, further reinforcing our commitment to transparency and efficiency.

This initiative will enable us to streamline our processes, improve communication, uphold our commitment to fulfilling motions/Board directives in a timely manner, and ultimately enhance our ability to serve the community effectively.

Attached is the first such report, showing all motions made in Public meetings since the beginning of the current Board’s term until the last Public meeting held in March 2024. When seeing the word “Complete” on the report, this means that every action resulting from the direction provided in the motion, has been accomplished.

Board Goals

1. Remain committed to the Calls to Action of the Truth and Reconciliation Commission and BC's Declaration of the Rights of Indigenous People Act as ongoing priorities.
2. Promote Indigenous ways of knowing and being and the BC First Peoples' Principles of Learning across all curriculum areas.
3. Maintain and enhance meaningful relationships with Nuu-Chah-Nulth First Nations and the Metis Society.
4. Ensure culturally relevant and welcoming environments for students and staff of Indigenous ancestry.
5. Build and enhance language and culture programs in all schools, including through the creation of land-based learning programs.
6. Maintain literacy and numeracy as top priorities K-12.
7. Focus on student engagement and commitment to their own learning.
8. Close any learning or school completion gaps between Indigenous and non-Indigenous learners.
9. Connect with early years providers to support children's transitions into school.
10. Focus on transitions into school, from elementary to secondary and to graduation with dignity, purpose, and options.
11. Provide the best possible support services for learners.
12. Provide West Coast students with the same opportunities as are found in the Alberni Valley.
13. Support involvement of parents and caregivers in their children's education.
14. Provide all possible resources to support mental health and well-being of students and staff.
15. Maintain and enhance relationships with community agencies, including in support of mental health and addiction education.
16. Support effective outreach to children and families with the greatest need.
17. Ensure effective supports for children and youth in care.
18. Focus on internet safety and effective uses of technology for all students.
19. Support diversity, equity, inclusion, and accessibility in all schools and workplaces.
20. Ensure learning and working environments that celebrate cultural heritage and that are free from racism.
21. Support all staff in implementing best modern practices.
22. Provide environments where students experience connections and have fun.
23. Ensure strong outreach to parents, caregivers, and community resources.
24. Provide accessible learning and working environments.
25. Support everyone situating "who we are, where we are, where we come from, our connections and our interconnections."
26. Support SOGI initiatives and ensure safe environments for all LGBTQ2S+ students and staff.
27. Promote environmental stewardship and global citizenship education across all curriculum areas.
28. Develop District-wide structures to promote environmental stewardship.
29. Support community-wide environmental stewardship and efforts to limit the impacts of climate change.
30. Support student leadership in climate action.
31. Promote awareness of national and international issues and opportunities.
32. Support students to be engaged actively in their community.
33. Promote anti-racism and an inclusive society, free from discrimination.

Meeting Type	Date	Item Description	Resolution/Direction	Department Responsible	Staff Responsible	Follow-Up Status	Action / Comments
Board Meeting	11/8/2022	Superintendent's Mandates	That the Board of Education, School District 70 Pacific Rim, direct the Superintendent to research and present recommended models of Co-Governance that could be between the SD 70 Pacific Rim Board of Education and selected representatives of local Nuu-Chah-Nulth Nations, Metis Nation, and urban Aboriginal representatives.	Senior Staff	Tim	Complete	
Board Meeting	11/8/2022	Superintendent's Mandates	That the Board of Education, School District 70 Pacific Rim, direct the Superintendent to establish, in a collaborative fashion, an Elder's Council within the West Coast communities, through consultation with representatives from the Nuu-chah-Nulth Nations on the West Coast.	Senior Staff	Jaime	Complete	
Board Meeting	11/8/2022	Superintendent's Mandates	That the Board of Education, School District 70 Pacific Rim, direct the Superintendent to report back on staff's plans to address the gap in overall achievement rates for Indigenous learners in SD 70 Pacific Rim.	Senior Staff	James / Jaime	Complete	
Board Meeting	11/8/2022	Superintendent's Mandates	That the Board of Education, School District 70 Pacific Rim, direct the Superintendent to initiate the process of Strategic Planning for the development of a Board Strategic Plan that will take effect July 1, 2023, through June 30, 2027, and will include collaborative and inclusive input from Indigenous partners, Municipal partners, and the broader community.	Senior Staff	Tim	Complete	
Board Meeting	11/8/2022	Superintendent's Mandates	That the Board of Education, School District 70 Pacific Rim, direct the Superintendent to develop a Board Work Plan, for consideration and approval of the Board, for the remainder of the 2022-2023 school year.	Senior Staff	Tim	Complete	
Board Meeting	11/8/2022	Superintendent's Mandates	That the Board of Education, School District 70 Pacific Rim, direct the Superintendent to initiate the process for the development of an Enhancement Agreement between the SD70 Pacific Rim Board of Education, Indigenous partners whose ha-houlthee the school district is situation on, representatives of the Alberni Clayoquot Metis Nation and the Port Alberni Friendship Center and the Ministry of Education and Child Care for the Province of British Columbia.	Senior Staff	Tim / Jaime	In Progress	
Board Meeting	12/13/2022	2022 SOFI Report	That the board approve the SOFI report for the year ended June 30, 2022 as presented.	Finance	Barbara	Complete	
Board Meeting	12/13/2022	Motion	To reallocate extra funds for inclusive education to support an intersection of sexual exploitation and drug trafficking of children and youth in Port Alberni and the West Coast.	Finance	Barbara	Complete	
Board Meeting	12/13/2022	Motion	To approve a field trip to Quebec that is planned to take place in February 2024	Director of Instruction	James	Complete	
Board Meeting	1/10/2023	Motion	Motion to provide a letter of support for the MTB location before February 27, 2023	Administrative Services	Carla	Complete	
Board Meeting	1/10/2023	Motion	That the board approve the amended budget for the year ended June 30, 2023 presented.	Administrative Services	Carla	Complete	
Board Meeting	1/10/2023	Motion	To reallocate extra funds for inclusive education to support an intersection of sexual exploitation and drug trafficking of children and youth in Port Alberni and the West Coast.	Finance	Barbara	Complete	
Board Meeting	1/10/2023	Motion	Motion to approve the monthly expenditures as presented for September, October and November.	Finance	Barbara	Complete	
Board Meeting	1/10/2023	Motion	To approve a field trip to Portugal that is planned to take place during Spring Break 2024	Director of Instruction	James	Complete	
Board Meeting	2/14/2023	Motion	Motion to approve an increase to the per-diem, mileage and Trustee child care rates as per the BC School Trustees Association rate increase.	Finance	Barbara	Complete	

Meeting Type	Date	Item Description	Resolution/Direction	Department Responsible	Staff Responsible	Follow-Up Status	Action / Comments
Board Meeting	2/14/2023	Motion	Motion to approve the purchase of one van with the ability to purchase a second van if there is significant savings.	Finance	Barbara	Complete	
Board Meeting	2/14/2023	Motion	Motion to direct Superintendent Davie to reply to Mr. Standley re: Late French Immersion.	Senior Staff	Tim	Complete	
Board Meeting	2/14/2023	Community Development Officer for Community Futures Alberni-Clayoquot	Motion to affirm the letter of request from the board	Administrative Services	Carla	Complete	
Board Meeting	2/14/2023	Motion	Motion to direct Trustee Craig work with ADTU president Ryan Dvorak to develop terms of reference and develop the Trustee Teacher Liaison Committee	Board Chair	Pam Craig	Complete	
Board Meeting	2/14/2023	Motion	Motion to support the washroom retrofit to ensure an inclusive space without major infrastructure requirements at ADSS for washrooms.	Operations	Greg	In Progress	
Board Meeting	3/7/2023	Harris & Co. Scholarship Donation of \$200	Motion to respond to Harris & Co	Administrative Services	Carla	Complete	
Board Meeting	3/7/2023	Policies	To receive the following policies and circulate for 30 days for public consultation: 1. Policy 113 Policy Development 2. Policy 300 Records Management 3. Policy 310 School Closure 4. Policy 320 Conveyance of Students 5. Policy 330 Disposal of District Property or Facilities 6. Policy 331 Disposal of Surplus or Obsolete Equipment 7. Policy 340 Accumulated Operating Surplus 8. Policy 341 Budget Development, Monitoring and Reporting 9. Policy 710 Health and Safety Committee 10. Policy 711 Health and Safety: Violence in the Workplace 11. Policy 301 Inclement Weather/Tsunami Warning 12. Accessibility Policy 13. Newcomer Students with Refugee Experience 14. Policy 530 School Fees and Student Hardship	Administrative Services	Carla	Complete	
Board Meeting	3/7/2023	Policies	To adopt the following policies: 1. Anti-Racism Policy 2. Child Care Policy 3. District Student Advisory Council 4. Employee Conflict of Interest Policy 5. Equity, Diversity & Inclusion Policy 6. Non-Discrimination Policy 7. Truth and Reconciliation Policy	Administrative Services	Carla	Complete	
Everything above this point has been added manually as the existing eScribe software had not been put into place yet.							
Board Meeting	3/28/2023	The Acting Secretary Treasurer will present the expense report for December and January	To approve the December and January Expense Reports as presented.	Finance	Barbara	Complete	
Board Meeting	4/11/2023	Capital Plan Update	That the Board of Education approve the proposed Five-Year Capital Plan (Major Capital Program) for 2023-24 in the amount of \$28,102,065.	Finance	Barbara	Complete	
Board Meeting	4/11/2023	Capital Plan Update	That the Board of Education approved the proposed Five-year Capital Plan (Minor Capital Program) for 2023-24 in the amount of \$2,715,000.	Finance	Barbara	Complete	
Board Meeting	4/11/2023	Capital Plan Update	That the Board of Education enact, as follows: The Capital Plan Bylaw of the Board for the 2023/24 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 March 9, 2023, is hereby adopted. This Capital Bylaw may be cited as School District Pacific Rim Capital Bylaw No. 2023/24-CPSD70-01.	Finance	Barbara	Complete	
Board Meeting	6/27/2023	2023-24 Major Capital Plan submission	THAT the Board of Education approve the submission of the 5-year Capital Plan as presented.	Finance	Barbara	Complete	
Board Meeting	6/27/2023	Transportation Assistance Rates	THAT the Board of Education direct staff through the Superintendent, to revise Policy 320 Conveyance of Students removing procedure from it, create an Administrative Procedure outlining a clear method and formula for calculating Transportation Assistance Rates, and to create an Appendix to the Administrative Procedure to establish the Rates for the 2023/24 school year, for review by the Policy Committee.	Operations	Greg	Complete	
Board Meeting	6/27/2023	Transportation Assistance Rates	THAT the Board of Education approve the rate of \$0.272 (40% of \$0.68) per kilometer with the addition of 0.05 per additional child for a maximum of \$25 per day per family, as the Transportation Assistance Rates for the 2023/24 school year.	Finance	Barbara	Complete	

Meeting Type	Date	Item Description	Resolution/Direction	Department Responsible	Staff Responsible	Follow-Up Status	Action / Comments
Board Meeting	6/27/2023	Strategic Planning 2023-28 Language	THAT the Board of Education adopt the Strategic Planning 2023-28 document language as presented, and direct Staff through the Superintendent, to use this language when developing and preparing the final Strategic Plan 2023-28 document for publishing.	Corporate Services	Paula	Complete	
Board Meeting	6/27/2023	Tofino Saltwater Classic 2023 Ball Hockey Tournament	THAT the Board of Education authorize the use of the Wickaninnish Community School grounds, to host the 2023 Tofino Saltwater Classic Ball Hockey Tournament.	Finance	Carla	Complete	
Board Meeting	6/27/2023	Boarding Allowance Rate 2023-24	THAT the Board of Education approve \$850.00 as the maximum monthly boarding allowance amount an eligible student is entitled to during the 2023/24 school year, with eligibility being defined by the Eligibility section of Administrative Procedure 3306; and THAT the Board of Education direct Staff through the Superintendent, to present the Appendix to the June Public Board Meeting each year, for review and updating of the rates for the subsequent school year.	Corporate Services	Paula	Complete	
Board Meeting	6/27/2023	Request for Increased Funding - StrongStart	THAT the Board of Education approve the letter as presented by Staff be sent to the Ministry of Education and Child Care	Corporate Services	Paula	Complete	
Board Meeting	6/27/2023	Rental of District Facilities Admin Procedure	THAT the Board of Education support the adoption of the Rental of District Facilities Administrative Procedure and direct the Superintendent to direct Staff to share both the policy and the new user rates with all User Groups prior to use in the Fall of 2023.	Senior Staff	Peter	Complete	
Board Meeting	6/27/2023	Rob Shaw: Watchdogs suggest a larger government role in selling decriminalized drugs - The Orca	THAT the Board of Education direct staff through the Superintendent, to invite Dr. Allison to return to provide an update in the Fall 2023, and provide a report regarding Mental Health and Wellbeing of Students.	Corporate Services	Paula	Complete	
Board Meeting	9/26/2023	Adoption of Student Grade Placement Policy	THAT the Board of Education approve the Student Grade Placement Policy to go to a 30-day public consultation period, as presented.	Corporate Services	Paula	Complete	
Board Meeting	9/26/2023	Adoption of Multiculturalism Policy	THAT the Board of Education adopt the Multiculturalism Policy as presented.	Corporate Services	Paula	Complete	
Board Meeting	9/26/2023	Adoption of Alternate Delivery Sensitive Material Policy	THAT the Board of Education approve the Alternate Delivery Sensitive Material Policy to go to a 30-day public consultation period, as presented.	Corporate Services	Paula	Complete	
Board Meeting	9/26/2023	Adoption of Community Schools Policy	THAT the Board of Education approve the Community Schools Policy to go to a 30-day public consultation period, as presented.	Corporate Services	Paula	Complete	
Board Meeting	9/26/2023	Adoption of Public Disclosure Policy	THAT the Board of Education approve the Public Disclosure Policy to go to a 30-day public consultation period, as presented.	Corporate Services	Paula	Complete	
Board Meeting	9/26/2023	Enhancing Student Learning Report (2 minutes)	THAT the Board of Education direct staff through the Superintendent to submit the approved 2023/24 Enhancing Student Learning Report to the Ministry of Education and Child Care by September 30, 2023.	Director of Instruction	James	Complete	
Board Meeting	9/26/2023	Auditor's Summary - Approval of Financial Statement (5 minutes)	THAT the Board of Education of School District No. 70 (Pacific Rim) approve the 2022/23 Audited Financial Statements as amended.	Finance	Barbara	Complete	
Board Meeting	9/26/2023	Monthly Expenditures - June & July 2023 (5 minutes)	THAT the Board of Education approve the June & July 2023 Monthly Expenditures as presented.	Finance	Barbara	Complete	
Board Meeting	9/26/2023	2023/24 Food Infrastructure Program (2 minutes)	1. 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 Five-Year Capital Plan (Minor Capital Programs) for 2023/24, as provided on the Five-Year Capital Plan Summary for 2023/24 submitted to the Ministry of Education and Child Care.	Finance	Barbara	Complete	
Board Meeting	9/26/2023	2023/24 Food Infrastructure Program (2 minutes)	2. THAT the Board of Education approve all three readings of Capital Bylaw No. 2023/24-CPSD70-02 in todays Board meeting.	Finance	Barbara	Complete	
Board Meeting	9/26/2023	2023/24 Food Infrastructure Program (2 minutes)	3. THAT the Board of Education adopt Capital Bylaw No. 2023/24-CPSD70-02 as presented.	Finance	Barbara	Complete	
Board Meeting	9/26/2023	2023/24 Food Infrastructure Program (2 minutes)	4. 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 By-law on behalf of the Board and that the corporate seal of the Board be affixed thereon.	Finance	Barbara	Complete	
Board Meeting	9/26/2023	2024/25 Minor Capital Program (4 minutes)	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 Five-Year Capital Plan (Minor Capital Programs) for 2024/25, as provided on the Five-Year Capital Plan Summary 2024/25 submitted to the Ministry of Education and Child Care.	Finance	Barbara	Complete	
Board Meeting	9/26/2023	Approve published Strategic Plan, Operational Plan, Board Work Plan (6 minutes)	THAT the Board of Education direct staff, through the Superintendent, to publicly release the 2023-2024 to 2027-2028 Board Strategic Plan, 2023-2024 Operational Work Plan, and 2023-2024 Board Work Plan documents.	Corporate Services	Paula	Complete	
Board Meeting	10/24/2023	Policy 113 Policy Development	THAT the Board of Education adopt Policy 113 Policy Development as presented.	Corporate Services	Paula	Complete	
Board Meeting	10/24/2023	Election for position of Chair and/or Vice-Chair (5 minutes)	THAT the Board of Education direct staff, through the Superintendent, to hold election for the position of Chair and/or Vice Chair at the Annual Public Board Meeting on November 28, 2023.	Corporate Services	Paula	Complete	
Board Meeting	10/24/2023	P110 Board Procedure Policy	THAT the Board of Education approve P110 Board Procedure Policy to go to a 30-day public consultation period, as presented.	Corporate Services	Paula	Complete	
Board Meeting	10/24/2023	Email Signature template (5 minutes)	THAT the Board of Education approve the mandatory use of the email signature templates as presented, for use by all employees and representatives of Pacific Rim School District.	Corporate Services	Paula /Jaime / Mike	In Progress	Email is being sent out to all staff from IT department next week - Apr 17/24
Board Meeting	10/24/2023	Trustee Remuneration	THAT the Board of Education approve the Trustee Remuneration Policy to go to a 30-day public consultation period, as presented.	Corporate Services	Paula	Complete	

Meeting Type	Date	Item Description	Resolution/Direction	Department Responsible	Staff Responsible	Follow-Up Status	Action / Comments
Board Meeting	2/27/2024	Trustee Bursary Policy	THAT the Board of Education direct staff through the Superintendent, to publish the draft Trustee Bursary Policy for a period of 30 days for public consultation.	Corporate Services	Paula	Complete	
Board Meeting	2/27/2024	Housing Policy	THAT the Board of Education direct staff through the Superintendent, to publish the draft Housing Policy for a period of 30 days for public consultation.	Corporate Services	Paula	Complete	
Board Meeting	2/27/2024	Privacy Policy	THAT the Board of Education direct staff through the Superintendent, to publish the draft Privacy Policy for a period of 30 days for public consultation.	Corporate Services	Paula	Complete	
Board Meeting	2/27/2024	Records Retention Policy	THAT the Board of Education adopt the Records Retention Policy as presented.	Corporate Services	Paula	Complete	
Board Meeting	2/27/2024	2023/24 Amended Annual Budget (10 minutes)	Be it resolved as having been read a first, second and third time as provided for in the bylaw, THAT the Board Chair and the Secretary Treasurer be authorized to execute this Bylaw 2023-2024 on behalf of the Board of Education and that the corporate seal of the Board be affixed thereon.	Finance	Barbara	Complete	
Board Meeting	2/27/2024	Public Interest Disclosure Policy	THAT the Board of Education adopt the Public Interest Disclosure Policy as presented.	Corporate Services	Paula	Complete	
Board Meeting	3/12/2024	2024-03-06 Request from Ciaaat First Nation	THAT the Board of Education direct staff through the Superintendent, to put in place quarterly meetings of Trustees/Staff of SD70 to meet with Chief and Council/Staff of Tseshaht First Nation, to further the relationship and engage in other SD70/ Tseshaht First Nation matters.	Corporate Services	Paula	In Progress	waiting for reply from Tseshaht First Nation
Board Meeting	3/12/2024	Election of BCPSEA representative/alternative	1. THAT the Board of Education, Pacific Rim School District 70, accept the immediate resignation of Board Chair Pam Craig from the position of district representative to the British Columbia Public Schools Employers Association on behalf of the Pacific Rim School District.	Corporate Services	Paula	Complete	
Board Meeting	3/12/2024	Expense Claim Rates	THAT the Board of Education approve an increase to the SD70 per diem rates from \$55.00 per day to \$67.00 per day, effective March 1, 2024.	Corporate Services	Paula	Complete	
Board Meeting	3/12/2024	Policy 115: Appeal of a Decision by an Employee	THAT the Board of Education direct staff through the Superintendent to publish the draft Policy 115: Appeal of a Decision of an Employee for a period of 30-days for public consultation.	Corporate Services	Paula	Complete	
Board Meeting	3/12/2024	XXX: Off-site Experience / Field Trip (P)	THAT the Board of Education direct staff through the Superintendent to publish the draft XXX: Off-site Experience / Field Trip Policy for a period of 30-days for public consultation.	Corporate Services	Paula	Complete	
Board Meeting	3/12/2024	XXX: Jordan's Principle	THAT the Board of Education adopt the XXX: Jordan's Principle Policy as presented.	Corporate Services	Paula	In Progress	need to update manual and send to staff
Board Meeting	3/12/2024	Environmental Stewardship	THAT the Board of Education adopt the XXX: Environmental Stewardship Policy as presented.	Corporate Services	Paula	In Progress	need to update manual and send to staff
Board Meeting	3/12/2024	Election of BCPSEA representative/alternative	2. THAT the Board of Education, Pacific Rim School District 70, conduct an election in this Public Meeting amongst eligible Trustees to the position of district representative to the British Columbia Public Schools Employers Association on behalf of the Pacific Rim School District to avoid a gap in time with no representative. (4 in favour / 1 opposed)	Corporate Services	Paula	Complete	
Board Meeting	3/12/2024	Election of BCPSEA representative/alternative	3. THAT the Board of Education vote to amend the motion regarding conducting an election at this time. (4 in favour / 3 opposed)	Corporate Services	Paula	Complete	
Board Meeting	3/12/2024	Election of BCPSEA representative/alternative	4. THAT the Board of Education direct staff through the Superintendent to get a legal opinion in writing from BCPSEA at no cost to the Board, to determine if each member of the Board is in conflict before holding an election of an eligible Trustees to the position of district representative to the British Columbia Public Schools Employers Association on behalf of the Pacific Rim School District. (3 in favour / 4 opposed)			DEFEATED	
Board Meeting	3/12/2024	Election of BCPSEA representative/alternative	5. THAT the Board of Education agree that Trustee Zquette continue to serve as Alternate district representative to BCPSEA.	Corporate Services	Paula	Complete	
Board Meeting	3/12/2024	Election of BCPSEA representative/alternative	6. THAT the Board of Education direct staff through the Superintendent to destroy the election ballots.	Corporate Services	Paula	Complete	
Board Meeting	3/12/2024	Expense Claim Rates	THAT the Board of Education amend the motion to include the cost per meal.	Corporate Services	Paula	Complete	



**PACIFIC RIM SCHOOL DISTRICT
PUBLIC BOARD MEETING
INFORMATION SHEET**

Date: April 23, 2024
To: Board of Education
From: Peter Klaver, Assistant Superintendent
Subject: Healthy Schools Manager

Background:

The Board of Education has undertaken a thorough review of community school activities, food programs, gardens, After School Sports and Arts Initiatives and many other healthy school related activities and opportunities.

The Board has directed staff to hire a Healthy Schools Manager to co-ordinate and oversee these programs and to also identify and implement other opportunities that can supplement the work that schools and staff are providing. Also, the Board sees a need to have one person to liaise with the many community groups in all communities that are currently, or wishing to, engage with schools to help develop healthy, active living habits with students.

Human Resources staff have now placed an advertisement internally and externally for a Healthy Schools Manager. The advertisement can be found on the district website. The closing date is May 8, 2024 with a start date sometime in June 2024.



PACIFIC RIM SCHOOL DISTRICT PUBLIC BOARD MEETING INFORMATION SHEET

Date: April 23, 2024
To: Board of Education
From: Barbara Ross, Secretary Treasurer
Subject: 2024-25 Preliminary Funding Announcements

Background

On March 14, 2024, the Ministry released the Estimated Operating Grants for 2024/25 “the block”, as well as the Summary of Other Grants. The Ministry announcements are attached.

Information

Block Funding

The Ministry has increased the per student rates to incorporate the Labour Settlement Funding that was allocated as a special grant in 2023/24, including the Cost of Living Adjustments (COLA) for teachers and support staff. There is no specific information on whether the 2023/24 increases for exempt employees was also included.

The grants also include a 2% increase for teachers, support staff and non-educator exempt salaries. Increases for Principals / Vice Principals, and increases related to COLA, will be announced and funded separately.

Of note, the Ministry has provided a new grant – Indigenous Education Councils – to support the implementation of Indigenous Education Councils (IECs). We are awaiting a response to our inquiry on how the calculations have been made and for additional information on the spending criteria.

Another grant that has not yet been announced is the Classroom Enhancement Fund (CEF) Remedies Grant (which is calculated based on actual October remedy costs in each district).

These funding announcements are largely based on the February 2024 enrolment projections submitted by the district. Also attached are a couple of analyses on the funding

announcements themselves. For the first time, the Ministry has also included their own Summary of 2024/25 Preliminary Operating Grant Announcement, which will assist with clarity.

Block Funding also includes the continuance of the Curriculum and Learning Support Fund, which is \$35,697 for the Pacific Rim School District.

Feeding Futures

The Summary of Other Grants shows the commitment to the Feeding Futures Fund for next year. This District will receive \$468,724. Staff will prepare a comprehensive budget for these funds that will meet the criteria attached for information.

Cost of Living Adjustment (COLA)

Subsequent to the Preliminary Funding announcements, District have been advised that the additional 1% for COLA would be supported and funded. That funding has not yet been announced. Once it is, we will incorporate the expenses and associated revenues into the budget.

Exempt Compensation

Announcements on exempt compensation are beginning to come in. At this time, we are advised that the 2% increase approved for unionized staff, plus the approved 1% COLA will be financed and applicable to exempt compensation, under PSEC guidelines and processes that will need to be followed. Funding for this will come through a special grant.

Staff will be prepared to answer any questions.

Estimated Operating Grants Overview - 2024/25 School Year

School District 70 (Pacific Rim)

September 2024 Enrolment Count				
	School-Age Enrolment	Funding Level	Funding	Total Supplement
Standard (Regular) Schools	3,818.0000	\$8,915	\$34,037,470	
Continuing Education	10.0000	\$8,915	\$89,150	
Alternate Schools	125.0000	\$8,915	\$1,114,375	
Online Learning	25.0000	\$7,200	\$180,000	
Home Schooling	5	\$250	\$1,250	
Course Challenges	8	\$279	\$2,232	
Total Enrolment-Based Funding (September)	3,978.0000			\$35,424,477
	Total Enrol. Change	Funding Level	Funding	Total Supplement
1% to 4% Enrolment Decline	11.6875	\$4,458	\$0	
4%+ Enrolment Decline		\$6,686	\$0	
Significant Cumulative Decline (7%+)	71.4375	\$4,458	\$0	
Supplement for Enrolment Decline				\$0
	Enrolment	Funding Level	Funding	Total Supplement
Level 1 Special Needs	3	\$50,730	\$152,190	
Level 2 Special Needs	150	\$24,070	\$3,610,500	
Level 3 Special Needs	16	\$12,160	\$194,560	
English Language Learning	35	\$1,795	\$62,825	
Indigenous Education	1,330	\$1,770	\$2,354,100	
Adult Education	0.0000	\$5,690	\$0	
Equity of Opportunity Supplement			\$364,548	
Supplement for Unique Student Needs				\$6,738,723
		Funding		Total Supplement
Variance from Provincial Average	\$521			
Estimated Number of Educators	221.000	\$115,141		
	Enrolment	Funding Level	Funding	Total Supplement
FTE Distribution	3,978.0000	\$180.33	\$717,353	
Supplement for Salary Differential				\$832,494
Supplement for Unique Geographic Factors				\$4,655,123
Funding Protection				\$0
Curriculum and Learning Support Fund				\$35,697
September 2024 Enrolment Count, Total				\$47,686,514

July 2024 Enrolment Count				
	Enrolment	Funding Level	Funding	Total Supplement
Summer Learning Grade 1-7	0	\$255	\$0	
Summer Learning Grade 8-9	0	\$255	\$0	
Summer Learning Grade 10-12	0	\$505	\$0	
Supplemental Summer Learning Funding			\$0	
Cross-Enrolment, Grade 8 and 9	0	\$505	\$0	
Summer Learning, Total				\$0
February 2025 Enrolment Count				
	Enrolment	Funding Level	Funding	Total Supplement
School-Age FTE - Continuing Education	0.0000	\$8,915	\$0	
Adult FTE - Continuing Education	15.0000	\$5,690	\$85,350	
K-Gr 9 School-Age FTE - Online Learning	2.0000	\$3,600	\$7,200	
Gr 10-12 School-Age FTE - Online Learning	8.0000	\$7,200	\$57,600	
Adult FTE - Online Learning	0.0000	\$5,690	\$0	
Level 1 Special Needs Enrolment Growth	0	\$25,365	\$0	
Level 2 Special Needs Enrolment Growth	0	\$12,035	\$0	
Level 3 Special Needs Enrolment Growth	0	\$6,080	\$0	
Newcomer Refugees	0.0000	\$4,458	\$0	
ELL Supplement - Newcomer Refugees	0	\$898	\$0	
February 2025 Enrolment Count, Total				\$150,150
May 2025 Enrolment Count				
	Enrolment	Funding Level	Funding	Total Supplement
School-Age FTE - Continuing Education	0.0000	\$8,915	\$0	
Adult FTE - Continuing Education	35.0000	\$5,690	\$199,150	
K-Gr 9 School-Age FTE - Online Learning	2.0000	\$2,400	\$4,800	
Gr 10-12 School-Age FTE - Online Learning	8.0000	\$7,200	\$57,600	
Adult FTE - Online Learning	0.0000	\$5,690	\$0	
May 2025 Enrolment Count, Total				\$261,550
Indigenous Education Councils				\$108,591
2024/25 Full-Year Estimated Total				\$48,206,805
Estimated 2024/25 Operating Grant from Indigenous Services Canada				\$3,549,913
Estimated 2024/25 Operating Grant from Ministry of Education and Child Care				\$44,656,892

