



**PACIFIC RIM BOARD OF EDUCATION
PUBLIC BOARD MEETING AGENDA
Tuesday, June 25, 2024, 5:00 p.m.
Wickanninish Community School
Tofino BC V0R 2Z0**

	Pages
1. Call to Order	
We acknowledge that we work and learn on the ƛaƛuuli of the Hupačasath(Hupacasath), Huu-ay-aht (Huu-ay-aht), ƛaʔuukʷiʔath (Tla-o-qui-aht), Cišaaʔath (Tseshaht) and the Yuuʔuʔiʔath (Yuu-cluth-aht) Nations.	
2. Approval of Agenda	
THAT the Board of Education approve the June 25, 2024 Public Board Meeting Agenda as presented.	
3. Conflict of Interest Declaration	
4. Adoption of Minutes	5
THAT the Board of Education approve the May 28, 2024 Public Board Meeting Minutes as presented.	
5. Announcements of the Chair	
6. Good News from the Schools	
6.1 School Presentation (10 minutes)	11
Principal Dani Stone	
7. Trustee Statements	
8. Petitions/ Delegations/ Presentations	
8.1 Recognition of Indigenous Education Committee members	
Pam Craig, Board Chair	
8.2 Auditors Presentation (10 minutes)	26
Lenora Lee, KPMG	
9. Staff Reports	
9.1 Amended 2024/25 Capital Plan/West Coast Bussing Update (10 minutes)	54
Greg Roe, Director of Operations	
9.2 Approval of 2025/26 Major Capital Plan (15 minutes)	60
Greg Roe, Director of Operations	
THAT the Board of Education approve the submission of the 2025/26 5-year	

	Capital Plan as presented.	
9.3	Wickaninnish Ballfield Update (5 minutes) Greg Roe, Director of Operations	63
9.4	Operational Plan update (5 minutes) Tim Davie, Superintendent	65
9.5	Transportation Assistance Rates (5 minutes) Carla Neville, Controller	79
	THAT the Board of Education approve the rate of \$0.28 (40% of \$0.70) per kilometer with the addition of 0.05 per additional child for a maximum of \$25.75 per day per family, as the Transportation Assistance Rates for the 2024/25 school year.	
9.6	Exempt and Excluded Compensation (5 minutes) Barbara Ross, Secretary Treasurer	80
	THAT the Board of Education approve a submission to BCPSEA that a 3% increase to the compensation of individuals included in the Exempt Staff group be applied, effective July 1, 2024, subject to satisfactory performance, and	
	THAT the Board of Education approve a submission to BCPSEA that a 3% increase to the compensation of individuals included in the Principal / Vice-Principal group be applied, effective August 1, 2024, subject to satisfactory performance.	
9.7	Trustee Compensation (10 minutes) Barbara Ross, Secretary Treasurer	81
	THAT the Board of Education approve a 3% increase to Trustee compensation, effective July 1, 2024.	
9.8	Boarding Allowance Rates (5 minutes) Carla Neville, Controller	87
	THAT the Board of Education approve \$875.00 as the maximum monthly boarding allowance amount an eligible student is entitled to during the 2024/25 school year, with eligibility being defined by the Eligibility section of Administrative Procedure 3306: Boarding Allowance.	
9.9	Advocacy Policy Development (5 minutes) Paula Mason, Manager of Corporate Services	88
	THAT the Board of Education direct staff through the Superintendent, to add a Board Advocacy page to our website, and	
	THAT that Board of Education direct staff through the Superintendent, to draft an Advocacy Policy and corresponding Administrative Procedure for review by the Policy Committee.	
9.10	Raincoast Education Society Presentation follow-up (10 minutes) Pam Craig, Board Chair	
9.11	Kackaamin Review - Summary (5 minutes) Michell Bennett, Director of Instruction - Inclusive Education	90

10.	Unfinished Business/ New Business	
11.	Policy Development - include documents	
11.1	Policies to be sent for 30-day Public Consultation	
	THAT the Board of Education direct staff through the Superintendent, to publish the following draft policies for a 30-day public consultation period:	
11.1.a	Policy 602: Communicating Student Learning (P)	93
11.1.b	XXX Selection of Learning Resources Policy (P)	94
11.1.c	XXX: Equipment and In-kind Donations (P)	96
11.1.d	Policy 510: Safe, Caring and Orderly Schools (P)	97
11.2	Policies for Adoption	
	THAT the Board of Education adopt the XXX Off-Site Experience/Field Trip Policy (P) as presented.	
11.2.a	XXX Off-Site Experience/Field Trip Policy (P)	98
12.	Notice of Motion	
13.	Correspondence - Action Required	
13.1	ACRD Rezoning Consultation	99
13.2	Field Trip Approvals	117
	James Messenger, Director of Instruction - Learning & Innovation	
	THAT the Board of Education approve the ADSS Girls Basketball trip to Washington for July 6-10, 2024, and	
	THAT the Board of Education approve in principle, the ADSS Travel Club trip to Italy and Greece during Spring Break 2025.	
14.	Correspondence - For Information	
14.1	Board Motion Tracking (April - May 2024)	118
	Paula Mason, Manager of Corporate Services	
14.2	Prime Minister's Award for Excellence in Early Childhood Education 2024	123
	Katherine Charbonneau, Director of Early Learning and Child Care	
14.3	Joint Press Release - District of Tofino / Pacific Rim School District	126
	Paula Mason, Manager of Corporate Services	
14.4	Be Amazing Campaign	128
	Cathy Peters	
15.	External Board Committees	
15.1	May 14, 2024 ACRD Agricultural Development Committee Meeting Minutes	130
15.2	June 5, 2024 Heritage Commission Meeting Minutes	136
15.3	May/June 2024 Port Alberni Air Quality Council Update	146
16.	Internal District Committees	
16.1	May 21, 2024 Finance, Operations and Assets Committee Meeting Minutes	151

THAT the Board of Education approve the May 21, 2024 Finance, Operations and Assets Committee Meeting Minutes as presented.

16.2 May 28, 2024 Public Board Meeting Minutes 154

THAT the Board of Education approve the May 28, 2024 Public Board Meeting Minutes as presented.

16.3 June 4, 2024 Education Committee Meeting Minutes 160

THAT the Board of Education approve the June 4, 2024 Education Committee Meeting Minutes as presented.

16.4 June 11, 2024 Policy Committee Meeting Minutes 163

THAT the Board of Education approve the June 11, 2024 Policy Committee Meeting Minutes as presented.

16.5 June 18, 2024 Finance, Operations and Assets Committee Meeting Minutes 168

THAT the Board of Education approve the June 18, 2024 Finance, Operations and Assets Committee Meeting Minutes as presented.

17. Audience Question Period

18. Next Meeting

The next regular meeting of the Board of Education will be held on September 24, 2024 at 5:00pm at the Bamfield Community School.

19. Adjournment

The meeting was adjourned at TIME.



**PACIFIC RIM SCHOOL DISTRICT
PUBLIC BOARD MEETING MINUTES
May 28, 2024, 5:00 p.m.
Administration Office**

Pam Craig - Board Chair
Cherilyn Bray - Vice Chair
Cynthia Orr - Trustee
Janis Joseph - Trustee
Larry Ransom - Trustee
Christine Washington - Trustee
Helen Zanette - Trustee
Tim Davie - Superintendent
Peter Klaver - Assistant Superintendent
Barbara Ross - Assistant Secretary Treasurer
Paula Mason - Manager of Corporate Services
Ryan Dvorak - ADTU President
Nadine White CUPE President

Audience:

Lindsay Cheetham
Rosemarie Buchannan
Kristi

1. Call to Order/Land Acknowledgment

The Chair acknowledged that we work and learn on the ḥaḥuuli of the Hupačasath (Hupacasath), Huu-ay-aht (Huu-ay-aht), ḷaḡuukʷiḡath (Tla-o-qui-aht), Cišaaḡath (Tseshaht) and the Yuuḡuḡiḡath (Yuu-cluth-aht) Nations.

2. Approval of Agenda

Moved by: Trustee Bray

Seconded by: Trustee Joseph

THAT the Board of Education approve the May 28, 2024 Public Board Meeting Agenda as presented.

Carried

3. Conflict of Interest Declaration

There were no conflicts declared.

4. **Adoption of Minutes**

Moved by: Trustee Bray

Seconded by: Trustee Washington

THAT the April 23, 2024 Public Board Meeting Minutes be approved as presented.

Carried

5. **Announcements of the Chair**

6. **Good News from the Schools**

6.1 **School Presentation (10 minutes)**

Principal Ryan presented his PowerPoint regarding street data and answered questions from Trustees.

7. **Trustee Statements**

Trustee Craig attended Pride Week activities, which call for greater unity and equality for all, including a bubble parade and reading with Ms. Freda. She also shared a poster that students from Alberni Elementary had made for their Social Studies Fair. A reminder that it's the Alberni Track Meet on Friday. Trustee Orr attended Wickaninnish Community School's Sports Day last Friday where Principal Stone raced the kindergarten class (but alas did not win). Trustee Joseph attended Tsuma-as Elementary School's Student Market on Saturday, as well at the Packs & Snacks event @ Echo which lots of people came to.

8. **Petitions/ Delegations/ Presentations**

9. **Unfinished Business/ New Business**

10. **Staff Reports**

10.1 **Adoption of 2024-2025 Operating Budget (10 minutes)**

Manager Mason circulated copies of the bylaw for all attendees to read along. Audience members attending virtually were able to view the bylaw on page 27 of the agenda, as posted on the website. Trustees thanked Ms. Ross for the Budget Workshop she hosted earlier this week.

Moved by: Trustee Ransom

Seconded by: Trustee Bray

THAT the Board of Education approve the 2024-25 Annual Budget as presented.

Carried

Moved by: Trustee Washington
Seconded by: Trustee Ransom

THAT the Board of Education approve all three readings of School District No. 70 (Pacific Rim) Annual Budget Bylaw for fiscal year 2024/2025 in the May 28, 2024 Public Meeting of the Board.

Carried

Moved by: Trustee Ransom
Seconded by: Trustee Joseph

Be it resolved as having been read a first, second and third time as provided for in the bylaws, **THAT** the Board Chair and the Secretary-Treasurer be authorized to execute this Annual Budget Bylaw 2024-25 on behalf of the Board and that the corporate seal of the Board be affixed thereon.

Carried

10.2 Tree Protection Policy (15 minutes)

Trustee Orr presented her report, referencing the trees that were cut down at the Daycare in Tofino. She received a lot of community feedback about this and would like to develop a tree protection policy for the District.

Moved by: Trustee Orr
Seconded by: Trustee Washington

THAT the Board of Education direct staff through the Superintendent, to draft a Tree Protection Policy for review by the Policy Committee.

Carried

10.3 Wellness Committee Logo (5 minutes)

Manager Curliss shared her screen displaying the proposed Wellness Committee logo, to be used for swag for appreciation and staff recognition events.

Moved by: Trustee Bray
Seconded by: Trustee Joseph

THAT the Board of Education direct staff through Superintendent, to approve the Pacific Rim Wellness logo design as presented.

Carried

10.4 2024-2025 Board and Committee Meeting Schedule

Discussion was had regarding holding meetings in different school locations throughout the year, but no change was made to the proposed schedule.

THAT the Board of Education approve the proposed 2024/25 Board and Committee Meeting Schedule as presented.

Carried

11. Policy Development

11.1 Policies to be sent for 30-day Public Consultation

11.1.a XXX: International Student Program (P)

Helen: moved motion

Moved by: Trustee Zanette

Seconded by: Trustee Washington

THAT the Board of Education direct staff through the Superintendent to publish the draft XXX: International Student Program (P) for a period of 30-days for public consultation.

Carried

11.1.b XXX: Use of School District-owned Vehicles (P)

Moved by: Trustee Zanette

Seconded by: Trustee Washington

THAT the Board of Education direct staff through the Superintendent to publish the draft XXX: Use of School District-owned Vehicles (P) for a period of 30-days for public consultation.

Carried

11.2 Policies for Adoption

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

Per the request from the Board, feedback related to the Policy is attached. Feedback related to the Administrative Procedure will be brought to the June Policy Committee meeting for review as a correspondence item.

Moved by: Trustee Zanette
Seconded by: Trustee Washington

THAT the Board of Education approve the XXX: Acceptable Use of Cellular Phones, Smart Watches, and Electronic Devices: Usage in Schools, on School Property or During School Related Activities (P) as presented.

Carried

11.2.b XXX: Personal Expenses On Official District Business Policy (P)

Moved by: Trustee Zanette
Seconded by: Trustee Washington

THAT the Board of Education approve the XXX: Personal Expenses On Official District Business Policy (P) as presented.

Carried

12. Notice of Motion

13. Correspondence- Action Required

14. Correspondence- For Information

14.1 2024-05-07 BCRTA Golden Star Winner

Congratulations to Lori Souther, who received the Golden Star 2024 Award for her reading program.

15. External Board Committees

15.1 2024-05-01 Alberni Valley Museum and Heritage Commission Meeting Minutes

15.2 2024-03-19 ACRD Agricultural Development Committee Meeting Minutes

15.3 2024-04-16 ACRD Agricultural Development Committee Meeting Minutes

16. Internal District Committees

16.1 April 16, 2024 Finance, Operations & Assets Committee Meeting Minutes

16.2 May 7, 2024 Education Committee Meeting Minutes

16.3 May 14, 2024 Policy Committee Meeting Minutes

17. Audience Question Period

Former Board Trustee Rosemarie Buchannan asked if the new tree policy will preserve trees, ensure planting of climate resilient trees, how this would be enforced, what the timeframe would be, would contractors be made aware of the policy, and noted that the

policy should be developed quickly. Superintendent Davie noted that regarding the trees at the Tofino Daycare, the intention is to replant in a different location, to double the amount of trees, and to include consultation with the school community. Contractors will be made aware of the policy, once made.

18. Next Meeting

19. Adjournment

The meeting was adjourned at 6:02pm.

Board Chair

Secretary Treasurer

Meares Island Trip!

Ms. Comtois' Grade 4/5 Class



Boat Rides!



The Big Tree Trail!



Big trees, seas, & friendships!



Learning with Gisele from Tribal Parks!



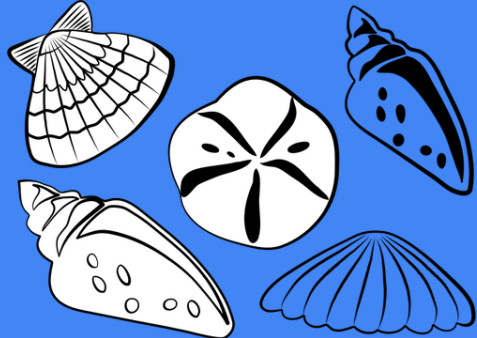


More Boat Rides...