TABLE A
SUMMARY OF GRANTS TO DATE, 2024/25

Updated March 2024

School District	2024/25 Estimated Operating Grant Block	Preliminary Classroom Enhancement Fund Allocation	Learning Improvement Fund - Support Staff	Community- LINK	Annual Facility Grant (Total Oper. Portion)*	Pay Equity	Student Transportation Fund	Feeding Futures Fund
5 Southeast Kootenay	78,879,535	9,890,331	279,298	419,328	287,051	457,171	361,459	771,379
6 Rocky Mountain	46,962,614	3,980,254	166,286	441,470	195,843	207,823	369,399	459,217
8 Kootenay Lake	62,984,606	10,645,079	223,017	750,517	279,640	300,996	419,602	615,090
10 Arrow Lakes	10,854,510	261,711	38,434	107,223	62,466	40,560	42,675	350,000
19 Revelstoke	15,966,508	622,521	56,534	117,117	65,380	101,498	49,847	350,000
20 Kootenay-Columbia	51,876,065	6,429,874	183,684	763,792	193,904	248,239	242,977	509,312
22 Vernon	109,272,068	8,207,883	386,912	648,872	356,577	85,865	361,094	1,065,466
23 Central Okanagan	289,177,257	29,633,959	1,023,923	1,293,116	785,498	1,238,323	600,000	2,828,440
27 Cariboo-Chilcotin	62,458,200	4,435,232	221,153	733,079	311,807	665,837	739,024	609,911
28 Quesnel	42,250,003	2,387,915	149,599	563,346	179,130	379,632	274,209	413,291
33 Chilliwack	183,683,479	20,429,144	650,389	771,423	456,617	864,624	329,456	1,789,043
34 Abbotsford	230,230,095	18,416,145	815,202	1,320,021	692,103	118,014	313,969	2,241,132
35 Langley	282,951,032	47,856,129	1,001,877	2,345,214	680,306	551,875	260,000	2,752,652
36 Surrey	914,057,885	68,700,467	3,236,510	4,362,041	2,362,474	6,861,224	72,999	8,855,207
37 Delta	174,490,938	14,247,173	617,840	665,164	615,060	2,171,545	41,933	1,692,274
38 Richmond	248,336,889	49,289,631	879,315	862,931	829,289	2,215,706	21,608	2,410,619
39 Vancouver	582,787,459	37,588,197	2,063,543	10,563,442	2,238,404	7,294,124	53,423	5,653,374
40 New Westminster	88,810,934	7,325,756	314,463	1,725,662	235,916	521,853	6,073	858,454
41 Burnaby	305,091,112	18,455,683	1,080,271	2,693,837	931,106	1,441,995	24,841	2,953,560
42 Maple Ridge-Pitt Meadows	191,626,007	22,625,322	678,512	632,170	517,597	1,874,965	185,990	1,867,774
43 Coquitlam	369,979,525	47,630,766	1,310,029	1,720,935	1,139,837	706,353	81,641	3,576,667
44 North Vancouver	179,606,844	19,502,159	635,955	1,293,469	626,391	2,966,047	40,566	1,749,845
45 West Vancouver	79,537,229	3,308,226	281,627	322,493	267,433	678,422	84,722	768,214
46 Sunshine Coast	50,230,056	3,475,789	177,855	555,080	196,625	510,381	380,465	491,626
47 Powell River	41,885,919	2,170,552	148,310	228,750	122,953	243,304	91,754	403,803
48 Sea to Sky	63,096,755	7,316,023	223,414	341,085	191,174	371,793	265,534	615,622
49 Central Coast	7,536,024	633,651	26,684	279,375	60,303	42,403	80,277	350,000
50 Haida Gwaii	12,162,356	936,929	43,065	122,812	110,411	139,874	149,851	350,000
51 Boundary	20,935,315	1,479,458	74,128	171,033	113,371	105,245	153,588	350,000
52 Prince Rupert	27,071,177	2,783,420	95,854	578,582	135,659	706,027	117,597	350,000
53 Okanagan Similkameen	35,496,248	2,790,631	125,686	253,277	125,870	233,703	209,099	350,000
54 Bulkley Valley	25,856,507	1,307,730	91,553	262,678	141,686	225,459	163,737	350,000
57 Prince George	170,253,536	10,845,895	602,836	2,417,153	667,343	2,271,692	687,663	1,667,742
58 Nicola-Similkameen	28,033,229	4,648,676	99,260	320,941	125,854	120,216	170,292	350,000
59 Peace River South	53,081,177	4,036,510	187,951	413,832	285,789	944,395	441,458	516,303
60 Peace River North	79,810,872	4,936,345	282,596	642,426	299,020	241,350	425,785	771,931
61 Greater Victoria	230,854,057	21,476,410	817,412	4,255,751	810,431	2,896,617	20,027	2,264,368
62 Sooke	161,382,708	25,674,772	571,426	797,821	336,877	931,052	358,365	1,566,800
63 Saanich	89,611,020	10,421,305	317,296	481,653	305,872	377,315	280,000	853,981
64 Gulf Islands	22,552,788	2,215,597	79,855	164,095	103,649	102,398	328,264	350,000
67 Okanagan Skaha	71,012,871	4,434,484	251,443	402,015	268,518	441,194	167,035	693,860
68 Nanaimo-Ladysmith	170,608,922	14,539,319	604,095	2,609,510	555,746	160,000	244,630	1,665,804
69 Qualicum	53,217,746	4,629,319	188,434	438,392	199,383	936,176	426,341	517,809
70 Pacific Rim	48,206,805	4,603,315	170,691	1,014,040	211,812	595,220	71,717	468,724
71 Comox Valley	121,013,384	13,026,987	428,486	626,643	350,494	451,831	421,375	1,145,246
72 Campbell River	72,472,825	4,263,625	256,613	598,769	263,177	75,322	316,860	708,528
73 Kamloops-Thompson	195,475,047	15,691,547	692,141	1,691,176	701,984	575,959	666,817	1,901,769
74 Gold Trail	21,481,756	664,977	76,063	422,227	139,683	376,093	366,932	350,000
75 Mission	82,310,535	8,352,839	291,446	456,462	249,559	725,901	188,900	796,804
78 Fraser-Cascade	27,236,357	3,378,850	96,439	390,086	107,288	229,516	184,576	350,000
79 Cowichan Valley	102,531,394	10,382,748	363,045	761,512	384,142	363,682	283,524	999,443
81 Fort Nelson	10,827,914	1,125,401	38,340	153,794	64,624	79,311	32,744	350,000
82 Coast Mountains	57,141,072	7,170,791	202,326	652,960	308,323	1,160,795	557,786	559,169
83 North Okanagan-Shuswap	87,586,555	7,207,807	310,128	366,197	342,495	641,286	561,925	856,422
84 Vancouver Island West	10,274,434	1,162,154	36,380	147,044	79,225	55,087	57,593	350,000
85 Vancouver Island North	21,038,125	1,492,125	74,492	368,249	148,405	115,216	118,179	350,000
87 Stikine	6,920,666	473,102	24,505	603,629	60,762	124,935	51,181	350,000
91 Nechako Lakes	61,202,515	3,334,614	216,707	578,577	289,483	1,096,373	503,247	576,742
92 Nisga'a	9,573,921	945,367	33,899	156,883	54,315	116,874	130,091	350,000
93 Conseil scolaire francophone	108,762,338	10,552,614	384,773	139,727	277,866	100,251	750,415	1,066,583
Provincial Total	7,060,615,720	676,451,235	25,000,000	59,980,898	23,500,000	50,876,937	15,403,131	71,500,000

*Includes total operating portion only; visit Capital Planning Resources via the link below for more details:

<https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/capital/resources-archive/k-12-capital-planning-resources>

TABLE B
CLASSROOM ENHANCEMENT FUND ALLOCATION, 2024/25 PRELIMINARY

Updated March 2024

School District	Staffing Cost	Overhead Cost	Annual Remedies*	Total 2024/25 Preliminary Classroom Enhancement Fund Allocation
5 Southeast Kootenay	9,724,168	166,163		9,890,331
6 Rocky Mountain	3,764,274	215,980		3,980,254
8 Kootenay Lake	10,413,899	231,180		10,645,079
10 Arrow Lakes	200,087	61,624		261,711
19 Revelstoke	548,021	74,500		622,521
20 Kootenay-Columbia	6,059,094	370,780		6,429,874
22 Vernon	7,430,229	777,654		8,207,883
23 Central Okanagan	29,020,821	613,138		29,633,959
27 Cariboo-Chilcotin	3,800,854	634,378		4,435,232
28 Quesnel	2,148,520	239,395		2,387,915
33 Chilliwack	19,993,056	436,088		20,429,144
34 Abbotsford	17,930,719	485,426		18,416,145
35 Langley	46,844,629	1,011,500		47,856,129
36 Surrey	67,217,079	1,483,388		68,700,467
37 Delta	13,390,186	856,987		14,247,173
38 Richmond	43,885,038	5,404,593		49,289,631
39 Vancouver	33,081,421	4,506,776		37,588,197
40 New Westminster	6,909,292	416,464		7,325,756
41 Burnaby	15,744,517	2,711,166		18,455,683
42 Maple Ridge-Pitt Meadows	21,813,951	811,371		22,625,322
43 Coquitlam	45,181,042	2,449,724		47,630,766
44 North Vancouver	12,691,235	6,810,924		19,502,159
45 West Vancouver	3,103,343	204,883		3,308,226
46 Sunshine Coast	3,260,115	215,674		3,475,789
47 Powell River	2,036,105	134,447		2,170,552
48 Sea to Sky	6,945,003	371,020		7,316,023
49 Central Coast	573,726	59,925		633,651
50 Haida Gwaii	857,341	79,588		936,929
51 Boundary	1,451,440	28,018		1,479,458
52 Prince Rupert	2,567,556	215,864		2,783,420
53 Okanagan Similkameen	2,716,827	73,804		2,790,631
54 Bulkley Valley	1,216,570	91,160		1,307,730
57 Prince George	10,404,480	441,415		10,845,895
58 Nicola-Similkameen	4,311,665	337,011		4,648,676
59 Peace River South	3,709,406	327,104		4,036,510
60 Peace River North	4,528,548	407,797		4,936,345
61 Greater Victoria	20,692,223	784,187		21,476,410
62 Sooke	24,078,539	1,596,233		25,674,772
63 Saanich	9,473,934	947,371		10,421,305
64 Gulf Islands	1,853,364	362,233		2,215,597
67 Okanagan Skaha	4,196,824	237,660		4,434,484
68 Nanaimo-Ladysmith	12,974,000	1,565,319		14,539,319
69 Qualicum	4,182,759	446,560		4,629,319
70 Pacific Rim	4,469,538	133,777		4,603,315
71 Comox Valley	11,384,050	1,642,937		13,026,987
72 Campbell River	3,938,032	325,593		4,263,625
73 Kamloops-Thompson	15,173,911	517,636		15,691,547
74 Gold Trail	655,002	9,975		664,977
75 Mission	8,063,479	289,360		8,352,839
78 Fraser-Cascade	3,263,855	114,995		3,378,850
79 Cowichan Valley	9,403,634	979,114		10,382,748
81 Fort Nelson	928,357	197,044		1,125,401
82 Coast Mountains	6,827,522	343,269		7,170,791
83 North Okanagan-Shuswap	6,852,076	355,731		7,207,807
84 Vancouver Island West	925,406	236,748		1,162,154
85 Vancouver Island North	1,354,848	137,277		1,492,125
87 Stikine	466,085	7,017		473,102
91 Nechako Lakes	3,049,003	285,611		3,334,614
92 Nisga'a	821,842	123,525		945,367
93 Conseil scolaire francophone	10,178,495	374,119		10,552,614
Provincial Total	630,681,035	45,770,200		676,451,235

* To be determined in autumn 2024

TABLE C
LEARNING IMPROVEMENT FUND - SUPPORT STAFF, 2024/25

Updated March 2024

School District	2024/25 Estimated Operating Grant Block	% of Total Operating Grants	2024/25 Learning Improvement Fund - Support Staff
5 Southeast Kootenay	78,879,535	1.1%	279,294
6 Rocky Mountain	46,962,614	0.7%	166,284
8 Kootenay Lake	62,984,606	0.9%	223,014
10 Arrow Lakes	10,854,510	0.2%	38,433
19 Revelstoke	15,966,508	0.2%	56,534
20 Kootenay-Columbia	51,876,065	0.7%	183,681
22 Vernon	109,272,068	1.5%	386,907
23 Central Okanagan	289,177,257	4.1%	1,023,909
27 Cariboo-Chilcotin	62,458,200	0.9%	221,150
28 Quesnel	42,250,003	0.6%	149,597
33 Chilliwack	183,683,479	2.6%	650,381
34 Abbotsford	230,230,095	3.3%	815,191
35 Langley	282,951,032	4.0%	1,001,864
36 Surrey	914,057,885	12.9%	3,236,467
37 Delta	174,490,938	2.5%	617,832
38 Richmond	248,336,889	3.5%	879,303
39 Vancouver	582,787,459	8.3%	2,063,515
40 New Westminster	88,810,934	1.3%	314,459
41 Burnaby	305,091,112	4.3%	1,080,257
42 Maple Ridge-Pitt Meadows	191,626,007	2.7%	678,503
43 Coquitlam	369,979,525	5.2%	1,310,012
44 North Vancouver	179,606,844	2.5%	635,946
45 West Vancouver	79,537,229	1.1%	281,623
46 Sunshine Coast	50,230,056	0.7%	177,853
47 Powell River	41,885,919	0.6%	148,308
48 Sea to Sky	63,096,755	0.9%	223,411
49 Central Coast	7,536,024	0.1%	26,683
50 Haida Gwaii	12,162,356	0.2%	43,064
51 Boundary	20,935,315	0.3%	74,127
52 Prince Rupert	27,071,177	0.4%	95,853
53 Okanagan Similkameen	35,496,248	0.5%	125,684
54 Bulkley Valley	25,856,507	0.4%	91,552
57 Prince George	170,253,536	2.4%	602,828
58 Nicola-Similkameen	28,033,229	0.4%	99,259
59 Peace River South	53,081,177	0.8%	187,948
60 Peace River North	79,810,872	1.1%	282,592
61 Greater Victoria	230,854,057	3.3%	817,401
62 Sooke	161,382,708	2.3%	571,419
63 Saanich	89,611,020	1.3%	317,292
64 Gulf Islands	22,552,788	0.3%	79,854
67 Okanagan Skaha	71,012,871	1.0%	251,440
68 Nanaimo-Ladysmith	170,608,922	2.4%	604,087
69 Qualicum	53,217,746	0.8%	188,432
70 Pacific Rim	48,206,805	0.7%	170,689
71 Comox Valley	121,013,384	1.7%	428,480
72 Campbell River	72,472,825	1.0%	256,609
73 Kamloops-Thompson	195,475,047	2.8%	692,132
74 Gold Trail	21,481,756	0.3%	76,062
75 Mission	82,310,535	1.2%	291,442
78 Fraser-Cascade	27,236,357	0.4%	96,438
79 Cowichan Valley	102,531,394	1.5%	363,040
81 Fort Nelson	10,827,914	0.2%	38,339
82 Coast Mountains	57,141,072	0.8%	202,323
83 North Okanagan-Shuswap	87,586,555	1.2%	310,124
84 Vancouver Island West	10,274,434	0.1%	36,379
85 Vancouver Island North	21,038,125	0.3%	74,491
87 Stikine	6,920,666	0.1%	24,504
91 Nechako Lakes	61,202,515	0.9%	216,704
92 Nisga'a	9,573,921	0.1%	33,899
93 Conseil scolaire francophone	108,762,338	1.5%	385,102
Provincial Total	7,060,615,720	100.0%	25,000,000

Summary of 2024/25 Preliminary Operating Grant Announcement

The operating grant block is projected to grow by \$344 million to over \$7.0 billion in 2024/25. The increase is the result of the addition of \$219 million to fully fund wage increases for teachers, support staff and non-educator exempt positions plus estimated enrolment growth totalling \$125 million.

Per student funding rates have increased by an average of 3.4% as detailed in the table below.

Supplement	2024/25 Rates	2023/24 Rates	\$ Change	% Change
Basic Allocation (Standard, Continuing Education and Alternate schools)	\$8,915	\$8,625	\$290	3.4%
Basic Allocation (Online Learning)	\$7,200	\$6,960	\$240	3.4%
Inclusive Education – Level 1	\$50,730	\$49,070	\$1,660	3.4%
Inclusive Education – Level 2	\$24,070	\$23,280	\$790	3.4%
Inclusive Education – Level 3	\$12,160	\$11,760	\$400	3.4%
English/French Language Learning	\$1,795	\$1,735	\$60	3.5%
Indigenous Education	\$1,770	\$1,710	\$60	3.5%
Adult Education	\$5,690	\$5,505	\$185	3.4%
Summer Learning (Grades 1-9)	\$255	\$245	\$10	4.1%
Summer Learning (Grades 10-12)	\$505	\$490	\$15	3.1%

Supplements that are provided based on a formula have also increased:

Supplement	2024/25	2023/24	\$ Change	% Change
Equity of Opportunity Supplement	\$27.5M	\$26.5M	\$1.0M	3.8%
Small Community Supplement	\$103.0M	\$100.4M	\$2.5M	2.5%
Low Enrolment Factor	\$63.9M	\$63.7M	\$0.2M	0.4%
Student Location Factor	\$104.8M	\$103.7M	\$1.1M	1.0%

Approved Labour Settlement Funding

The 2024/25 school year will be the third and final year of the 2022 Shared Recovery Mandate. Labour settlement funding that has been confirmed by the Public Sector Employers’ Council Secretariat (PSEC-S) prior to March 2024 has been allocated through the operating grant rates. This includes wage increases for teachers, support staff and non-educator exempt positions, and support staff local table allocations. Portions have also been allocated to the Classroom Enhancement Fund, CommunityLINK, and Provincial Resource Programs.

The \$114.1 million in labour settlement funding that was allocated as a special grant in 2023/24 and published in the May 2023 Summary of Grants tables, including the Cost-of-Living Adjustment (COLA) for teachers and support staff, has also been rolled into the 2024/25 operating grant rates.

Future Labour Settlement Funding

- **COLA for Teachers and Support Staff**

Labour settlement funding related to the 2024/25 COLA will be allocated as a special grant following confirmation of this funding, which is expected in April 2024.

To ensure that districts budget for COLA appropriately, the Ministry will provide the estimated breakdown of this funding between the Operating fund and CEF. These estimates will be adjusted based on actual CEF costs submitted by districts in Fall 2024. Any CEF portion not required to cover actuals will be put back into the Operating portion of the COLA funding in the 2024/25 recalculated operating grants announced in December 2024.

- **Salary Increases for Exempt Positions**

Bargaining mandates and exempt compensation are coordinated by PSEC-S and the Ministry can only announce funding as it is provided by Treasury Board on the direction of PSEC-S. Irrespective of the funding provided, 2024 salary increases for exempt staff must be approved by BCPSEA.

Exempt positions include the following employee groups:

- **Administrators in leadership roles:** These positions are coded as EN in the Employment Data and Analysis System (EDAS) (see table below). This group includes staff reported in the Principal and Vice-Principal Salaries expense category. Funding for salary increases (if approved by Treasury Board) will be allocated as a special grant pending direction from PSEC-S.
- **Non-educator exempt:** This group includes exempt staff reported in the Other Professionals Salaries expense category and are coded as EX in EDAS. Funding for these salary increases has been allocated through the operating grant rates.

Sample of positions that are coded as EN in EDAS Administrators in Leadership Roles	Sample of positions that are coded as EX in EDAS Non-educator Exempt
Director of Instruction Supervisor of Instruction Principal Vice-Principal Assistant Superintendent Assistant Superintendent - Education Programs Assistant Superintendent - Human Resources Assistant Superintendent - Student Support Services Associate Superintendent Associate Superintendent, Human Resources Deputy Superintendent Superintendent of Schools District Vice-Principal District Principal	Human Resources Payroll Finance (all except Secretary Treasurer) Secretary Treasurer Information Technology Occupational Health and Safety Transportation Custodian Facilities/Maintenance Executive Assistant Education Support Counsellors Education Support Physiotherapist Education Support Psychologists Education Support Language (oral or sign) Education Other School Support (Program Administrator, Continuing Ed, other School programs) Education Support Board Office (Communications, Corporate Service, International Education, etc)

Enrolment Changes

School districts are estimating they will enrol 589,067 school-age FTE in September 2024, an increase of more than 7,500 FTE (or 1.3%) over the September 2023 total. Thirty-six (36) districts are estimating they will have increased enrolment in September 2024.

School districts are also estimating there will be substantial enrolment growth across the Unique Student Needs funding categories, including increases of 1,080 Level 2 and 269 Level 3 students, as well as an additional 4,574 ELL students. There is only a slight increase of 27 Indigenous Education students.

Operating Grant Changes

All 60 districts are estimated to have increases to their operating grants for the upcoming school year. The per student average, including all special grants, is an estimated \$13,229 for 2024/25, a 40.3% increase from 2016/17.

Funding for students with L1, L2 & L3 disabilities and diverse abilities is projected to grow by \$58.3 million, or 6.7%, from \$873 million to \$932 million, as enrolment continues to grow and labour settlement funding is added.

Funding will be recalculated when actual enrolment is known in the September 2024 enrolment count.

Funding Protection/Enrolment Decline

A total of seven districts are receiving an estimated total of \$5.6 million in Funding Protection; this is an increase of \$1.9 million or 54% more compared to 2023/24.

In 2024/25 it is estimated that 11 districts will receive \$2.2 million from the Supplement for Enrolment Decline, up from 9 districts and \$0.9 million in 2023/24.

Special Purpose Grants

In addition to the operating grant block, the following amounts are being provided for school district operations:

- Preliminary Classroom Enhancement Fund: \$676.5 million
- Learning Improvement Fund: \$25.0 million, unchanged
- CommunityLINK: \$60.0 million, a \$0.8 million increase from 2023/24
- Pay Equity: \$50.9 million, unchanged
- Student Transportation Fund: \$15.4 million, unchanged
- Feeding Futures Fund: \$71.5 million, unchanged

Classroom Enhancement Fund (CEF)

The Ministry is announcing CEF staffing funding at 100% of the amounts for the current school year plus additional labour settlement funding for the 2% general wage increase for teachers to facilitate budgeting and planning for the next school year. The same methodology has been used to determine the overhead allocations for 2024/25.

Thus, the preliminary Classroom Enhancement Fund is set at \$676.5 million:

- \$630.7 million for CEF staffing
- \$45.8 million for CEF overhead

As in previous years, the Ministry is not announcing CEF remedy funding at this time. CEF remedies will be allocated based on school district reporting of actual remedies incurred in October 2024.

The process for applying for any additional funding for the 2024/25 CEF staffing allocations will be the same as this year.

Indigenous Education Councils

New to the operating grants for 2024/25 is funding to support the implementation of Indigenous Education Councils (IECs). The funding envelope as provided by Treasury Board has been allocated to each district based on:

- A \$50,000 base grant per district
- \$9,250 per First Nation located (estimated) within the district's boundaries
- A Rural Factor adjustment (see Table 6c for the Rural Index)

The principles of the funding allocation are:

- Each district will require a base level of funding;
- The complexity of the operations of an IEC may be affected by the number of First Nations a school district is interacting with; and
- Travel to provincial meetings, if necessary, will be more costly for rural districts.

IEC allocations are detailed in Table 14 of the [2024/25 Estimated Operating Grants](#).

Comparison of Ministry of Education Grants

	2024/25 <small>Preliminary - March 2024</small>		2023/24 <small>Interim - December 2023</small>		2023/24 <small>Interim - May 2023</small>		2023/24 <small>Preliminary - March 2023</small>	
Estimated Operating Grant Block								
- September	47,686,514		46,113,030		46,004,848		46,004,848	
- February	150,150		215,235		215,235		215,235	
- May	261,550		258,360		258,360		258,360	
- Indigenous Education Councils	108,591	48,206,805		46,586,625		46,478,443		46,478,443
Classroom Enhancement Allocation								
- staffing cost	4,469,538		4,381,900		3,608,160		3,608,160	
- overhead	133,777		131,154		131,154		131,154	
- remedies		4,603,315	473,344	4,986,398	-	3,739,314	-	3,739,314
Learning Improvement Fund - Support Staff		170,689		175,927		175,927		175,927
Community Link		1,014,040		1,002,799		1,002,799		996,219
Annual Facility Grant								
- operating	211,812		211,812		211,812		211,812	
- capital	1,114,039	1,325,851	1,114,039	1,325,851	1,114,039	1,325,851	1,114,039	1,325,851
Pay Equity		595,220		595,220		595,220		595,220
Transportation Fund		71,717		71,717		71,717		71,717
Labour Settlement Funding				793,217		793,217		-
Feeding Futures Fund		468,724		483,245		483,245		
		<u>56,456,361</u>		<u>56,020,999</u>		<u>54,665,733</u>		<u>53,382,691</u>

	<u>Increase (Decrease)</u>		<u>Increase (Decrease)</u>		<u>Increase (Decrease)</u>
- Block	1,620,180	- Block	108,182	- Block	-
- CEF	(383,083)	- CEF	1,247,084	- CEF	-
- LIF	(5,238)	- LIF	-	- LIF	-
- CL	11,241	- CL	-	- CL	6,580
- AFG	-	- AFG	-	- AFG	-
- Pay Equity	-	- Pay Equity	-	- Pay Equity	-
- TF	-	- TF	-	- TF	-
- LS	(793,217)	- LS	-	- LS	793,217
- FF	(14,521)	- FF	-	- FF	483,245
	<u>Total</u>		<u>Total</u>		<u>Total</u>
	<u>435,362</u>		<u>1,355,266</u>		<u>1,283,042</u>

SD70 - OPERATING GRANTS (the block)	Preliminary Operating Grants			Interim Operating Grants		
	2024-2025 Fiscal Year			2023-2024 Fiscal Year		
	March 14, 2024			December 20, 2023		
	FTE	Rate	Funding Amount	FTE	Rate	Funding Amount

SEPTEMBER

Standard (Regular) Schools		3,818.000	8,915	34,037,470	3,732.938	8,625	32,196,586	1,840,884
Continuing Education		10.000	8,915	89,150	0.375	8,625	3,234	85,916
Alternate Schools		125.000	8,915	1,114,375	218.000	8,625	1,880,250	(765,875)
Distributed Learning		25.000	7,200	180,000	15.000	6,960	104,400	75,600
Home Schooling		5.000	250	1,250	5.000	250	1,250	-
Course Challenges		8.000	279	2,232	8.000	270	2,160	72
Total Enrolment-Based Funding - September	2b	3,991.000		\$ 35,424,477	3,979.313		\$ 34,187,880	\$ 1,236,597
Special Needs - Level 1	4a	3.000	50,730	152,190	3.000	49,070	147,210	4,980
Special Needs - Level 2	4a	150.000	24,070	3,610,500	155.000	23,280	3,608,400	2,100
Special Needs - Level 3	4a	16.000	12,160	194,560	7.000	11,760	82,320	112,240
ELL/FLL	4b	35.000	1,795	62,825	36.000	1,735	62,460	365
Indigenous Education	4b	1,330.000	1,770	2,354,100	1,313.000	1,710	2,245,230	108,870
Adult Education	4b	-	5,690	-	4.875	5,505	26,837	(26,837)
Equity of Opportunity Supplement	4c			364,548			335,124	29,424
Total Supplement for Unique Student Needs		1,534.000		\$ 6,738,723	1,518.875		\$ 6,507,581	\$ 231,142
Small Community Supplement				1,246,316			1,263,748	(17,432)
Low Enrolment Factor				1,524,525			1,515,951	8,574
Rural Factor				380,815			344,795	36,020
Climate Factor				79,171			71,683	7,488
Sparseness Factor				654,763			598,638	56,125
Student Location Factor				599,533			591,656	7,877
Supplemental Student Location Factor				170,000			164,000	6,000
Supplement for Unique Geographic Factors	6			\$ 4,655,123			\$ 4,550,471	\$ 104,652
Supplement for Salary Differential	5b			832,494			831,730	764
Curriculum & Learning Support Fund	8			35,697			35,368	329
TOTAL SEPTEMBER ENROLMENT COUNT	2a	3,978.000		\$ 47,686,514	3,966.313		\$ 46,113,030	1,573,484
		11.6875		\$ 1,573,484	20.3125			

				Change	
Regular	\$	41,312,339	Regular	\$ 39,967,410	1,344,929
Special Needs	\$	3,957,250	Special Needs	\$ 3,837,930	119,320
Indigenous Education	\$	2,354,100	Indigenous Education	\$ 2,245,230	108,870
English Language Learnin	\$	62,825	English Language Learnin	\$ 62,460	365
	\$	<u>47,686,514</u>		<u>\$ 46,113,030</u>	<u>\$ 1,573,484</u>



PACIFIC RIM SCHOOL DISTRICT PUBLIC BOARD MEETING INFORMATION SHEET

Date: April 23, 2024
To: Board of Education
From: Barbara Ross, Acting Secretary Treasurer
Subject: Wage Adjustments - 2024-25 Cost-of-Living / 2024-25 Exempt Compensation

Background

2024-25 Cost-of-Living

While the Ministry of Education and Childcare has released the “block” funding announcement for 2024-2025, that announcement did not include the Cost-of-Living Adjustments (COLA) negotiated by bargaining units.

2024-25 Exempt Compensation

While the Ministry of Education and Childcare has not yet confirmed funding for Exempt and Excluded employees, further information from the BC Public Sector Employers’ Association (BCPSEA) has announced that up to 3% will be funded.

Information

Districts received the attached notification from the Public Sector Employers’ Council (PSEC) advising that the 1.00% COLA would be approved. Pending the funding announcement from the Ministry, these amounts will be added to the revenues and salary/benefit budgets for the upcoming year.

BCPSEA will be providing further direction on exempt increases, which will likely follow the same process developed by the Public Sector Employers’ Council (PSEC) Secretariat and followed in previous years.

2022 Shared Recovery Mandate (SRM)

WAGE INCREASES:

Year 1: \$0.25/hr + 3.24%

Year 2: 5.5% + **1.25%***

Year 3: 2% + **1%***

**Triggered COLA*

**Triggered COLA*

With the full 1% COLA being triggered for Year 3 of the SRM, we can now confirm the overall wage increases for the term of the 2022 SRM. B.C.'s unionized public sector employees will receive an average increase of 13.75% over the three-year term of the SRM, with some employees getting over 14% due to the Year 1 increase favouring lower-paid workers. Over the applicable three-year period from March 2021 to February 2024, the B.C. inflation rate was 13.9%.

2022-25 SRM Public Sector Wage Increases: 4%, 6.75%, 3% totaling 13.75%

B.C. CPI 12-Month Average (Mar 2021-Feb 2024): 3.4%, 7.1%, 3.4% totaling 13.9%



Q: What is the difference between *Inflation* and *COLA*?

A: Inflation refers to the increase in the price level of goods and services over time, while COLA is specific to language agreed to by the parties to adjust payments to address inflation.

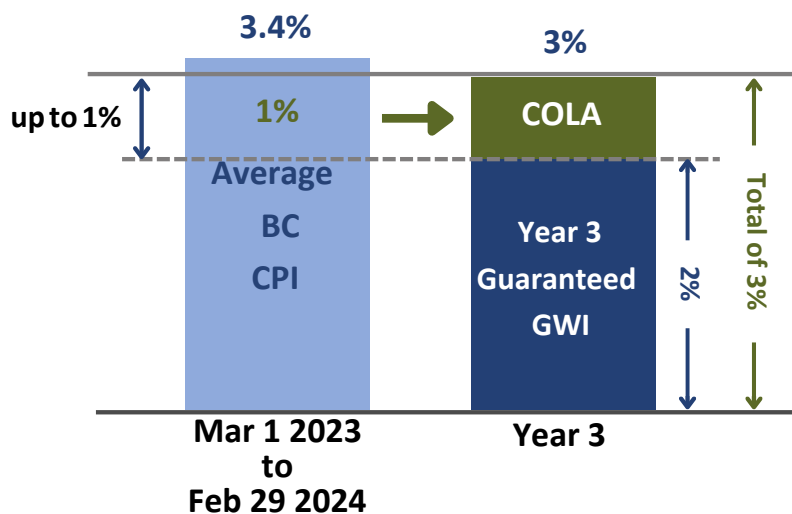


Year 3 COLA

The 12-month BC CPI average = 3.4%

COLA Increase = 1%

Total Wage Increase = 3%



The March 19, 2024, release of the BC Stats Consumer Price Index (CPI) Highlights Report* shows that the 12-month BC CPI average from March 2023 to February 2024 is 3.4%. This confirms that collective agreements ratified under the 2022 SRM will include the maximum 3% for the final Year 3 wage increase.

* Data source: Statistics Canada

From: [REDACTED]
To: [REDACTED]
Subject: Funding confirmed for 2024 exempt staff salary increases
Date: Friday, March 22, 2024 12:56:12 PM
Attachments: [image001.jpg](#)

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

This email was sent to Superintendents, Secretary Treasurers, HR contacts, Trustee representatives, and Management associations.

PSEC Secretariat has confirmed that school districts will be provided with funding for 2024 exempt staff salary increases in alignment with bargaining unit salary increases. The total funding amount will be calculated based on a 3% increase to salaries as reported in the April 2022 Annual Compensation Forecast (2021 Compensation Base Survey data projected to April 2022). Questions regarding funding should be directed to [REDACTED].

BCPSEA will be providing further direction regarding parameters for 2024 exempt staff salary increases; however, we recognize that school districts are currently planning budgets for the 2024-2025 school year. BCPSEA can advise that we are expecting that salary grids for exempt staff (including the Regional Salary Model for Principals and Vice-Principals) will be aged by 3% effective July 1, 2024, and that school districts will be delegated authority to approve increases of up to 5.0% per employee with higher-percentage increases subject to approval by BCPSEA and/or PSEC Secretariat.

For any questions regarding the above, please contact Chris Beneteau, Executive Director, Employee Relations & Sector initiatives at [REDACTED].

Sincerely,

Deneka Michaud Chief Communications Officer

Pronouns: she, her, hers

[REDACTED]
300 – 2889 East 12th Avenue Vancouver BC V5M 4T5
www.bcpsea.bc.ca

I would like to gratefully acknowledge that I live and work on the traditional and unceded territory of the xʷməθkʷəy̅əm (Musqueam), Skwxwú7mesh (Squamish), and səlilwətaʔ (Tseil-Waututh) peoples.



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**PACIFIC RIM SCHOOL DISTRICT
PUBLIC BOARD MEETING
INFORMATION SHEET**

Date: April 23, 2024
To: Board of Education
From: Barbara Ross, Secretary Treasurer
Subject: 2023-24 Student & Family Affordability Fund

Background

On March 14, 2024, The Ministry of Education and Child Care (MOECC) released information on the 2023-24 Student & Family Affordability Fund (SFAF). The SFAF Fund was first introduced in 2022-23 as a one-time grant, with an allocation to the Pacific Rim School District of \$427,481. It was to be used to support students and families in need, and was spent as follows:

Grant		\$	427,481.00
0000-0-00-330000	Transport to/from School		4,465.10
0000-0-00-331010	Transportation Contracted		1,576.40
0000-0-00-516000	Food Supplies for Kids		88,776.46
0000-0-00-516001	Food Supplies		159,388.50
0000-0-00-516002	Clothing/Shoes		38,295.15
0000-0-00-516003	School Supplies		22,573.46
0000-0-00-516004	Fees		43,207.70
0000-0-00-516005	Health and Hygiene		1,988.46
	Total Expenses		<u>360,271.23</u>
Balance remaining		\$	<u>67,209.77</u>

In 2022-23, the District spent \$360,271 and carried forward the remaining \$67,210.

Discussion

For this current announcement, Districts will receive a “replenishment” calculated using the current year’s operating grant as a factor. They will reduce the results by the funds carried forward from 2022-23 (\$67,210) and provide a minimum of \$100,000 per district. This District will receive a total of \$125,000 dollars.

On March 22nd, MOECC released further information and reporting requirements, also attached. They have indicated that, with the earlier announcement of the Feeding Futures Fund, we should reduce eligible expenses to non-food related assistance to families.

In addition, MOECC strongly suggests we spent all funds by the end of June 2025, to support their attempts to make this an ongoing program.

What is the purpose of the fund?

- Government recognizes that British Columbians have been struggling with rising costs for a range of goods and services.
- A replenishment of funding for the Student and Family Affordability Fund of **\$18.9 million** will go to public school districts and **\$1.1 million** to independent schools to directly support parents and guardians of K–12 students with costs associated with going to school that they may be struggling to pay.
- The aim is to make life more affordable for families who are temporarily facing financial challenges and need temporary assistance with the current costs of school supplies and education-related fees.
- The replenishment of the Student and Family Affordability fund is not intended to support school food programs now that districts have Feeding Futures funding to support these initiatives.

Who qualifies for this funding?

- School districts already have existing hardship policies, and the fund was created with the aim of working within those policies.
- The ministry expects the fund will be provided in a manner that is as flexible, private, and stigma-free as possible. In some cases, school districts may need to update their hardship policies accordingly.
- The decision to provide supports through this fund will be made at the local level, reflecting the knowledge that teachers, counsellors, and principals have of the local student population and their families.

How do I access this funding?

- School districts are very different with distinct geographies, local communities, and student populations.
- School districts will administer the fund in a manner that best reflects those operational realities, and consult with Indigenous Rightsholders, Indigenous Education Councils, District Parent Advisory Councils (DPACs), and other equity deserving groups to ensure their hardship process is best able to support students, guardians, and parents.
- The ministry expects that the funding will be provided in a manner that is as flexible, private, and stigma-free as possible. In many cases, local teachers, principals, and staff will be aware of students and families who may have need and support them accordingly.
- School districts have existing hardship policies and procedures, and we expect that those be utilized where possible.

What can this money be used for?

The funding can be used to:

- Directly off-set costs to parents, guardians, and students, such as school supplies or other cost pressures they are facing using existing mechanisms such as hardship policies.
- Spending by the district must directly offset costs for parents, guardians, and students and be **additional** to any planned or budgeted spending for hardship or family supports and to use existing processes where possible.
- Funding use includes, but is not limited to:
 - Goods:
 - Providing basic school supplies that might otherwise be purchased by parents, guardians, and students (e.g., pens, paper); and
 - Supporting with clothing/footwear required for school sports or other school activities.

- Fees
 - Waiving education-related fees (e.g., additional supplies for shop, culinary and craft classes, workbooks, camps, field trips, relevant cultural events, other student society meetings including those related to equity, diversity, and inclusion, and instrument and equipment fees or other fees charged by school districts); and
 - Fees for school sports and other school activities.

Why are you giving the funding to school districts?

- School districts are already meeting a variety of needs in local areas for their local student populations and have existing hardship policies and processes to support families in need potentially facing financial hardship.
- School staff are often connected with students and families who may need extra support. School districts, schools, local teachers, and staff are best positioned to ensure that supports reach those students most in need within a process that reduces stigma.
- As a result, this is a fast, effective means to meet a range of needs within the time frame.

Why didn't you give parents the money directly?

- The ministry has no way of determining which students and families are facing financial hardship and so who should be receiving support.
- This fund provides a means of reaching diverse populations needing financial support with the costs of participating in school that may otherwise be missed. It allows for a more targeted approach to reach students most in need.

Is it a special purpose fund?

- Yes, this is a special purpose grant issued under Section 115.1(a) of the *School Act* and should be treated as a Special Purpose Fund on your financial statements.

When will we know how much we get?

- The ministry has calculated the amounts and districts have been made aware of their funding allocations for 2023/24. The online tables with all special grants will be updated later this spring.

What strings are attached to the funding?

- The instructions published in the Deputy Minister's Bulletin of Friday, March 22, 2024, are clear about the requirements and criteria for the funding.
- If you have specific questions that you need answered, please feel free to send them to us and we will answer them and send out an updated document to address those questions.

When will we get a copy of the reporting tool?

- The ministry will provide the reporting tool to school districts as soon as possible so it will be easier for staff to gather the necessary information as the funding is used.
- School districts will be required to return a completed report to the ministry by July 31, 2024 outlining how funds were spent in 2023/24 and plans for 2024/25.
- A high-level interim report will also be required in December 2024.

Can the funding be used over multiple years? For example, if we have \$800,000, can we plan to spend \$200,000 per year on school supplies for the next four years?

- It is anticipated that many districts will be unable use the full replenished Student and Family Affordability Fund in the 2023/24 school year. In this case, it is acceptable for districts to carry over funding to the 2024/25 school year.

How will we be able to sustain these supports in subsequent years?

- This is a replenishment of the Student and Family Affordability Fund, recognizing the historic levels of inflation across the world.
- Inflation in Canada as a whole has started to drop, and no-one is able to foresee what the needs will be in a year's time.

Can we buy computers or provide funds for internet service with this fund?

- The intent is to expand existing processes and practices at the *school level* where they can have the most impact rather than in purchasing capital items and equipment.

Can we offset school bus fees with this funding?

- School districts should not be using the Student and Family Affordability Fund for this purpose.
- School districts should already have processes in place to support students with transportation costs and should use these avenues to support students with bus fees that the districts are choosing to charge.

Can we pay fees for students to attend community sports and after-school activities?

- The funding is intended to support school-related activities and sports only. Providing support for a student to participate on the school soccer team, for example, is permitted, but paying fees to play on a community soccer team is not.

Could the school district buy gift cards or provide some funding to a local food program via a third party to increase the amount of food provided to families with students in the school district?

- The ministry recognizes that there is a significant range of supports, services, and providers across the province. Different places, families, and students may require different means to access and receive the necessary support.
- This fund is intended to provide a means of reaching diverse populations needing financial support with the costs of returning to school that may otherwise be missed. It allows for a more targeted approach to reach those students most in need.
- The ministry encourages school districts to administer the fund in a manner that best reflects those operational realities, and to engage with Indigenous rightsholders, Indigenous Education Councils, District Parent Advisory Councils (DPACs), and other equity-deserving groups to ensure that school districts can find a range of means that will be effective for local students, families, and communities.
- This may mean a gift card in some cases, innovative new partnerships with community agencies in others, or expanding programs that may already be provided in the local school.

Who do I contact if I have more questions?

- Please contact ECC.schoolfood@gov.bc.ca

SFAF for 2023/2024

A replenishing of the SFAF fund for SY 2023-24 adding \$20M including Independent Schools.

- The allocations for this year are generally **based on Operating Grant** with consideration of 2023 carry over.
- The funding **will be allocated in the 2023/24** school year.
- **Carry over into 2024/25 is anticipated.**
- One-time funding.

The allocation process

1. Funds are **allocated proportional to Operating Grants.**
Like the previous SFAF or Feeding Futures.
2. The **carry over from December 2023** is then **deducted**
from the allocation
3. If, after the deduction of carry over, the amount of allocation
is below the floor threshold, the **allocation is topped up to
\$100K.**

SFAF figures for 2023/24 School Year will be posted later in spring with the February enrolment updates.

Student and Family Affordability Fund - Allocations for SY 2023/2024

		Grand Total Cost	\$	20.03 M		
		Independent Schools ▶	\$	1.13 M		
		Public School Total ▶	\$	18.89 M	\$	60.00 M
School District		Spring 2024 SFAF Allocation			SFAF SY 2022/23	Feeding Futures Allocation SY 23/24
5	Southeast Kootenay	\$	151,000	\$	693,747	\$ 808,815
6	Rocky Mountain	\$	169,000	\$	417,507	\$ 475,770
8	Kootenay Lake	\$	100,000	\$	553,554	\$ 644,263
10	Arrow Lakes	\$	100,000	\$	250,000	\$ 350,000
19	Revelstoke	\$	100,000	\$	250,000	\$ 350,000
20	Kootenay-Columbia	\$	173,000	\$	443,114	\$ 513,092
22	Vernon	\$	260,000	\$	925,658	\$ 1,079,115
23	Central Okanagan	\$	826,000	\$	2,396,709	\$ 2,808,793
27	Cariboo-Chilcotin	\$	100,000	\$	547,562	\$ 637,232
28	Quesnel	\$	100,000	\$	357,657	\$ 420,850
33	Chilliwack	\$	345,000	\$	1,526,471	\$ 1,769,556
34	Abbotsford	\$	722,000	\$	1,924,762	\$ 2,241,078
35	Langley	\$	781,000	\$	2,163,240	\$ 2,671,352
36	Surrey	\$	1,872,000	\$	7,385,112	\$ 8,711,614
37	Delta	\$	566,000	\$	1,509,498	\$ 1,765,282
38	Richmond	\$	809,000	\$	1,960,126	\$ 2,372,391
39	Vancouver	\$	2,026,000	\$	4,712,638	\$ 5,566,910
40	New Westminster	\$	191,000	\$	697,152	\$ 826,518
41	Burnaby	\$	740,000	\$	2,377,676	\$ 2,925,795
42	Maple Ridge-Pitt Meadows	\$	673,000	\$	1,588,729	\$ 1,900,067
43	Coquitlam	\$	861,000	\$	3,001,720	\$ 3,533,596
44	North Vancouver	\$	479,000	\$	1,472,288	\$ 1,734,379
45	West Vancouver	\$	100,000	\$	656,881	\$ 771,793
46	Sunshine Coast	\$	128,000	\$	422,210	\$ 499,932
47	Powell River	\$	149,000	\$	343,568	\$ 417,806
48	Sea to Sky	\$	188,000	\$	550,909	\$ 625,279
49	Central Coast	\$	100,000	\$	250,000	\$ 350,000
50	Haida Gwaii	\$	100,000	\$	250,000	\$ 350,000
51	Boundary	\$	100,000	\$	250,000	\$ 350,000
52	Prince Rupert	\$	100,000	\$	250,000	\$ 350,000
53	Okanagan Similkameen	\$	100,000	\$	298,786	\$ 350,000
54	Bulkley Valley	\$	100,000	\$	250,000	\$ 350,000
57	Prince George	\$	413,000	\$	1,439,982	\$ 1,682,425
58	Nicola-Similkameen	\$	100,000	\$	250,000	\$ 350,000
59	Peace River South	\$	100,000	\$	459,079	\$ 521,677
60	Peace River North	\$	141,000	\$	687,149	\$ 806,483
61	Greater Victoria	\$	469,000	\$	1,953,010	\$ 2,253,290
62	Sooke	\$	350,000	\$	1,251,529	\$ 1,565,710
63	Saanich	\$	247,000	\$	737,162	\$ 862,717
64	Gulf Islands	\$	100,000	\$	250,000	\$ 350,000
67	Okanagan Skaha	\$	206,000	\$	604,177	\$ 705,022
68	Nanaimo-Ladysmith	\$	495,000	\$	1,458,182	\$ 1,663,981
69	Qualicum	\$	138,000	\$	448,698	\$ 519,738
70	Pacific Rim	\$	125,000	\$	427,481	\$ 483,245
71	Comox Valley	\$	422,000	\$	980,354	\$ 1,141,262
72	Campbell River	\$	100,000	\$	607,563	\$ 709,927
73	Kamloops-Thompson	\$	336,000	\$	1,656,248	\$ 1,926,080
74	Gold Trail	\$	100,000	\$	250,000	\$ 350,000
75	Mission	\$	161,000	\$	689,814	\$ 800,105
78	Fraser-Cascade	\$	100,000	\$	250,000	\$ 350,000
79	Cowichan Valley	\$	347,000	\$	880,984	\$ 1,018,779
81	Fort Nelson	\$	100,000	\$	250,000	\$ 350,000
82	Coast Mountains	\$	117,000	\$	510,045	\$ 582,554
83	North Okanagan-Shuswap	\$	100,000	\$	771,098	\$ 902,357
84	Vancouver Island West	\$	100,000	\$	250,000	\$ 350,000
85	Vancouver Island North	\$	100,000	\$	250,000	\$ 350,000
87	Stikine	\$	100,000	\$	250,000	\$ 350,000
91	Nechako Lakes	\$	134,000	\$	515,019	\$ 589,780
92	Nisga'a	\$	100,000	\$	250,000	\$ 350,000
93	Conseil scolaire francophone	\$	283,000	\$	995,152	\$ 1,093,590
Provincial Total		\$	18,893,000	\$	60,000,000	\$ 71,500,000



**PACIFIC RIM SCHOOL DISTRICT
PUBLIC BOARD MEETING
INFORMATION SHEET**

Date: April 23, 2024
To: Board of Education
From: Barbara Ross, Secretary Treasurer
Subject: 2023-24 Feeding Futures
Attachments: Questions and Answers
Instructions to School Districts

Information

On March 22, 2024, The Ministry of Education and Child Care (MOECC) released further information on the dedicated, multi-year funding to school districts under the Feeding Futures School Food Programs, confirming our allocation for 2024/25 is \$468,724.

What is the purpose of the new school food programs funding?

- Budget 2023 committed \$214.5 million in operating funding over three years to make sure all students are fed and ready to learn by expanding existing school food programs in districts and schools that already have them and creating new ones in districts and schools without.

How much funding has been committed to school food programs in the 2024/25 school year?

- For the 2024/25 school year, the following funding has been allocated:
 - \$71.5 million for districts for targeted food funding and school food coordinators,
 - \$5.0 million for minor capital enhancements required for school food programs through the Food Infrastructure Program.
- The allocation formula is consistent with the 2023/24 Feeding Futures allocation formula.

Who qualifies for this funding?

- The 60 public school districts in B.C.
- The funding is expected to reach approximately 20% of students in each district who need it most.

When will we know each district's allocation?

- District allocations for 2024/25 are available [here](#).

What can this money be used for?

- School districts continue to have the flexibility to use the funding provided in the 2024/25 school year to address the immediate need of feeding hungry students in a stigma- and barrier-free manner.
- Funding can be used for food purchases and staffing for up to one school food coordinator in each school district. Within reason, districts may use a portion of Feeding Futures funding to offset staffing costs for staff directly involved in the delivery of school food programs.
- Stable, ongoing funding will help districts to enter into long-term agreements and partnerships with non-profit organizations, local catering companies, and food suppliers/distributors.

Can salaries at the school level be paid for under this funding? For example, staff to organize and provide food services (food bags etc.)?

- The intent of the Feeding Futures funding is to directly support students and move towards ensuring that all students are fed and ready to learn.
- Within reason, districts may use a portion of Feeding Futures funding to offset staffing costs for staff directly involved in the delivery of school food programs.
- However, funding is not intended to be used for administrative costs (e.g., reporting costs, HR costs, travel costs, additional insurance, etc.).

Can the 2024/25 school year funding be used over multiple years? For example, if a district has an allocation of \$800,000 can they plan to spend \$200,000 per year on lunches for the next four years?

- No, this commitment provides multi-year funding to address the immediate need of student hunger in the province.

- There should be no need to hold back funding for future years as districts now have a commitment of ongoing funding to plan for each year.

Is CommunityLINK funding impacted in any way by new school food funding?

- There have been no changes to CommunityLINK. However, with Feeding Futures funding now available to support school food programs, districts are encouraged to utilize CommunityLINK funding for other student supports.

Are districts expected to offer universal food programs to students? What about weekend and holiday support?

- The funding is expected to reach approximately 20% of students in each district who need it most.
- Building the capacity in each school community to work towards stigma- and barrier-free access to nutritious food for any students who need it will take time.
- The delivery of food programs is expected to be stigma-free, considering models such as opt-in and pay-what-you-can, in addition to supplementing with partnerships with the surrounding community.
- Support from community non-profit organizations, corporate donors, and parent advisory councils continues to play a vital role alongside schools to address student hunger for weekends and school closures (e.g., spring break).

Can capital, for example fridges, or other equipment be purchased with this funding?

- The intent of the funding is to create and expand school food programs to directly support students, rather than to purchase capital items and equipment.
- However, if a school district can justify that it needs to purchase equipment to allow food programs to be delivered at a school, then this is permissible.
- Alternatively, capital investments to enhance food security can be supported through the Feeding Futures School Food Infrastructure Program (FIP), a \$5 million per year program to assist boards of education with creating, improving, or expanding the delivery of food programs.

Can we keep working with non-profit organizations or current community partners?

- Yes, community partnerships are essential for a long-term model of feeding students; non-profit organizations, corporate donors, and parent advisory councils will continue to play a vital role alongside schools to deliver school food programs.

Who do I contact if I have more questions?

- Please reach out to your local school district or contact ECC.schoolfood@gov.bc.ca.

Feeding Futures School Food Programs Fund – Instructions to School Districts

March 22, 2024

The Ministry is allocating \$71.5 million per year in dedicated, multi-year funding to school districts to create and expand school food programs.

District by district allocations for 2024/25 school year are in the [Summary of Grants to Date table](#). This funding is being disbursed under section 115(1)(a) of the *School Act*, should be treated as a Special Purpose Fund on the school district financial statements, and should be fully spent by June 30, 2025.

School Year (SY) 24/25

Districts will continue to have the flexibility that was in place during the foundational year (SY 2023/24), to continue to support students and families as longer-term approaches for school food programs are put into place. Although criteria will remain the same in 2024/25, criteria may be adjusted over time and districts can expect standardized spending criteria in place for the 2025/26 school year.

Feeding Futures School Food Program spending criteria:

- Food
 - Must be towards the delivery of food programs to feed students who need it most (e.g., maintain current programs, increase number of students served, increase nutrition of food).
 - Spending may support food for Culinary Arts programs if the food produced by the program is provided to students in need.
 - Program delivery may include the procurement of third-party food service providers and/or expansion of existing contracts.
 - Districts are encouraged to use nutritious and B.C.-grown/produced food where possible.
 - Program delivery should be stigma-free, flexible, and respect student privacy.
- Staff
 - Flexibility to hire up to one School Food Coordinator FTE if needed or offset existing costs to a School Food Coordinator.
 - Functions of role may include coordination and/or delivery of the program (e.g., prepare food, build community connections, seek local partnerships and procurement opportunities, work with local First Nations and Indigenous partners).
 - Within reason, districts may use a portion of Feeding Futures funding to offset staffing costs for staff directly involved in the delivery of school food programs.
- Other
 - Small appliances or equipment to prepare, store, cook, and transport food from a school with a kitchen to another school (e.g., kitchen utensils, insulated containers, microwaves).
 - Continuity of Student and Family Affordability Fund supports that improve student food security (e.g., grocery store gift cards, food for weekends and school closures).

Reporting

- School districts will be required to return a completed report to the ministry by July 31, 2025 outlining how funds were spent in 2024/25.
- A high-level interim report will also be required in December 31, 2024.
- As a reminder, year-end financial reporting for 2023/24 Feeding Futures funding will be required by July 31, 2024.
- A reporting template will be distributed and will ask for **Spending on School Food Programs** including:

- School food programs offered and number of students served.
- Utilization of third-party food service providers.
- Food purchased and provided using district staff.
- Other goods, services and/or programs to feed students that are within the policy direction.
- Spending to provide home food security supports.
- Staffing costs to directly support the provision of food programs.
- Operational spending targeted to food programs prior to the Feeding Futures funding announcement redirected to supporting educational programs.
- Administration or overhead spending (e.g., equipment, non-food supplies).
- Engagement and decision making processes regarding Feeding Futures funding, including engagement with Indigenous Education Council (IEC or local equivalent) and how Indigenous students are supported.
- Reporting will be required at the end of the school year, in addition to the reporting in the Annual Budget and audited Financial Statements for 2024/25.

Future Considerations

- Building the capacity in each district to work towards stigma-free access to nutritious food for any students who need it will take time.
- Each district's long-term delivery model of school food programs is expected to be stigma-free in addition to supplementing with coordination from the surrounding community.
- Community inclusion (e.g., local First Nations and other Indigenous partners, non-profit organizations, corporate donors, parent advisory councils) will be an essential component of each district's long-term model. District Parent Advisory Councils should be included in the long-term planning process.
- The multi-year funding commitment supports districts to enter into long-term agreements (e.g., food service management companies, non-profit organizations, local catering companies, food suppliers/distributors).



XXX: Acceptable Use of Cellular Phones, Smart Watches, and Electronic Devices: Usage in Schools, on School Property or During School Related Activities (P)

First Review: 09 04 24

POLICY STATEMENT

The Board of Education (the Board) recognizes its role in providing guidance to students in the use of technology, including cell phones, smart watches, and other electronic devices, within school settings for instructional purposes, while taking important steps to keep children and youth safe from online threats and harmful impacts of social media by providing the knowledge and tools they need to stay safe, become good digital citizens, and develop healthy relationships with technology.

The Board believes educational spaces during school related instructional time should provide space for focussed learning and positive interpersonal connections with fewer distractions and interruptions. Students are expected to use technology, including cell phones, smart watches, and other electronic devices responsibly to enhance their education, and become a responsible digital citizen. Students have a responsibility to use their personal electronic devices ethically, safely, and responsibly. It is important to learn how to use these devices in appropriate and healthy ways.

The Board supports the use of technology, including cell phones, smart watches, and other electronic devices, for instructional purposes in appropriate ways at the direction of supervising staff. The purpose of this Policy and accompanying Administrative Procedures is to provide guidance in the acceptable use of technology by students within schools for instructional purposes. While it is recognized cell phones, smart watches, and other electronic devices can be a tremendous asset that supports diverse learners and removes barriers to inclusion, it is also recognized that these devices can be harmful, disruptive, and distracting to individuals in the learning environment.

To this end, the use of technology, including cell phones, smart watches, and other electronic devices, within school settings is regulated during instructional time unless permission is granted by the supervising staff for instructional purposes. Each school shall develop guidelines for the acceptable use of technology by students in the classroom, school, school sponsored or school related activities on or off school property. The school guidelines will reference the district policy and administrative procedures and will be posted in the School Codes of Conduct.

Resources and References

Boundary School District – Regulation No. 3035: Technology – Personally Owned Electronic Devices

Mission Public Schools – DRAFT Use of Technology by Students Policy 3.8

Province of British Columbia News Release (January 29, 2024): [B.C. Launches Concrete Actions to Keep Kids Safe, Healthy.](#)

Saanich School District – Codes of Conduct Policy Statement



XXX: Personal Expenses On Official District Business (P)

Created 24 04 09

POLICY STATEMENT

The Board of Education values the dedication and commitment of our employees when representing us on official business. As such, we support our employees in their official duties by reimbursing reasonable and necessary expenses incurred while on official business trips or performing duties on behalf of the District.

By offering reimbursement for personal expenses, we aim to alleviate financial burdens and foster a productive and comfortable environment for our employees to fulfill their professional obligations effectively.

It is our policy to adhere to all applicable laws and regulations while maintaining transparency and accountability in the reimbursement process. We encourage our employees to exercise prudence and discretion when incurring expenses and to promptly submit all relevant documentation for reimbursement, as set out in the Personal Expenses On Official District Business Administrative Procedure.

DRAFT

RESOURCES:

BCSTA's Policy on Travel Expenses
4020: Personal Expenses on Official District Business (AP)

From: Linda Taylor [REDACTED]
Sent: Thursday, March 21, 2024 11:12 AM
To: Pam Craig <PCraig@sd70.bc.ca>
Subject: Backpack

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

Good Morning, Pam and SD 70School Board Members

Here we are close to Easter!! I know that you will be setting out your funding for the upcoming year. We are hoping that you will include our Port Alberni Backpack Program in your finances for this year. We will have been supporting your elementary school families since September 2012- 12 years this September. It would mean so much to have the endorsement of our School Board,

Thank you

Linda Taylor

Port Alberni Backpack Program Society Chair

From: Registrar <Registrar@nic.bc.ca>
Sent: Thursday, April 11, 2024 9:04 AM
To: Pam Craig <PCraig@sd70.bc.ca>
Subject: Invite to NIC Port Alberni Convocation

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

Dear Pam,

We are approaching our favourite time of the year at North Island College – convocation!

On behalf of Dr. Lisa Domae, NIC President and Chief Executive Officer, it is my pleasure to invite you to attend our 2024 Port Alberni campus convocation ceremony on Tuesday, June 18. The ceremony starts at 5 pm at the ADSS Theatre.

Following the ceremony, we encourage you to join our graduates and their families for light refreshments at the post-convocation reception at ADSS.

Please RSVP to Cindy Greenhill at registrar@nic.bc.ca by April 30, 2024, including the subject line: **NIC Port Alberni campus convocation**. Your RSVP will ensure that we set aside the correct number of seats for our special guests.

We ask that you arrive 30 minutes before the ceremony and check in at the dignitary reception table, where we will have a staff member available to escort you to the reserved seating area.

We hope that you (or your designate) will be able to join us as we celebrate the accomplishments of NIC graduates.

Sincerely,

Michelle Badger



Michelle Badger (she/her)
Registrar
North Island College
☎ 250-334-5254
✉ michelle.badger@nic.bc.ca
www.nic.bc.ca

North Island College is honoured to acknowledge the traditional territories of the combined 35 First Nations of the Nuu-chah-nulth, Kwakwaka'wakw and Coast Salish traditions, on whose traditional and unceded territories the College's campuses are situated.



REFERRAL REQUEST FORM

FROM: District of Tofino Planning Services

DATE: April 16, 2024

SUBJECT: Zoning Text Amendment Referral – Multi-Family

SITE: Affordable Residential 1 Comprehensive Development Zone (AR1) inclusive of:

PID: 031439918, Lot 1, Plan EPP105421, District Lot 114, Clayoquot Land District;
PID: 031439926, Lot 2, Plan EPP105421, District Lot 114, Clayoquot Land District;
PID: 031439934, Lot 3, Plan EPP105421, District Lot 114, Clayoquot Land District;
PID: 031439934, Lot 4, Plan EPP105421, District Lot 114, Clayoquot Land District; and
PID: 031439934, Lot 5, Plan EPP105421, District Lot 114, Clayoquot Land District

DESCRIPTION: Text amendment to facilitate the development of two four-unit multi-family dwellings on Lots 3 and 4 in the Affordable Residential Comprehensive Development Zone (AR1). Current zoning permissions prevent the development of multi-family dwellings outside of Lots 1 and 2. The proposal would not result in an increase to the existing maximum dwelling density of the zone. More details can be found in the attached reference package.

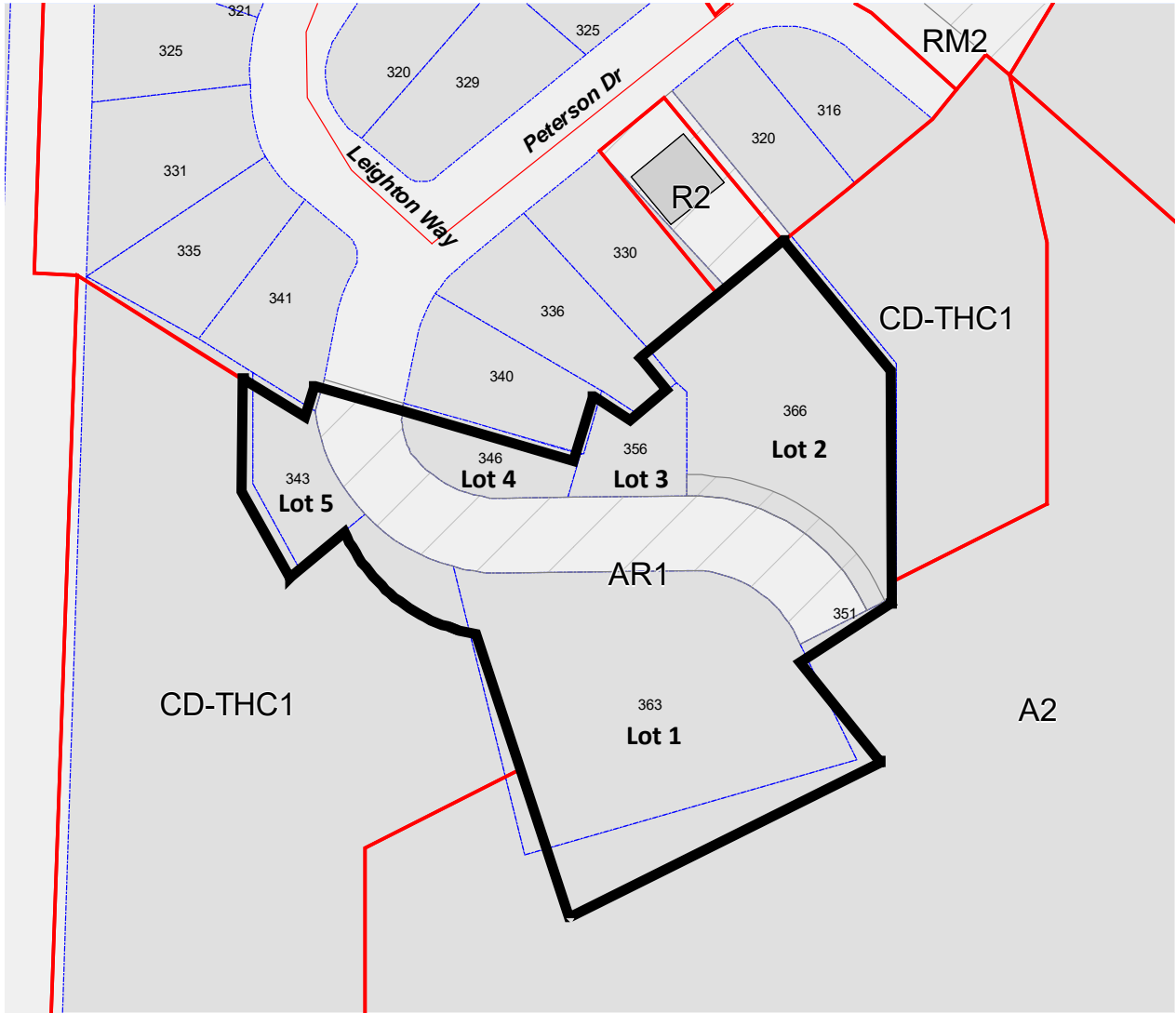
REFERRAL REQUEST


Please provide any comments and/or requirements that pertain to the attached application, as they relate to your agency's interests. If convenient, please enter comments or tick the "No Comment" box below and email this letter, together with any other relevant information to alader@tofino.ca before **May 7, 2024**. If we have not received your feedback by then, we will assume your agency has no objections to the proposal. Your cooperation in assisting us in evaluating and processing the attached application expeditiously is appreciated.

- No Comments
- Comments included (attach separate letter, if required)

Attachments

Affordable Residential 1 Comprehensive Development Zone (AR1) and Surrounding Context



 - AR1 Zone Boundary



DISTRICT OF TOFINO

Report to Council

Meeting Date 09/04/2024

To Mayor & Council

File No: LAN-01 – 97.227

From Community Services Division

Zoning Amendment – Multiple-family Residential (Quadplex) in the Affordable Residential Comprehensive Development Zone (AR1) – Permission to Proceed

RECOMMENDATION

THAT staff be granted permission to proceed to prepare a draft zoning amendment bylaw to facilitate the development of quadplex multi-family dwellings in the AR1 Zone.