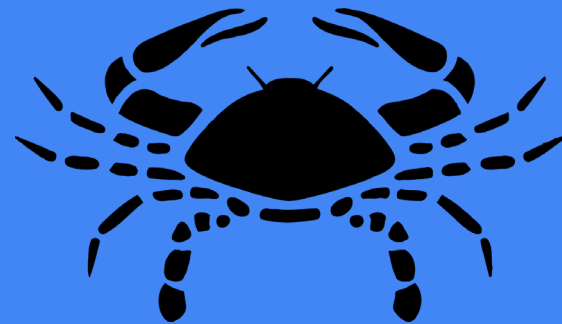


Beach time in Opitsaht!



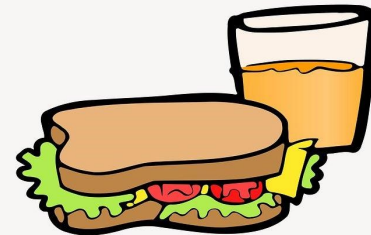


Beach Treasures!





Lunch together!



Storytelling with Saya and Deb Masso in Optisaht!



Historical Thinking Skills

- ❑ Continuity & Change
- ❑ Historical Perspective
- ❑ Historical Significance
- ❑ Cause & Consequence
- ❑ Evidence

Historical Thinking on Meares Island - Grade 4

The pursuit of valuable natural resources has played a key role in changing the land, people, and communities of Canada.

Continuity and Change

Learning involves generational roles and responsibilities.

1. Fill in the chart to record your observations.

	How have things stayed the same?	How have things changed over time?
The Community	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
Physical Land	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

Historical Perspective and Significance

Learning is embedded in memory, history, and story.

2. Who shared a story with us and where/who did they learn the story from?

3. Why is this story significant? What can it teach us?

Cause & Consequence and Evidence

Learning is holistic, reflexive, reflective, experiential, and relational - focused on connectedness, on reciprocal relationships, and a sense of place.

4. How do the physiographic features of Meares Island compliment the natural resources available? Have other factors (like the economy or community demographics) impacted that? Give your opinion with supportive evidence in paragraph form.

Historical Thinking on Meares Island - Grade 5

Natural resources continue to shape the economy and identity of different regions of Canada.

Continuity and Change

Learning involves generational roles and responsibilities.

1. Fill in the chart to record your observations.

	How have things stayed the same?	How have things changed over time?
The Community	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
Physical Land	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

Historical Perspective and Significance

Learning is embedded in memory, history, and story.

2. Who shared a story with us and where/who did they learn the story from?

3. Why is this story significant? What can it teach us?

Cause & Consequence and Evidence

Learning is holistic, reflexive, reflective, experiential, and relational - focused on connectedness, on reciprocal relationships, and a sense of place.

4. What are some ways that the Tla'ookait First Nation balance economic development with traditional uses of the land? Give your opinion with supportive evidence in paragraph form.

Kleco,
Kleco!

We loved exploring
the land and
community of
Meares Island!

We learned so much
from being in the old
forests and hearing
the important
stories that Saya
and Deb shared with
us!



Other Outdoor
Learning:
Long Beach



Other Outdoor Learning: Rainforest Loop



We are so lucky to live in the
tla-o-qui-aht hahouthlee!





School District No. 70 (Pacific Rim)

**Audit Planning Report
for the year ending
June 30, 2024**

kpmg.ca/audit

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Digital use information

This Audit Planning Report is also available as a “hyper-linked” PDF document.

If you are reading in electronic form (e.g. In “Adobe Reader” or “Board Books”), clicking on the home symbol on the top right corner will bring you back to this slide.



Click on any item in the table of contents to navigate to that section.

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Appendices

This report to the Board of Trustees (the “Board”) is intended solely for the information and use of management and the Board and should not be used for any other purpose or any other party. KPMG shall have no responsibility or liability for loss or damages or claims, if any, to or by any third party as this report to the Board has not been prepared for, and is not intended for, and should not be used by, any third party or for any other purpose.



Audit highlights



No matters to report



Matters to report – see link for details

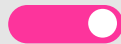
Scope

Our audit of the financial statements (“financial statements”) of School District No.70 (Pacific Rim) (“the District”) as of and for the year ending June 30, 2024, will be performed in accordance with Canadian generally accepted auditing standards.

Audit strategy

Materiality \$1.2 million

Financial reporting framework



Updates to our prior year audit plan



Audit timelines



Required audit communications



Risk assessment



Risks required by professional standards



Other significant risks

We have not identified any other significant audit risks in addition to the presumed risks required by the professional standards.



Presumed risk of fraudulent revenue recognition



Other areas of focus



- Revenues
- Procurement
- Payroll expenses and liabilities
- Tangible capital assets



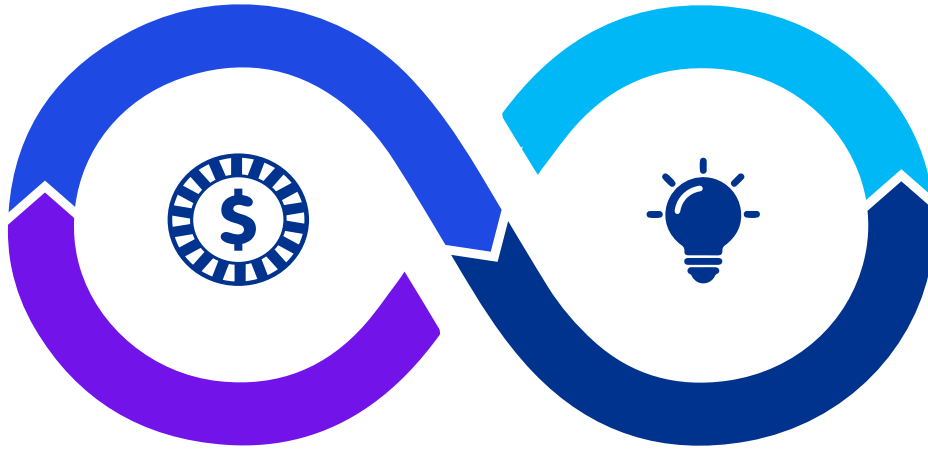
Financial reporting framework

Framework

- The financial statements are prepared in accordance with the requirements of Regulations 257/2010 and 198/2011 issued by the Province of British Columbia Treasury Board.
- These regulations direct the District to apply Public Sector Accounting Standards (PSAS), except in regard to accounting for restricted contributions. Under the regulations, capital contributions are deferred and amortized on the same basis as the amortization of the related tangible capital assets, not in accordance with the underlying stipulations on the funding, as required under PSAS.
- As a result, the District's revenue recognized in the statement of operations and certain related deferred capital revenue would have been recorded differently under Canadian Public Sector Accounting Standards.
- The Office of the Auditor General ("OAG") is the auditor of the Province of BC, in which the financial statements of the District are included. We will receive a letter of instruction from OAG noting their reliance on our audit. The letter of instruction will include additional reporting over the differences noted above, under the Group Auditor requirements, in order to perform the consolidation of the Provincial Accounts under the PSA standards.
- The letter of instruction for the OAG reporting has not been received as of the date of this report. It may include changes from prior year instructions due to the implementation of CAS 600 – *Revised special considerations – Audits of group financial statements*.



Materiality



We **initially determine materiality** at a level at which we consider that misstatements could reasonably be expected to influence the economic decisions of users. Determining materiality is a matter of **professional judgement**, considering both quantitative and qualitative factors, and is affected by our perception of the common financial information needs of users of the financial statements as a group. We do not consider the possible effect of misstatements on specific individual users, whose needs may vary widely.

We **reassess materiality** throughout the audit and revise materiality if we become aware of information that would have caused us to determine a different materiality level initially.

Plan and perform the audit

We **initially determine materiality** to provide a basis for:

- Determining the nature, timing and extent of risk assessment procedures;
- Identifying and assessing the risks of material misstatement; and
- Determining the nature, timing, and extent of further audit procedures.

We design our procedures to detect misstatements at a level less than materiality in individual accounts and disclosures, to reduce to an appropriately low level the probability that the aggregate of uncorrected and undetected misstatements exceeds materiality for the financial statements as a whole.

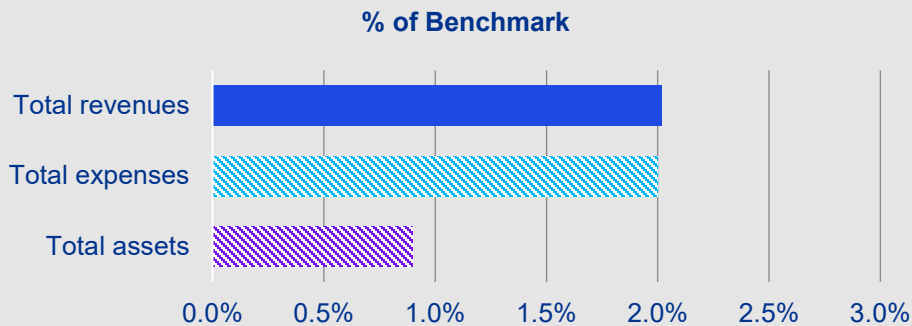
Evaluate the effect of misstatements

We also **use materiality** to evaluate the effect of:

- Identified misstatements on our audit; and
- Uncorrected misstatements, if any, on the financial statements and in forming our opinion.



Initial materiality



Budgeted Revenues

\$59.4 million

(2023: \$56.0 million)

No change in benchmark compared to prior year

% of Benchmark

2.0%

(2023: 1.9%)

The prescribed range is between 0.5% and 3% of the benchmark

Audit Misstatement Posting Threshold

\$60,000

(2023: \$50,000)

Set as 5% of materiality



Updates to our prior year audit plan

New significant risks



No new significant risks



During our preliminary risk assessment process, we did not identify any new significant risks other than those required by professional standards and did not identify any significant unusual transactions.

Any changes to the audit plan will be communicated to Management and Those Charged with Governance.



Risks of misstatement



Our risks of misstatement are outlined in our risk assessment summary. In the prior year audit, we identified asset retirement obligations as an “elevated” risk as it was a new accounting standard adopted during fiscal 2023.

This risk is assessed as a base risk this year and will be evaluated in the tangible capital assets process.

Risk assessment summary



Other significant changes



Newly effective accounting standards



New accounting standards effective for the year ending June 30, 2024 include:

- PS 3400 *Revenue*
- PS 3160 *Public Private Partnerships*
- PSG-8 *Purchased Intangibles*

See appendix 3.

Newly effective accounting standards



Newly effective auditing standards



There are three new auditing standards effective for year ending June 30, 2024 related to quality management. See appendix 4.

Newly effective auditing standards





Risk assessment summary

Our planning begins with an assessment of risks of material misstatement in your financial statements.

We draw upon our understanding of the District and its environment (e.g. the industry, the wider economic environment in which the District operates, etc.), our understanding of the District's components of its system of internal control, including our business process understanding.

		Risk of fraud	Risk of error	Risk rating
●	Management Override of Controls	✓		Significant
●	Revenues		✓	Base
●	Procurement		✓	Base
●	Payroll expenses and liabilities		✓	Base
●	Tangible capital assets		✓	Base

● PRESUMED RISK OF MATERIAL MISSTATEMENT ● OTHER RISK OF MATERIAL MISTATEMENT



Significant risks



Management Override of Controls (non-rebuttable significant risk of material misstatement)

RISK OF



FRAUD

Why is it significant?

**Presumption
of the risk of fraud
resulting from
management
override of
controls**

Management is in a unique position to perpetrate fraud because of its ability to manipulate accounting records and prepare fraudulent financial statements by overriding controls that otherwise appear to be operating effectively. Although the level of risk of management override of controls will vary from entity to entity, the risk nevertheless is present in all entities.

Our planned response

As this presumed risk of material misstatement due to fraud is not rebuttable, our audit methodology incorporates the required procedures in professional standards to address this risk. These procedures include:

- testing of journal entries and other adjustments,
- performing a retrospective review of estimates
- evaluating the business rationale of significant unusual transactions.

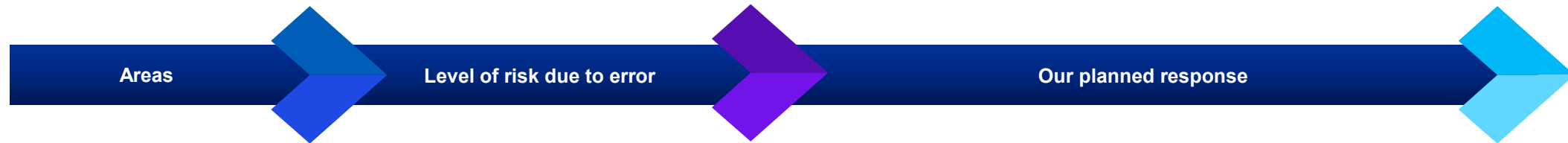
Inquiries required by professional standards

**Fraud inquiries of
those charged with
governance**

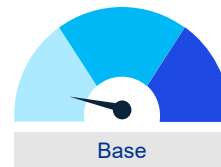
- How do you oversee fraud risk assessments and the establishment of controls to address fraud risks?
- What are your views about fraud risks, including management override of controls, at the District and whether you have taken any actions to respond to these risks?
- Are you aware of, or have you identified, any instances of actual, suspected, or alleged fraud, including misconduct or unethical behavior related to financial reporting or misappropriation of assets? If so, have the instances been appropriately addressed and how have they been addressed?
- Are you aware of or have you received tips or complaints regarding the District's financial reporting (including those received through the internal whistleblower program, if such program exists) and, if so, what was your response to such tips and complaints?
- What is the Board's understanding of the District's relationships and transactions with related parties that are significant to the District?
- Does any member of the Board have concerns regarding relationships or transactions with related parties and, if so, what are the substance of those concerns?
- Has the District entered into any significant unusual transactions?



Non-significant risks (continued)



Revenues

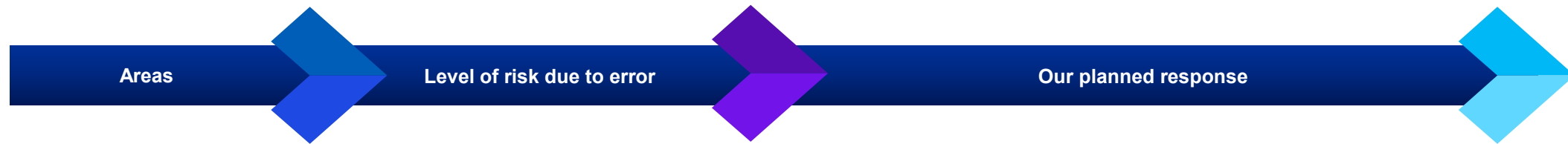


There is a risk associated with the accuracy, existence and completeness of funding from Ministry of Education and Child Care (“MECC”) and other sources, including fee revenue, and international student tuition revenue. To address this risk our planned response will include the following:

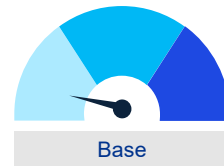
- Obtain confirmation from MECC of funding received for the year and assess if it is reported accurately between operating, special purpose and capital funds.
- Perform analytical review over fee revenues from other sources, including international student tuition revenue.
- Understand and test one-time, non-recurring adjustments, including existence, accuracy and presentation in the appropriate fund.
- Test receipt and use of Classroom Enhancement Funds to determine if funds have been used for their intended purpose based on funding restrictions.
- Substantive testing of unspent funding to assess appropriateness of deferral (if applicable) in accordance with related restrictions.
- Assess the impact of new PS 3400 revenue standard on timing, measurement and presentation of revenue.
- Review processes and controls, including results of school audits performed and impact to the accounting of school generated funds to understand potential risk areas.