CAO'S COMMENTS

I concur with the recommendation from the Manager of Planning Services.

EXECUTIVE SUMMARY

This report introduces an application to amend the AR1 zone to facilitate the development of four-unit multi-family (quadplex) buildings on lands owned by the Tofino Housing Corporation (THC). Proposed amendments may include adjustments to the maximum dwelling-unit density, minimum lot sizes and siting controls (e.g. setbacks, lot coverage) for multi-family dwellings.

REFERENCES

Location: 346, 356, Peterson Drive

Legal: Lots 3 and 4, Plan EPP105421, District Lot 114, Clayoquot Land District

Owner(s): Tofino Housing Corporation

Zoning: Affordable Residential 1 Comprehensive Development Zone (AR1)

2021-2023 STRATEGIC PLAN

STRATEGIC PLAN GOAL:

Homes & Neighbourhoods.

STRATEGIC PRIORITY:

Pursue housing supply initiatives and continue to protect existing resident housing.

Address housing affordability and supply challenges and influences to meet needs immediately and into the future.

FINANCIAL IMPACTS

Due to the affordable nature of the proposed development, typical development fees associated with a rezoning application, as well as Community Amenity Contributions, may be reduced or waived in accordance with District policy.

BACKGROUND

The application was received on December 13, 2023. The purpose of this report is to introduce the application to Council and request permission to proceed with further review.

The AR1 zone was established on August 11, 2020, to facilitate the subdivision and development of an 84-unit residential neighbourhood consisting of two multi-unit apartment buildings and three duplex buildings across 5 lots.

The zone regulates dwelling density based on dwelling type. A maximum of 72 units can be built as multi-family dwellings, with the remaining 12 units as a mix of either single-family, duplex (two-family) or townhouse dwellings with secondary suites. Minimum lot sizes are also regulated by dwelling type. For example, the minimum lot size that a multi-family dwelling can be built on is 3000m², and 580m² for a duplex.

In 2021, Building Permits were issued for all 72 multi-family dwelling units for the construction of two apartment-style buildings (now known as Headwaters North and South), on Lots 1 and 2.

In 2022, plans were drafted to construct two price-restricted, resident restricted duplexes with secondary suites on Lots 3 and 4 (356 and 346 Peterson Drive, respectively) in line with the permissions of the zone. To address site layout challenges resulting from the atypical lot shape and rocky terrain, variances for lot coverage, siting and setbacks were granted. However, plans to construct the duplexes were abandoned following an unsuccessful lottery process conducted by the THC to recruit eligible applicants who met mortgage qualifications for the units.

To reduce unit costs and attract a larger pool of qualified applicants, the THC revised the duplex plans to a quadplex design with minimal changes to the footprint and site layout. However, by changing the typology of the dwelling, the development is now subject to different building restrictions outlined in the AR1 zone. To accommodate the proposal, the maximum density and minimum lot size for multi-family dwellings in the AR1 will need to be amended. Adjustments for setbacks and siting are also required.

Under the *Local Government Act*, changes to use or density cannot be varied. Instead, a zoning amendment is required.

Site Characteristics

Location	346, 356 Peterson Drive
Current Use	Residential (AR1); vacant
Site Area	0.06 ha (600m ²)

Servicing	Water and sanitary servicing available
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Official Community Plan

Proposed Land Use	Future Homes
Development Approval Information Area	Yes
Development Permit Area(s)	DPA 8 – Wildlife Habitat DPA 10 – Steep Slope Hazard
Within Village Containment Boundary?	Yes

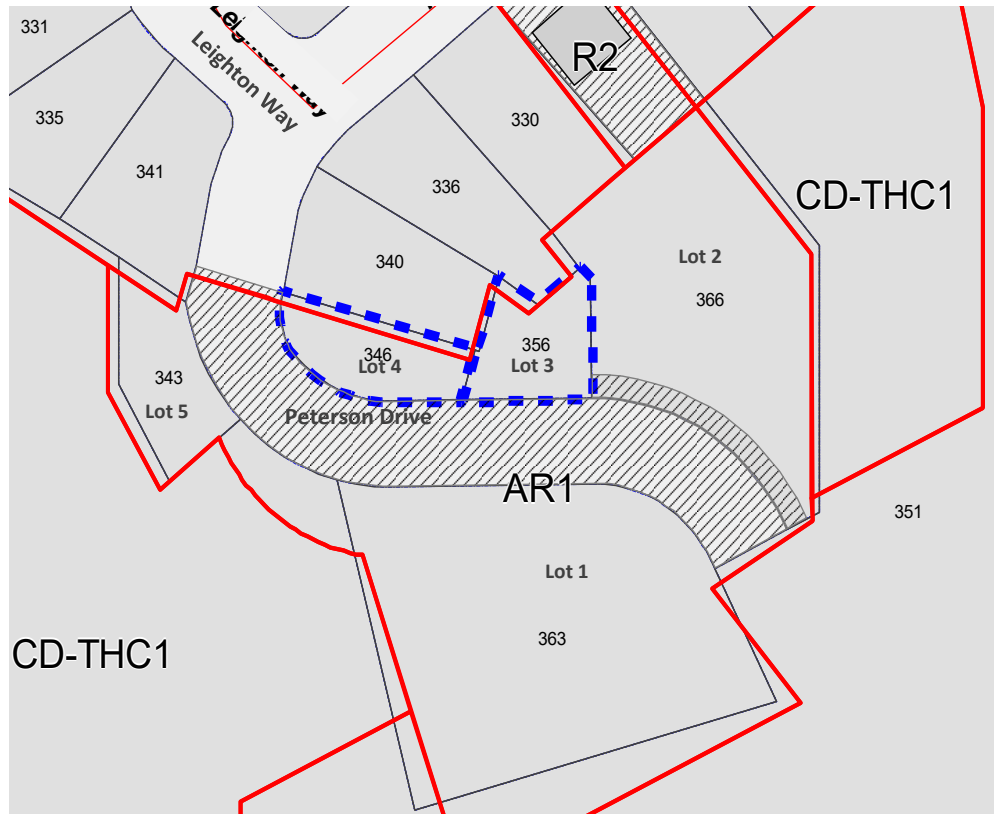
Zoning

Current Zoning	AR1 – Affordable Residential Comprehensive Development
Proposed Zoning	N/A (Text Amendment)

Adjacent Uses

North	Campbell Street; Tourism Commercial (C5)
South	Residential (R2)
East	Neilson Place; Residential (RA1)
West	Residential (RA3)

Subject Property Map (Blue) and Existing Zoning (Red)



Proposed Changes to AR1 Zone

The applicant has proposed to develop two four-unit, two-storey multi-family dwellings on lots 3 and 4. Development plans are provided in Appendix 1. While the primary purpose of the zoning amendment is to facilitate the development of this proposal, staff recommend additional “housekeeping” amendments at the same time to simplify interpretation of the AR1 zone and reduce the likelihood of future amendments.

Proposed amendments include:

- Regulate zone density by lot instead of by housing typology;
- Regulate minimum lot size by lot number instead of by housing typology;
- Clearly define front/rear/side lot lines for lot 4;
- Establish maximum lot coverage, floor area ratio, setbacks and height requirements for lots 3 and 4.
- Establish a maximum height for Single Family Dwellings;
- Remove “Townhouse Dwelling” as a distinct permitted use.

The proposed zoning amendment bylaw is drafted to include the noted flexibility in tenure for lot 5, a privately held lot, as well. Overall density will not be changed, but the owner will have the option to create a strata-titled fourplex in addition to current permissions for a duplex with suites or single-family dwelling with a suite.

DISCUSSION

Policy Review

The proposal does not represent a departure from the originally intended use, housing typology, and form permitted by the AR1 zone. Though it would result in an increased number of multi-family units, the proposal is not intended to increase the overall density of the zone. Only the mix of dwelling types across the zone would change; on lots 3, 4, and 5, instead of accommodating 12 dwelling units consisting of six duplex sides and six secondary suites, there could be 12 dwelling units consisting of three four-unit multi-family buildings. Other permissions for duplex or single-family development would be retained to ensure flexibility in tenure.

Accordingly, there are minimal differences in how the proposal is viewed against relevant District policy compared to the previous duplex plans. Overall, there is good alignment with policy priorities, particularly related to achieving critical housing objectives outlined in the Official Community Plan (OCP).

Originally, the duplex plans were intended to create opportunities for entry-level homeownership for first-time buyers and moderate-income households – a priority under the core policies of the OCP. Though the tenure of the quadplex units has not been confirmed, the compact form and general character of the design still aligns with core principles of the OCP, including the priorities outlined in the Future Homes land use designation, where the property is located.

The table below provides an overview of how the proposed development aligns with relevant District policy documents, in comparison to the original duplex form envisioned when the AR1 zone was adopted.

	Alignment
--	-----------

Policy Document	Previous Duplex Development	Current Quadplex Proposal
Vision 2 Action Plan	Aligned with the <i>Desired Outcomes for Homes and Neighbourhoods</i> , including supporting a variety of healthy and affordable housing forms and types.	No change.
Official Community Plan	Adopted under previous version of OCP (2013).	Well aligned with many aspects of the current OCP (2021), including the prioritization of “affordable, attainable and available” housing in a compact/dense form. The property is located within the <i>Future Homes</i> designation which encourages higher density multi-family housing.
West Coast Housing Needs Assessment (HNA)	Reviewed against the 2015 HNA.	The current HNA was developed in 2021 and serves as an update to the 2015 report. The quadplex design aligns with several HNA recommendations, including encouraging smaller and denser residential development, and expanding non-market housing options. Though the final tenure of the quadplex units have not been confirmed, the HNA points to a need for both attainable ownership and purpose-built rental supply.
Multi-Modal Transportation Plan	General alignment. Proposal included accessory structure in front yard to provide secure, sheltered bicycle storage, supporting active transportation/cycling behaviour.	No change. Bike storage still included.
Land Use Demand Study (LUDS)	The LUDS projects increased demand for “missing middle”, higher density housing forms. Proposal aligns with this demand.	No change.

Zoning

The required zoning amendments can be grouped into those related to density and lot size, and those related to siting and height. These amendments are described in more detail below, along with considerations for accessory buildings and parking layout. A markup of the proposed zoning amendments is provided in Appendix 2.

Density and Lot Size

The AR1 zone currently regulates density by dwelling type (e.g. single-family, two-family, multi-family), for a maximum total of 84 dwelling units. While this level of specificity can be effective in achieving a particular desired mix of housing types identified in a development proposal, it can be an inflexible approach if development plans need to change to adapt to community needs and market forces, as is the case with this proposal.

The current zone permissions limit the number of multi-family dwelling units to 72. The quadplex proposal would increase the number of multi-family units to 80, though the overall maximum unit-density across the zone would not increase. While one approach to accommodating the proposal would be to increase the maximum number of multi-family units from 72 to 80 and decrease the number of other dwelling types so that the 84-unit maximum is not exceeded, staff recommend regulating unit density across the zone by lot, regardless of dwelling type. This approach would enable greater flexibility of housing mix and avoid additional zoning amendments of a similar nature.

As a clarifying measure, staff also recommend removing “Townhouse” as a distinct permitted use to remove a redundancy, as this housing form falls under the definition of “Multiple Family” dwelling, which is also listed as a permitted use. The table below outlines the existing density requirements, and staff’s recommended changes:

Dwelling Type	Maximum Number of Units Permitted in AR1 (Current)	Staff Recommendation
Multiple Family	72	Remove dwelling type max.
Single Family	6 (total, regardless of mix)	Remove dwelling type max.
Two Family (Duplex)		Remove dwelling type max.
Townhouse		Remove dwelling type (covered under definition of Multiple Family).
Secondary Suites	6	Remove dwelling type max.
Total	84	84 (regardless of dwelling type mix)

Additionally, the AR1 zone prohibits the development of multi-family buildings on lots smaller than 3000m². This requirement reflects the original proposal for the development of the apartment-style multi-family buildings (Headwaters North and South) on the larger Lots 1 and 2. However, tying housing typology to a minimum lot size can be an inflexible approach should development plans change. To enable housing form flexibility across the lots, while maintaining control over lot size (to avoid unintended future subdivisions), staff propose that minimum lot sizes are established for each of the 5 lots in the zone, regardless of the housing typology that is built on it.

Siting & Height

As mentioned above, multi-family dwellings were intended to be built on lots 1 and 2 only, when the zone was originally drafted. As follows, the existing AR1 siting (setbacks), lot coverage, floor area and height regulations that apply to lots 3, 4, and 5 are specific to single-family, two-family (duplex) and townhouse

typologies only. To accommodate the proposal, and improve zone interpretation, staff recommend regulating siting and height on a per lot basis only, instead of by housing typology. Due to the near identical footprint and layout between the duplex and quadplex design, the required amendment regulations are not substantially different from those existing.

Though the proposed heights of the quadplexes are lower than the duplex design (two storeys instead of three), staff recommend the maximum allowable height remains unchanged at 12.0 metres, to maintain design flexibility.

Staff note that the previous duplex designs for lots 3 and 4 received Development Variance Permits to vary several aspects, including setbacks for principal and accessory buildings, lot coverage and the location of parking in the front setback. These variances will continue to be valid, particularly in relation to enabling accessory buildings and parking in the front setbacks, as these aspects remain unchanged from the duplex designs. Where appropriate, staff recommend amending the zoning regulations to reflect these variances.

Site Specific Analysis

Form and Character

The main difference between the proposed quadplex buildings and the previous duplex design is the reduced height. Instead of the previous three-storey design, the quadplexes would be two-storeys (~7.0 metres high), which will reduce their perceived mass and scale. However, staff recommend maintaining the current height limitations for lots 3, 4, and 5 of 12.0 metres, to allow for flexibility in building design.

Staff have no concerns with the proposed form and character. However, as the property is not located within a DP area that guides form and character, related concerns should be addressed through the rezoning process though existing Development Permit guidelines typically do not apply to small scale residential development.

Housing

The intent of the AR1 zone is to accommodate the development of affordable housing, facilitated by the THC. The proposed zoning amendment would not impact this objective. Rather, the amendment would enable the development of a revised design that better responds to the needs and demands of the community for affordable/attainable housing.

The previous duplex units were intended for affordable ownership under a resident-restricted, price-restricted model. However, following a sale lottery process, it became evident there was not enough demand for the units, and not enough applicants were able to qualify for mortgages. Correspondence with the THC suggests that the modified quadplex design would help address issues of demand and affordability by reducing the unit size and potential purchase price.

Though further analysis by the THC will be conducted to confirm the most viable tenure mix/model, initial conversations indicate the units may be a mix of essential-worker rentals, and price-restricted, resident-restricted units for affordable home ownership.

Further discussion with the THC will be required to determine appropriate measures (e.g. housing agreement) to ensure units remain affordable should they be sold in the future.

Traffic, Access, and Parking

The proposal does not require an amendment to parking requirements. Under current zoning regulations, a minimum of 3 on-site parking stalls are required for each quadplex. The provided site plans demonstrate 4 stalls.

Current zoning requirements prohibit parking in the front yard setback. Due to the odd lot shape and topographical development constraints, the parking stalls on lot 3 encroach into the front setback. Staff have no concerns regarding this encroachment and note that the previous DVPs (08-22 and 09-22) approved these variances. As the proposed site layout has not changed substantially, staff deem this variance to still be valid.

Servicing

As the overall dwelling-unit density allowed by the zone will not be changing, additional impacts on servicing are not anticipated. The application will be referred to the public works and infrastructure department for further review of potential servicing implications.

Environment

Lots 3, 4, and 5 are previously undeveloped sites. They are forested with second growth trees, dense understory, and contain rocky bluffs. To accommodate the proposed development, site clearing and blasting will be necessary. A Development Permit was issued in January of 2024 for site clearing work to enable the installation of hydro service infrastructure to service Lots 3, 4 and 5. This permit also authorized site clearing for development footprints associated with the duplex units on lots 3 and 4. To mitigate environmental impacts during development, a construction environmental management plan (CEMP) was prepared as part of the Development Permit (Appendix 3). In general terms, mitigation measures include:

- Requiring an environmental monitor;
- Site delineation and specific mitigation measures for protection of valued ecosystem components (vegetation, wildlife, waterbodies);
- Sediment and erosion control measures;
- Avoiding vegetation clearing during the migratory bird window (March 15 to August 15);
- Invasive species management;
- Waste, noise, air quality and other nuisance/hazard management control.

Staff do not anticipate additional environmental impacts from the proposed quadplex design compared to the duplexes.

Flooding, Tsunami, and Emergency Evacuation

The property is located outside of identified flood and tsunami areas, according to District mapping.

COMMUNITY ENGAGEMENT & COMMUNICATION

To date, notification of the application has been limited to the publication of the council meeting agenda.

Recent changes to the Local Government Act prohibit local governments from holding public hearings for proposed zoning bylaws that would permit residential development. As such, no public hearing will be held should council decide to move forward with the application.

Future notification of the application would include the installation of signage on the property, publications in the Westerly newspaper and mailouts/handouts to property owners and residents.

The application will also be referred to internal departments and external agencies for review and comment.

Respectfully submitted,

Alex Lader, Senior Planner

For

Peter Thicke, Manager of Planning Services

Appendices:

Appendix 1. Propose Site Plans and Building Elevations

Appendix 2. Summary of Proposed Amendments – AR1 Zone Mark-up

Appendix 3. Construction Environmental Management Plan

GENERAL NOTES:

NOTES TO CONTRACTOR:

- ALL DIMENSIONS ARE APPROXIMATE AND ARE THE RESPONSIBILITY OF THE CONTRACTOR TO VERIFY ALL QUALITIES, DIMENSIONS, SIZES, LOADS, ETC. PRIOR TO ANY CONSTRUCTION
- PLANS SUPPLIED ARE BASED ON A LEVEL LOT UNLESS OTHERWISE NOTED
- EXTERIOR DIMENSIONS ARE TO OUTSIDE OF FRAMING U.O.N.
- DIMENSIONS TAKE PRECEDENT OVER SCALE
- IT IS THE RESPONSIBILITY OF THE PRODUCT SUPPLIER TO VERIFY EXACT SIZES, QUANTITIES AND DIMENSIONS PRIOR TO ANY MANUFACTURING.
- THE CONTRACTOR WILL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND INSURANCES.
- CONTRACTOR IS RESPONSIBLE FOR MAINTAINING A SAFE WORK SITE AT ALL TIMES.
- CONTRACTOR MUST COMPLY WITH WORKSAFE REGULATIONS.
- DESIGNER ASSUMES NO LIABILITY FOR ERRORS AND OMISSIONS

GENERAL NOTES:

- BUILDER/CONTRACTOR TO ENSURE ALL WORKMANSHIP AND MATERIALS CONFIRMS WITH MUNICIPAL CODE AND BC BUILDING CODE (BCBC) 2018
- ANY DISCREPANCIES BETWEEN THESE DRAWINGS AND BCBC 2018, THE BCBC 2018 SHALL TAKE PRECEDENT.
- ANY STRUCTURAL ASPECTS OF THIS PROJECT OUTSIDE OF SECTION 09 OF THE BCBC 2018 MUST BE PERFORMED BY A CERTIFIED STRUCTURAL ENGINEER
- CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND MATERIALS SHOWN ON DRAWINGS BEFORE PROCEEDING.
- CONTRACTOR SHALL CHECK ALL EXISTING GRADES AND LOCATIONS OF CITY SERVICES PRIOR TO CONSTRUCTION.
- DIMENSIONS TAKE PRECEDENCE OVER SCALE
- DESIGNER ASSUMES NO LIABILITY FOR ERRORS AND OMISSIONS
- CONTRACTOR MUST ADHERE TO ALL NEW REVISIONS OF THE BCBC

GENERAL FRAMING NOTES:

- ALL STRUCTURAL FRAMING TO BE SPF NO. 2 K.D U.O.N.
- ALL HEADERS 2-2X10 U.O.N.
- PROVIDE 2X10 FLOOR SOLID BLOCKING BEHIND FIXTURES ALONG PLUMBING WALLS.
- ALL 2X10 FLOOR JOIST SPANS TO HAVE 2X2 CROSS BRIDGING @ 7'-0" MAX. SPACING.
- PLACE DOUBLE JOISTS UNDER ALL PARALLEL PARTITIONS.
- INSTALL ALL FLOOR JOISTS CROWN UP.
- LINTELS IN BEARING WALLS SHALL BE 2 2X10 U.O.N
- SUPPLY AND INSTALL WOOD FRAMING TO MIN. GRADE AS FOLLOWS:

STUDS, RAFTERS AND POSTS: SPRUCE/PINE/FOR NO.2 OR BTR
 FLOOR JOISTS: SPF NO.2 OR BTR
 GENERAL FURRING AND BLOCKING: STD OR GROUP B SPECIES
 B.U. BEAMS AND HEADERS: HEM. FIR NO.2 OR BTR

- FLOOR JOISTS SHALL HAVE BRIDGING ROWS @ 7'-0" MAX O.C.
- FLOOR AREAS TO BE FINISHED WITH SHEET VINYL OR CERAMIC TILES TO HAVE MIN. 1/4" PARTICLE BOARD APPLIED OVER SUBFLOOR
- FLOOR SHEATHING SHALL BE 5/8" D. FIR T&G PLYWOOD U.O.N.
- WALL SHEATHING SHALL BE 1/2 EXT. GRADE SPRUCE PLYWOOD
- WOOD FRAME CONSTRUCTION CLOSER THAN 8" TO THE GROUND MUST BE PRESSURE TREATED OR SEPARATED FROM THE CONCRETE WITH POLY TYPE 'S' ROLL TYPE ROOFING. ENDS AND SIDES OF BEAMS FRAMING INTO CONCRETE MUST BE PRESSURE TREATED OR A 1/2" AIRSPACE PROVIDED IF THE MEMBER IS BELOW GROUND LEVEL.
- ROOF SNOW BASED ON SS1.0kPa, SR 0.4kPa

THERMAL AND MOISTURE PROTECTION:

- FLASHING OVER ALL EXTERIOR OPENINGS.
- CAULK OVER AND AROUND ALL EXTERIOR OPENINGS USING NON-HARDENING CAULKING COMPOUND.
- FLASH ALL CHANGES IN MATERIALS ON EXTERIOR WALLS.
- ALL WOOD SIDING TO BE 8" MIN. ABOVE FINISHED GRADE.

HEADWATERS LOT 3 FOR: DEVELOPMENT PERMIT

356 PETERSON DR
 TOFINO, BC V0R 2Z0
 DATE: OCTOBER 31ST, 2023



Appendix 1

BUILDING AND CODE INFORMATION:

CIVIC ADDRESS:	356 PETERSON DR TOFINO, BC, V0R 2Z0	
LEGAL DESCRIPTION:	LOT 3, DISTRICT LOT 114, LAND DISTRICT 09, EPP105421	
ZONING:	AR1	
PROPERTY TOTALS:	PERMITTED:	PROPOSED:
LOT AREA:		580.6 SQ M (6250sf)
FLOOR AREA COVERAGE:		127.8 SQ M(1521sf)
TOTAL LOT COVERAGE:	25%	24.3%
PRINCIPAL RESIDENCE	PERMITTED:	PROPOSED:
TOTAL SQUARE FOOTAGE:		2959sf
GROSS FLOOR AREA:		
LOT COVERAGE:	25%	22%
FLOOR AREA RATIO:	0.75	0.47
MAXIMUM BUILDING HEIGHT:	39.4ft	
TOTAL FLOOR AREA RATIO:		
ACCESSORY BUILDINGS:	PERMITTED:	PROPOSED:
TOTAL SF SHED:		145sf
F.A. COVERAGE SHED:		
FLOOR AREA RATIO:		
MAX BUILDING HEIGHT SHED:		
SETBACKS:	RE: SITE PLAN	

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	A1.01	EXISTING SITE PLAN
	A1.02	SITE SECTION, SITE PLAN
	A1.03	FIRST FLOOR, SECOND FLOOR
A2.--	ELEVATIONS, SECTIONS	
	A2.01	EXTERIOR ELEVATIONS
A3.--	SECTIONS	
A4.--	ENLARGED PLANS	
A5.--	DETAILS	
A6.--	SCHEDULES	
A9.--	PERSPECTIVES	

REVISIONS:



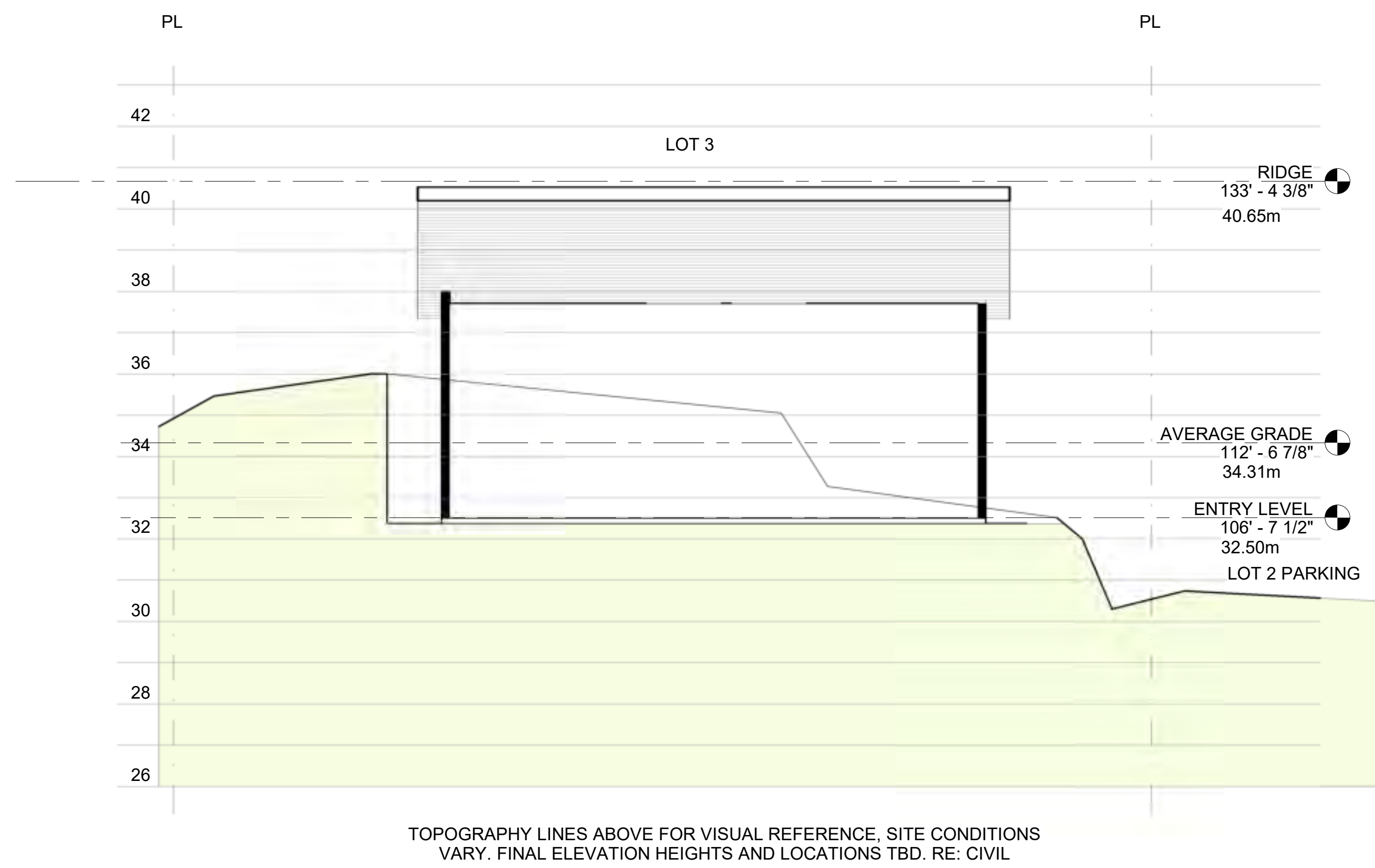
PO BOX 1067
 TOFINO BC, V0R 2Z0

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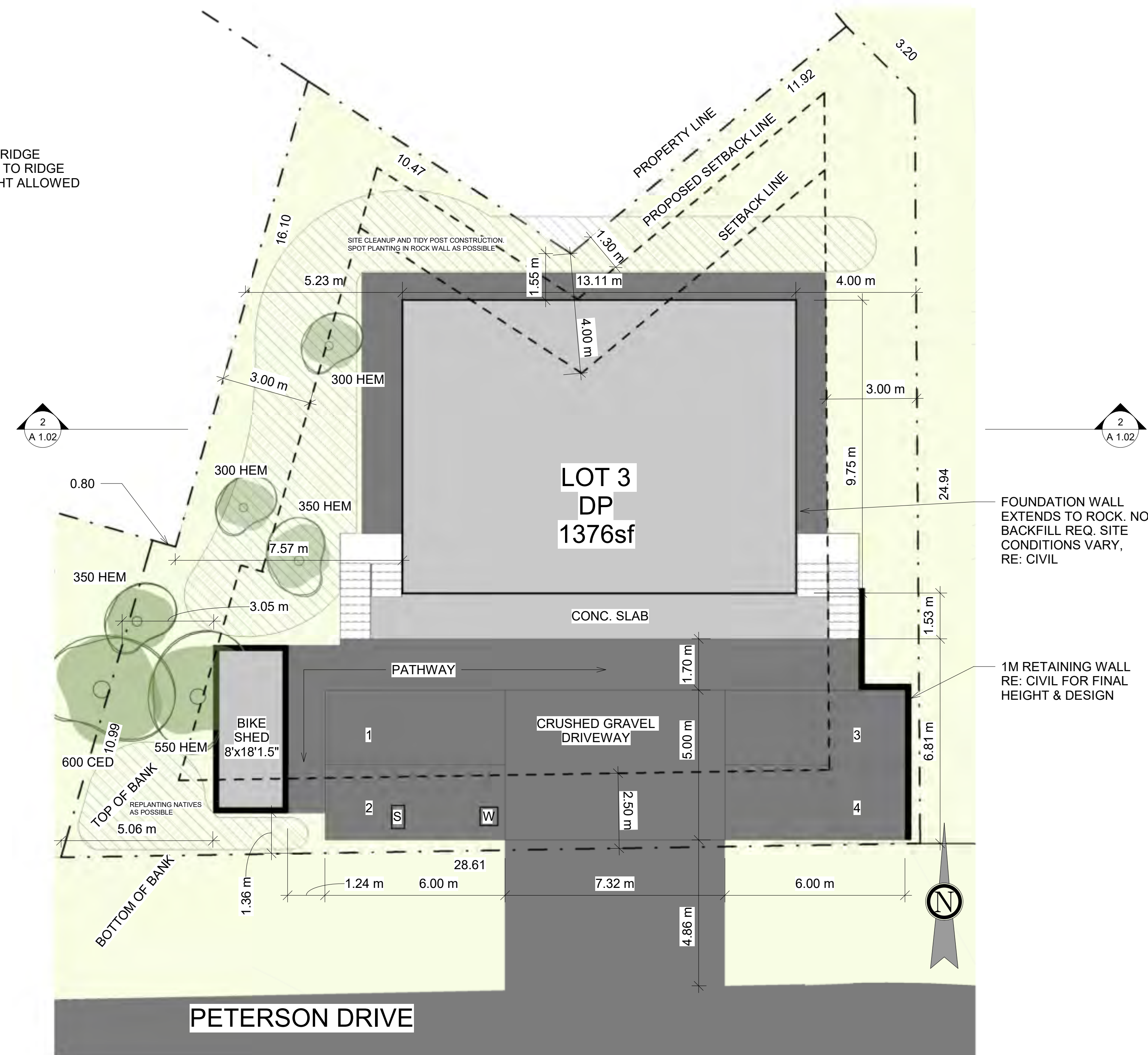
TOFINO HOUSING CORPORATION
DL114 LOT 3
356 PETERSON DR,
TOFINO, BC V0R 2Z0

Project	THC lot 3
Drawn By	B.F
Sheet Size	24 X 36
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	TITLE PAGE
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TOFINO HOUSING CORPORATION
DL114 LOT 3
356 PETERSON DR,
TOFINO, BC V0R 2Z0