Non-significant risks (continued)



Procurement

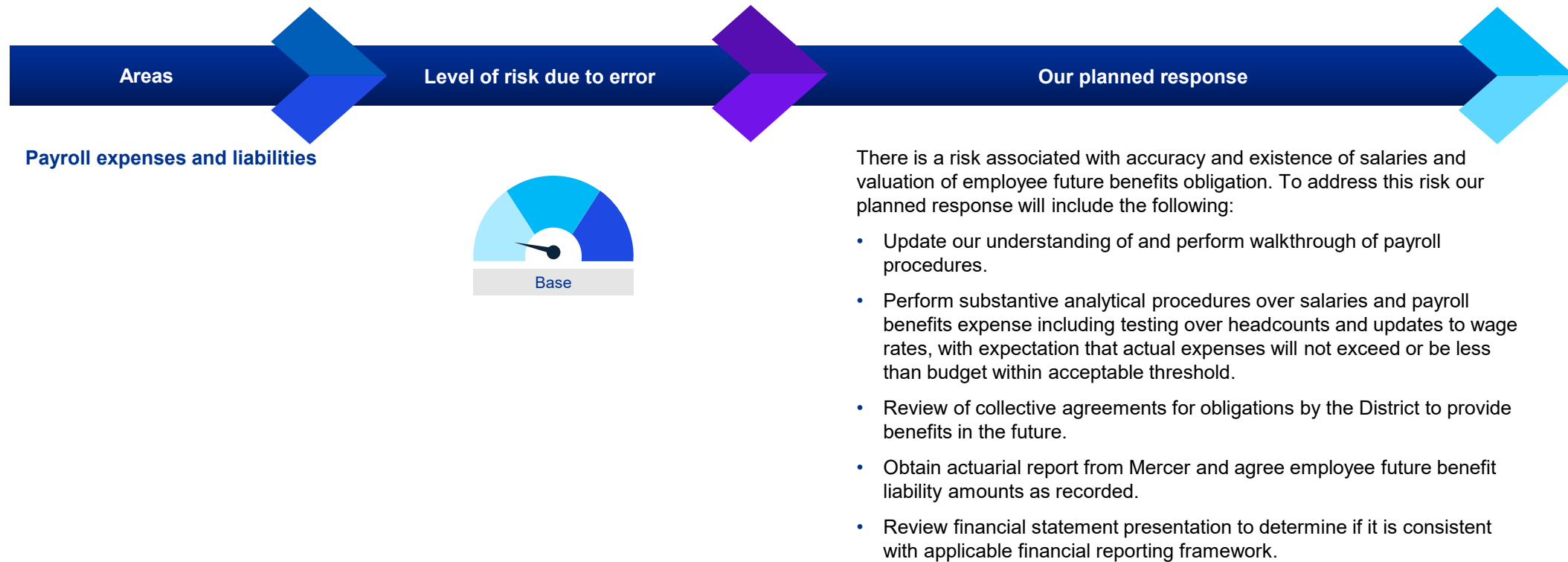


There is a risk associated with completeness and existence of payables, and accuracy and existence of expenses. To address this risk our planned response will include the following:

- Update our understanding of the District's procurement and payables process and relevant policies.
- Review the District's updated policy for expenditure reimbursement and perform a walkthrough of the process from initiation to completion to ensure compliance to policy.
- Perform analytical procedures over expenses other than payroll, by fund and function, with expectation that actual expenses will not exceed or be less than budget within acceptable threshold.
- Substantive tests of details over appropriate existence, accuracy, classification and allocation of expenses based on source documentation maintained.
- Test payments made after year end to assess completeness of liabilities and expenses recorded in the correct fiscal year.

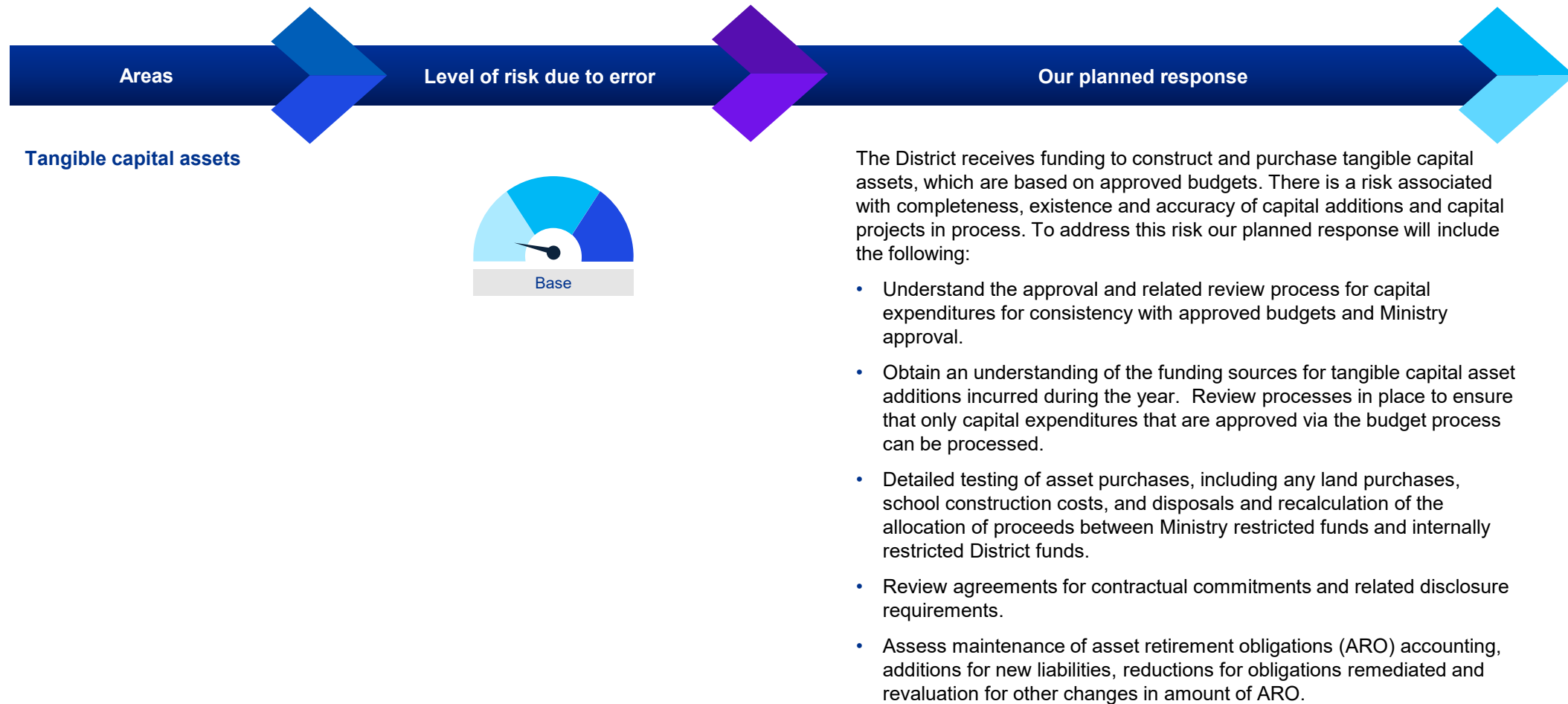


Non-significant risks (continued)



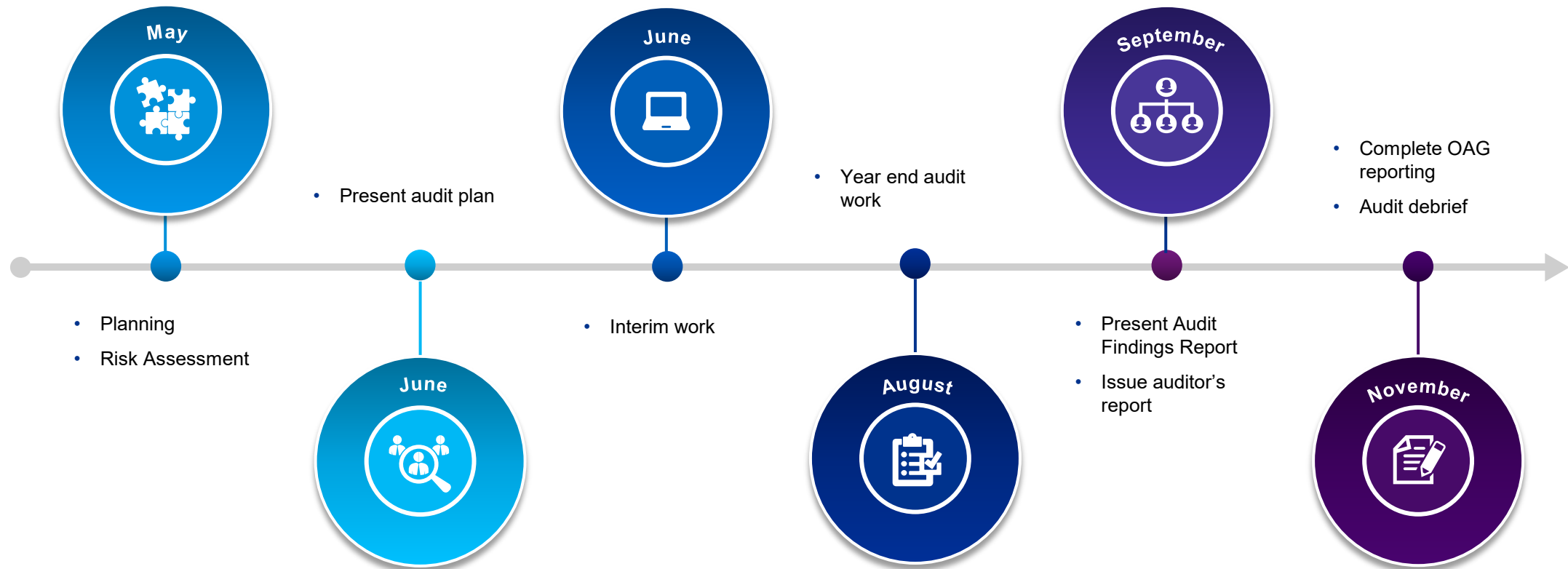


Non-significant risks (continued)





Key milestones and deliverables





Appendices

1

Required
communications

2

Audit quality

3

Changes in
accounting standards

4

Newly effective and
upcoming changes to
auditing standards

5

Thought leadership
and insights

6

Audit and assurance
insights



Appendix 1: Required communications



Auditor's report

A copy of our draft auditor's report setting out the conclusion of our audit will be provided at the completion of the audit.

Engagement letter

The objectives of the audit, our responsibilities in carrying out our audit, as well as management's responsibilities, are set out in the engagement letter.



Audit findings report

At the completion of the audit, we will provide our findings report to the Board.

Management representation letter

We will obtain from management certain representations at the completion of the audit. In accordance with professional standards, a copy of the representation letter will be provided to the Board.



Independence

We are independent and have a robust and consistent system of quality control. We provide complete transparency on all services and follow the Board's approved protocols. At the completion of our audit, we will re-confirm our independence to the Board.

Internal control deficiencies

Control deficiencies identified during the audit will be communicated to management and the Board.



Appendix 2: Audit quality - How do we deliver audit quality?

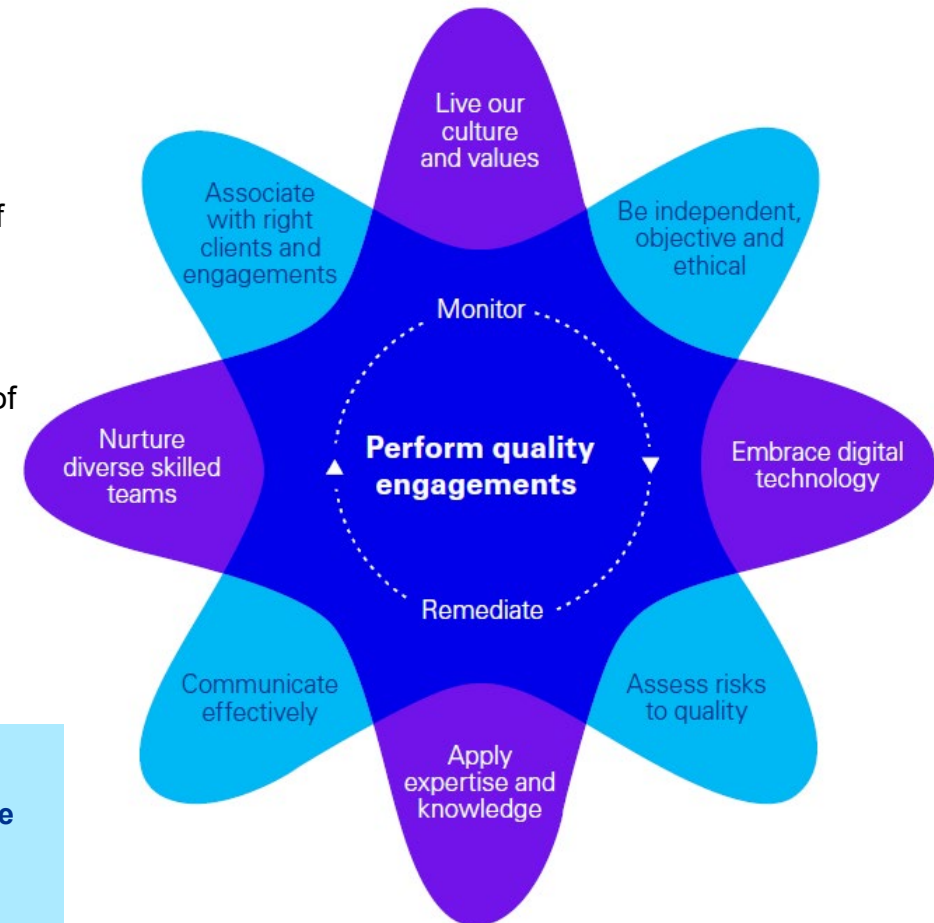
Quality essentially means doing the right thing and remains our highest priority. Our Global Quality Framework outlines how we deliver quality and how every partner and staff member contributes to its delivery.

The drivers outlined in the framework are the ten components of the KPMG System of Quality Management (SoQM). Aligned with ISQM 1/CSQM 1, our SoQM components also meet the requirements of the International Code of Ethics for Professional Accountants (including International Independence Standards) issued by the International Ethics Standards Board for Accountants (IESBA) and the relevant rules of professional conduct / code of ethics applicable to the practice of public accounting in Canada, which apply to professional services firms that perform audits of financial statements. Our Transparency Report includes our firm's Statement on the Effectiveness of our SoQM.