2 SITE SECTION
Scale: 1/8" = 1'-0"



1 PROPOSED SITE PLAN
Scale: 1/8" = 1'-0"

Project	THC Lot 3
Drawn By	B.F.
Sheet Size	24x36
Date	11-01-2023

Revisions:

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Sheet Title:

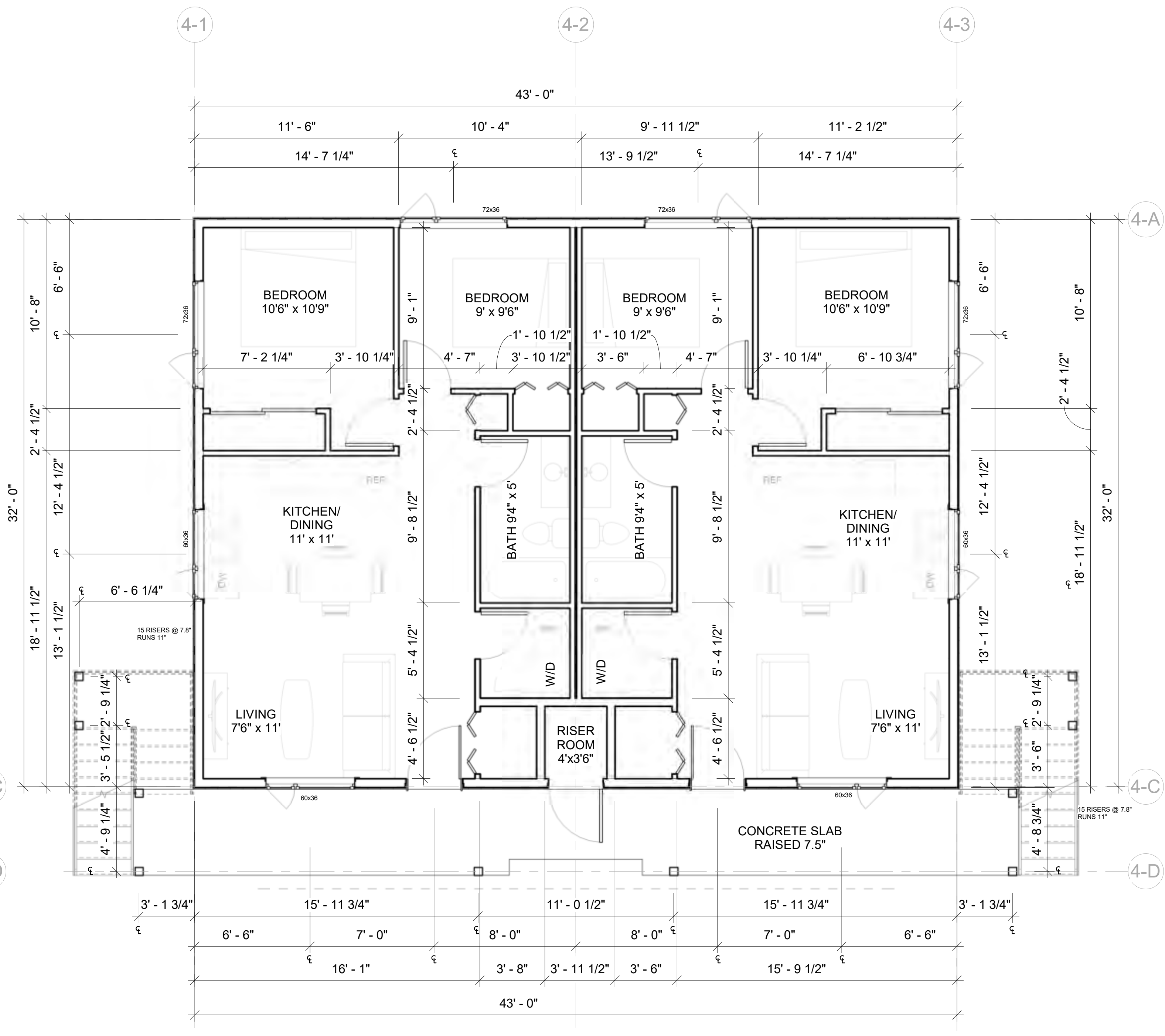
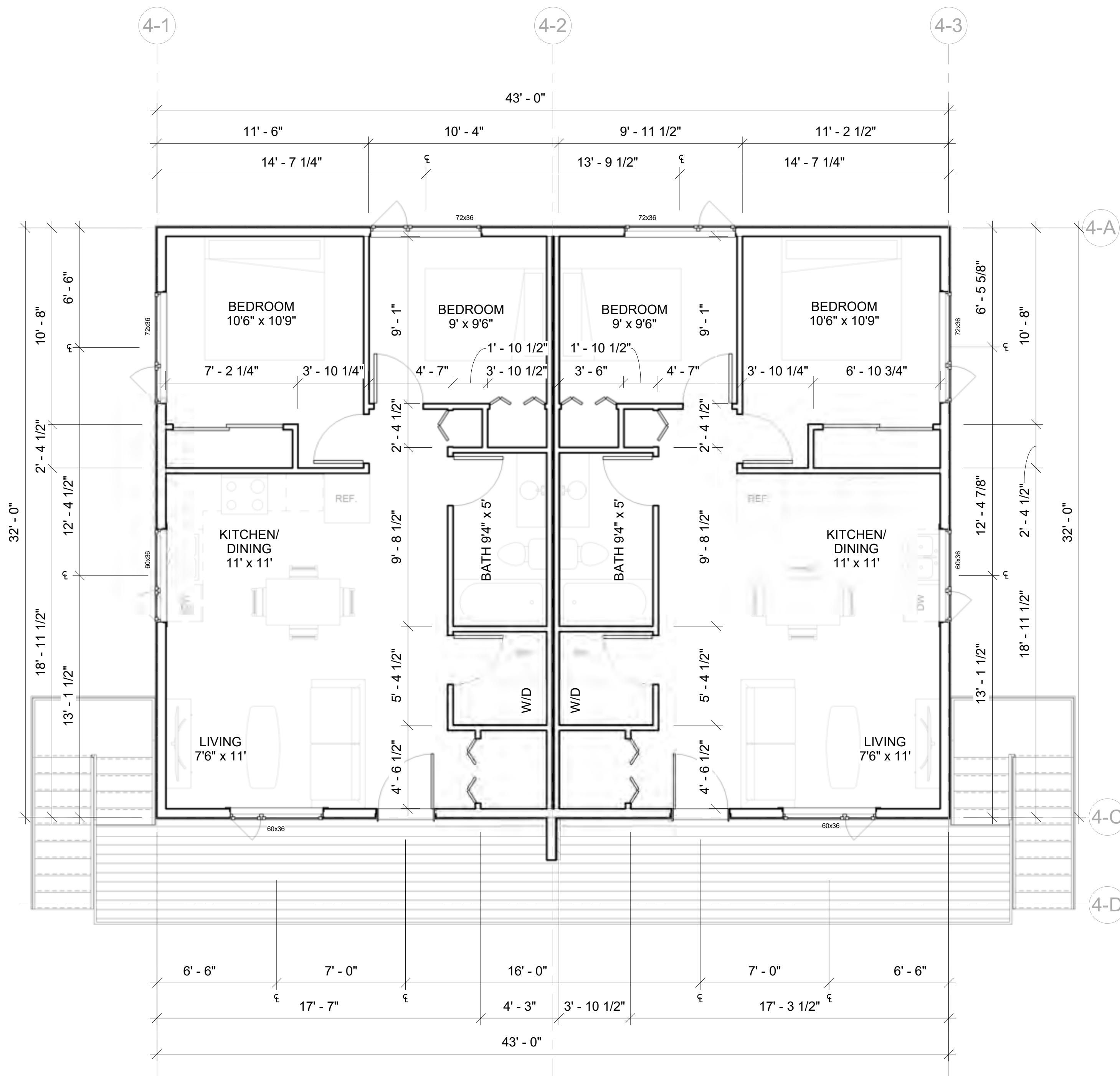
PLANS
- SITE SECTION
- PROPOSED SITE

Scale As Noted

Sheet Number:

A 1.02

TOFINO HOUSING CORPORATION
DL114 LOT 3
356 PETERSON DR,
TOFINO, BC V0R 2Z0



② SECOND LEVEL
Scale: 1/4" = 1'-0"

SECOND LEVEL TOTAL: 1375sf
DECK: 280sf

① ENTRY LEVEL
Scale: 1/4" = 1'-0"

ENTRY LEVEL TOTAL: 1375sf

Project	THC lot 3
Drawn By	B.F.
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Sheet Title:

- PLANS
- ENTRY LEVEL
- SECOND LEVEL

Scale As Noted

Sheet Number:

A 1.03

TOFINO HOUSING CORPORATION
DL114 LOT 3
356 PETERSON DR,
TOFINO, BC V0R 2Z0

Project	THC lot 3
Drawn By	B.F
Sheet Size	24X36
Date	11-01-2023

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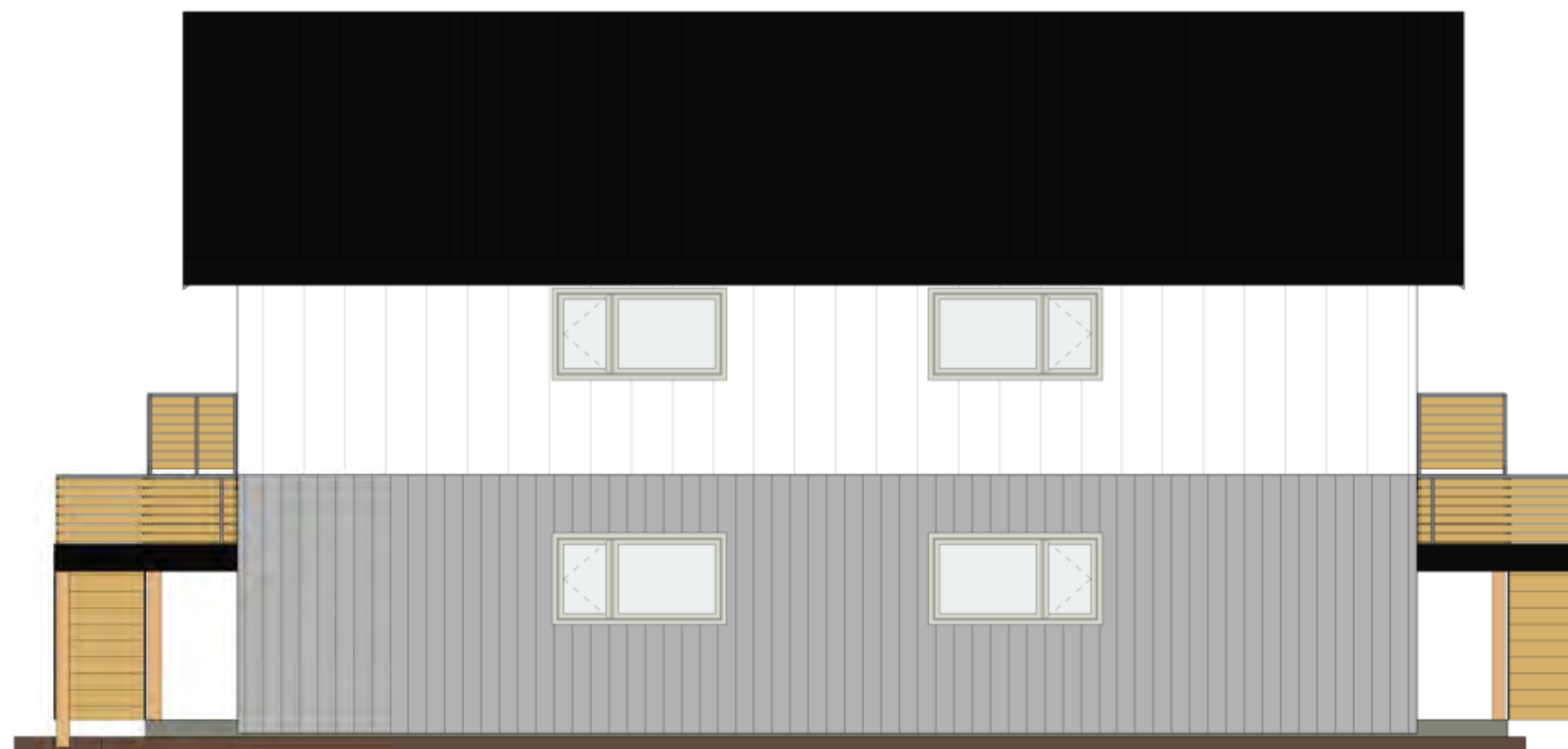
Sheet Title:

ELEVATIONS

Scale As Noted

Sheet Number:

A 2.01



NORTH



EAST



SOUTH



WEST

GENERAL NOTES:

NOTES TO CONTRACTOR:

- ALL DIMENSIONS ARE APPROXIMATE AND ARE THE RESPONSIBILITY OF THE CONTRACTOR TO VERIFY ALL QUALITIES, DIMENSIONS, SIZES, LOADS, ETC. PRIOR TO ANY CONSTRUCTION
- PLANS SUPPLIED ARE BASED ON A LEVEL LOT UNLESS OTHERWISE NOTED
- EXTERIOR DIMENSIONS ARE TO OUTSIDE OF FRAMING U.O.N.
- DIMENSIONS TAKE PRECEDENT OVER SCALE
- IT IS THE RESPONSIBILITY OF THE PRODUCT SUPPLIER TO VERIFY EXACT SIZES, QUANTITIES AND DIMENSIONS PRIOR TO ANY MANUFACTURING.
- THE CONTRACTOR WILL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND INSURANCES.
- CONTRACTOR IS RESPONSIBLE FOR MAINTAINING A SAFE WORK SITE AT ALL TIMES.
- CONTRACTOR MUST COMPLY WITH WORKSAFE REGULATIONS.
- DESIGNER ASSUMES NO LIABILITY FOR ERRORS AND OMISSIONS

GENERAL NOTES:

- BUILDER/CONTRACTOR TO ENSURE ALL WORKMANSHIP AND MATERIALS CONFIRMS WITH MUNICIPAL CODE AND BC BUILDING CODE (BCBC) 2018
- ANY DISCREPANCIES BETWEEN THESE DRAWINGS AND BCBC 2018, THE BCBC 2018 SHALL TAKE PRECEDENT.
- ANY STRUCTURAL ASPECTS OF THIS PROJECT OUTSIDE OF SECTION 09 OF THE BCBC 2018 MUST BE PERFORMED BY A CERTIFIED STRUCTURAL ENGINEER
- CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND MATERIALS SHOWN ON DRAWINGS BEFORE PROCEEDING.
- CONTRACTOR SHALL CHECK ALL EXISTING GRADES AND LOCATIONS OF CITY SERVICES PRIOR TO CONSTRUCTION.
- DIMENSIONS TAKE PRECEDENCE OVER SCALE
- DESIGNER ASSUMES NO LIABILITY FOR ERRORS AND OMISSIONS
- CONTRACTOR MUST ADHERE TO ALL NEW REVISIONS OF THE BCBC

GENERAL FRAMING NOTES:

- ALL STRUCTURAL FRAMING TO BE SPF NO. 2 K.D U.O.N.
- ALL HEADERS 2-2X10 U.O.N.
- PROVIDE 2X10 FLOOR SOLID BLOCKING BEHIND FIXTURES ALONG PLUMBING WALLS.
- ALL 2X10 FLOOR JOIST SPANS TO HAVE 2X2 CROSS BRIDGING @ 7'-0" MAX. SPACING.
- PLACE DOUBLE JOISTS UNDER ALL PARALLEL PARTITIONS.
- INSTALL ALL FLOOR JOISTS CROWN UP.
- LINTELS IN BEARING WALLS SHALL BE 2 2X10 U.O.N
- SUPPLY AND INSTALL WOOD FRAMING TO MIN. GRADE AS FOLLOWS:

STUDS, RAFTERS AND POSTS: SPRUCE/PINE/FOR NO.2 OR BTR
 FLOOR JOISTS: SPF NO.2 OR BTR
 GENERAL FURRING AND BLOCKING: STD OR GROUP B SPECIES
 B.U. BEAMS AND HEADERS: HEM. FIR NO.2 OR BTR

- FLOOR JOISTS SHALL HAVE BRIDGING ROWS @ 7'-0" MAX O.C.
- FLOOR AREAS TO BE FINISHED WITH SHEET VINYL OR CERAMIC TILES TO HAVE MIN. 1/4" PARTICLE BOARD APPLIED OVER SUBFLOOR
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HEADWATERS LOT 4 FOR: DEVELOPMENT PERMIT

346 PETERSON DR
TOFINO, BC V0R 2Z0
DATE: NOVEMBER 1ST, 2023



BUILDING AND CODE INFORMATION:

CIVIC ADDRESS:	346 PETERSON DR TOFINO, BC, V0R 2Z0	
LEGAL DESCRIPTION:	LOT 4, DISTRICT LOT 114, LAND DISTRICT 09, EPP105421	
ZONING:	AR1	
PROPERTY TOTALS:	PERMITTED:	PROPOSED:
LOT AREA:		609.9 SQ M (6565sf)
FLOOR AREA COVERAGE:		127.8 SQ M(1521sf)
TOTAL LOT COVERAGE:	25%	23.2%
PRINCIPAL RESIDENCE	PERMITTED:	PROPOSED:
TOTAL SQUARE FOOTAGE:		2959sf
GROSS FLOOR AREA:		
LOT COVERAGE:	25%	20.9%
FLOOR AREA RATIO:	0.75	0.45
MAXIMUM BUILDING HEIGHT:	39.4ft	24'9"
TOTAL FLOOR AREA RATIO:		
ACCESSORY BUILDINGS:	PERMITTED:	PROPOSED:
TOTAL SF SHED:		145sf
F.A. COVERAGE SHED:		
FLOOR AREA RATIO:		
MAX BUILDING HEIGHT SHED:		
SETBACKS:	RE: SITE PLAN	

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REVISIONS:



PO BOX 1067
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TOFINO HOUSING CORPORATION
DL114 LOT 4
346 PETERSON DR,
TOFINO, BC V0R 2Z0

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Sheet Size	24 X 36
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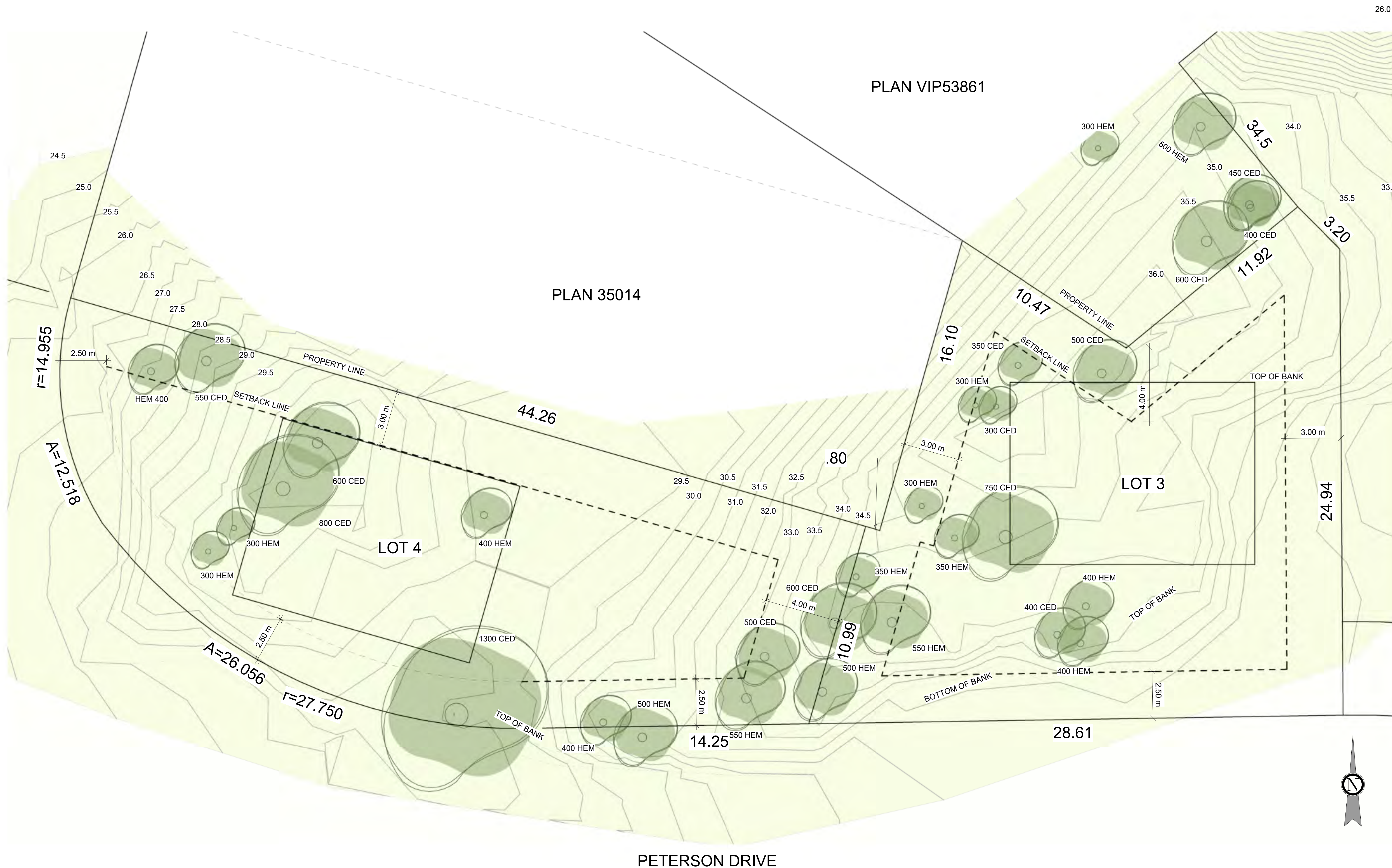
Sheet Title:

PLAN
- EXISTING SITE

Scale As Noted

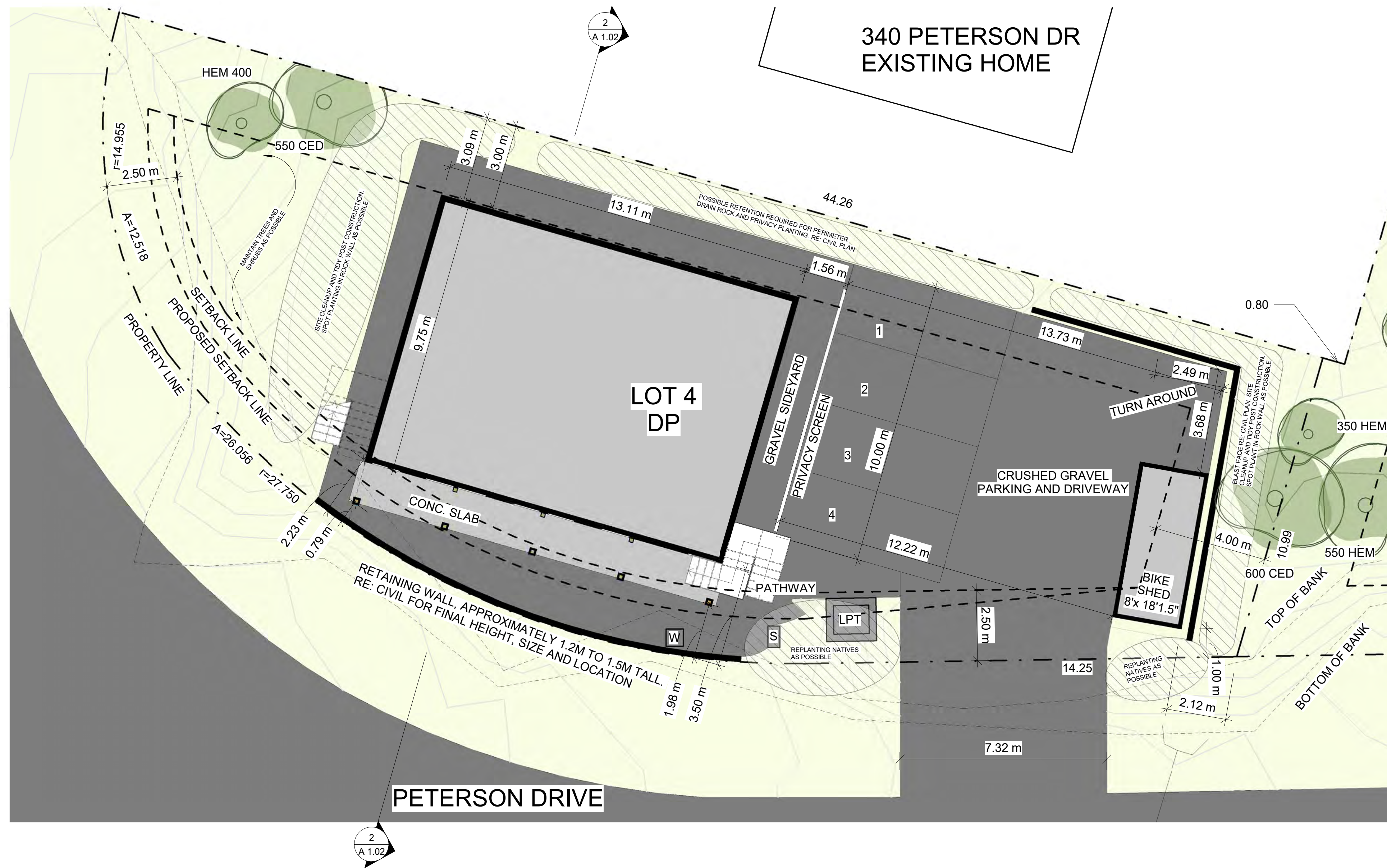
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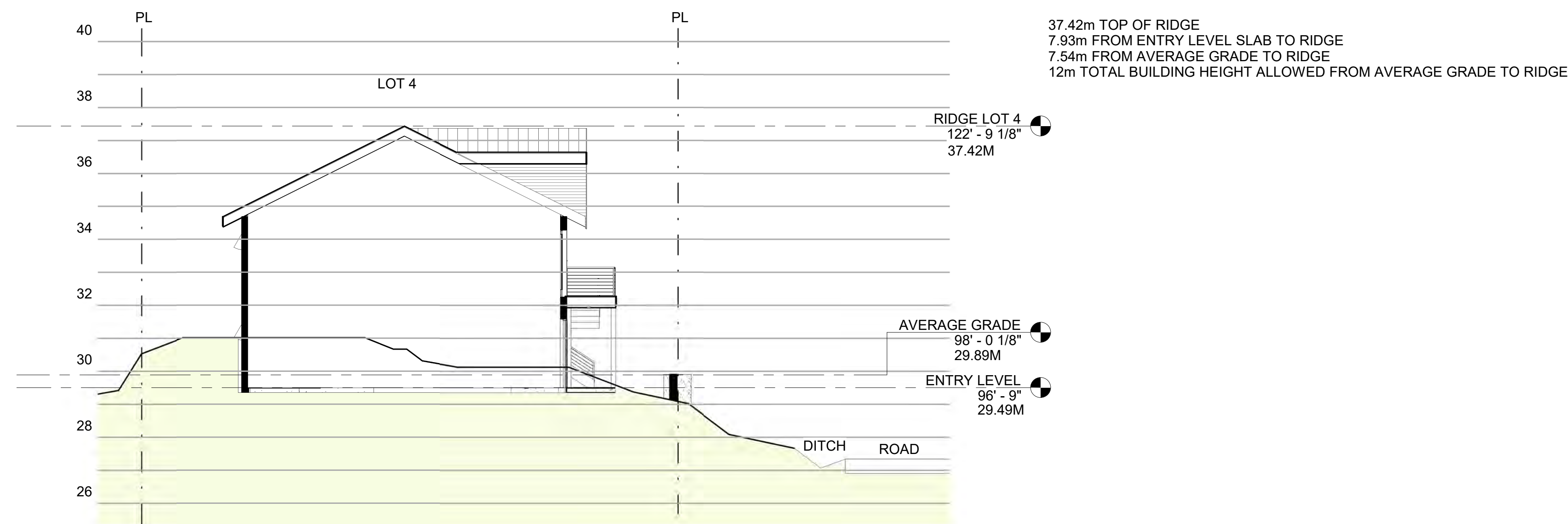


① EXISTING SITE PLAN
Scale: 1/8" = 1'-0"

TOFINO HOUSING CORPORATION
DL114 LOT 4
346 PETERSON DR,
TOFINO, BC V0R 2Z0



1 PROPOSED SITE PLAN
Scale: 1/8" = 1'-0"



TOPOGRAPHY LINES ABOVE FOR VISUAL REFERENCE, SITE CONDITIONS VARY. FINAL ELEVATION HEIGHTS AND LOCATIONS TBD. RE: CIVIL

2 SITE SECTION
Scale: 1/8" = 1'-0"

Project	THC Lot 4
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Revisions:

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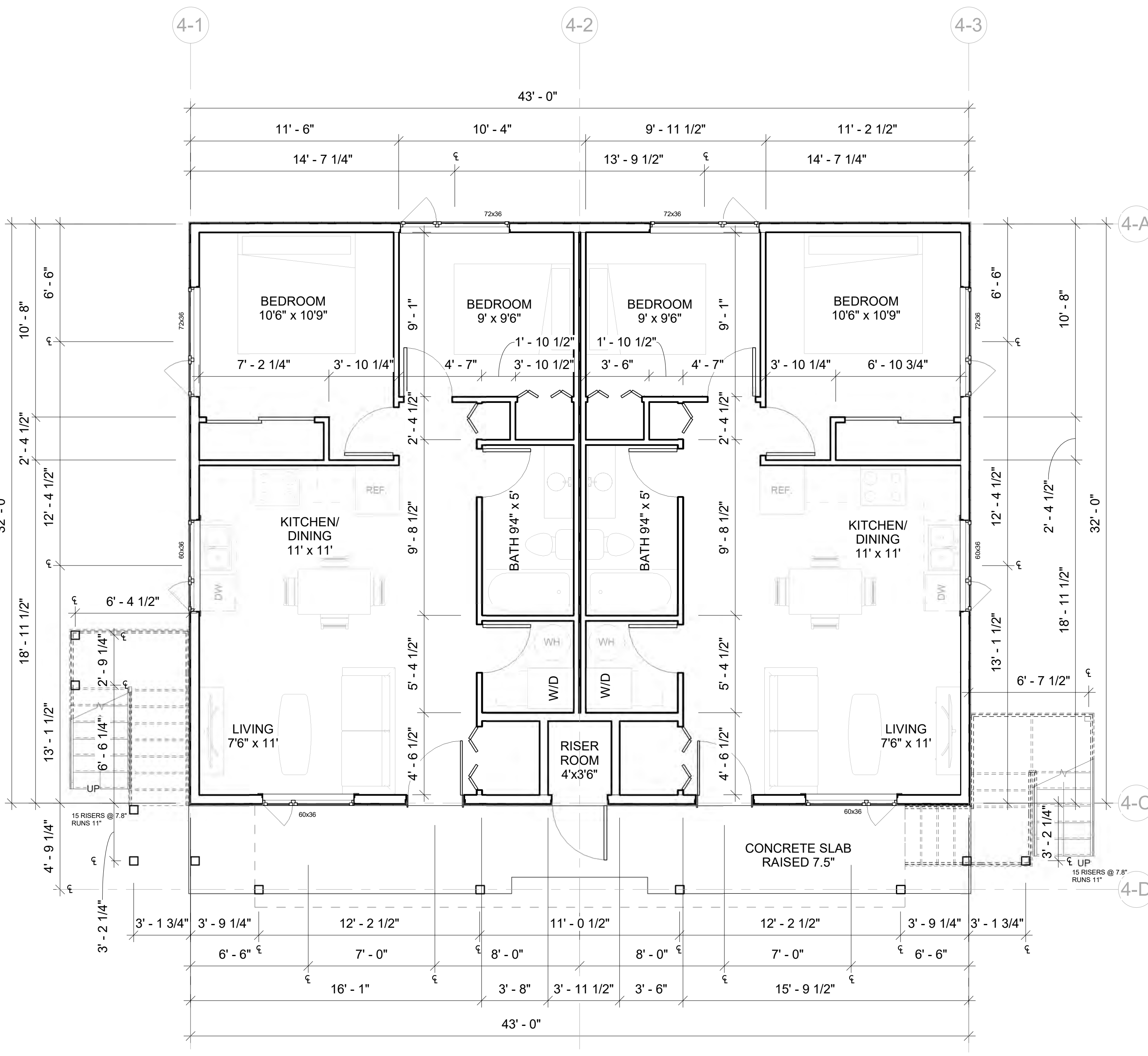
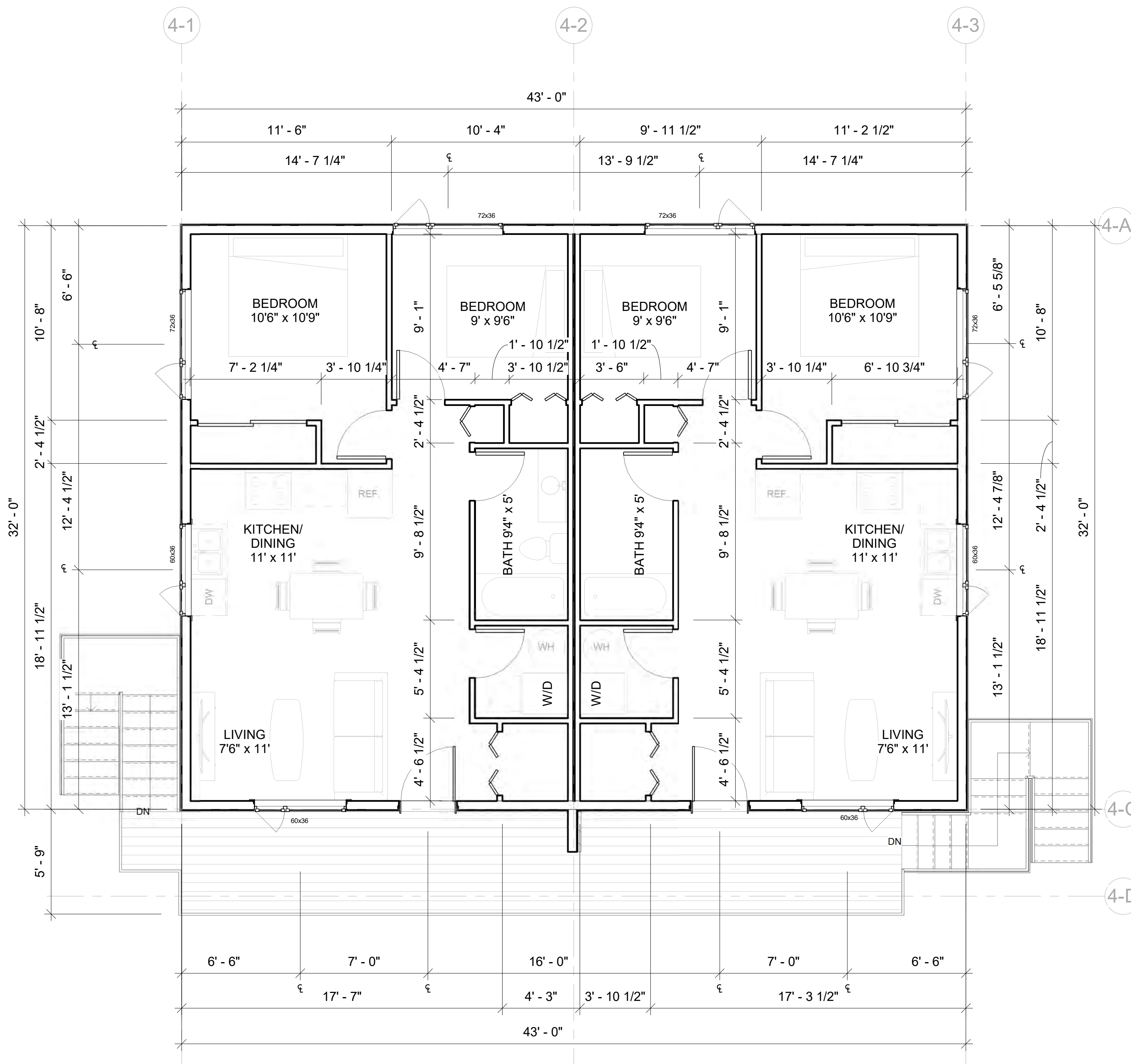
PLANS
- PROPOSED SITE PLAN
- SITE SECTION

Scale: As Noted

Sheet Number:

A 1.02

TOFINO HOUSING CORPORATION
DL114 LOT 4
346 PETERSON DR,
TOFINO, BC V0R 2Z0



Project	THC LOT 4
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- PLANS
- ENTRY LEVEL
- SECOND LEVEL

Scale As Noted

Sheet Number:

A 1.03

**TOFINO HOUSING CORPORATION
DL114 LOT 4**

346 PETERSON DR,
TOFINO, BC V0R 2Z0

Project	THC LOT 4
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Date	11-01-2023

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Sheet Title:

ELEVATIONS

Scale As Noted

Sheet Number:

A 2.01



NORTH



EAST



SOUTH



WEST

PART 41P AFFORDABLE RESIDENTIAL 1 COMPREHENSIVE DEVELOPMENT ZONE (AR1)

Bylaw 1279 →
Bylaw 1169 →

This District is intended to accommodate and regulate multiple two-family dwellings, a multiple family affordable housing development and protect surrounding environmentally sensitive areas.

41P.1 Uses Permitted

1. Single Family Dwelling
2. Two Family Dwelling
3. ~~Townhouse Dwelling~~
4. Multiple Family Dwelling
5. Secondary Suites
6. Accessory Buildings and Use in accordance with Section 4.

Bylaw 1286 →

41P.2 Minimum Lot Size

1. ~~Single Family Dwelling – 290 m²~~
2. Two Family Dwelling – 580 m²
3. ~~Townhouse Dwelling – 290 m² per Dwelling Unit~~
4. Multiple Family Dwelling – ~~3000 m²~~

Lot 1 - 4,500 m²
Lot 2 - 3,000 m²
Lot 3 - 550 m²
Lot 4 - 580 m²
Lot 5 - 660 m²

41P.3 Maximum Density

1. ~~84 Dwelling Units Total~~
1. ~~72 Dwelling Units in Multiple Family Dwellings~~
2. ~~6 total Dwelling Units in Single Family Dwellings, Two Family Dwellings and Dwellings that are not Secondary Suites~~
3. ~~6 Secondary Suites in Single Family Dwellings, Two Family Dwellings and Dwellings provided there is no more than 1 Secondary Suite per principle Dw~~

2. Max. Density by Lot:
Lot 1 - 37
Lot 2 - 35
Lot 3 - 4
Lot 4 - 4
Lot 5 - 4

41P.4 Building and Structure Specifications

	Two Family Dwelling Lots 3, 4 and 5	Multiple Family Dwelling Lot 1	Multiple Family Dwelling Lot 2
Maximum Height of Principal Building	12 metres (39.4 feet)	12 metres (39.4 feet)	14 metres (46 feet)
Maximum Lot Coverage	25%	28%	28%
Maximum Floor Area Ratio	0.75	1	1

41P.5 Minimum Yard Requirements

	Front	Rear	Side
Multiple Family Dwelling Lot 1	1 metre	9 metres	14 metres
Multiple Family Dwelling Lot 2	0.5 metres	18 metres	3.5 metres
Single Family Dwelling, Two Family Dwelling, Townhouse - Lots 3, 4 and 5	2.5 metres	4 metres	3 metres

41P.6 Off-Street Parking and Loading, Landscaping and Other Provisions

In accordance with the provisions of Part 4, Part 6, and Part 7

41P.7 Lot Line Interpretation

For Lot 4, lot lines shall be interpreted as follows: Front lot line is the South (curved) lot line; Rear lot line is the North lot line, opposite the Front; East lot line is the Side lot line.

CONSOLIDATED FOR CONVENIENCE PURPOSES ONLY. Should be read in conjunction with the complete document



Alberni-Clayoquot Regional District ACRD EMERGENCY NETWORK MEETING

3008 Fifth Avenue, Port Alberni, BC
Zoom/Board Room (Hybrid)
Tuesday, March 5, 2024, 1:30 pm

MINUTES

PRESENT:

Karen Freethy, ACRD	Allan Gornall, WCMRC
Kathy McArthur, ACRD	Jessica Learn, MoTI
Charlie Starratt, ACRD	Stefan Yancey, Mainroad Contracting
Heather Thomson, ACRD	Lee Archibald, BC Transit
Randy Thoen, ACRD	Thomas Hleck, Tseshaht First Nation
Daniel Sailland, ACRD	Kaitlin Minvielle, Tseshaht First Nation
Rick Geddes, District of Ucluelet	Moses Towell, Uchucklesaht Tribe
Travis Cross, PAFD	Cam Hepp, Uchucklesaht Tribe
Clinton Wright, City of Port Alberni	James Fothergill-Brown, Ditidaht First Nation
Mary Clare Massicottee, City of Port Alberni	Michael Ramsay, Salvation Army
Jim MacDonald, City of Port Alberni	Jonathan Vanderwilt, Island Health
Ashley Oscienny, AV Rescue Squad	Keah Stanhope, CMHA
Ted Maczulat, Alberni Arrowsmith Radio Club	Derek Keller, WCGH
Mike Kobus, BCVFD	Dave Prevost, SD70
Mike Cann, SLVFD	Mike Carter, PAPA
Jordan Hamlyn, RCMP	Emily Dumais, Catalyst

1. RECOGNITION OF TERRITORIES

The meeting is being held in the Tseshaht First Nation and the Hupacasath First Nation Territories.

2. PRESENTATIONS

a. **Canadian Disaster Animal Response Team (CDART)**

Cheryl Rogers, Mobile Support Coordinator

The Canadian Disaster Animal Response Team (CDART) is a volunteer-based organization dedicated to animal welfare in times of a disaster or emergency, by providing sheltering, fostering or rescue of domesticated animals.

- Disaster response including pets is important, it has been shown that many people will not evacuate without their animals.
- Members are all volunteers, trained in emergency response, able to respond to all disasters where animals are affected. The only organization in BC that is willing to go anywhere and has the training and experience needed.
- Training includes Incident Command System, Search and Rescue, Rapid

Damage Assessment, first aid training the same as a First Responder in BC.

- Have animal specific training, Disaster Animal Response, Technical Large Animal Emergency Rescue, Equine and Livestock Handling, Swift Water Rescue, Decontamination, and Animal Emergency First Aid.
- Provide response services including pet reception centres, shelter, daily care, veterinary care if needed, return to owner/guardian. CDART is an all-species organization and will care for both pets and livestock. CDART is also able to provide response services, in home maintenance, search and response, mortality, long-term fostering, surrenders and rehoming, and recovery.
- Non-response services – train volunteers, educate the public, and promote awareness within the emergency management community.
- CDART does not self-deploy, they can be contacted anytime that animals are affected by disaster. Deployment comes at the request of a governing authority and may need approval by PREOC.
- CDART has the training, knowledge, and experience to provide assistance, this avoids well-intentioned ignorance, rogue rescues, and potentially dangerous practices.
- Wish list for deployments:
 - expenses covered as per EMCR for Public Safety Lifeline Volunteers, but not necessary;
 - location provided to set up animal shelter;
 - supplies to care for the animals and volunteers;
 - EOC contact to obtain permission to enter evacuated areas;
 - EOC permission for CDART to release own media.

5. **REPORTS**

a. **Emergency Program Update**

Karen Freethy, Protective Services Manager

Training

- **FireSmart tabletop exercise – February 8th:**
 - Hosted a half-day FireSmart training exercise at the Sproat Lake Fire Hall.
 - This session provided an opportunity to practice a coordinated response to a wildfire scenario.
 - There were approximately 60 people in attendance, representing 23 organizations.
 - It facilitated some great conversations around communication and discussion on roles and responsibilities.
- **ESS exercise and training in Bamfield - February 9th:**
 - We provided a half-day training session at the Bamfield firehall with the volunteers of our the Bamfield Community Emergency Program focusing on the registration and referral process and team coordination.
 - Great day, lots of good discussion and engagement from the group.

- **ESS exercise in Alberni Valley - February 10th:**
 - We hosted a full-day Emergency Support Services training session at the Sproat Lake Community Centre.
 - Great turnout – had approximately 40 people attend.
 - We focused our training on group lodging.
 - It was a fantastic day – we participated in a great exercise that helped us work through group lodging layouts and cot set-ups.

- **Upcoming: Operations Section tabletop exercise - April 11th:**
 - We will be hosting a full-day tabletop exercise, April 11 at the Cherry Creek Hall funded by the EOC grant.
 - We will practice the roles and responsibilities of those agencies who would be within the Operations Section with a tsunami scenario to discuss what actions need to be taken in the first initial response efforts.
 - All components of operations will be in attendance: first responders, health, environment, ESS, engineering, and utilities.
 - Our objective is to improve inter-agency cooperation and communication.

- **Upcoming: EOC Essentials – June 4-5th:**
 - We will be hosting a 2-day, in-person JIBC (EMRG 1320) course here at the ACRD office, sponsored by EMCR.
 - Staff from Tofino, City of Port Alberni, ACRD, Tseshaht First Nation, and Hupacasath First Nations have been invited to attend.

Initiatives:

- **Tsunami Preparedness Week**
 - We have been working with BC Earthquake Alliance to plan an event for Tsunami Preparedness Week, April 14-20th.
 - On Friday, April 12th, Port Alberni will be a stop for the Quake Cottage tour.
 - The Quake Cottage provides a realistic simulation of a large-scale earthquake for 30 seconds.
 - Will be available to the public from 1 – 4 pm at the Alberni Valley Multiplex.

- **Emergency Preparedness Week**
 - Coming up May 5-11th.
 - We will be working on plans to improve public education and increase awareness on personal preparedness.
 - If there are things your organization is doing, let us know if there is any way we can help to support your initiatives.

Grants:

- ***Indigenous Engagement Requirements Funding***
 - The ACRD received funding, as did all local authorities and First Nations, to support initiatives that advance cultural safety.

- The Indigenous Engagement Requirements Funding Program is intended to support relationship-building through consultation and cooperation with Indigenous governing bodies and ensure the incorporation of Indigenous knowledge and cultural safety across emergency management practices.
- ***Fighting and Management Wildfires in a Changing Climate Program***
 - We applied for a Federal grant through Natural Resources which will provide an opportunity to develop fuel treatments plans.
 - If successful, we will hire a professional consultant to develop plans outlined in our Community Wildfire Protection Plan to help identify strategies to reduce the risk of wildfires which impact our built values.
 - By undertaking fuel treatment plans we can better understand what activities need to be actioned to reduce the threat of wildfires spreading in our region.

b. **Emergency Support Services Program Update**

Kathy McArthur, Protective Services Coordinator

- ***EOC Grant 2023 Update:***
 - We have almost completed the EOC grant for this cycle.
 - We have an additional C-Can arriving any day at the Sproat Lake Firehall to store supplies for the Sproat Lake and Long beach electoral areas.
 - We have submitted an application for the new 2024 grant cycle and hope to have a response soon.
- ***ESS Grant 2023 Update:***
 - Working on wrapping up the 2023 ESS grant which closed at the end of February.
 - We have also submitted the 2024 grant application and again are waiting on a response from UBCM.
 - ESS volunteer team focus for the following few months will be on training, taking inventory of our equipment, building hygiene kits and pets kits, organizing our space and equipment to better respond to call outs in the community.
- **Tsunami Preparedness Week:**
 - Number of events planned for the week.
 - Kicking it off with the Tsunami themed **EOC exercise** and the **Quake Cottage** on April 11th & 12th.
 - Throughout the following week we will be running a social media contest **“Know the Zone”** where we encourage the participants to learn where the tsunami zone is throughout the Alberni Valley and post a selfie to Facebook. Knowing where high ground is in the event of a tsunami whether you are at home, work, or play.
 - **Bamfield Hike to High Ground** Students and community members will

gather at the Community school and will hike to the East Bamfield Firehall after the tsunami sirens are sounded on the West & East side. Events include emergency displays, preparedness tips, prizes, and a lunch with donations supporting the Community Food Bank.

- An **ACRD & CPA staff Walk** is in the works for Tuesday, April 16th starting at Harbour Quay, participants will walk up Argyle Street, out of the tsunami inundation zone and finish at the ACRD Boardroom. Participants will receive helpful information on tsunami preparedness and will enjoy refreshments, snacks, and an opportunity to win some prizes for their emergency kits.
- **Tsuma-as Elementary Hike to High Ground** - Beginning at the school, students and teachers will walk up Compton, out of the tsunami inundation zone and finish at The Church of Jesus Christ Latter-day Saints, their designated muster point. Participants will receive helpful information on tsunami preparedness and will enjoy refreshments, snacks, and an opportunity to look inside a fire truck and ask the questions.
- We will also be creating various **displays** in the community with preparedness tips and information for the public.

c. **Fire Services Update**

Charlie Starratt, Regional Fire Services Manager

- Bamfield received their new firetruck on the West side.

d. **FireSmart Program Update**

Randy Theon, FireSmart Coordinator

- In November 2023 had already hit the target for residential assessments.
- Have been alternating trips down to Bamfield and Long beach, to properly service both communities.
- Have left information at each house in Port Albion.
- Left information in Bamfield, making connections, and sharing information.
- Moving ahead with Critical Infrastructure Assessments. Have completed 11 assessments, still have 6 to go, within ACRD, City of PA, and Treaty Nations.
- Have completed presentations to smaller groups and will be at the Home Show this weekend.
- Has been invited to the Pacific Rim Whale Festival to display the FireSmart information at a booth.
- Will be going to support the Bamfield Community Emergency Program with their Hike to High Ground event on April 15th.
- Organizing a FireSmart community resiliency event. Will be sending out invitations shortly, inviting more people this time.
- FireSmart Training Summit in Prince George April 20-24th – Randy and Kaitlin Minvielle (Tseshaht First Nation) have been asked to speak on Local Government and First Nations working together. Not many communities doing this in the province.

- May is busy for preparedness, also Wildfire preparedness month. Will be doing an event in May with Tseshaht.
- March 16 -17th, holding a Structural Protection Workshop at the Fall Fairgrounds. 25 members from ACRD fire departments are joining.

e. **Round Table Reports**

Kaitlin Minvielle, Tseshaht First Nation

- Secured ESS grant for 2024, this will provide more supplies and training.
- 2024 EOC grant has been applied for, this will also be used for supplies and training.
- Received an Indigenous Cultural Safety Grant, which will allow for cultural safety and cultural humility in the delivery of local emergency-management programs and services.

Michael Ramsey, Salvation Army

- The Bread of Life is open 24 hrs providing support and food to the community.

Mike Cann, SLVFD

- New tender delivery coming soon.

Keah Stanhope, CMHA

- Part of CMHA's role is housing. BC Housing has finally noticed how much Port Alberni is in need. Have received a contract to house 65 people into subsidised housing, with a grant to allow subsidies on market-based housing as well, which should help to open up the market.
- Lots of calls of people camping around the fall fair grounds again.
- Working with the owner of the Port Pub to get that to be a safer place to live, educating on Rental Tenancy Board and proper rental procedures.
- Have been going to Ahousaht and Hot Spring Cove to help with mental health and addiction.

Clinton Wright, City of Port Alberni

- Will be going over Tsunami preparedness, lots of new staff to review this with.

Travis Cross, PAFD

- Preparing for wildfire season and training crews
- Attending the Wildfire Resiliency Training Summit in Prince George
- Working with partners in preparation of the upcoming wildfire season.
- New tower truck coming, 100ft tower, will replace the current ladder truck.

Mary-Claire Masicotte, City of PA

- Bylaw works with CMHA and outreach on a regular basis, working with outreach workers to get housing arranged for unhoused people.

- Friday, March 8th, is the OCP Plan meeting for the City
- There is a Social Services workshop coming up to get feedback from the social sector of Port Alberni into the new OCP. Planning to do a gap analysis to see where the gaps are and streamline funding requests.

Rick Geddes, District of Ucluelet

- Hike to High Ground events planned for April 15-19th.
- Quake Cottage coming to Ucluelet as well.
- May 5-11th Emergency Preparedness week, lots being planned for this.
- Sept 19th hosting Community Evacuation Training.
- 75th anniversary of the Ucluelet Fire and Rescue, will be an event this summer.
- 5 new trainees have joined our department recently.

Ted Maczulat, Arrowsmith Amateur Radio Club

- Local resource for emergency communications.
- Have been working and exploring with mutual aid partners, testing ability to communicate with our neighbours, Parksville, Qualicum & Nanaimo.
- Looking to extend abilities to communicate with West Coast Partners.
- Ongoing work with major wireless ethernet system for the Alberni Valley.
- Intention is to replace and make stronger communication abilities.

Mike Kobus, BCVFD

- Received grant funding, were able to purchase SCBA washer, and forestry gear.
- Will be proceeding with a feasibility study to upgrade/replace the Fire Hall.

Moses Towell, Uchucklesaht Tribe

- Looking at ESS and FireSmart program development.
- Introduced Cam Hepp, new Local FireSmart Representative for Uchucklesaht.

Cam Hepp, Uchucklesaht Tribe

- Will be doing more home assessments and critical infrastructure assessments in the Kildonan area.

Jonathan Vanderwilt, HEMBC

- Acknowledge the importance of animal rescue, happy to see an organization able to handle this.

Lee Archibald, BC Transit

- Working on how BC Transit can better equip areas with busses for evacuations.

Jessica Learn, MOTI

- Continuing to monitor and work with Mainroad to keep roads open.

- Partnered with BC Parks to do danger tree assessments in Cathedral Grove.
- Still in winter maintenance mode, looking forward to switching into construction season.

Thomas Hleck, Tseshaht First Nation

- Recent flood scares in the community were well managed.
- Thankful to have Kaitlin Minvielle now helping in the community.

Emily Dumais, Catalyst Paper

- Preparing for 30-day boiler outage.

Ashley Oscienny, AV Rescue Squad

- Slower over the winter, recently participated in a mutual aid call for search 25 members out over 4 days.
- Doing a lot of training over the winter, public safety lifeline course, class D fixed line helicopter rescue training, nonurban medical care training.
- Received gaming grant, budgeting to replace command vehicle.

James Fothergill-Brown, Ditidaht First Nation

- Members trapped on roads to Nitinat during snow last week, were able to rescue successfully.
- Administration changes have resulted in reduction in Emergency Services programs, and a reduced budget. Will not be able to continue his role with Ditidaht but is continuing with the nation's forestry company and hopes to stay involved with the Emergency Network.

6. NEXT MEETING

The next meeting will be held Tuesday, May 28, 2024 at 1:30 pm

Public education highlights

- Received March public service announcement (PSA) play statistics from Island Radio:
 - Total PSA plays in March = 29
 - Plays during weekday afternoon drive (preferred timeframe) = 11
- Visitor traffic data for AQC web page on ACRD website:
 - All historic (2022-23) monthly traffic reports received from ACRD (thank you: Heather Zenner, Heather Thomson, and Rich Taliunas)
 - Monthly reports are planned to cover the 12 months of the current contract with Island Radio (through February 2025)
- Reviews of PSA #1, on backyard burning (running March-April):
 - Very small sample size due to low response rate; just 4 reviews so far
 - Broad range of feedback, from “somewhat ineffective” to “it sounds great”
 - Web page visit statistics may provide better information on PSA effectiveness
- Completed draft of script for PSA #2, on general air quality and health:
 - To air starting May 1st
 - Script submitted to Island Radio April 8th
 - Production to begin week of April 8th
- Looking into the possibility of requesting air quality message inserts in water bill mailings, based on ACRD’s Community Wood Smoke Reduction Program (CWSRP) model

Advocacy highlights (Please note Addendum below)

- Catalyst Paper emissions permit PA-1863:
 - Letters of support issued by ACRD to Catalyst Paper and Ministry of Environment
 - In support of the work of AQC
 - In support of the AQC request to reduce permitted emission limits by 70%
 - Urging that they work closely and openly with AQC
 - [Addendum for Version 1.1 of this Update:](#)
 - [Version 1.0 of this Update failed to recognize the important action taken by the City of Port Alberni to issue a letter to the Ministry of Environment urging the Ministry to reduce permitted emission limits by 70%](#)
 - [Apologies for the oversight](#)
- Initiated discussions with ACRD Protective Services, Island Health, and others to promote planning and realization of ‘safer air centres’
 - Key questions to be answered include:
 - What metrics will be used to trigger an air quality emergency?
 - What buildings (e.g. Multiplex, Echo Centre) will be used, and what are their capabilities for providing cleaner air?
 - How will people without a vehicle get to a safer air centre?
 - Heat refuges have not drawn many users in the past. Can this be improved upon for safer air centres?

- Currently drafting a letter to the Ministry of Forests urging reduction of harmful forestry practices such as slash-pile burning
- Continuing efforts, including discussions with West Coast Weather Services, to realize a ventilation index specific to the Alberni Valley
- Initiated communications with BC Lung about possible collaboration or participation in Carter's Project, to make air quality monitors more accessible

Other highlights

- AQC Chair and AAQS leadership attended CWSRP meeting at ACRD to discuss continued AQC contributions to the program
- AQC Chair attended BC Lung virtual workshop on indoor air quality
- AQC Chair developed new internal information tools for organizing and planning work
- AQC Chair completed and submitted invoice for ENV Shared Cost Agreement
- AQC Chair established ACRD Voyent alerts account to help assess how comparable alerts might be developed for air quality emergencies
- AQC drafted and sent a letter to ACRD, thanking the Board of Directors for 2024 grant-in-aid and providing additional information about AQC activities

In the pipeline

- Catalyst Paper site tour and presentation to AQC
- Drafting and production of additional radio public service announcements
- Develop educational material on how citizens can create safe air zones in their homes
- Request ACRD support letters to Ministry of Forests and forestry companies
- Develop wildfire preparation and mitigation strategies
- Study and characterize public clean air refuge options
- Continued work to have a venting index produced specific to the Alberni Valley
- Make updates to the Airshed Management Plan
- Request increased enforcement of burning bylaws
- Develop PurpleAir monitoring status overview and summary



Heritage Commission Meeting
April 3, 2024
Minutes

Location:
McLean Mill

Attendees:

City Council	Charles Mealey
Community Arts Council	Claudia Romaniuk
Community at Large	Colin Schult
Historical Society	Gareth Flostrand
Industrial Heritage	Richard Spencer
Maritime Heritage	Ken Watson
McLean Mill	Elliot Drew
School District 70	Pam Craig
Staff	Willa Thorpe

Regrets:

ACRD
Chamber of Commerce
Hupačasath First Nation
čišaaʔath (Tseshaht) First Nation

Called to Order: 7:03pm

1. Moved by Pam, seconded by Elliot, that the agenda of the April 3, 2024 meeting be approved as circulated.
2. Moved by Colin that the minutes of the March 6, 2024 meeting be approved as circulated.
3. Old Business – none
4. Correspondence
 - a. Rollin Art Centre
 - i. In response to the letter to Council, the Commission was invited by City staff to attend the Committee of the Whole meeting on April 15.
(Pam and Gareth to attend)
5. New Business – none
6. Reports
 - a. ACRD
 - I. Big news for the Hawaiian Martin Mars waterbomber is moving from Sproat Lake to its new home in the Sydney Aeronautical Museum in 2024.
 - II. The final flight will be well advertised and will be sure to fly all over the Alberni Valley and down the East Coast to its final resting place to be preserved and on exhibit for all to see.
 - III. The ACRD had adopted their 2024 - 2029 budget.




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b. Historical Society

- I. The Historical Society & the Port Alberni Maritime Historical Society will be holding a joint public evening on Wednesday, April 17th at 7 pm. This is a great opportunity to learn all about the exhibits held in the “boat yard”, the lighthouse & the Hutcheson Gallery. Free event! Everyone welcome!
- II. A big thank you to all our very dedicated volunteers for 190 volunteer hours in March.
- III. Our AGM is fast approaching – Thursday, May 23rd, 7 pm at Echo Centre. Guest speaker is Frank Holm.
- IV. The Archives are open Tues.-Thurs., 11am to 3 pm

c. Industrial Heritage Society



April 3rd, 2024 Report to the Heritage Commission

1. Work continues on many projects around the different areas, the 1958 Hayes Logging Truck, the H34, Displays at the IHC, specifically a brand new chainsaw display, Displays at the APR Roundhouse, replaced lighting in the APR Crew Office, APR Speeder #102, passenger car prep work, and Safety Management System development with Technical Safety BC.
2. The APR Action Group has published a request for proposal to “develop a world-class, inclusive tourism experience that involves and sustains the operation of the historic railway line connecting the Port Alberni Train Station to the McLean Mill National Historic Site.” The RFP can be viewed on our website www.ihsporalberni.ca.
3. The Alberni Pacific Railway met in-person with Technical Safety BC and Jennifer Robinson to review our drafted Safety Management System and discuss operations for the APR going forward. By the end of the meeting, TSBC was satisfied with our progress and approved the APR to operate once a plan is set between us and the City.
4. A spar tree inspection has been complete at McLean Mill and showed the tree in good condition. Volunteers have been out at the logging site cleaning and prepping the area for hopefully logging shows this summer. In addition, certification is being planned for all three boilers, the steam donkey, steam locomotive and steam tractor.
5. Memberships renewals are open for 2024. Anyone wanting to renew a membership or become a new member of the WVIHS can do so by visiting the Industrial Heritage Center during open hours or going online to www.ihsporalberni.ca/membership.



Heritage Commission Meeting
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d. Maritime Heritage Society



Port Alberni Maritime Heritage Society
April 3, 2024 Report to the Heritage Commission

Facilities Coordinator Position
We are recruiting for a new Facilities Coordinator position. Watch for the Position Information on our website and facebook page shortly.

Open Hours
Currently, we do not have scheduled open hours for the public until we have a new Coordinator on deck. Groups can make bookings to view the Gallery and/or the Lighthouse by contacting us through the links shown below.

Art Sale Exhibit and Fund Raiser
We are reaching out to artists to provide maritimed themed pieces of art which will be displayed and for sale in the Hutcheson Gallery in May. We have had quite a bit of interest from local artists. Artists have until the end of April to submit a photo of their work. Thanks to Kirsten Smith at AV Museum for her help with this upcoming exhibit.

Lighthouse Upgrades
We are continuing our fundraising to undertake exterior upgrades to our iconic waterfront Lighthouse. To date we have received grants totaling \$34,000 for the project. Many thanks are extended to the Alberni Valley Community Forest, Alberni Valley Community Foundation, the Alberni District Co-op, Port Alberni Port Authority, Coulson Group, Catalyst Paper, Roc-Star Enterprises, and Western Canadian Marine Recovery for their support. Addition funds are still needed so if you would like to make a donation towards this project please contact us.

Tsunami 60th Anniversary Event
On March 27th we commemorated the 60th anniversary of the devastating 1964 tsunami that impacted Port Alberni. The event was a great success with a capacity crowd on hand. Speakers regarding tsunami preparedness included; Charlie Starrat (ACRD Fire Services Coordinator), Travis Cross (PA Deputy Fire Chief), and Eric Bowkett (WCMRC Base Manager). Robert Dennis Sr. spoke about local First Nations oral history of the 1700 tsunami. In addition there were many attendees who got up to the mike to tell their "64 tsunami story". Tom Stokes wrapped up the evening with a slide show of tsunami pictures. Thanks to all the speakers for their participation. A silent auction was also held that raised over \$2000 towards Lighthouse restoration. Thanks to all the prize donors especially Port Boat House who donated a portable generator. Thanks as well to the local press; The Scoop, AV News and CJAV who all provided great coverage promoting this event for us.

Historical Society Joint Meeting
A joint meeting between the Alberni District Historical Society and the Port Alberni Maritime Heritage Society is scheduled for April 17, 2024 at 7:00 pm. in our Gallery.