 [KPMG 2023 Audit Quality and Transparency Report](#)

We define 'audit quality' as being the outcome when:

- audits are **executed consistently**, in line with the requirements and intent of **applicable professional standards** within a strong **system of quality management**; and
- all of our related activities are undertaken in an environment of the utmost level of **objectivity, independence, ethics and integrity**.



Doing the right thing. Always.



Appendix 3: Current developments

Changes in accounting standards

Standard	Summary and implications
Revenue <i>Effective 2024</i>	<ul style="list-style-type: none"> The new standard PS 3400 <i>Revenue</i> is effective for fiscal years beginning on or after April 1, 2023. The new standard establishes a single framework to categorize revenue to enhance the consistency of revenue recognition and its measurement. The standard notes that in the case of revenue arising from an exchange transaction, a public sector entity must ensure the recognition of revenue aligns with the satisfaction of related performance obligations. The standard notes that unilateral revenue arises when no performance obligations are present, and recognition occurs when there is authority to record the revenue and an event has happened that gives the public sector entity the right to the revenue.
Public Private Partnerships <i>Effective 2024</i>	<ul style="list-style-type: none"> The new standard PS 3160 <i>Public private partnerships</i> is effective for fiscal years beginning on or after April 1, 2023. The standard includes new requirements for the recognition, measurement and classification of infrastructure procured through a public private partnership. The standard notes that recognition of infrastructure by the public sector entity would occur when it controls the purpose and use of the infrastructure, when it controls access and the price, if any, charged for use, and it controls any significant interest accumulated in the infrastructure when the public private partnership ends. The public sector entity recognizes a liability when it needs to pay cash or non-cash consideration to the private sector partner for the infrastructure. The infrastructure would be valued at cost, which represents fair value at the date of recognition with a liability of the same amount if one exists. Cost would be measured in reference to the public private partnership process and agreement, or by discounting the expected cash flows by a discount rate that reflects the time value of money and risks specific to the project. The standard can be applied retroactively or prospectively.



Appendix 3: Current developments (continued)

Changes in accounting standards (continued)

Standard	Summary and implications
Purchased Intangibles <i>Effective 2024</i>	<ul style="list-style-type: none"> The new Public Sector Guideline 8 <i>Purchased intangibles</i> is effective for fiscal years beginning on or after April 1, 2023 with earlier adoption permitted. The guideline allows public sector entities to recognize intangibles purchased through an exchange transaction. The definition of an asset, the general recognition criteria and GAAP hierarchy are used to account for purchased intangibles. Narrow scope amendments were made to PS 1000 <i>Financial statement concepts</i> to remove the prohibition to recognize purchased intangibles and to PS 1201 <i>Financial statement presentation</i> to remove the requirement to disclose purchased intangibles not recognized. The guideline can be applied retroactively or prospectively.
Employee benefits <i>Proposed 2027</i>	<ul style="list-style-type: none"> The Public Sector Accounting Board has initiated a review of sections PS 3250 <i>Retirement benefits</i> and PS 3255 <i>Post-employment benefits, compensated absences and termination benefits</i>. The intention is to use principles from International Public Sector Accounting Standard 39 <i>Employee benefits</i> as a starting point to develop the Canadian standard. Given the complexity of issues involved and potential implications of any changes that may arise from the review of the existing guidance, the new standards will be implemented in a multi-release strategy. The first standard will provide foundational guidance. Subsequent standards will provide additional guidance on current and emerging issues. The proposed section PS 3251 <i>Employee benefits</i> will replace the current sections PS 3250 <i>Retirement benefits</i> and PS 3255 <i>Post-employment benefits, compensated absences and termination benefits</i>. It will apply to fiscal years beginning on or after April 1, 2026. Early adoption will be permitted and guidance applied retroactively. This proposed section would result in public sector entities recognizing the impact of revaluations of the net defined benefit liability (asset) immediately on the statement of financial position. Organizations would also assess the funding status of their post-employment benefit plans to determine the appropriate rate for discounting post-employment benefit obligations. The Public Sector Accounting Board is in the process of evaluating comments received from stakeholders on the exposure draft.



Appendix 3: Current developments (continued)

Changes in accounting standards (continued)

Standard	Summary and implications
Concepts Underlying Financial Performance <i>Effective 2027</i>	<ul style="list-style-type: none"> The revised conceptual framework is effective for fiscal years beginning on or after April 1, 2026 with earlier adoption permitted. The framework provides the core concepts and objectives underlying Canadian public sector accounting standards. The ten chapter conceptual framework defines and elaborates on the characteristics of public sector entities and their financial reporting objectives. Additional information is provided about financial statement objectives, qualitative characteristics and elements. General recognition and measurement criteria, and presentation concepts are introduced.
Financial Statement Presentation <i>Effective 2027</i>	<ul style="list-style-type: none"> The proposed section PS 1202 <i>Financial statement presentation</i> will replace the current section PS 1201 <i>Financial statement presentation</i>. PS 1202 <i>Financial statement presentation</i> will apply to fiscal years beginning on or after April 1, 2026 to coincide with the adoption of the revised conceptual framework. Early adoption will be permitted. The proposed section includes the following: <ul style="list-style-type: none"> Relocation of the net debt indicator to its own statement called the statement of net financial assets/liabilities, with the calculation of net debt refined to ensure its original meaning is retained. Separating liabilities into financial liabilities and non-financial liabilities. Restructuring the statement of financial position to present total assets followed by total liabilities. Changes to common terminology used in the financial statements, including re-naming accumulated surplus (deficit) to net assets (liabilities). Removal of the statement of remeasurement gains (losses) with the information instead included on a new statement called the statement of changes in net assets (liabilities). This new statement would present the changes in each component of net assets (liabilities), including a new component called “accumulated other”. A new provision whereby an entity can use an amended budget in certain circumstances. Inclusion of disclosures related to risks and uncertainties that could affect the District’s financial position. The Public Sector Accounting Board is currently deliberating on feedback received on exposure drafts related to the reporting model.



Appendix 4: Newly effective and upcoming changes to auditing standards

For more information on newly effective and upcoming changes to auditing standards - see Current Developments



Effective for periods beginning on or after December 15, 2022

ISA/CAS 220

.....
(Revised) Quality management for an audit of financial statements

ISQM1/CSQM1

.....
Quality management for firms that perform audits or reviews of financial statements or other assurance or related services engagements

ISQM2/CSQM2

.....
Engagement quality reviews

Effective for periods beginning on or after December 15, 2023

ISA 600/CAS 600

.....
Revised special considerations – Audits of group financial statements



Appendix 5: Thought leadership and insights

Thought leadership – Environmental, social and governance (“ESG”)

First IFRS Sustainability Disclosure Standards

The arrival of the first two IFRS Sustainability Disclosure Standards marks a key milestone in sustainability reporting and is a significant step towards creation of a global baseline for stakeholder-focused sustainability reporting that local jurisdictions can build on. **Although the standards are not required to be adopted by the District, the new IFRS sustainability standards provide key insights into what the future of sustainability reporting may look like for the District. The Canadian Sustainability Standards Board released the first proposed Canadian standards for public comments due by June 10, 2024.**

Summary of the recently released standards

The standards build on the four-pillar structure of the **Task Force on Climate-related Financial Disclosures**.

The **general requirements standard (IFRS S1)** defines the scope and objectives of reporting and provides core content, presentation and practical requirements.

It requires disclosure of material information on all sustainability-related risks and opportunities – not just on climate.

The **climate standard (IFRS S2)** replicates the core content requirements and supplements them with climate-specific reporting requirements.



Visit KPMG's Sustainability Reporting website for more information, including a comprehensive summary of the new requirements and KPMG's insights and illustrative examples for the new standards.

[Click here](#) to access KPMG's portal



Appendix 5: Thought leadership and insights (continued)

Climate Risk in the Financial Statements

All entities are facing climate-related risks and opportunities – and are making strategic decisions in response. The impacts of climate-related risks in the financial statements are broad, potentially complex and will depend on industry-specific risks.

How might
climate-
related risks
impact the
financial
statements?

01

Assets

Consider the useful lives and residual values of assets, cash flow projections used for impairment testing of non-financial assets, and the potential impacts on inventories.

02

Liabilities

Consider the recognition of environmental and decommissioning obligations, accounting for emissions or 'green' schemes, impact on employee-benefit arrangements, and restructuring provisions.

03

Borrowers

Consider the accounting for different forms of government assistance, potential for embedded derivatives in green bonds, lease of green technology, impacts of leasing polluting assets.

04

Lenders

Consider how climate-related risks impact operating and financing leases, the potential impact on expected credit losses, and whether green loans meet the solely payments of principal and interest (SPPI) criterion.

05

Disclosures

Consider the impact on the going concern assessment and related disclosures and whether the impacts of climate-related matters have been disclosed clearly.

[See here for more information](#)





Appendix 5: Thought leadership and insights (continued)

Climate Risk in the Financial Statements (continued)

All entities are facing climate-related risks and opportunities – and are making strategic decisions in response. The impacts of climate-related risks in the financial statements are broad, potentially complex and will depend on industry-specific risks.





Appendix 5: Thought leadership and insights (continued)

Cybersecurity: Incident Response Preparedness

With cyber attacks growing more widespread, it is becoming essential for executives to be involved in responding to cybersecurity incidents. Incident response preparedness can help leaders quickly identify gaps and gain information necessary to make informed decisions when faced with cybersecurity threats. Example of common topics addressed in incident response plans are noted below.



Which roles are included in the District's core executive incident response team to make decisions and address circumstances surrounding an incident?

Who is responsible for engaging the District's insurer?

Consideration should be given to who should contact the insurance provider and under what circumstances the insurance provider should be engaged.

Who is responsible for leading communications?

Consideration should be given to who should be involved in enacting the communication plan and managing internal and external communications.

Should a ransom be paid?

Consideration should be given to who should be involved in the decision to pay a ransom, the engagement of a third-party to negotiate the ransom on behalf of the District, risks associated with ransom demands from prohibited organizations or countries and the District insurance provider's stance on ransom payment.



Who is responsible for notifying the Board of Education?

Consideration should be given to who should engage the Board of Education and under what circumstances the Board of Education should be engaged?

Should Law Enforcement be Involved?

Consideration should be given to whether law enforcement should be contacted regarding the incident and, if so, who should be responsible for contacting law enforcement.

Who is responsible for considering additional risks?

Consideration should be given to risks associated with non-restoration of systems, data exposure, subsequent attacks and potential sanctions.



Appendix 5: Thought leadership and insights (continued)



KPMG research shows that:

Eighty-seven percent of IT decision makers believe that technologies powered by AI should be subject to regulation.

- Of that group, 32 percent believe that regulation should come from a combination of both government and industry.
- Twenty-five percent believe that regulation should be the responsibility of an independent industry consortium.

Ninety-four percent of IT decision makers feel that firms need to focus more on corporate responsibility and ethics while developing AI solutions.

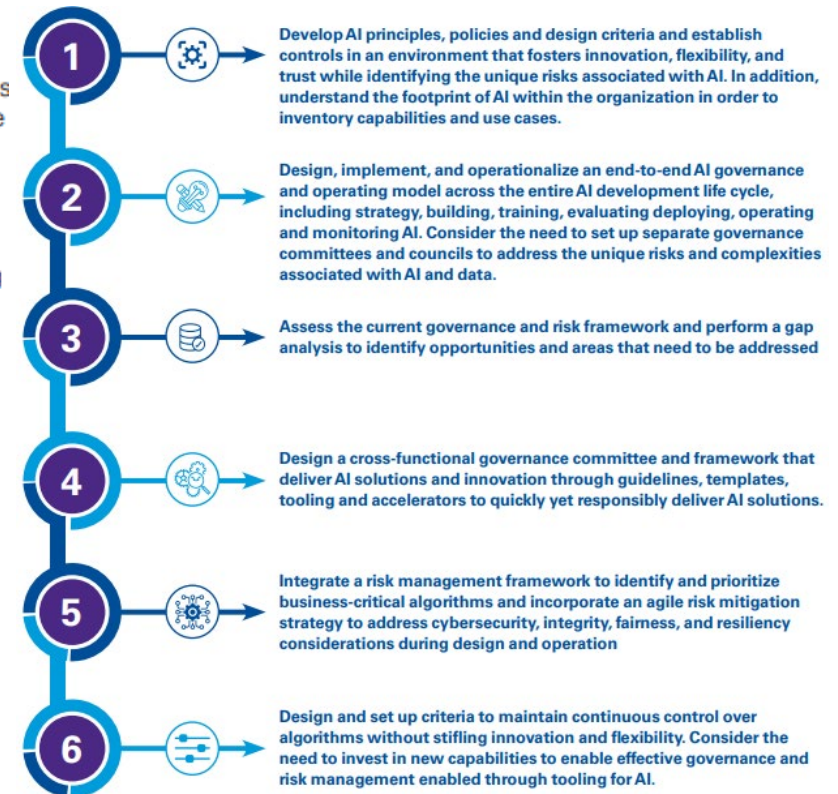
Source:

Per a study of 300 ITDMs from the UK and the US, conducted by Vanson Bourne on behalf of SnapLogic:

<https://www.businesswire.com/news/home/20190326005362/en/AI-Ethics-Deficit-%E2%80%9494-Leaders-Call>

For AI solutions to be transformative, trust is imperative. This trust rests on four main anchors: integrity, explainability, fairness, and resilience. These four principles (enabled through governance) will help organizations drive greater trust, transparency, and accountability.

- 1. Integrity** — algorithm integrity and data validity including lineage and appropriateness of how data is used
- 2. Explainability** — transparency through understanding the algorithmic decision-making process in simple terms
- 3. Fairness** — ensuring AI systems are ethical, free from bias, free from prejudice and that protected attributes are not being used
- 4. Resilience** — technical robustness and compliance of your AI and its agility across platforms and resistance against bad actors



home.kpmg/ShapeofAIGovernance



Appendix 6: Audit and assurance insights

Our latest thinking on the issues that matter most to Finance, Audit and Facilities Committees, board of directors and management.

KPMG Audit & Assurance Insights

Curated research and insights for Finance, Audit and Facilities Committees and boards.

Board Leadership Centre

Leading insights to help board members maximize boardroom opportunities

Current Developments

Series of quarterly publications for Canadian businesses including Spotlight on IFRS, Canadian Securities & Auditing Matters and US Outlook reports.

Finance, Audit and Facilities Committee Guide – Canadian Edition

A practical guide providing insight into current challenges and leading practices shaping Finance, Audit and Facilities Committee effectiveness in Canada.

Accelerate 2024

The key issues driving the Finance, Audit and Facilities Committee agenda in 2024.

Momentum

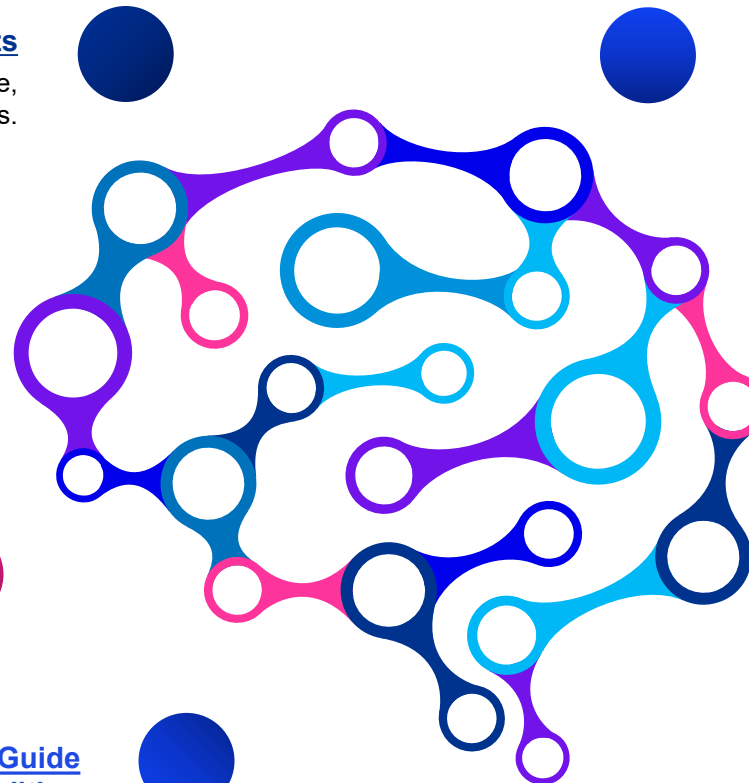
A quarterly newsletter with the latest thought-leadership from KPMG's subject matter leaders across Canada and valuable audit resources for clients.

KPMG Climate Change Financial Reporting Resource Centre

Our climate change resource center provides insights to help you identify the potential financial statement impacts to your business.

Audit Committee Insights

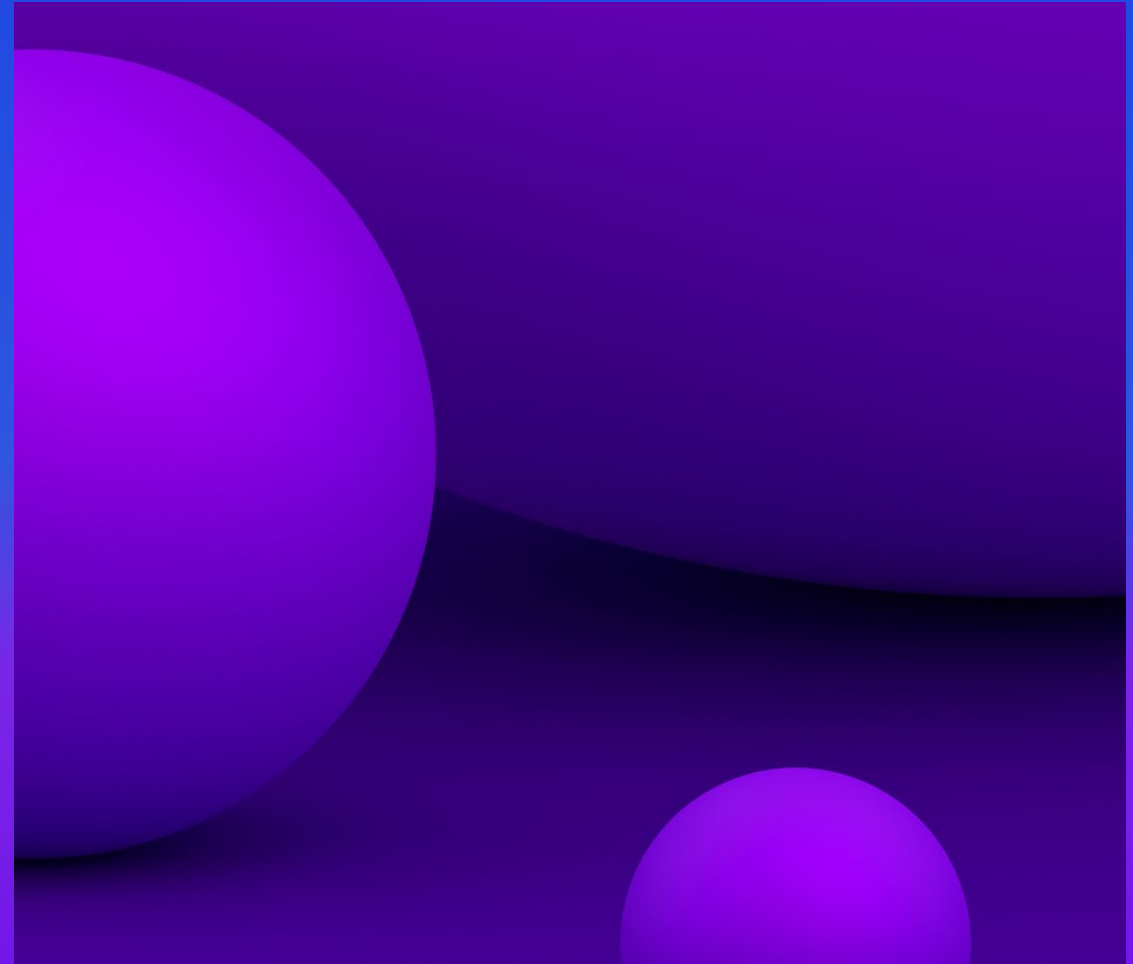
Guidance, resources, and practical insights tailored for audit committees





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PACIFIC RIM SCHOOL DISTRICT PUBLIC BOARD MEETING INFORMATION SHEET

Date: June 25th, 2024
To: Board of Education SD70
From: Greg Roe, Director of Operations
Subject: Amended 2024/2025 Minor Capital Plan (BUS) / West Coast Busing Update

Amended 2024/2025 Minor Capital Plan (BUS)

Background

SD70 has been pursuing a wheelchair lift equipped bus in order to ensure inclusion of all students. This bus will give the district the flexibility to ensure all students can participate in class trips. Per the letter below, The Ministry has released their bus allocations for 2024/2025 and the PRSD has been approved for a D Class 80 passenger bus with a wheelchair lift.

Discussion

The Director of Operations, Transportation Team Lead and Transportation Mechanics are in the process of ordering the new bus by June 30th, 2024. While we hope to have this unit in place for the new school year, it may take longer as new bus allocations were issued later this year than in previous years.

West Coast Busing Update

Background

The current contract with our west coast transportation provider expires at the end of the current school year. The PRSD will be tendering this work with the intent of having a provider in place for September 2024.

Discussion

The Director of Operations led a public meeting at Ucluelet Secondary School on Monday, June 17th, 2024 to gather feedback on:

- Current Contact and Service
- New Tender/Request for Proposal
- Key Elements for New Contract
- Contractor Evaluation Process

West Coast Administrators, First Nations stakeholders, West Coast PACs and the Public were invited to attend. Key concerns from the meeting are:

- On Time Performance
- Equipment Reliability
- Safety Procedures

During this meeting we shared details of the RFP as well as an Evaluation Process to determine the successful bidder. Key pieces for evaluation are:

- Company Experience / Years in Business
- Staff Qualifications & Training
- Driver Consistency
- Age of Equipment
- Safety Compliance
- Price of Service
- Spare Bus Availability
- Right to Audit & Inspect
- Performance Standards (delays, complaints, incidents, breakdowns, spare bus use)
Performance Failure & Default

We also sought volunteers to be part of a committee struck to evaluate the contractor submissions.

We intend to tender this work on or before June 28th, 2024.



May 31, 2024

Ref: 299569

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

Capital Plan Bylaw No. 2024/25-CPSD70-02

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.

New projects for BUS

Existing Bus Fleet #	New/Replacement Bus Type	Amount Funded by Ministry	Next Steps & Timing
4701	D (80+RE) with 1 wheelchair spaces	TBD - See Note Below	Proceed to ordering the school bus(es) immediately from the list of approved vendors available through the Bus Standing Offer portal on the ASTSBC website at http://www.astsbcc.org

NOTE: BUS funding amounts will be determined once school districts place their order(s) with bus manufacturer(s). Please contact Branch Director [Michael Nyikes](#) with any questions regarding this.

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



PACIFIC RIM SCHOOL DISTRICT 70

ACTION SHEET

Date: June 25th, 2024
To: Board of Education SD70
From: Greg Roe, Director of Operations
Subject: Approval of 2025/2026 Major Capital Plan

Background

Major Capital Project submissions for 2025/2026 are due June 30th, 2024.

Per our Long Range Facilities Plan, the Major Capital recommendations are that the PRSD continues to make Wickaninnish Community School a high priority in Annual Capital Plan submission, under both the Seismic Mitigation Program and the Expansion Program. Additionally, it is recommended that the PRSD continues to make Alberni District Secondary School a high priority in Annual Capital Plan submission under the Expansion Program.

The PRSD also continues to submit Seismic Mitigation Projects for our most vulnerable facilities which carry a seismic risk ranking of H1P1 (High risk, Priority 1). There are 2 sites in the PRSD carrying this ranking, John Howitt Elementary and the Eighth Avenue Learning Centre.

Outside of these recommendations the PRSD intends to build a business case for Staff Accommodations via the Ministry's Rural program. While not currently funded by any ministry program, we hope to leverage support from the Districts of Tofino and Ucluelet for this important community initiative.

Recommendations

Expansion Projects

ADSS:

It is recommended that the PRSD request 6 General Instruction classrooms using conventional construction methods increasing capacity to 1330 students. The approximate funding request for this project would be \$18,000,000.

WCS:

It is recommended that the PRSD request 4 General Instruction classrooms using conventional construction methods increasing capacity to 250 students. A seismic upgrade to the facility would be included in this project. The approximate funding request for this project would be \$15,000,000.

Seismic Mitigation Projects

It is Recommended that the PRSD continue to pursue funding for our most vulnerable sites. These sites are John Howitt Elementary which requires a \$11,000,000 upgrade and the Eighth Avenue Learning Centre which requires an upgrade of \$12,000,000. Additionally, we will be seeking a seismic upgrade of \$3,000,000 for Wickaninnish Community School in conjunction with the expansion request.

Staff Accommodation Project

It is recommended that the PRSD request funding for staff accommodation as part of our major capital submission under the Rural Funding Program. This request will be submitted via the ministry funding portal however, the PRSD has also been asked to prepare a document for the ministry outlining:

Current status/condition/age of existing accommodations

Annual maintenance costs (as these units are unfunded, money which could be used for education programs is redirected to provide maintenance)

Future accommodations requirements

Recruiting/retention challenges resulting from a lack of accommodations

Recommended Motion(s)

That the PRSD Board of Trustees approve the 2025/2026 Major Capital Plan Submission below.

SD70 Pacific Rim 2025/2026 Major Capital Plan Summary					
Site	Primary Driver(s)	Submission Year	Funding Type	Cost	Comments
HES Classroom/Library Block	Safety	25/26	SMP	\$11,000,000	This block carries the highest seismic risk of any in the District (H1P1)
EALC Annex	Safety	25/26	SMP	\$12,000,000	This block carries the highest seismic risk of any in the District (H1P1)
WCS	Safety	25/26	SMP	\$3,000,000	Finish seismic upgrade on facility in conjunction with classroom expansion project
WCS	Expansion	25/26	EXP	\$12,000,000	WCS requires an upgrade to address Life Safety (Fire Egress) and Capacity concerns. This requires an expansion of 4 classroom spaces bringing capacity to 250.
ADSS	Expansion	25/26	EXP	\$18,000,000	ADSS requires an expansion of 6 classroom spaces to accommodate its current and future student enrolment. Built to house 1050, current enrolment is 1200 with 24-25 enrolment expected to be 1250.
West Coast/Ucluelet	Recruiting/Retention Age, Condition and Configuration of Current Accommodations	25/26	RUR	\$1,250,000	The PRSD continues to experience staffing and maintenance challenges with the current accommodations offered. The facilities are aged and their the configuration is not conducive to district needs



PACIFIC RIM SCHOOL DISTRICT PUBLIC BOARD MEETING INFORMATION SHEET

Date: June 25th, 2024
To: Board of Education SD70
From: Greg Roe, Director of Operations
Subject: WCS Ballfield Project Update

Background:

In discussions with the District of Tofino, there is interest in the DoT potentially paying for the scope of work over and above the basic field realignment that SD70 planned to undertake in order to reinstate the two ball diamonds impacted by the construction of the new child care facility. It was discussed that the DoT, at their cost, would develop a conceptual design and cost estimate so that both Tofino Council and SD70's Board, could consider whether this is something both organizations would like to pursue further. With PRSD Board support received, the project is moving forward

Discussion:

PRSD Director of Operations is scheduled to meet with the District of Tofino's Director of Community Services to craft a Memorandum of Understanding regarding the field. Topics of discussion will include, but are not limited to:

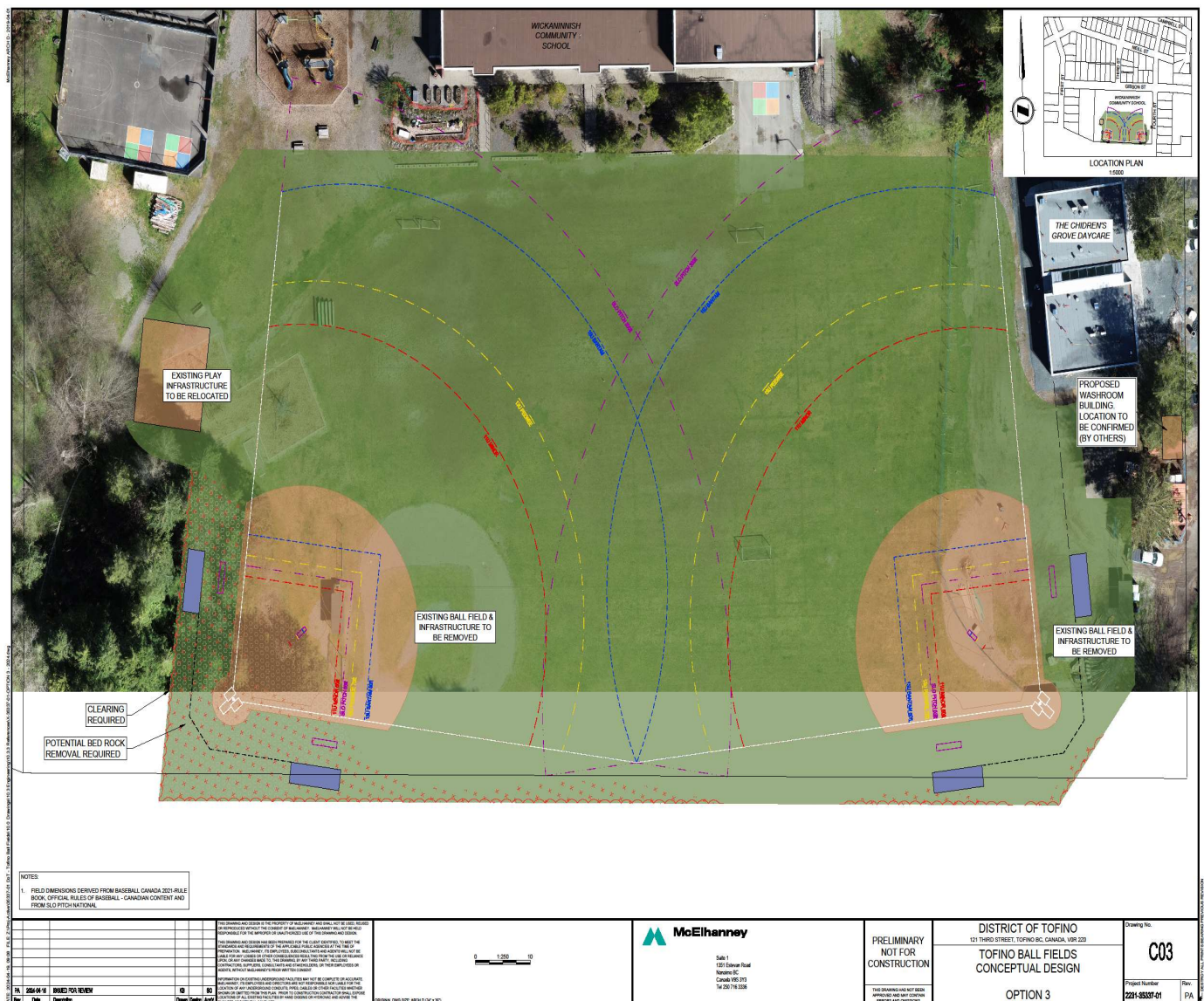
- Day to day maintenance. Both DoT and PRSD have union employees so likely this will determine how this is managed. Currently SD70 staff mow and maintain. What level of service standard is reasonable for mowing. DoT staff currently line the fields for their own programming.
- Maintenance of dugouts, fencing, diamonds
- Litter pick up, refuse bins – performed by whom and how often
- Management of bookings – the recently signed MOU has this managed by DoT after 5 pm and on weekends and breaks. A shared booking calendar with WCS Admin will allow the school staff to block off any times they need.
- Insurance – waivers for user groups etc.
- Termination Provisions
- Term of the Agreement

Please find attached the final plan for the proposed ball fields below. This design is proposed/preferred as it increases the size of the playfields from what currently exists, rather than reducing them slightly which was the case with the earlier design.