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



Heritage Commission Meeting
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- e. Community Arts Council
 - i. Arts Administrator

Last week we said goodbye on her retirement to our long-time administrator, Melissa Martin. Melissa had been with the Arts Council for 13 years. We wish her well in her future endeavours.
 - ii. Gallery Exhibits
 1. March 26 – April 26 – an open exhibit. “When Colour Speaks to you”. Ignite your imagination. The meet and greet is Saturday April 6 1-3pm.
 2. May 1 – 31 – Sarah Williams -Mixed media
 3. Jim Sears – Pen and Ink with water Colours. The meet and greet is Saturday May 4, 1-3
 - iii. Workshops
 1. Two Acrylic Painting Workshops with Susan Schaefer:
 - a. Making Waves – April 13, 10 -230
 - b. Limited Palette – June 8, 10-230
 2. Six Creative Paper/Book binding workshops with Trisha Klus beginning May 4
 - iv. Fundraisers
 1. Annual Giant Book Fair, May 10 and May 11 at the Athletic Hall. Books can be dropped off at the Quay. We need lots of books and volunteers.
 2. Greater Victoria Police Chorus – Sunday April 14 230 ADSS Theatre
 3. Gift Baskets Spring April 12 to May 31.
 4. Solstice Arts Festival June 15 at the Quay.
 5. Teas at the Mill “Steam Days” July and August
 6. Profit sharing with the Mill.
 7. Christmas market at the Mill – October 19
- f. Chamber of Commerce – no report
- g. McLean Mill
 - i. March was very much a continuation of February as we race to the kick off of the 2024 season, which is the upcoming Ridgeview Health and Performance McLean Mill 10KM run on Apr 7th. This event appears to be just as big as last year and depending on weather we expect to see 400+ runners and 100-200 spectators.
 - ii. Site prep and cleaning are taking up the majority of our time, however as we only have only just had our water restored after the septic upgrade, we still have much to do.



Heritage Commission Meeting

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- iii. We will begin staff hours 4 days a week Thursday – Sunday starting this week. Camping booking will open for the season April 11th and we are excited to see what a regular year brings us. We continue to field requests for private events and have 6 booked in for the 2024 season but have more dates so spread the word.
- iv. We had an opportunity to have our first info meeting with Jen Robinson and Dave Arsenault from the City to discuss the present and future needs of the Mill Site. I am very grateful to them both for making the time to listen as we start to chart a course for the long-term vision of this unique industrial treasure. 4VI (formally Vancouver Island Tourism) also met with us this month as part of their work on a marketing plan as part of their contract with AVT.
- v. IMPORTANT DATES:
 - 1. Ridgeview Health and Performance - McLean Mill 10KM run Apr 7th
 - 2. Camping Registration begins Apr 11th
 - 3. Alberni Bowmen 3-day shoot Apr 19th – 21st.

- h. School District
 - i. Next Pacific Rim Board of Education Public meeting is April 23 at EJ Dunn at 5pm.
 - ii. Tuesday April 2nd first day back to school after Spring Break.
 - iii. A new opportunity for Pacific Rim Students, International Education Outbound Exchange Program, is now available to Students for summer of 2024. Students who wish to travel will be able to join a summer exchange with a student and family in Nantes France. Students will leave approximately July 4 and return August 2 with their French counterparts for a visit locally until August 30. This new program will be offered yearly to provide more students with the opportunity for international travel and student exchange.
 - iv. Kaackamin Program Overview – The Kaackamin Family Development Centre is housed in the former Beaver Creek Elementary School in Beaver Creek. The Centre is dedicated to a holistic approach to family healing and growth with the understanding that trauma leads to addiction. Pacific Rim School District is in partnership with Kaackamin to provide educational services to school age children and youth while their families are attending the six-week Indigenous Family Treatment program. The partnership between Pacific Rim School District and Kaackamin has been in existence for 35 years since the Indigenous Family Treatment program was in operation on the former Christie Residential School site at Kakawis, on Meares island, in 2009. This past Fall, Pacific Rim School District, alongside Kaackamin, completed an



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Inter-Ministerial Audit for the Ministry of Education and Childcare. The final report has not been issued yet, but the conversation and verbal feedback has been positive and supportive to families and their children in the program at Kaackamin.

- v. In March I reported on the Learning on the Land Program which will begin in September 2024. We have also received a report on the Ministry's Insurance coverage for School Districts. The School Protection Program provides coverage to all Boards and Francophone Education Authorities against liability and loss. It also assists members in their identification and management of risks that may lead to loss or damage to property or harm to individuals.

- i. Community at Large

April Activities Around Town

- 4 – Mt Klitsa Garden Club – 7pm Echo Centre – Flowers in Unusual containers
- 5 – AVCOC Breakfast @ Smitty's 8-10am
- 6 – Spring Fling Indoor Market – BW Barclay 11-4
- 6 – Lazy Ass Hikers – Art Walk starting @ Victoria Quay gazebo 1pm
 - Outdoor Boot Camp – Anderson @ Ship Creek 830-930 tix \$15
- 7 – McLean Mill 10K
 - 2024 AVMSA AGM @ Echo Park Fieldhouse 6pm
- 9 – Retired Loggers Coffee Social @ Steelworkers Hall 1-3pm
- 10 & 24 – Sons of Norway Lodge 1pm Rainbow Room, every second Wednesday
- 11 – NTC Career Fair 9-3 @ Athletic Hall
- 13 – A Spring A-Fair @ Holy Family Catholic Church 930-2
 - PAHDA Annual Open Highland Dance Competition 930-4 AV Athletic Hall
- 14- Grater Victoria Police Chorus raise funds for Community Arts Council 2-4pm @ ADSS \$30 tix
- 17 – Community Workshop on Sustainable Living @ Char's 7pm – speakers and workshops
- 18 – VI Fibreshed 6pm AV Museum – talk about Island's textile economy
- 19 – A "Benefit for Beebs" – Fundraiser for PA musician battling health issues. Four of PA's best bands are together to rock away the night Tix \$20 – event @ Italian Hall
- 19-27th- Alice in Wonderland by Stages Youth Theatre @ Capitol Theatre various times
- 20 – Crystal and Spirit Fair @ BW Barclay 10- free admission
 - Valley Cats Paint Cats for Cats @ BC Comm. Hall 2pm fundraiser and fun
- 21 – Barclay Sounds Community Choir – The Sounds of Water @ AV United Church 2pm Tix needed
- 23 - PA Christian Women's Luncheon hosts Fundraising fashion show with music and a Speaker.
- 24 – AV Beta Sigma Phi invite all past and present members to celebrate 2024 Founders Day @ BW Barclay
- 27 – Sunshine Club Fundraiser @ Echo Centre 11-2pm – treasures, books, household items, etc.
- 28 – Timbre! Choir presents A Love Song to the World 230pm ADSS tix needed
 - Spring Community Garage Sale @ AV Athletic Hall 9-2



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j. City Council

CITY COUNCIL MEETING SUMMARY

*An information report summarizing the Regular meeting of Council held March 25, 2024.
This is not the official minutes. For more information, please contact the Corporate Services department at 250.723.2146 or email: corp_serv@portalberni.ca.*

■ **UNFINISHED BUSINESS**

Western Vancouver Island Industrial Heritage Society (WVIHS) | Railway Operations Update
Council referred the WVIHS railway operations update to the April 15, 2024 Committee of the Whole meeting for further discussion and directed that staff work with the Society in the interim to move forward with the Request for Proposals for works needed.

2024-2028 Financial Plan | Tax Rates
Council directed staff to continue to de-link major industry Class 4 and light industry Class 5 and set an effective tax rate for light industry that is approximately 20 per thousand lower than major industry to rebalance the tax share and lower the effective tax rate of Class 1.

■ **BYLAWS**

"Development Cost Charges Reserve Fund Establishment Bylaw No. 5102" was adopted. The bylaw establishes the following reserves:

- Water Development Cost Charges Reserve
- Sewer Development Cost Charges Reserve
- Storm Drainage Development Cost Charges Reserve
- Highway Facilities Development Cost Charges Reserve
- Parkland Development Cost Charges Reserve

"Zoning Amendment (3045, 3053, 3063 Kingsway Avenue) Bylaw No. 5096" was adopted. The bylaw enables a 25-unit multi-residential development at 3045, 3053 and 3063 Kingsway Avenue.

"City of Port Alberni 2024-2028 Financial Plan Bylaw No. 5097, 2024" was read a third time. Please visit <https://portalberni.ca/budget> to view the financial plan and to find opportunities on how to participate in the process. Council will consider final adoption of the Plan at its April 8th Regular meeting.

■ **CORRESPONDENCE**

Port Alberni Port Authority
Council authorized Port Alberni Port Authority the use of the parking area at the Harbour Quay for the purpose of a community event 'Port Days' on Saturday, June 22, 2024 from 9:00 am to 12:00 pm on Centennial Pier.

Alberni-Clayoquot Regional District | Grant Application Request
Council provided approval for the Alberni-Clayoquot Regional District (ACRD) to apply for a grant opportunity for the Public Notification and Evacuation Route Planning Program through the Union of BC Municipalities Community Emergency Preparedness Fund including authorization for the ACRD to apply for, receive, and manage grant funding on behalf of the City of Port Alberni.

Council also received their correspondence summary which included letters from:

- a. District of Hudson's Hope | Support for Bill-34
- b. Copy of City of Port Alberni Letter to Ministry of Forests | Support for Port Alberni Mill dated March 15, 2024
- c. City of Duncan | 2024 AVICC Resolution: Fail to Appear Charges in Policing Statistics
Council directed staff to write a letter to the City of Duncan in support of the resolution and proposing an amendment to include statistics related to probation-initiated charges for failure to report to probation supervisors and bail supervisors.
- d. B. Kanngiesser | Johnston Road Utility Improvements

■ **NEW BUSINESS**

Seniors Advocacy
Council directed staff to send a late resolution to the Association of Vancouver Island and Coastal Communities requesting provincial support of the recommendations outlined in the Office of the Seniors Advocate report titled 'Resourceful and Resilient: Challenges Facing BC's Rural Seniors' dated February 2024 and further, to request the creation of a rural seniors caucus within the UBCM membership.



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Canada Day Family Event
Council directed staff to coordinate a 2024 Canada Day family event in conjunction with local groups/organizations and further, that staff seek grant funding opportunities.

Budget Presentations
Council directed staff to request managers make department presentations prior to commencing the 2025 Financial Plan process.

Three-Stream Waste Collections Service | Contract Renewal
Council authorized the Mayor and Corporate Officer to renew the "3-Stream Waste Collection Service Agreement" with the Alberni-Clayoquot Regional District for the handling and shipping of recyclable materials, related to the City's curbside collecting of recyclable materials within the City until December 31, 2026.

Appointment of Corporate Officer
Council appointed Sara Darling, Deputy Director of Corporate Services, as Corporate Officer and assigned the responsibility of corporate administration for the City of Port Alberni to Ms. Darling in accordance with s.148 of the Community Charter effective April 5, 2024.

Outdoor Burning and Trail Signage
Council inquired regarding outdoor burning regulations which can be found on the City website at [Outdoor Burning | City of Port Alberni](#). Creation of trail signage was also discussed noting that the City and Alberni-Clayoquot Regional District Parks and Trails Signage Strategy is in progress pending First Nations input. Further information will be brought to Council for consideration, including opportunities for assistance from volunteer organizations such as the Alberni Valley Outdoor Club.

■ **QUESTION PERIOD**

Gail
Inquired regarding traffic/pedestrian safety at the intersection of Johnston Road and Elizabeth Street.

N. Anderson
Inquired regarding meeting process, plans for current and future traffic congestion, and the resolution regarding Seniors Advocacy.

R. Smith
Inquired regarding the railway crossing repairs as it relates to required standards and regulations and ownership of track occupied lands.

Charlaine
Inquired regarding climate change, previous vaccine passport requirements, and the Financial Plan as it relates to the AV Multiplex and Bylaw Enforcement budgets.

J. Leskosek
Inquired regarding EV charging locations for the multi-family housing development on Kingsway Avenue.

■ **COUNCIL MEETINGS**
The City of Port Alberni is now offering hybrid Council and Committee of the Whole meetings. We encourage you to remain informed on City business and community topics through the following options:

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

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

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

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

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

■ **MEETINGS AT A GLANCE**

Wednesday, April 3rd
7:00 pm – Alberni Valley Heritage Commission
Alberni Valley Museum

Monday, April 8th
2:00 pm – Regular Council
Council Chambers

Monday, April 15th
6:00 pm – Committee of the Whole
Council Chambers

k. Museum

- I. Jennifer Robinson's last day as the Manager of Culture will be April 12.
- II. Sylvia Gropp, the new Education Curator has arrived. She has lots of ideas for new programs and looks forward to connecting with the recreation programming team and school district to begin future program planning.



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- III. We are hosting a public talk on Thursday April 18 by the Vancouver Island Fibreshed about building local textiles economy of the Island, 6pm
 - IV. The Art Show jury worked with staff to select works for “What Moves Us”, which will open on June 6. In addition to the opening night, there will be 2 public artist talks and a closing event.
- I. Hupačasath First Nation – no report
 - m. čišaaʔatḥ (Tsessaht) First Nation – no report
- 7. Next Meeting
 - a. May 1, 7pm (AV Museum)
 - 8. Moved by Colin to adjourn at 8:30pm.



Alberni-Clayoquot Regional District

MINUTES OF THE AGRICULTURAL DEVELOPMENT COMMITTEE MEETING HELD ON TUESDAY, FEBRUARY 20, 2024, 9:30 AM

Via Zoom

MEMBERS

Heather Shobe, Eden Tree Farm, Chairperson

PRESENT:

Fred Boyko, Director, Electoral Area "B" (Beaufort)

Helen Zanette, SD70 Trustee

Jen Cody, Nuu-chah-nulth Tribal Council

Thom O'Dell, Ministry of Agriculture & Food

Anna Lewis, Alberni Valley Food Security Society

Bob Collins, Arrowvale Farm

Tanya Shannon, Shannon Farms

Patty Radcliffe, 4-H

REGRETS:

Ann Siddall, Alberni District Fall Fair Association

Pat Deakin, City of Port Alberni

Cecilia Addy, Port Alberni Port Authority

Erika Goldt, Coastal Agricultural Roundtable, Eat West Coast

Lisa Aylard, Alberni Farmers' Institute, Stonehaven Farm

Victoria Lake, Effingham Oyster

Alex Taylor, Shelter Farm

Teresa O'Neil, Spirit Square Farmers Market

STAFF PRESENT:

Amy Needham, Sustainability Planner

Kristin Kerr-Donohue, Administrative Assistant

The meeting can be viewed on the Alberni-Clayoquot Regional District website at:

<https://www.acrd.bc.ca/events/20-2-2024/>

1. CALL TO ORDER

The Chairperson called the meeting to order at 9:31 am.

The Chairperson recognized this meeting is being held throughout the Nuu-chah-nulth territories.

The Chairperson reported this meeting is being recorded and livestreamed to YouTube on the Regional District website.

The Chairperson provided instructions on how to communicate questions and/or comments during the meeting.

2. APPROVAL OF AGENDA

MOVED: A. Lewis
SECONDED: T. Shannon

THAT the agenda be approved as circulated.

CARRIED

3. MINUTES

H. Zanette joined 9:34 am

a. Agricultural Development Committee Minutes – January 23, 2024

MOVED: B. Collins
SECONDED: A. Lewis

THAT the minutes of the Agricultural Development Committee meeting held on January 23, 2024 be adopted.

CARRIED

4. PETITIONS, DELEGATIONS & PRESENTATIONS

a. Paolo Eichelberger, Solid Waste Manager, ACRD Organics Diversion/Compost Presented by A. Needham

- When it started:
 - Organics material has been collected by Earth Land and Sea (ELS) - in partnership with the ACRD since 2021. Organics have been processed for the last 2 years while fish waste was recently added at the end of 2022.
- What's the process:
 - Approximately 9,200 tonnes of organics have been collected since 2021 (roughly 2/3 from the city curbside program [food scraps, yard waste, etc.] and 1/3 from private hauling to ELS [food scraps, yard waste and fish waste]). All material is processed into Class A Compost, though ELS maintains two compost streams for sale: organics compost and fish waste compost. All organic material is processed through a coarse screener (5/8") in wet months, a fine screener (3/8") in dry months. This is done to break down the large pieces, speed up the composting process and generate a finer particle material which can be used by customers to amend their existing soil to boost nutrient growth. The finer material is typically windrowed under cover and aerated to provide consistent temperatures between 55 and 75 Celsius to ensure no pathogens remain. The process takes 6-8 weeks to turn around and generate the final product, though this can be affected by weather.

- A quick note on compost – never use it as a soil replacement. Because it is so rich in nutrients, planting something directly in compost (no soil) can kill your plants. Depending on your application, compost is added to potting soil, worked into crops or mixed into garden beds.
- Compost quality testing is done by ELS at an accredited lab. Typically, the quality is tested to ensure no heavy metals, organic pollutants or pathogens (such as fecal coliforms or salmonella) are present.
- How much is annually generated and what’s our waste footprint:
 - Annual organics has increased since 2021 from 1,850 tonnes to approximately 4,100 tonnes. We’ve increased landfill waste diversion 8% adding 5-7 years of life to the landfill footprint which is a major achievement. There is still a large percentage of organics entering the landfill based on a recent waste composition study, which shows a great opportunity to increase waste diversion, especially the commercial sector (more to come). This is one of the focuses on our Solid Waste Management Plan update, which is currently underway.
- Where to buy:
 - Class A Compost can be purchased at the Earth Land & Sea Compost Yard and Gravel Mart for \$67/yard (located at 4716 Tebo Ave in Port Alberni (250-724-6430)).

Committee discussion followed regarding fees to dump yard waste/organics at the AV Landfill, active locations to drop off yard waste/organics, signage and other options to get the information out to the public.

A. Needham will connect with the Community Services Department to get confirmation on fees and locations to drop off and report back to the Committee. She will also reach out to Randy Thoen for further clarification on the Fire Smart yard waste pickup program requirements.

H. Shobe question regarding timing of West Coast Landfill compost distribution program. A. Needham confirmed that Paolo will be presenting at the April 3 Coastal Agricultural Roundtable Meeting and will provide an update on the compost program then. H. Shobe wondering if a compost distribution program, like on the West Coast, will be coming to the Alberni Valley. A. Needham suggested, if for community garden, or other local project, to reach out to the City of Port Alberni to utilize a portion of the 10% allocated for City initiatives.

5. CORRESPONDENCE

- a. **ALBERNI VALLEY FOOD SECURITY SOCIETY**
2023 Impact Report

A. Lewis provided update on recent Seedy Saturday event. Attendance was up 34%, 688 attendees. Vendors and attendees were very happy with how the event went.

Prune Along Program has begun, instructor led, onsite pruning training. Pruning workshop scheduled for March 10.

The ACRD Committee of the Whole recommended to the ACRD Board of Directors that the Alberni Valley Food Security Society Grant in Aid be approved.

Working on overhauling gleaning program for this season. Hoping for two summer students this year.

b. CTV News

Sooty Bark Disease on Vancouver Island

Affecting trees in urban forest, studying to see if it can infect native maples, potential to affect local agriculture.

c. CBC News

Whirling disease in BC

MOVED: H. Zanette

SECONDED: B. Collins

THAT correspondence items a-c be received.

CARRIED

7. REPORTS

J. Cody left 9:55 am

a. Alberni-Clayoquot Regional District – A. Needham

• Procedural Update on Minute Adoption

Review of adoption procedure: Board of Directors receive the minutes, the Committee itself adopts the minutes at their next meeting, any necessary amendments are made at this time, once adopted it is posted to the website with electronic signatures.

• North Island College (NIC) Meat Processing Fundamentals Course

Course begins today, February 20, at NIC, 8 students, full class, with a wait list. Demand has not slowed for the industry.

The program received two grants this year, so to the program is run in Port Alberni and at a second NIC campus.

• Islands Agriculture Show

Held on Feb 2 & 3 in Duncan. A. Needham attended and promoted agriculture in the Alberni Valley. Was able to meet the organizers this year and discussed hosting and organizing such a large event. Many good connections made with multiple organizations. Staff from other Regional Districts were impressed that ACRD has specific staff for Sustainability,

questions on how to support adding this position to their staff. Vendors who do multiple shows prefer the island one, over Abbotsford, as it is less overwhelming and busy, connections are better and able to speak with attendees more.

- On-Farm Water Workshop
Held on Friday Feb 16 at Beaver Creek Community Hall. 16 producers attended, it was well run and received. Ted Van Der Gulik's presentation on irrigation systems was well tailored to producers' questions around water storage and licensing.
Digital copy of the workbook coming, can distribute copies to those who would like one.
2 Decoding Drought workshops coming up. Registration link: [Decoding Drought Management Engagement Sessions Info](#)
- Grant application updates
 - Food Security Emergency Planning Preparedness Grant application through IAF (Investment Agriculture Foundation of BC), decision expected in March
 - REFBC (Real Estate Federation of BC) Agricultural Water Infrastructure Top-Up expected in April
- KPU (Kwantlen Polytechnic University) Bioregional Food System Resiliency Study
Participating in island-wide study with Kwantlen Polytechnic over the next 3 years. Seeking to model a region's food system resiliency. Will be a useful metric to see how far we have come on our Agricultural Plan mission of having 40% of food produced here to be consumed locally. Will be beneficial to have this completed prior to beginning updates on the Agricultural Plan in 2028. Two previous studies have been completed for the Lower Mainland and Okanagan; these can be found on the [Kwantlen Polytechnic - Institute for Sustainable Food Systems](#).
- Extreme Weather Preparedness Grant
Application is open through Investment Agriculture Foundation, for properties with farm status only. FireSmart program is available to those without farm status. Contact Randy Thoen, firesmart@acrd.bc.ca or 250-720-2700 to book an assessment.
- H.Shobe – Systems Change Project update call scheduled for Feb 28 at 1:00 pm. A. Needham will discuss staff positions and how ACRD got an Agriculture/Sustainability person on staff. Colin Dring attending to discuss BC Food Systems Network. Resource database and website updates coming for ACRD, list of resources and links to Agrifood organizations in the region.

c. School District # 70 – H. Zanette

SD70 have included Black Excellence Day in SD calendar. Indigenous focused Non-Instructional Day was held in January, all district staff were invited to attend. In the process of passing the amended budget, will be presented at next public meeting, Feb 27th, 5:30 pm at Wood School. Policy for public

consultation, Jordan's Principle and Environmental Stewardship Policy are being reviewed and adopted.

Question from T. Shannon regarding if the SD has any policies regarding bringing in food made at home, or if food brought into the classroom has to be made in a VIHA approved kitchen, as this is the current policy at her children's school. Looking for clarification on opportunities to being in homemade treats/things from a farmers' market.

J. Cody joined 10:21

Discussion followed regarding other schools in the district and their rules surrounding foods in the classroom and whether this could set a negative precedent, wouldn't want this to become a blanket rule for the whole district. H. Zanette to look into any district policy surrounding this and will report back to the committee.

J. Cody – Haida Gwaii has done a lot of work on food safety guidelines and policies. Recommend looking into the work they have done to have local and Indigenous foods being in schools in a way that everyone feels safe: [Traditional Knowledge Leads the Way in Haida Gwaii's Food Systems | BC Healthy Communities](#)

d. Ministry of Agriculture & Food - T. O'Dell

Decoding Drought Workshops coming up in Cobble Hill and Courtenay, [Decoding Drought Management Engagement Sessions Info](#), jointly offered with Ministry of Water, Land, and Resource Stewardship. Procedures around permits, channeling licensing during drought, and other topics to prepare farmers for what looks like another severe drought season. Knowledge Transfer applications are being accepted now, until the end of February, for spring intake, if there is interest in bringing in a speaker or holding an educational event there is funding available. Agristability funding for people affected by last year's drought event is still open, some support available for those affected by drought. Looks like more funding coming for famers to purchase water storage and infrastructure, not open yet, but coming soon. B. Collins – Farmland Advantage group looking at working on erosion on riverbank on his property. There were five other applications in Port Alberni. Encourages farmers to reach out if they have remediation issues on a water course.

A. Lewis – is the contact for this program, has reached out to majority of farmers who live on a body of water. Need to have farm status, with a business license, to be eligible.

e. Alberni Farmers' Institute – A. Needham reported for L. Aylard Farm Succession Workshop held on Saturday, Feb 17. Was a great event and will update further at the next meeting.

F. Boyko left 10:38 am

f. Alberni Valley Food Security Society – A. Lewis

Majority of update provided above, in section 5.a.

Tessa from Farm to School BC, A. Needham, & A. Lewis are organizing a learning circle around school gardens, seven different teachers enrolled.

B. Collins left 10:40 am

- g. Nuu-chah-nulth Tribal Council – Jen Cody
Indigenous Foods Gathering coming up March 21 & 22 at Maht Mahs Gym and other grounds nearby. Attendees coming from many areas. Will be many workshops and key-note speakers. Focusing on Indigenous people actively engaged with food sovereignty.
- h. Primary Agricultural Producers
 - a. T. Shannon – Have wrapped up their maple syrup season. Was a very slow season this year, drastically less production than previous years, assuming combination of the drought summer and mild winter had negative effect on sap flow. Meeting with chef for next Gather and Graze dinner today, will be reviewing costs and setting ticket prices. Maple Market upcoming on March 3rd.
 - b. T. O’Dell – getting ready to install additional 25,000gal of storage for rainwater capture accessing the IAF Environmental Farm Plan Program. Will allow 50% peak production if all other water sources removed.
- i. Local Farmer’s Markets
 - a. H. Shobe – Second Annual Homesteading Market at Beaver Creek Community Hall on June 15th. They are looking for vendors, skill sharing and all things homesteading.
- j. 4-H – Patty Radcliffe
Registration is underway, all has to be done through the provincial 4-H website. Planned to have meetings in February but had to cancel and not everyone was registered. Eight leaders and 14 kids registered, still waiting on at least one leader and six children. Hoping to have events and meetings soon and planning to hold manure sale fundraisers at both of the farmer’s markets in April/May. Have a new public Facebook page with more information.

MOVED: H. Zanette
SECONDED: T. Shannon

THAT the verbal reports a-j be received.

CARRIED

9. QUESTION PERIOD

Questions/Comments from the public. The Administrative Assistant advised there were no questions or comments respecting an agenda topic from public:

- Participating in the Zoom webinar

- Submissions received by email at responses@acrd.bc.ca.

10. ADJOURN

The meeting was adjourned at 10:52.

The chairperson confirmed the next meeting will be held March 19th at 9:30 am, via Zoom.

Certified Correct:

Heather Shobe

Heather Shobe,
Chairperson

Kristin Kerr-Donohue

Kristin Kerr-Donohue,
Administrative Assistant

Table of Partners Minutes

Wednesday, March 20, 2024 @ 9:30 am

Via Zoom on-line meeting

Members: Marcie Dewitt, ACHN Coordinator
Penny Cote, ACRD EA "D" Director
Debra Hamilton, Executive Director ADAPS
Natasha Dumont, Island Health
Shawn Anderson, District of Ucluelet, Councillor
Helen Zanette, Trustee, SD70
Michell Bennett, SD70
Tish Bernard, Physiotherapist, Island Health
Alisha Pauling, Island Health

Regrets: Deb Haggard, CPA Councillor
Ellen Froid, Sage Haven
Jaslyn Haberl, Bamfield Community School
Brooke Wood, CBT
Lesley Wright, Literacy Alberni
Rachelle Cole, BCEHS
Mollie Law, RCMP
Vaida Siga, ACRD EA "C" Director

Guests: Toni Buston, West Coast Youth Engagement Facilitator
Jordan Higgins, Port Alberni Youth Engagement Facilitator
Mary Catherine Williams, UWBC
Angeline Street, Community Action Team Coordinator
Jennifer Lazenby, Community Response Network

ACRD Staff: Charlene Harrison, Administrative Assistant

1. CALL TO ORDER

The Chairperson called the meeting to order at 9:34 am.

The Coordinator recognized the meeting is being held throughout the Nuuchahnulth territories.

2. APPROVAL OF AGENDA & MINUTES

The Agenda for March 20, 2024 meeting was approved.

The Minutes of the February 21, 2024 meeting were approved.

3. **FOUNDRY CENTRE – DEBRA HAMILTON**

Foundry is a branded strategy integrated healthcare for youth ages 12 to 24. One of the primary services of the Foundry is for youth to be able to access substance use and harm reduction services. Between 2026 and 2028 there should be 35 Foundries in the province. Each Foundry is uniquely created for the community by the host.

In 2019, under the direction of the Child and Youth Mental Health Substance Use Collaborative, there was an expression of interest that was submitted for the Foundry in Port Alberni, as there was no primary care network in the region. Also, in 2019 there was a lack of capitol opportunities, there was no primary care network in the region. There was no Foundry investment in the region until a month ago, Nanaimo to the West Coast region was known in Foundry circles as the Foundry “Dead Zone”.

In 2023 was an overall increase in youth service assets, increase in addictions medicine, Indigenous service partnership, understanding of Foundry model, and youth engagement and advisory. No longer were seeing front lines scrambling for crisis support, the wait list for services like child youth and health, were shorter.

Foundry is the strategy for the pathway of hope to invest in communities directly and not in the ministries directly. Service Framework of the Foundry includes Co-Creating Experience, Redesigning Service Systems and Learning Health System. Foundry focuses on Physical Health, Mental Health, Substance Use Support, Social Services and Peer Support.

In year one ADAPS will work with the very beginnings of a vision and create a start up budget that will include the employment of a project manager. The project manager will create a vision, operation, and action plan to establish the Foundry. In the first year the project manager and soft capital is funded by the Foundry by \$200,000. In year two and until doors open, the start up funding increases to \$400,000. \$1.5 million one-time capital funding and an annual operating funding up to \$1 million. The \$1 million will be used towards covering physician costs. The start-up and operational funding will be provided by the Ministry of Mental Health and Addictions to the Foundry central office and is allocated to lead agencies by Foundry. The average capital build is between \$2-\$4 million, which includes furniture, fixtures, equipment, and contracted services. ADAPS will be looking at Community Futures and other opportunities as lenders that will support capital needs. Foundry likes a minimum of 4,000 to 6,000 square feet for the location.

ADAPS is the smallest organization in this phase to a host a Foundry, it is smaller by one fifth then the next biggest organization which is Victoria.

4. **ACHN REPORTS**

a. **Coordinator Update** - Marcie DeWitt reported on activities that she was involved in since our previous meeting as outlined in the agenda package.

Highlights:

- Organizing the Community Health Network group for AVICC. AVICC is the weekend of April 13-14th. Community Health Networks will have a booth.

New coordinators will have an opportunity to attend and oversee the booth.

- Wrapping up federal funding for CBYF. March 30th, 2024 will be officially complete.
- \$60,000 was approved this year for ongoing support of CBYF team. \$20,000 for Barclay, \$30,000 for West Coast and \$10,000 for Port Alberni communities. Will work with Deb and Jaslyn for MOU's fund allocations.
- 50th Parallel communications; getting close to the graphic design phase. Recommended to take a look and provide feedback.
- West Coast Transportation is launching April 2nd, 2024. Next couple of weeks working closely with the ACRD with communications around the launch. Will be working with Toni Buston regarding peer education on riding the bus. School age youth can use their school IDs to ride the bus for free. Seniors will have a discount on the bus fares. Running between Ucluelet and Tofino.
For more information: <https://www.acrd.bc.ca/transit>
- Island Health made a poster for their non-emergency transportation medical transportation program. Posters have been distributed. Feb 14th, 2024 Island Health program replaced Wheels of Wellness.
- January and March Tofino bus will not be operating. Will be back online this spring.

b. ACHN Values Statement Draft

- ACHN Principles of Purpose and Good Relations, were reviewed as they were updated.
- Focusing on equity, social determinants of health, decolonization, system change, anti-racism.
- Feedback can be provided to Marcie DeWitt. Graphics and fonts will be reviewed.
- Will be accessible on webpage once complete.

c. ACHN Executive Committee Draft

- The ACHN Coordinator is supported by the ACHN Executive Committee. The ACHN Executive Committee supports the ACHN by acting as champions, formalizing the relationship to the ACRD and other decision-making bodies while assisting with monitoring, guidance, and administrative decisions specific to the coordinator's activities. Executive Committee members are voted on by the Table of Partners by consensus and reviewed annually.
- Ellen Froid has put forward her interest in this table.

Motion put forward to approve the ACHN Executive Committee Draft.

MOVED: Debra Hamilton
SECONDED: Natasha Dumont

THAT the Table of Partners adopt the ACHN Executive Committee in terms of reference draft.