The updated construction schedule below should minimize the impact on school operations during the current school year as mobilization would be proposed for late June. There would still be some impact on school use of the fields in early fall, while the turf is established.

- May – Finalize Design
- June – Tender
- July – Award/ mob
- August – construction
- September – construction
- October – completion

The DoT We has offered to make other park spaces available for school use through September/October if necessary. The Village Green Park, Demeria Park and beaches are possible options.





PACIFIC RIM SCHOOL DISTRICT PUBLIC BOARD MEETING INFORMATION SHEET

Date: June 25, 2024
To: Board of Education
From: Tim Davie, Superintendent
Subject: Operational Plan Update

Background

On June 27, 2023, The Board of Education passed a motion for the adoption of the 2023-2024 to 2027-2028 Board Strategic Plan. This document, which was derived through extensive online and face-to-face consultation, outlines Core Values, Mission, and Vision of the district, along with five key focus areas and specific goals the Board intends to see achieved over the lifespan of this Plan. Focus Areas set forth by the Board of Education include Indigenous Learner Success and Relationships with First Nations; Student Achievement; Mental Health and Social-Emotional Well-being; Safe, Welcoming and Modern Learning Environments; and Environmental Stewardship and Global Citizenship. In support of these noted focuses are 33 goals that the Board wishes to see achieved over the course of this five-year plan.

In alignment with the Board Strategic Plan, the district Management Team created a corresponding annual Operational Plan that identifies key strategies and actions that will help advance the district's multi-year strategic plan's areas of focus and goals. For the bulk of 2023-2024 the Management Team had committed to 86 key strategies and 239 actions to advance the goals of the Board.

Discussion

The attached document shows the Board Goals, resulting Action Plans and the updated Status of each task. A column has been added to show the progress since the last Board update in February 2024.

Colour Key

Colour	Definition
Green	Implementation of task is underway and advancing
Yellow	Ongoing work leading to implementation stage

Red	Task has passed its implementation date and has not been advanced yet
White	Task has not yet reached its implementation date

The attached spreadsheet reflects implementation of action steps that have been taken by the Management Team towards advancement of work towards achieving the Board's goals.

As noted at the June 4th Education Committee Meeting, the Learning Services Team has recently engaged in reflective conversations with the Ministry of Education and Child Care's Continuous Improvement Team. These discussions focus on alignment between the Board's Strategic Plan, the District Enhancing Student Learning Report, the Operational Plan, and School Growth Plans for improving student achievement. Emphasis is placed on three key focus groups: Indigenous students, children and youth in-care, and students with disabilities and diverse abilities.

Members of the District Management Team will be engaged with "intentionality" in meetings on July 9th and 10th and August 14th as we co-develop the 2024-2025 District Enhancing Student Learning Report and 2024-2025 Operational Plan as part of our annual review cycle. Both documents will be presented to the Board of Education for Review in September 2024.

Strategic Plan Focus Area	Board Goals	Strategy Description	Action Plans	Owner or lead (Department or person)	Start and Due dates	Nov 2023 Status (G, Y, R, B)	Feb 2024 Status (G, Y, R, B)	June 2024 Status (G, Y, R, B)
		Describe the key strategies to be taken to achieve the goal.	Describe in detail the key action steps required to carry out the key actions	Identify the action owner or lead	Enter the start and due dates for the actions	Green - implementation Yellow - in progress Red - needs attention Blank - not yet due	Green - implementation Yellow - in progress Red - needs attention Blank - not yet due	Green - implementation Yellow - in progress Red - needs attention Blank - not yet due
Indigenous Learner Success and Relationships with First Nations and Metis	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.	Establish a Truth and Reconciliation Advisory Committee inclusive of representatives of local Indigenous Rights Holders, representatives of the Nuu-Chah-Nulth Tribal Council, and the Alberni-Clayoquot Metis Nation to provide advice to the Board and Superintendent regarding the District’s efforts in meeting the applicable educational Calls to Action as set forth by the Truth and Reconciliation Commission of Canada and the applicable educational declarations as noted in the BC Declaration on the Rights for Indigenous Peoples’ Act (DRIPA).	Establish a Truth and Reconciliation Advisory Committee inclusive of representatives of local Indigenous Rights Holders, representatives of the Nuu-Chah-Nulth Tribal Council, and the Alberni-Clayoquot Metis Nation to provide advice to the Board and Superintendent regarding the District’s efforts in meeting the applicable educational Calls to Action as set forth by the Truth and Reconciliation Commission of Canada and the applicable educational declarations as noted in the BC Declaration on the Rights for Indigenous Peoples’ Act (DRIPA).	T. Davie	Sep-23			
			Include as a part of growth plans for excluded and principals and vice principals	T. Davie	Aug-23			
	Promote Indigenous ways of knowing and being and the BC First Peoples’ Principles of Learning across all curriculum areas.	Provide meaningful professional development opportunities	Learning Services Team and Indigenous Education Team to build lesson plans with examples, demonstrate when giving demo lessons	J. Hansen J. Messenger	Jan-24			
			Early Learning and Childcare and Indigenous Education Team provide pro learning opportunities on indigenous ways of knowing, Nuu-chah-nulth and Metis culture, traditions and histories for early care and learning professionals and primary educators.	K. Charbonneau J. Hansen	Jan-24			
			Bring Indigenous Support Teachers together 4 times over the year	J. Hansen J. Messenger	Sep-23			
		Indigenous peoples have the right to the dignity and diversity of their cultures, traditions, histories and aspirations which shall be appropriately reflected in education and public information. UNDRIP Article 15	Learning services team provide pro learning opportunities throughout the year	J. Hansen J. Messenger	Jan-24			
			Indigenous Navigator will offer a StrongStart program on Nation land (Opitsaht) and offer programming based on Indigenous ways of knowing, language, and culture through song, dance and games.	K. Charbonneau J. Hansen	Jan-24			
			Highlight updated resources on Indigenous Education website	J. Hansen J. Messenger	Jan-24			
	Maintain and enhance meaningful relationships with Nuu-Chah-Nulth First Nations and the Metis Society.	States shall take effective measures, in consultation and cooperation with the Indigenous Peoples concerned, to combat prejudice and eliminate discrimination and to promote tolerance, understanding and good relations among Indigneous peoples and all other segments of society. UNDRIP Article 15	Continue Indicators of Success meetings with Nations and Principals	J. Hansen	Sep-23			
			Review NEWs in schools.	P. Klaver J. Hansen	Sep-23			
			Share learning activities and celebrations with Education Managers and encourage families to join	J. Hansen	Sep-23			
			Principals and Vice Principals and schools implement Local Education Agreements and Education Agreements.	J. Hansen	Oct-23			
			Examine barriers in our school district for Indigenous					

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			students and families	J. Hansen	Spring 2024			
		Support the Board of Education through the process of connecting with the Nations and moving towards co-governance, allyship, and reconciliation.	Schedule meetings	T. Davie J. Hansen	Aug-23			
		Work with the Nuu-Chah-Nulth Tribal Council and Nuu-Chah-Nulth Nations in the co-creation, implementation of terms, and monitoring of an Enhancement Agreement.	Meet with NTC and Nations	J. Hansen T. Davie	Nov-23			
	Ensure culturally relevant and welcoming environments for students and staff of Indigenous ancestry.	Explore appropriate cultural activities for students/staff	Develop annual district wide plans around Truth and Reconciliation Day.	J. Hansen T. Davie	Fall 2023			
			Expanding on cleansing and brushings, access to community services for Indigenous students	J. Hansen T. Davie	Fall 2023			
			Offer culture learning experiences for all staff.	J. Hansen	Spring 2024			
			Utilize student voice platforms to explore how Indigenous students are seeing themselves reflected in their learning.	J. Hansen T. Davie	Spring 2024			
	Build and enhance language and culture programs in all schools, including through the creation of land-based learning programs.	Develop culturally appropriate curricula - Truth and Reconciliation Calls to Action	Create a land based learning scope and sequence	D. Maher	Oct-23			
			Create specific grade level experiences	D. Maher J. Hansen	Sep-23			
		Protect the right to Indigenous languages including the teaching of Indigenous languages as credit courses - Truth and Reconciliation	Strengthen Indigenous language and culture programs.	J. Hansen J. Messenger T. Davie	Sep-23			
Student Achievement	Maintain literacy and numeracy as top priorities K-12.	Direct linkage of school plans with the Board Strategic Plan.	Define a school planning process with clear timelines and reporting expectations. 1. Superintendent to share template in August. 2. Submit school plan to Superintendent by September 8. 3. Post plan publicly by September 28. 4. Superintendent assigns schools to District staff. 5. District staff work regularly with schools on school plans. 6. Principals submit summary reflection to T. Davie by May 31.	T. Davie	Aug-23			

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		Support educator growth and nurture best instructional practices across District.	1. District Professional Learning Plan - Prioritized through data & evidence review to identify goals and gaps (eg. Literacy, Numeracy, UDL, Assessment & Reporting). Plan is a combination of scheduled events and responsive to emergent need. 2. Annual plan for learning topics at Principal and Vice Principal Meetings. 3. Support District Professional Learning Communities	J. Messenger	Sep-23			
		Develop a professional learning and mentorship plan for early career teachers.	1. Consult & research 2. Develop plan. 3. Establish budget and resources required. 4. Implement plan.	J. Messenger P. Klaver	Jan-24			
		Use data and evidence to direct allocation of resources.	1. School Plans and Goals directly linked to data and evidence. 2. District Assessments guide instruction, intervention and professional learning activities. 3. Data from Enhancing Student Learning Report used to allocate resources.	T. Davie B. Ross P. Klaver J. Messenger	Jan-24			
		Build Instructional Leadership Capacity across the District	1. Professional Growth Plans 2. Involvement with Island Leadership Coalition 3. Vice Principal Meetings and learning opportunities. 4. Create a leadership development plan for District.	T. Davie P. Klaver/J. Messenger P. Klaver/J. Messenger T. Davie/P. Klaver	Fall 2023			
		Strengthen our learning services delivery model through the collaborative planning and work of the Learning Services Division. Model collective responsibility by bringing Learning and Innovation, Inclusion, Indigenous, Early Years and International Departments together.	1. Create an operational plan and vision for the division. 2. Establish communication and access protocols for the division. 3. Review annually how collaborative planning can be improved.	Learning Services Leadership Team	Fall 2023			
		Develop a District K-12 Numeracy Plan focused on: a) professional learning opportunities; b) increasing resources; c) intervention support and d) Screening and assessment.	Through a collaborative process: 1. Conduct needs assessment. 2. Research best practice and standards. 3. Develop strategies and interventions. 4. Seek feedback. 5. Implement and Support. 6. Evaluate and revise.	Learning Services Leadership Team	Fall 2023			

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		Develop a District K-12 Literacy Plan focused on: a) professional learning opportunities; b) increasing resources; c) intervention support and d) K - 3 Universal Screening	Through a collaborative process: 1. Conduct needs assessment. 2. Research best practice and standards. 3. Develop strategies and inteventions. 4. Seek feedback. 5. Implement and Support. 6. Evaluate and revise.	Learning Services Leadership Team	Fall 2023			
	Focus on student engagement and commitment to their own learning.	Develop and build landbased and outdoor education learning opportunities K - 12.	1. Identify successful existing programs. 2. Identify areas where there are opportunities to increase. 3. Develop an implementation plan which includes timelines, required resources, safety protocols, professional learning required and strategies for overcoming potential barriers.	P. Klaver J. Messenger D. Maher	Spring 2024			
		Develop and build Landbased and Outdoor Learning Academy (LOLA).	1. Identify successful existing programs. 2. Identify areas where there are opportunities to increase. 3. Develop an implementation plan which includes timelines, required resources, safety protocols, professional learning required and strategies for overcoming potential barriers.	P. Klaver J. Messenger D. Maher	Oct-23			
		Enhance opportunities for students to explore career education activities that are personally meaningful and goal-oriented.	Develop District K-12 Career Education Plan with District Career Coordinator.	G. Freethy J. Messenger	Nov-23			
	Close any learning or school completion gaps between Indigenous and non-Indigenous learners.	Focus on pre-school readiness for school with Indigenous families	Develop strategies with Indigenous Early Navigator	K. Charbonneau	Dec-23			
		Align resources based on need. Distinction-based resource allocation specific to areas of focus (e.g. on-reserve learners).	1. Use Indicators for Success and other data sources to plan individualized supports. 2. School Indigenous Acheivement Teams to review data and collaboratively plan supports and intitatives for Indigenous student improvement. 3. Provide responsive budgeting and staffing inform. 4. Initiate targetted supports for Indigenous students in Grades 6 - 10 whose graduation pathways are in risk.	J. Hansen J. Hansen J. Hansen/B. Ross J. Hansen/M. Bennett	Fall 2023 Fall 2023 December 2023 November 2023			

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		Continue to bridge relationships between rights-holders and Indigenous partners and our school teams.	1. Hold quarterly Indicators of Success Meetings. 2. Invite school leaders to attend IEAC and Culture Council Meetings 3. Indigenous Achievement Teams at every school planning interventions for Indigenous students in risk. 4. Every school is to have a Culture Plan to increase language and culture development.	J. Hansen	1. Fall 2023 2. January 2024 3. September 2023 4. November 2023			
		District involvement and support of Network of Inquiry and Indigenous Education.	1. Promote and encourage school inquiry projects 2. Support inquiry projects throughout the year. 3. Celebrate and share out progress.	J. Messenger	Sep-23			
		Work with the Nations for the co-creation, implementation of terms, and monitoring of Local Education Agreements.	Schedule regular meetings	J. Hansen T. Davie	Aug-23			
		Work with the Metis Nation of BC and the Alberni Clayoquot Society in the co-creation, implementation of terms, and monitoring of an Education Agreement.	Schedule regular meetings	J. Hansen T. Davie	Aug-23			
	Connect with early years providers to support children’s transitions into school.	Strengthen relationships between early years educators, Kindergarten teachers and District staff.	1.Develop joint professional learning opportunities. 2.Create more connection and networking opportunities.	K. Charbonneau M. Bennett	1. October 2023 2. Spring 2024			
	Focus on transitions into school, from elementary to secondary and to graduation with dignity, purpose, and options.	Create district-wide transition plan for preschool to Kindergarten.	1. Determine what practices currently exist 2. Establish what practices do we expect to see consistent across the district 3. How can we support and improve transition plans.	K. Charbonneau M. Bennett	Spring 2024			
		Create district-wide transition plan for elementary to secondary.	1. Determine what practices currently exist 2. Establish what practices do we expect to see consistent across the district 3. How can we support and improve transition plans.	J. Messenger M. Bennett J. Hansen	Spring 2024			
		Create district-wide transition plan for secondary to post graduation.	1. Determine what practices currently exist 2. Establish what practices we expect to see consistent across the district 3. How can we support and improve transition plans and create new pathways to graduation.	J. Messenger M. Bennett J. Hansen D. Maher	Spring 2024			
	Provide the best possible support services for learners.	Strengthen our learning services delivery model through the collaborative planning and work of the Learning Services Division. Model collective responsibility by bringing Learning and Innovation, Inclusion, Indigenous, Early Years and International Departments together.	Learning resources in residence program for equitable access and collaborative connections. Use data to guide instruction and intervention.	Learning Services Leadership Team	Fall 2023			
		Enhance and communicate a district-wide multi-tiered model of support.	Refreshing and refocusing our practice of RTI and UDL	Learning Services Leadership Team	Mar-24			

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	Provide West Coast students with the same opportunities as are found in the Alberni Valley.	Build a common understanding of the differences between the West Coast and Valley schools.	1. Conduct a review of service delivery at each West Coast school to identify where differences exist. Collect from multiple staff sources. 2. Analyze Data 3. Make recommendations for next steps 4. Promote findings and action steps. It is important to address concerns and change the narrative.	T. Davie	Fall 2024			
	Support involvement of parents and caregivers in their children’s education.	Develop a District Communication Plan.	1. Research best practices. 2. Develop plan. 3. Implement.	P. Mason T. Davie	Fall 2024			
		Build on strengths and best practices already present in Dis	1. Analyze and seek feedback about what is currently working across district. 2. Establish what parent involvement strategies we expect to see consistently across district. 3. Create an implementation plan to resource and support improvements.	P. Klaver P. Mason	2024/2025			
		Implement MyEd BC parent module.	Evaluate implementation of MyEd BC parent module to determine feasibility.	M. Gough J. Messenger	Spring 2024			
Mental Health and Social-Emotional Well-Being	Provide all possible resources to support mental health and well-being of students and staff.	Acknowledge the importance of adult well-being, provide opportunities for adults to reflect, connect and collaborate to support postive mental health.	Research and create a plan to address mental health and well-being of staff	P. Klaver S. Curliss	Start Oct 2023 Launch WC: Jan 2024			
		Create a district food security plan	1. Identify existing programs 2. Determine funding sources 3. Develop a plan to maintain consistency and sustainablity district wide	P. Klaver M. Bennett B. Ross	Fall 2023			
		A whole district system that promotes student positive mental health, where mental health promotion is embedded in all aspects of the education system, including culture, leadership, curriculum and learning environments	1. Determine the pathways and tiered mental health supports available to students in our District and communities 2. Develop prevention strategies 3. Collect more data 4. Reveiw Policies and Admininstrative Procedures to ensure reflect Board values and Provincial mental health principles and strategies.	M. Bennett S. Curliss	Sep-23			
		Target our most vulnerable and at/in risk students. Vulnerabilities and inequities exist and systemic barriers play an influential role in a person’s experience.	1. Implement Integrated Child & Youth teams 2. Guns & Gangs coordinator 3. Staff and community information sharing	M. Bennett P. Klaver S. Curliss	Sep-23			
		Develop a plan to embed Indigenous Knowledge and Perspectives throughout all mental health and well-being practices	Consult with Indigenous communities. Gather information from existing programs in the province	J. Hansen	Fall 2024			
	Maintain and enhance	Identify community agencies and resource contacts	Create a resource guide/list.	M. Bennett	Jan-24			

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	relationships with community agencies, including in support of mental health and additction education.	Explore opportunities to collaborate and connect about the mental health, addiction and wellness of children and youth in our communities	1. Monthly interagency meetings 2. ICY Teams 3. Community-based information sharing/presentations 4. Survey PVP, Itinerant Staff, to determine current collaborating and connection with community agencies to establish baseline	M. Bennett S. Curliss	Jan-24			
	Support effective outreach to children and families with the greatest need.	Research and develop outreach that considers mental health promotion, prevention and intervention that is culturally responsive and is in proportion to the impact and needs of children and families	1. Establish alternative meeting environments and scheduling process 2. Consultation with Indigenous partners. 3. Preventure 4. ICY	M. Bennett S. Curliss	Sep-23			
	Ensure effective supports for children and youth in care.	Increase collaboration and communincation with USMA & MCFD	1) quarterly reporting from USMA and MCFD to school district 2) engage in and offer joint learning opportunities 3) Joint planning and collaboration	M. Bennett S. Curliss	Jan-24			
		Review our data and collaborative approaches throughout the district to provide wrap around services for children and youth in care	1) Determine foundational trauma training for staff groups and potential additonal/enhanced training opportunities 2) Academic Supports	M. Bennett	Aug-24			
	Focus on internet safety and effective uses of technology for all students.	Promote student responsonible, safety and informed effective use of the internet as a learning and connecting tool for life	1) Review Policy and Administrative Procedures 2) Explore ways students access and use the internet to inform preventative and intervention strategies 3) Update technology use agreement. 4) Education opportunities on Responsible and Safe Internet use for students, staff and families 5) Consistent district-wide plan and presentations	M. Gough J. Messenger	Jan-24			
	Safe, Welcoming and Modern Learning Environments	Support diversity, equity, inclusion, and accessibility in all schools and workplaces.	Increase Student Voice 1. Form Committees 2. Conduct Empathy Interviews 3. Support school-based student voice	1. a. Establish District Student Advisory council b. Establish Student Accessibility Advisory council c. Establish Indigenous Student Advisory council 2. Develop process to collect District-wide student opinion 3. Working with school admin	1. a. T. Davie b. M. Bennett c. J. Hansen 2. J. Messenger 3. P. Klaver	2023/2024		
		Examine System for Bias & Privilege	Research process & learning required for conducting system-wide assessment for bias and privilege	J. Messenger J. Hansen	2024/2025			
		Review Admin Procedures/Policies to ensure consistency with DEIA standards	Consistent Signage (ie. washrooms etc.)	T. Davie P. Mason M. Bennett G. Roe	2023/2024			

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		Support schools with establishing restorative practices and alternatives to suspension.	1. Develop policy re: restorative practices/suspension 2. Review data 3. Explore the adoption of Indigenous ways of being to address specific events. le. restorative practices, using elders	T. Davie M. Bennett J. Hansen	2023/2024			
		Develop strategies for positions that present recruitment and retention challenges. Specifically West Coast.	Developing 'in house' training for Custodial and EA	P. Klaver T. Wilson	2023/2024			
		Develop an Indigenous equity hiring process	Draft Application, Consult Board, Consult Partners	P. Klaver T. Davie J. Hansen	2023/2024			
		Ensure Policies and Admin Procedures regarding (a) Equity, Diversity, and Inclusion, (b) Non-Discrimination, (c) Anti-Racism are presented to all employee groups	1. Present at Principal and Vice Principal Meeting in August with directive to share at September start up meeting - create a brochure/poster to promote District belief - include ELF critically reflective q's system	T. Davie P. Mason	Aug-24			
		Define and support essential elements expected in a universal classroom.	Develop a list of standardized equipment for K, 1-3, 4-7, 8-12	J. Messenger G. Roe M. Bennett	Aug-24			
		Define and support essential elements of a universal staff workspace	1. Define design of standard workspace 2. Review existing spaces 3. Develop plan	G. Roe T. Wilson M. Gough	Fall 2023			
		Support compassionate systems leadership and trauma informed practice.	Conduct scan of District to determine Leadership & Trauma Training and Needs	S. Curliss M. Bennett	Fall 2023			
	Ensure learning and working environments that celebrate cultural heritage and that are free from racism.	Develop Newcomer Resources	1. Develop an informative electronic info package for families with translation 2. Include translating extension for website to make SD70 and Pacific Rim Children & Families Website information more accessible to newcomer families	M. Fryer K. Charbonneau M. Gough	Spring 2024			
		Embed Indigenous art and culture in our schools, facilities and all environments.	1. Develop District Policies and APs for consistent district-wide processes including funding and procedural steps. 2. Seek guidance from Elders Council.	T. Davie J. Hansen	2024/2025			
		Training around the cultural iceberg model that encourages people to look beyond the surface value of culture and look deeper into attitudes, communication styles, approaches to, concepts etc.	1. Leadership is trained in concept. 2. Leadership team trains team at Learning Services Meetings 3. Have P and VP go over it at staff meetings 4. Have CI Days focused on concept	1 & 2. K.Charbonneau M.Bennett J. Messenger J.Hansen M.Fryer 3. P & VP	1. Nov 2023 2. Jan 2024 3. Feb 2024 4. April 2024			

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		District/school cultural celebrations for all cultures	Establish district calendar of dates to recognize (SD62 Island Network) https://drive.google.com/file/d/1GvCYhwG6HOVqz4iNwhOvpMbh5EUBTN2g/view	J. Messenger	Jan-24			
	Support all staff in implementing best modern practices.	Develop a Professional Learning Program for new teachers	Explore different models being used	P. Klaver	2025/2026			
		Learning support team to offer professional learning opportunities.	Professional learning, quick learning sessions online after school, have a calendar that is available for in-school supports	Learning Services Team	Fall 2023			
		District-wide technology plan	1. Consistent Tech in Schools 2. Training for staff on Microsoft programs 3. Technology tips for all staff	J. Messenger M. Gough B. Ross	Fall 2023			
	Provide environments where students experience connections and have fun.	Conduct a scan of existing experiences/opportunities for connection	1. Analyze data 2. Discuss with admin	J. Messenger P. Klaver	Spring 2024			
	Ensure strong outreach to parents, caregivers, and community resources.D	Develop consistent District Wide practice	Investigate and expand? WCS 4 year-old program	K. Charbonneau T.Sam	Dec-23			
		Develop and implement a district communication plan.	1. Develop working group to develop district communications plan 2. Define mediums being used to communicate and how best to use them in a consistent manner 3. Develop annual plan for advertising etc.	B. Ross P. Mason	Jan-24			
		Continue to grow the Strengthening Early Years to Kindergarten Transitions Team (SEY2K)	1. Do a system map on who's voice is missing on the team- I.e. childcare and parent voice, more Indigenous representative 2. Invite Inclusion Support Services to the team 3. Provide more Pop Play opportunities around community to connect with families we are not seeing at RSL opportunities and StrongStart to ensure we are forming strong relationships. Invite Learning Services Team members to join to build relationships early.	K. Charbonneau	1.Nov 2023 2.Nov 2023 3.Nov 2023			
		Increased outreach to families on reserve	1. Hiring of Indigenous Navigator 2. School outreach to communities 3. StrongStart outreach to communities	J. Hansen K. Charbonneau	Nov-23			

Strategic Plan Focus Area	Board Goals	Strategy Description	Action Plans	Owner or lead (Department or person)	Start and Due dates	Nov 2023 Status (G, Y, R, B)	Feb 2024 Status (G, Y, R, B)	June 2024 Status (G, Y, R, B)
		Describe the key strategies to be taken to achieve the goal.	Describe in detail the key action steps required to carry out the key actions	Identify the action owner or lead	Enter the start and due dates for the actions	Green - implementation Yellow - in progress Red - needs attention Blank - not yet due	Green - implementation Yellow - in progress Red - needs attention Blank - not yet due	Green - implementation Yellow - in progress Red - needs attention Blank - not yet due
		Plan many opportunities for families to connect with community and School District Teams.	1. Plan the year starting with Pop Up Play opportunities in community and in schools- Sept-Dec. Inviting community partners and school district staff to build relationship through play. We will use the Strategic Plan pillars to plan play activities. 2. Jan-May plan Ready Set Learn opportunities at 9 schools. Invite community service providers, Kindergarten Educators, Childcare Professionals, District SLP, OT and PT, Island Health Audiology.	K. Charbonneau & SEY2K Team	1. Oct 2023 2. Nov 2023			
	Provide accessible learning and working environments.	Gap Analysis - Assess needs District-wide	1. Earmark funds 2. Contractor review 3. Tender contract 4. Award contract 5. Set schedule 6. Define action plan	Michell / Greg	1. June 30, 2023 2. Sept 1, 2023 3. Sept 30, 2023 4. Oct 31, 2023 5. Nov 15, 2023 6. June 30, 2024			
		Review and explore software to support accessibility	Technology devices, district-wide software image	M. Gough M. Bennett	Spring 2024			
		Conduct a study to provide mechanical cooling in schools	1. Access Earmarked Funds 2. Obtain proposal from mechanical contractor 3. Perform study 4. Review study results and define priorities 5. Pursue funding for prioritized projects	G. Roe	1. Jun 15, 2023 2. Jun 30, 2023 3. Aug 31, 2023 4. Sep 15, 2023 5. Sep 30, 2023			
		Provide safe spaces for all school communities	1. Survey staff and students to determine where they feel safe/unsafe 2. Review results 3. Develop plan	M. Bennett J. Hansen T. Davie C. Poole	Jan-24			
	Support everyone situating "who we are, where we are, where we come from, our connections and our interconnections."	Build community across our district	Continue Elders/Grandparents in Schools	J. Hansen B. Ross	Sep-23			
			Consistently acknowledge language that can be used across the district and at all levels.	T. Davie J. Hansen	2024			
			Offer Nuu-chah-nulth language/cultural opportunities to all staff	J. Hansen T. Davie	Fall 2024			
	Support SOGI initiatives and ensure safe environments for all LGBTQ2S+ students and staff.	System wide (board, staff, students, families) training and awareness building opportunities	Continue SOGI network	C. Poole, M. Bennett	Sep-23			