5. ACHN UPDATES

a. Partnership for Alberni Gap Analysis Workshop

- Invitation from the City of Port Alberni to participate on a continuum of care, gap, analysis, and community priority mapping workshop and project. April 24th, 2024 is the proposed date. Agenda includes Introduction, Understanding the Current Landscape, Continuum of Care Concept, Key Stakeholders and Partners, Gap Analysis Framework, Data Gathering Session, Group Reports and Discussions, Collaborative Mapping Exercise, Action Planning Session, Reporting and Documentation, and Feedback and Q&A.
- Support from ToPs for Marcie Dewitt to work on the workshop.

Save the Date - Port Alberni Health Summit

- Tentative date Saturday June 22nd, 2024 for a Port Alberni Health Summit organized by the Port Alberni Medical Staff Association.
- Agenda is related to stabilizing, sustaining, and improving Health Care worker retention and recruitment.

b. Communities Building Youth Futures

Jaslyn Haberl:

- Was unable to attend, as doing activities in the Barclay Community for Spring Break.

Jordan Higgins:

- On Monday hosted a 2nd annual Youth of Now Conference, partnered with USMA and ADAPS, where over 30 youth attended. 10 workshops were hosted this year. Friendship Center came and did medicine bags. Cedar weaving workshop from USMA. Taught youth how to do traditional beaded earrings. Gord Johns attended and spoke.
- Youth space is in the hands of ADAPS to carry on. Hopes to have drop in game nights, open during lunch hours.
- Resigning from youth role position, have taken a position with the BC Ambulance.

Toni Buston:

- Grants due at the beginning of April, preparing submissions.
- Event on the West Coast was successful. Partnered with the school and did an afternoon of workshops at the school. Grade 10 to 12 students were in workshops during the afternoon. 7 workshops, that were linked into the community. Harm reduction bingo was rated number one.
- Doing work with youth spaces. Leadership Group is still meeting weekly. Looking for grant support for Leadership Group.

Jordan Higgins left the meeting at 10:55am.

Alisha Pauling left the meeting at 10:58am.

6. INFORMATION ITEMS

a. Regional & Member Updates

Jennifer Lazenby:

- Community Response Network monthly programs by zoom.

- Resources available for adults over the age of 19 that may be experiencing abuse, neglect, or self-neglect.

Angeline Street:

- Able to get a grant with Hupacasath, going to expand on international overdose awareness day this year. Will have 2 guest speakers. There will be a second event on the Saturday, which is the overdose awareness day, which potentially may be held at Dry Creek Park and be centered around homelessness and substance use issues. Hope to have grief and trauma support, as well as cultural support.

Helen Zanette:

- Two public board meetings, since last ACHN meeting. 2023-2024 Budget was passed. Learning on the land program will officially be starting in September of this year.
- Governance and policy revamps are moving forward.
- Trustees just had their VISTA conference in Qualicum.
- Farmer to School hosted the Big Crunch, at ADSS with the Grade 9 leadership class, and explained food securities.

Shawn Anderson:

- Medical Center meeting with Island Health, was postponed. The Medical Center will be a primary care network. It will have a medical clinic, a laboratory, mental health offices, counselling offices and other health care service base. The building will be 2 stories with an elevator and will be just over 10,000 square feet.
- Just attended the Pacific Rim Regional Coastal Safety Coordination meeting a couple of weeks ago. John Gords, Dan Law, coastguards, and local surf schools were in attendance. On the West Coast they have 1.3 million visitors per year and no lifeguards. Will be working with John Gords, and local surf schools to get lifeguards set up.
- Have a meeting set up with Isabelle McKenzie, Senior Advocate. Will have a senior coordinator position on the West Coast.

Natasha Dumont:

- Increase in measles in Canada. Have set up additional clinics and pharmacists can do vaccines. Will be scheduling clinics for children and families.

Tish Bernard:

- Hospital has been at full capacity, with complex discharges, making the physiotherapy department busy. As well, staff are operating short staffed.

Mary Catherine Williams:

- Community investment grant, which is available annually, is currently open until April 9th, 2024 until 4pm. Grant is focused on child and youth mental health. The grant is \$15,000.
- Food infrastructure grant will be available in April. For more information reach out to the food team at United Way.
- Period Promise will be done differently this year, will be using a system where organizations can request directly what they need and donors will provide the product directly to the organizations.
- Link for grants shared: <https://uwbc.ca/program/grants/>

Debra Hamilton:

- Younger population that is served at ages 10 to 12, under ADAPS crew program is continuing through spring break and summer.
- Partnership with the Wellness department at ADSS, every 4 to 5 years, where a parent night is hosted around substance use. ADAPS team had set up an amazing parent information night movie screening at Char's Landing, where there was 1 grandparent that attended.

Penny Cote:

- ACRD budget is almost completed. Challenges with costs going up, could not provide grants to everybody.
- On Sproat Lake there was a teen that drowned last winter. Kids Don't Float Program, which provides life jackets at the boat launch, has been requested to extend it throughout the whole year rather than just the summer season. Sproat Lake Marine Patrol, that runs with 4 students through the summer, which helps with the boat launch, and provides information on where you are on the lake.
- AVICC event upcoming, where the Health Network will have a table that is donated by Island Health. It is the 75th anniversary this year. Connie Watts, who is a local First Nations artist, was engaged to do a design for this event. Connie Watts will be attending the conference and will discuss what the design represents. This year there will be a new session called Chiefs, Chairs, and Mayors. Special invitations went out to Chief Thomas, of Esquimalt First Nation and Chief Sam, from Songhees First Nations. There will be a pin given for those that attend this event.
- UBCM Advocacy Days will be happening soon, where the executive gets to talk to Ministers for the week in Victoria. Discussions will be focused on health issues and housing.
- Regional District is having an upcoming inclusive governance retreat with local First Nations.

Toni Buston:

- Put out a survey for all the youth spaces on the Coast. Trying to collect impact stories.

7. MEETING ADJORNED

The meeting adjourned at 11:34 am.

The next meeting of the Table of Partners will be held Wednesday, April 17, 2024 at 9:30 am.

ACHN PRINCIPLES OF PURPOSE AND GOOD RELATIONS

The work of the Alberni Clayoquot Health Network is guided by the following principles. These principles inform the structure and development of our meetings, governance, and the implementation of our projects. We aim to engage meaningfully with communities of the Alberni Clayoquot to move forward systemic change and build healthy communities that work for all people.

Equity

- We center our work in the 4 aspects of equity
- Procedural - representation in the process
 - Distributional - increasing access to the most underserved
 - Structural - acknowledgement of underlying structural and institutional systemic changes
 - Transgenerational - impact of action or failure to act on future generations



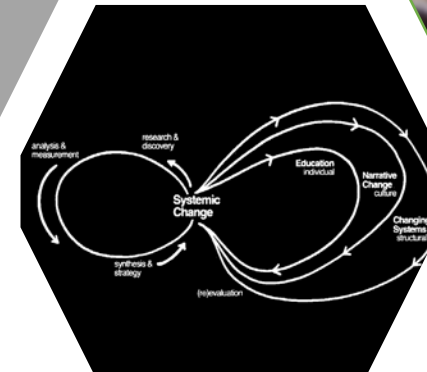
Anti-Racism

- We reflect on our intentions by practicing WAIT - Why Am I Talking.
- We reflect on the dynamics of White Supremacy Culture and reflect on how we can improve our work through this lens.
- We practice active listening and reflect this in our processes.



Systems Change

- We are tough on systems and soft on people.
- We work to identify and address root causes of systems inequity.
- We utilize frameworks such as Collective Impact to guide our work.
- We promote information sharing, collaboration and collective resource planning.
- We allow for experimentation and learning in our process.



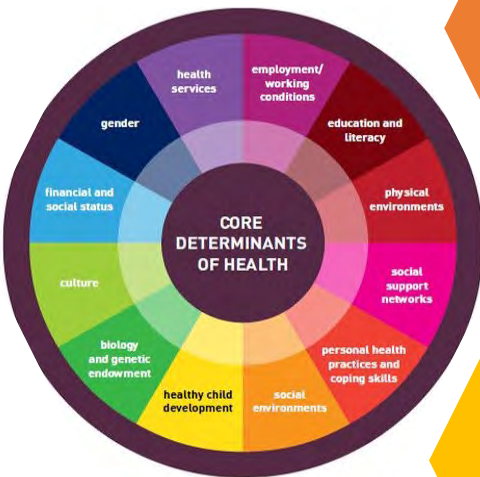
Social Determinants of Health

- We recognise that over 60% of health outcomes are shaped by the 12 Social Determinants of Health.
- We work to promote upstream interventions to support our health partners in their work.
- We promote a focus on building healthy communities with local governments and community stakeholders.



Decolonization

- We commit to learning about principles of decolonization individually and as a network.
- We challenge the status quo and look for inclusive ways to work together.
- We are nimble in our network structures to ensure relationship and trust are centred in all our work.
- We recognize this work takes time and dedication to learning and unlearning



Alberni Clayoquot Health Network

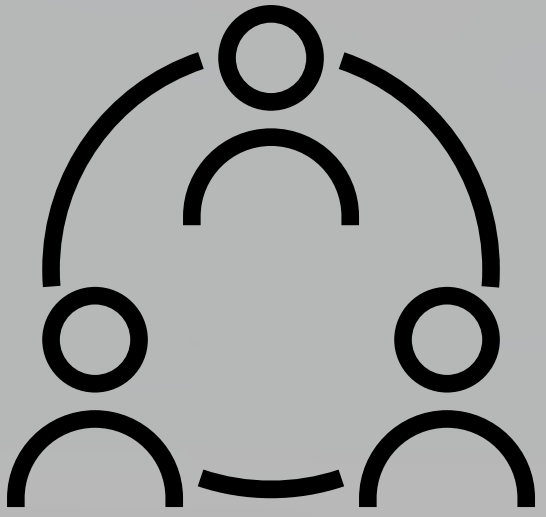
Recent Highlights

Who Are We



- Multi-disciplinary network hosted through the ACRD since 2011
- Members from local leadership, community and representation from across the Alberni- Clayoquot Region

Network Mechanisms



- Monthly meetings of our Table of Partners, guests welcome!
- Data collection and dissemination to support healthy communities
- Network and project development to advance healthy community goals.

Building Regional Prosperity



- Creation and launch of the 2022 ACRD Poverty Reduction Action Plan
- Lead work and learning around building equity in local systems.
- Secure \$50,000 for work to Build Equity in the ACRD - focusing on equity, anti-racism and decolonization education and tool kit development.

West Coast Transportation



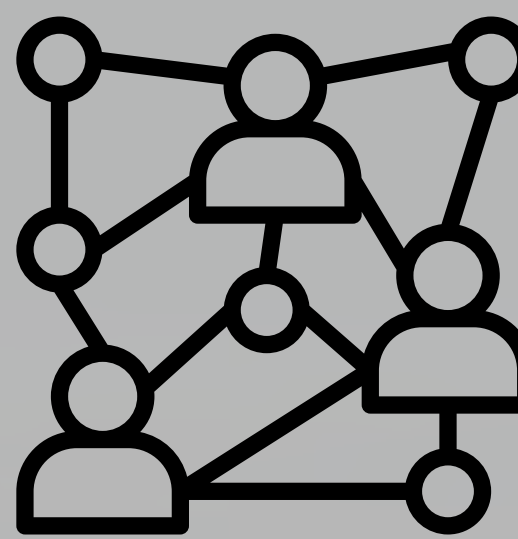
- Convening to support the implementation of West Coast Transit service connecting Tofino, TyHistanis, Hitacu and Ucluelet
- Support Island Health Non Emergency Transportation program for health appoint access in rural and remote communities.

Our Focus



- Social Determinants of Health and Upstream interventions which increase health in the population
- Goal to stimulate change at the systems level through advocacy and research
- Building healthy equitable communities

Networking the Networks



- Support collaboration(s)
- Convene action tables and working groups when no leadership is present
- Connect people, idea's and initiatives with resources
- Support projects and program implementation which aligns with Health Network goals

Communities Building Youth Futures



- Secured over \$700,000 to support youth capacity in the ACRD
- Hired Youth Facilitators in Alberni Valley, West Coast and Barkley Communities
- Engagement, priority setting and project implementation lead by local youth
- Focus on Mental Health and Substance Use, Connection and Belonging, Connection to Land

2024 Strategic Plan



- Update and revise ACHN governance statements and flattening of governance structure
- Three priority areas - Network Development, Communications and Outreach and Poverty Reduction to refine and streamline work in coming years.

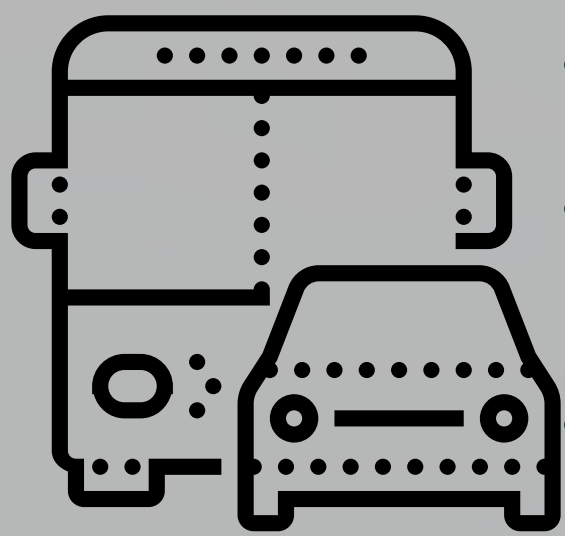


Alberni Clayoquot Health Network

Greatest Hits

Changing systems to increase health equity is work that takes time and effort. Through collaboration and regional planning the ACHN challenges our region to keep up the momentum to address complex social issues, one step at a time.

Transportation Planning



- 2014 Regional Transportation Consultation
- 2015 Transportation Planning to Action Meeting and Report
- West Coast Transportation Working Group

Transportation Action



- West Coast Wheels For Wellness Program Implementation
- Transportation Assets Map Development and Advocacy
- West Coast BC Transit System Planning Support
- Advocacy around transportation and health equity for healthy communities and regions.

Poverty Reduction



- Community Engagement from 2015 - Present
- Poverty Reduction Protocol with participation from MLA, MP and all Municipalities
- 2022 Building Prosperity in the Alberni Clayoquot - Poverty Reduction Action Plan

Regional Capacity Building



- Support four local Art of Hosting Training's to build capacity around hosting and facilitating
- Support for the West Coast Coming Together Health Forums
- Convening conversations that matter - from youth to housing and everything between

Network Development



- Effective consensus based governance model
- Embedded community engagement and support mechanisms
- Priority around equity, community development and support for grassroots initiatives
- Ongoing support and engagement from all local levels of government

Want to Know More?

Check out our **Planning and Governance Documents**



- ACHN Plans, Governance Documents and Communications Plans
- Annual Reports
- Array of Regional Planning Reports conducted and/or supported by the ACHN and partners

For more information and links to work in our region - www.achn.ca
Email the ACHN Coordinator - achn@acrd.bc.ca



NEED A RIDE?

THE ISLAND HEALTH NON EMERGENCY
TRAVEL PROGRAM CAN HELP

CALL [1-844-940-6617](tel:1-844-940-6617), EMAIL
INFO.PATIENT.TRANSPORTATION@ISLANDHEALTH.CA OR
SCAN BELOW FOR MORE INFORMATION



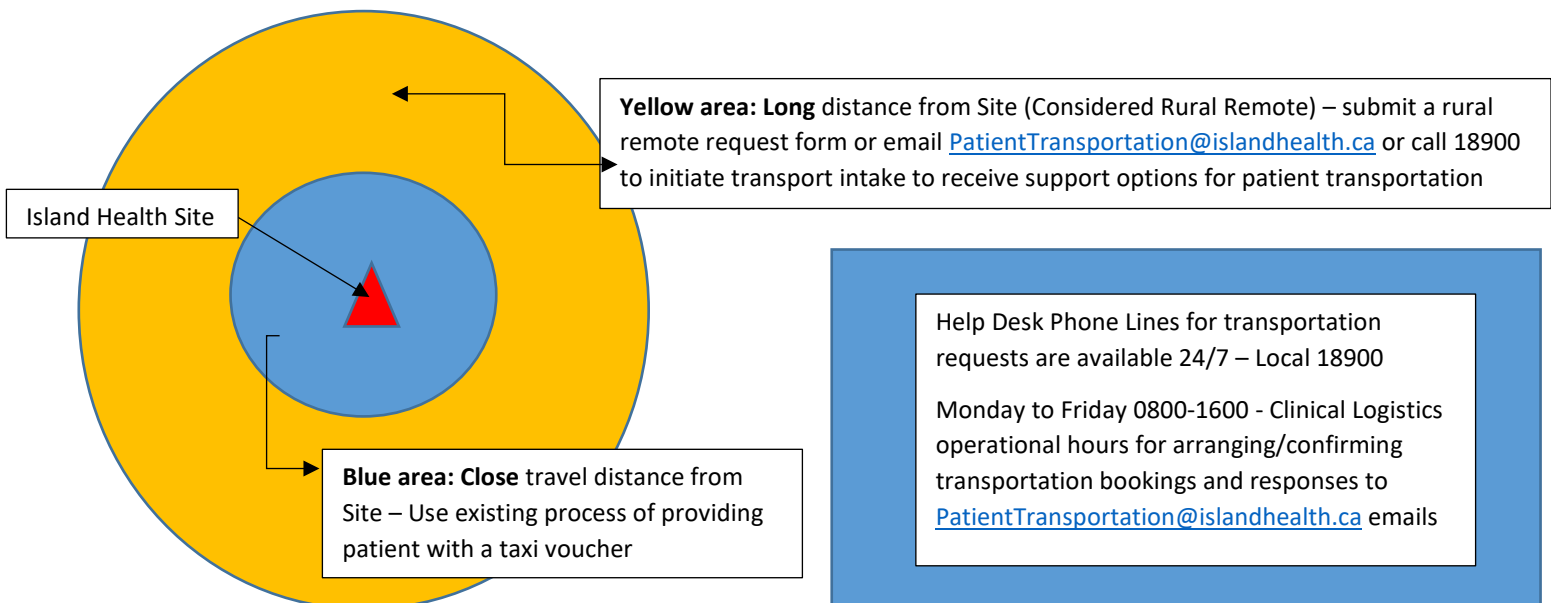
Island Health's new transportation network supports people in many rural and remote regions. These contractors provide door-to-door, non-emergency patient transportation services, primarily facilitating trips to and from Island Health appointments, facilities, or locations.

Access to Rural Remote Transportation support can be initiated several ways as detailed below:

- 1) **Submit** a Rural Remote Request Form – located on the Patient Transportation intranet page
- 2) **Email** PatientTransportation@islandhealth.ca (Hours of operation are Monday to Friday 08:00-16:00)
- 3) **Call** Help Desk at 18900 or 1 844 940 6617 (In-take for transportation requests or questions available 24/7)
- 4) **Visit** our transportation intranet page: [Patient Transportation](#)

Areas of Coverage – Please contact us if you do not see your area included below

North Island	Central Island	South Island
<ul style="list-style-type: none"> • Campbell River • Comox • Courtenay • Denman Island • Gold River • Hornby Island • Kyuquot • Port Alice • Port Hardy • Port McNeill • Tahsis • Zeballos 	<ul style="list-style-type: none"> • Bamfield • Bowser • Gabriola Island • Nanaimo • Parksville • Port Alberni • Qualicum • Qualicum Beach • Tofino • Ucluelet 	<ul style="list-style-type: none"> • Central Saanich • Chemainus • Duncan • Ladysmith • Lake Cowichan • Mill Bay • Pender Island • Salt Spring Island • Sidney



Identifying the use of Rural Remote Transportation:

Travel assistance - Rural Remote Program

If a person faces barriers to travelling out of community for an appointment at an Island Health facility or challenges getting home after an Island Health service, they should connect with the staff at the location, clinic or unit (IE manager, social worker etc.). Island Health staff can submit a Travel Assistance - Rural Remote Transportation Request to PatientTransportation@islandhealth.ca.

- Scenario: Patient is ready to be discharged from Comox Valley Hospital and lives in Port Hardy. Family/friends are not able to provide transportation. Medi-Van or BC Ambulance is not the required means of transport support for the patient. Submit a request form.
- This program supports Door to Door service. It is designed to support patients from rural remote regions of the Island who face barriers in accessing appointments and care at Island Health locations, sites and facilities. Or have received care at an Island Health facility and require assistance with getting home to their rural/remote location of residence.
- Site to Site (Port Hardy to Campbell River or Comox Valley) is supported by the Island Health shuttle bus, not the Rural Remote transportation program.
- This is not a stretcher service. Transportation provisions are for ambulatory, walker, collapsible and in **some** regions motorized wheelchair. Patients are all to be in stable condition to use this service. If confined to wheelchair, this must be clearly communicated on request form.

Questions?

Contact us at PatientTransportation@islandhealth.ca

Taxi Vouchers: (Existing Island Health Process)

Provider	Service Area	Dispatch
Blue Bird Cabs	Greater Victoria	250-382-2222
Duncan Taxi	Duncan	250-746-4444
This Rides 4 U	Cowichan Valley	250-732-5898
Yellow Cab Nanaimo	Nanaimo & Oceanside Health Centre	250-751-1111
Alberni District United Cabs	Port Alberni	250-723-2121
Comox Taxi	Comox Valley	250-339-7955
Bee Line Taxi	Campbell River	250-287-8383
Waivin Flags	Port Hardy, Port McNeil, Port Alice, Mt. Waddington, Campbell River	250-230-8294

Visit our Transportation intranet page for Taxi voucher process information, order forms and tracking sheet

- [Taxi Services](#)

FORMS (located on [Patient Transportation](#) intranet page)

- Rural Remote Transportation Request Form (**Complete and Submit**)
Please be sure to include additional contacts on your behalf should you not be available for contact or to receive booking confirmations after submission

Additional Resources: PUBLIC facing Island Health internet page for Rural Remote Transportation: [Travel assistance for non-emergency medical care | Island Health](#)



Rural Remote Extraordinary Patient Transportation Request

Patients are responsible for organizing and paying for trips to an Island Health facility or site and trips back home, regardless of the distance. For more information on Patient Transportation programs, please visit [Patient Transportation Intranet Page](#). When requesting eligibility for a non-emergency rural/remote transportation provider, the following guidelines must apply:

Patient Eligibility Criteria			
<input type="checkbox"/>	The patient/client: <ul style="list-style-type: none"> Resides in a rural or remote area of the Island Health region. Is in stable condition and needs mobility assistance or otherwise has exhausted all options for accessing transportation to an Island Health appointment, site or facility. 		
<input type="checkbox"/>	The patient/client has explored all subsidies and available resources: <ul style="list-style-type: none"> Patients are responsible for organizing and paying for trips to an Island Health facility or site and trips back home, regardless of the distance. Patients must obtain available transportation resources and subsidies that include but are not limited to: <ul style="list-style-type: none"> TAPS BC Family Residence Program Medical Transportation Supplements A referral to rural/remote transportation services may occur in conjunction with the above funding options and should be booked only when all alternate funding solutions or travel assistance options have been explored. To book a transportation you must receive an approval by submitting this request to PatientTransportation@islandhealth.ca (complete the below patient transfer details) 		
Patient Transfer Details			
First Name:		Last Name:	
Personal Health No. (PHN):		Contact No.:	
Pick-Up Date:		Pick-Up Time:	
Origin (address/details):			
Destination (address/details):		Site & Unit:	
Return Trip: <input type="checkbox"/> YES <input type="checkbox"/> NO		Return Date:	Pick-Up Time:
Appointment Details:		Length of Appointment:	
Request Mode of Transport	<input type="checkbox"/> Ambulatory		
	<input type="checkbox"/> Wheelchair	<input type="checkbox"/> Does patient have their own? <input type="checkbox"/> Is the wheelchair collapsible?	
Precautions or Limitations	<input type="checkbox"/> Oxygen		<input type="checkbox"/> Bariatric (please report patient's weight)
	<input type="checkbox"/> Violence Alert		<input type="checkbox"/> Patient is over than 250lbs
	<input type="checkbox"/> Please disclose any patient mobility limitations: _____		
Indicate if an escort or family member is accompanying the patient:			<input type="checkbox"/> YES <input type="checkbox"/> NO
Transportation Requested by:		Contact Number:	
Important Charges			
<ul style="list-style-type: none"> Cancel on Arrival Charge (COA): Cancellation fees are charged if transport is cancelled with less than 2 hours' notice. Wait Times Charge: When the provider is required to wait with patients beyond 1 hour, Island Health is charged a waiting time fee. 			



**OF EDUCATION
EDUCATION COMMITTEE MEETING MINUTES
April 2, 2024, 4:00 pm
Administration Office**

Pam Craig – Board Chair
Cherilyn Bray – Board Vice-Chair
Cynthia Orr – West Coast Trustee (Via Teams)
Janis Joseph – Trustee
Larry Ransom – Trustee
Christine Washington - Trustee
Helen Zanette – Trustee
Tim Davie – Superintendent (Via Teams)
Peter Klaver - Assistant Superintendent
Barbara Ross - Secretary Treasurer
Michell Bennett - Director of Instruction – Inclusive Education
Marc Fryer – Director of International Education
Carla Neville - Controller
Hannah Fletcher - Executive Assistant - HR
Dave Maher - District Principal
Ryan Dvorak - ADTU President

1. Call to Order and Land Acknowledgment

The meeting was called to order at 4:01pm.

The Chair acknowledged that we work and learn on the ha-houlthee of the Hupačasath (Hupacasath), Huu-ay-aht (Huu-ay-aht), ʕaʕuukʕiʕath (Tla-o-qui-aht), Čišaaʕath (Tseshaht) and the Yuuʕuʕiʕath (Yuu-cluth-aht) Nations.

2. Introductions

3. Approval of Agenda

Hannah Fletcher left the room at 4:03 pm, returning at 4:04 pm.

Trustee Washington entered the room at 4:04 pm.

Moved by: Trustee Craig

Seconded by: Trustee Bray

THAT the April 2nd, 2024 Education Committee meeting agenda be approved as presented.

Carried

4. Petitions/Delegations/Presentations

5. Unfinished Business

6. Emergent Issues

7. Staff Reports

7.1 Learning on the Land Liability Insurance (10 minutes)

District Principal Maher gave an overview of his presentation. Trustee Joseph asked how often the forms need to be filed. District Principal Maher clarified it depends on the level of care that is required for the trip. Lower levels are covered under the annual application that is done each school year to cover trips such as walking trips that are done weekly. The higher level of care activities such as overnight trips require an application per trip. District Principal Maher answered various questions from other Trustees. Controller Neville specified School Protection Plan does not cover medical or dental damage. If a student was to be injured, it would be covered under their BC Medical Services Plan (MSP).

Commented [BR1]: singular

7.2 Kackaamin Program (15 minutes)

Michell Bennett, Director of Instruction - Inclusive Education, gave an overview of her presentation. Director Bennett added from the March 13th meeting at Kackaamin, the results from the Ministry of Education and Childcare audit have not yet been provided. The outcome from the meeting at Kackaamin did show there are more students than is recommended for the staffing ratio. For this coming year, it has been asked from the Ministry of Education and Childcare for more funding to provide an additional teacher, an Indigenous Support Worker, and a Behavioral Support Worker.

Trustee Zanette asked which budget the funding comes from for Kackaamin. Secretary Treasurer Ross clarified the Kackaamin budget is a separate special purpose funds budget.

7.3 International Education Outbound Exchange Program (10 minutes)

Marc Fryer, Director of International Education, provided an overview of his presentation. Currently there are 2 students registered for the outbound exchange program. Director Fryer responded to questions from Trustees.

Superintendent Davie joined the meeting at 4:22 pm.

8. Next Meeting

The next Education Committee meeting will be held on May 7th, 2024, at 4:00pm at the Administration Office.

9. Adjournment

The meeting was adjourned at 4:31pm.

Board Chair

Secretary Treasurer



**SD70 PACIFIC RIM BOARD OF EDUCATION
POLICY COMMITTEE MEETING MINUTES
April 9, 2024, 4:00 p.m.
Administration Office**

Pam Craig Board Chair
Cherilyn Bray Vice Chair
Janis Joseph Trustee
Cynthia Orr Trustee (via Teams)
Larry Ransom Trustee
Christine Washington Trustee
Tim Davie Superintendent
Peter Klaver Assistant Superintendent
Barbara Ross Assistant Secretary Treasurer
Hannah Fletcher, Executive Assistant - HR
Paula Mason, Manager of Corporate Services
Michell Bennett Director of Instruction and Inclusion
Ryan Dvorak ADTU President
Nadine White CUPE President

1. Acknowledgement

The Chair (Chris) acknowledged that we work and learn on the ha-houlthee of the Hupačasath (Hupacasath), Huu-ay-aht (Huu-ay-aht), łaʔuukʷiʔaḥ (Tla-o-qui-aht), Čišaaʔaḥ (Tseshaht) and the Yuuʔuʔiʔaḥ (Yuu-cluth-aht) Nations.

2. Introductions

3. Approval of Agenda

Moved by: Trustee Craig

Seconded by: Trustee Bray

THAT the April 9, 2024 Policy Committee Meeting agenda be approved as presented.

Carried

4. New or Revised Draft Policy

4.1 XXX: Acceptable Use of Cellular Phones, Smart Watches, and Electronic Devices: Usage in Schools, on School Property or During School Related Activities (P)

The Chair recommended the Policy be sent to the Board for approval to go out for 30-day Public Consultation.

4.2 XXX: Personal Expenses On Official District Business Policy

The Chair recommended the Policy be sent to the Board for approval to go out for 30-day Public Consultation.

5. New or Revised Draft Administrative Procedures

5.1 XXXX: Records Retention (A/P)

Peter Klaver thanked Ms. Fletcher for all her work! CUPE President Nadine White asked who will be responsible for the updating of records, to which Secretary Treasurer Ross answered that current and ongoing records will be updated by CUPE staff members, but that the updating of archival records is still up for discussion.

5.2 4020: Personal Expenses On Official District Business (AP)

Secretary Treasurer Ross thanked Ms. Mason for all her work.

5.3 XXXX: Trustee Remuneration and Expenses (AP)

Trustee Craig commented that the language in the red-coloured sections is excellent and clarifies well what's allowed. Trustee Ransom asked when he'll receive a replacement laptop to which Secretary Treasurer Ross assured him it'll be immediate.

5.4 XXXX: Acceptable Use of Cellular Phones, Smart Watches, and Electronic Devices: Usage in Schools, on School Property or During School Related Activities (A/P)

Corrections needed: Number 9 carries over to the next page.

Trustee Ransom sought to clarify our policy on using personal email accounts to handle District business, to which Ms. Mason said she would get back to Trustees with an answer. ADTU President Ryan Dvorak commented that he feels the statement as written in Number 8 district is very intrusive and should be doubled checked with a legal entity.

5.5 XXXX: Environmental Stewardship (A/P)

Trustee Washington asked if there is anything specific being done in schools to encourage recycling. Superintendent Davie said there is an upcoming meeting scheduled with Elders and the Student Council to discuss initiatives. He also noted that Director of Operations, Greg Roe is currently looking at the Nanaimo/Ladysmith School District regarding programs they have in place as a pilot project.

6. Policies to be sent to the Board for Approval to go out to Public Consultation.

7. **Policy/Admin Procedure out for Public Consultation**
 - 7.1 **Policy 115: Appeal of a Decision by an Employee**
 - 7.2 **XXX: Off-site Experience / Field Trip (P)**
8. **Forward to next Public Board Meeting for Adoption**
 - 8.1 **Trustee Bursary Policy**
 - 8.2 **Housing Policy**
 - 8.3 **Privacy Policy**
9. **Completed Business**
 - 9.1 **Jordan's Principle Policy**
 - 9.2 **Environmental Stewardship Policy**
10. **New Business**
11. **Future Policy/Administrative Procedures**
 - 11.1 **Policy 500: Student Admission and School of Choice**
 - 11.2 **Student Admission and School of Choice (A/P)**
 - 11.3 **AP 3110: School Volunteers**
 - 11.4 **5017: CyberSafety**

Ransom asked if Klaver was bringing this forward as he had questions about what's included in it. The Policy was to be revised by the Manager of IT/Data Management presented at a future meeting.
 - 11.5 **Off-site Experience / Field Trip (AP)**
 - 11.6 **International Student Policy**
 - 11.7 **International Student (AP)**
12. **Next Meeting Date**
13. **Adjournment**

The meeting was adjourned at 4:17pm.

Board Chair

Secretary Treasurer