Strategic Plan Focus Area	Board Goals	Strategy Description	Action Plans	Owner or lead (Department or person)	Start and Due dates	Nov 2023 Status (G, Y, R, B)	Feb 2024 Status (G, Y, R, B)	June 2024 Status (G, Y, R, B)
		Describe the key strategies to be taken to achieve the goal.	Describe in detail the key action steps required to carry out the key actions	Identify the action owner or lead	Enter the start and due dates for the actions	Green - implementation Yellow - in progress Red - needs attention Blank - not yet due	Green - implementation Yellow - in progress Red - needs attention Blank - not yet due	Green - implementation Yellow - in progress Red - needs attention Blank - not yet due
			More Staff Training - all staff groups (ie. Orientation) - target clerical	P. Klaver C. Poole M. Bennett T. Wilson P. Mason H. Fletcher	Fall 2024			
			Need consistent district wide language for documents	P. Mason H. Fletcher	2023/2024			
			District SOGI Walk on Community PRIDE Day	S. Curliss M. Bennett	2024			
			Research and establish scope and sequence SOGI	M. Bennett J. Messenger	2024/2025			
Environmental Stewardship and Global Citizenship	Promote environmental stewardship and global citizenship education across all curriculum areas.	Create a representative group to develop environmental stewardship and sustainability, education and practise, including local Nations	1. Create working group 2. Develop framework/policy 3. Conduct district review 4. Create action plan	T. Davie B. Ross G. Roe	2024/2025			
		Create a representative group to develop global citizenship and education including local Nations	1. Create working group 2. Develop framework/policy 3. Conduct district review 4. Create action plan	M. Fryer J. Hansen	2024/2025			
	Develop District-wide structures to promote environmental stewardship.	Reduce school district's environmental impact	1. Paperless Solutions 2. Conduct District energy audit 3. Conduct Waste/Recycling audit 4. Provide Fleet Driver Awareness and Education training to all staff who operate vehicles 5. Update travel policies to encourage carpooling 6. Develop EV charging policy. Develop EV outlets on all District properties.	1. M. Gough B. Ross C. Neville 2-4. G. Roe 5. B. Ross C. Neville 6. G. Roe B. Ross	1. September 2023 2. ? 3. 2023/2024 4. 2023/2024 5. 2023/2024 6. 2024/2025			
	Support community-wide environmental stewardship and efforts to limit the impacts of climate change.	Explore community based partnerships	1. Identify community groups and/or initiatives that align with the goals in this strategic plan 2. Share opportunities with schools 3. Measure and publicize success 4. Review partnerships annually	1. T. Davie 2. J. Messenger 3. T. Davie J. Messenger 4. T. Davie	2024/2025			
	Support student leadership in climate action.	Increase leadership opportunities for students to engage	Research local, provincial, national, international opportunities	G. Freethy / T. Davie / M. Fryer	Spring 2024			
			Formally acknowledge work done by students (Awards? Scholarship?Credits towards graduation)	J. Messenger J. Hansen G. Freethy	2024/2025			
			Plan a Ready Set Learn that explores the concept environmental Stewardship and global citizenship.	K. Charbonneau	Jan-24			

Strategic Plan Focus Area	Board Goals	Strategy Description	Action Plans	Owner or lead (Department or person)	Start and Due dates	Nov 2023 Status (G, Y, R, B)	Feb 2024 Status (G, Y, R, B)	June 2024 Status (G, Y, R, B)
		Describe the key strategies to be taken to achieve the goal.	Describe in detail the key action steps required to carry out the key actions	Identify the action owner or lead	Enter the start and due dates for the actions	Green - implementation Yellow - in progress Red - needs attention Blank - not yet due	Green - implementation Yellow - in progress Red - needs attention Blank - not yet due	Green - implementation Yellow - in progress Red - needs attention Blank - not yet due
	Promote awareness of national and international issues and opportunities.	Build district-wide awareness through connection and inter-connection	Provide opportunities for students to attend in-person or virtual out of district events	P. Klaver / T. Davie	2024/2025			
			Develop a Pathways to Graduation program that focuses on global citizenship	J. Messenger M. Fryer	2024/2025			
			Establish spaces/opportunities where International Students can share/display information about their culture/country/heritage	M. Fryer	Spring 2024			
			Promote Overseas Study experiences for (Gr 10 -12)	M. Fryer	2023/2024			
			Secondary Student Voice Councils that work with Elementary Schools	T. Davie	Fall 2023			
			Build awareness of Indigenous issues nationally and internationally.	J. Hansen	2024/2025			
			Explore international excursion opportunities for Indigenous students	J. Hansen / M. Fryer / P. Mason	2023/2024			
	Support students to be engaged actively in their community.	Support school communities in noticing, naming and nurturing the core competencies which encourage students to become involved in group activities that make their classroom, school, community, or natural world a better place.	Create resource list to identify what opportunities already exist within the district	J. Messenger G. Freethy	2024/2025			
			Volunteering in Community (K-12)	J. Messenger G. Freethy	2024/2025			
			Innovatively educate secondary students on credits they can receive for community activities	J. Messenger G. Freethy	2024/2025			
		Develop a plan to promote and encourage student involvement/engagement in the community	Decide how we recognize student engagement within the community	J. Messenger G. Freethy	2024/2025			
			District resource guide for 'experts'/community leaders who will present to classes	J. Messenger G. Freethy	2024/2025			
	Promote anti-racism and an inclusive society, free from discrimination.	Listen and learn from Indigenous and racialized partners and communities to work collaboratively towards an education system that is free from racism and systemic barriers and promotes equity for all students.	Perform a scan of all Admin Procedures and Policies to ensure they are free of racism and systemic barriers	T. Davie P. Mason	Fall 2023			
			Develop Administrative Procedures to accompany newly created Anti-Racism Policy to convey district procedures for learning, building awareness of anti-racism and response to racism in our system	M. Bennett	Nov-24			
			Implement BC's K-12 Anti-Racism Action Plan	M. Bennett	Sep-23			
		Develop environments and practises in Early Learning that promote diverse abilities, cultures, languages, traditions and heritages that are celebrated and woven together	Develop a plan for Early Learning using Early Learning Framework	P. Klaver K. Charbonneau	2024/2025			
			Check in with Childcare Providers - what are they doing to address this?	K. Charbonneau P. Klaver	2023/2024			
			Consult with Childcare and Primary teachers	K. Charbonneau P. Klaver	2024/2025			



PACIFIC RIM SCHOOL DISTRICT PUBLIC BOARD MEETING ACTION SHEET

Date: June 25, 2024
To: Board of Education
From: Carla Neville - Controller
Subject: Transportation Assistance Increase

Background:

Transportation Assistance rates are to be set annually by the Board of Education at the June Public Board Meeting.

Discussion:

Staff would like to recommend that there be a 2.94% effective increase in our Transportation Assistance rates. The Transportation Assistance rate is calculated as 40% of the current BCSTA travel reimbursement rate of \$0.70.

Previous rate $\$0.68 \times 40\% = \0.272 per km

Proposed rate $\$0.70 \times 40\% = \0.28 per km

We will add \$0.05 to the rate per additional child to a maximum amount of \$25.75 per day. The maximum daily assistance rate has also increased from \$25.00 to a maximum of \$25.75 per day.

Recommended Motion:

THAT the Board of Education approve the rate of \$0.28 (40% of \$0.70) per kilometer with the addition of \$0.05 per additional child for a maximum of \$25.75 per day per family, as the Transportation Assistance Rates for the 2024/25 school year.



PACIFIC RIM SCHOOL DISTRICT PUBLIC BOARD MEETING ACTION SHEET

Date: June 25, 2024
To: Board of Education
From: Barbara Ross, Secretary Treasurer
Subject: Exempt and Excluded Staff Compensation

Background

Staff has previously reported that the grids for Exempt and Excluded Staff have been updated to reflect the 3% increase applied to unionized grids.

Information

In order to apply this increase to existing positions, the District will need to send in the annual submission for review by the BC Public School Employers' Association (BCPSEA) requesting that individual increases be applied.

Increases for Principals and Vice-Principals will take place August 1, 2023. Increases for other Exempt or Excluded positions will take place July 1, 2023.

In addition to the 3% increase (aging of the grid), the District may request an additional increase for 10% of affected employees based on performance. At this time, Staff is recommending that no additional increases take place. Staff will bring forward additional recommendations as they are determined.

MOTION

THAT the Board of Education approve a submission to BCPSEA that a 3% increase to the compensation of individuals included in the Exempt Staff group be applied, effective July 1, 2024, subject to satisfactory performance.

And

THAT the Board of Education approve a submission to BCPSEA that a 3% increase to the compensation of individuals included in the Principal / Vice-Principal group be applied, effective August 1, 2024, subject to satisfactory performance.



PACIFIC RIM SCHOOL DISTRICT PUBLIC BOARD MEETING ACTION SHEET

Date: June 25, 2024
To: Board of Education
From: Barbara Ross, Secretary Treasurer
Subject: Trustee Remuneration

Background

The Administrative Procedure (AP) for Trustee Remuneration and Expenses, attached, provides a process for the annual review of compensation rates for Trustees.

Discussion

The AP, developed in October 2023, calls for Trustee Remuneration to be subject to yearly increases in line with the unionized staff on July 1st of each year.

Unionized staff will receive an increase of 3% on July 1, 2024, which is the start of the 2024/25 Fiscal Year. At this time, staff is recommending that the same 3% increase be applied to the Trustee Remuneration grid, effective July 1, 2024.

MOTION

THAT the Board of Education approve a 3% increase to Trustee compensation, effective July 1, 2024.



XXXX: Trustee Remuneration and Expenses (AP)

Approved 23 10 10
Revised 24 04 09

PURPOSE

This Administrative Procedure outlines the guidelines and provisions for Trustee Remuneration increases and additional benefits, including childcare coverage for Board meetings, the provision of laptops and corporate purchasing cards for Trustees, and the provision of a district-provided cell phone for the Board Chair.

PROCEDURAL REGULATIONS

1. TRUSTEE REMUNERATION INCREASES

Trustee Remuneration will be subject to yearly increases, which is in line with the unionized staff in the district on July 1 of each year. Trustees will have the ability to vote and turn down the increase at a Board meeting prior to July 1 of each year.

2. CHILD CARE COSTS FOR BOARD MEETINGS

In recognition of the commitment and dedication required of Trustees attending Board meetings, childcare costs incurred by Trustees during these meetings will be covered, up to a maximum amount. The maximum amount of childcare costs paid will be determined by the BCSTA rate and approved by the Secretary Treasurer each year. Trustees who require childcare during Board meetings must provide notice to the Secretary Treasurer to arrange for reimbursement or direct payment.

3. PROVISION OF LAPTOPS

In order to support Trustees in fulfilling their responsibilities effectively, each Trustee will be provided with a district laptop. The laptops will be equipped with the necessary software and tools required for Board-related work. Trustees are responsible for the appropriate use of laptops in accordance with the Board's policies and guidelines.

4. PROVISION OF CORPORATE PURCHASING CARDS

To support Trustees in fulfilling their responsibilities effectively, each Trustee will be provided with a corporate purchasing card. The corporate purchasing cards will enable Trustees to make authorized purchases for official Board business and travel. Purchasing card limits are determined by the Secretary Treasurer. Trustees are expected to provide receipts to the Senior Accounts Clerk monthly in accordance with district purchasing card procedures.



5. PROVISION OF DISTRICT-PROVIDED CELL PHONE FOR THE BOARD CHAIR

The Board Chair will be issued a district-provided cell phone. The cell phone will be used for official Board communications and to ensure effective communication between the Board Chair and relevant stakeholders. The Board Chair is responsible for the appropriate use of the district-provided cell phone and must comply with any applicable policies and guidelines.

6. PROFESSIONAL DEVELOPMENT

To support the Trustees and ensure that Trustees remain informed and continue to upgrade their skills, each Trustee will be given a yearly budget to attend conferences, conventions, and seminars. The amount of professional development will be considered each year in consultation with the Board and the Secretary Treasurer during the budget process.

7. TRAVEL AND PER DIEMS

Travel mileage rates and per diems will be set in accordance with the BCSTA rates on a yearly basis and will be updated in Appendix 1 as necessary.

7.1 TRAVEL:

Amounts paid for transportation (plane, train, bus, ferry, taxi, parking) will be reimbursed as long as all invoices, receipts and/or ticket stubs are submitted. Air travel is limited to the lowest possible fare. Where flight changes and/or cancellations may be required, “Flex” fare options may provide the most cost-effective alternative. The District is not responsible for luggage in excess of one checked bag and is not responsible for seat selection fees.

7.2 MILEAGE:

Trustees will be reimbursed at a rate per kilometer for travel inside and outside the District. Travel outside the District is calculated as the number of kilometers from point of origin to destination. Measurements for the return trip will be calculated similarly. Where a discrepancy exists, mileage will be paid in accordance with the lowest mileage determined by mapping software used by District staff. The number of kilometers for travel to/from commonly visited locations, have been established using the Standard Distances shown below.

7.3 HOTEL:

Actual costs of the hotel/motel plus appropriate taxes, less any personal items charged will be reimbursed as long as invoices or receipts are submitted. Charges for room service, laundry or other room-related costs, will not be permitted. Accommodation charges that exceed the minimum required to conduct business on behalf of the District, will not be reimbursed. Where the overnight accommodation is provided by a friend or relative and payment is made to the host, a Private Accommodation Allowance of \$30.00 is permitted. The cost of telephone calls and hotel parking are permitted expenditures. Trustees are reminded that telephone calls from hotel rooms are usually considerably more expensive than from a pay phone elsewhere in the area.



7.4 MEALS:

To claim meals, travel status must:

- Begin before 7 am on the date of departure to claim breakfast
- Begin before 12 pm on the date of departure to claim lunch
- End after 6 pm on the date of return to claim dinner

Reimbursement for meals, meal gratuities and other miscellaneous costs, will be reimbursed as follows:

- where the costs are incurred without an overnight stay, only the actual costs will be reimbursed to the maximum of the appropriate per diem, for all locations within British Columbia.
- For travel to other provinces or out of Canada, the per diems may be waived and actual expenses substituted on approval of the Board Chair or the Secretary Treasurer.

7.5 VEHICLE INSURANCE:

As Trustees do not claim for the use of their personal car unless out of district or as described in Regulation 5.1, Trustees will be reimbursed for the actual cost of upgrading the insurance for the vehicle normally used for Board business to business use rating. Such costs will be based on the full safe driving discount and will be prorated to match the Trustee's term of office.

7.6 CLAIM FORMS:

Claim forms will be updated annually based on revised rates.

Expenses are to be submitted within 30 days of the expenditure, and for the month of June an expense claim is to be submitted by July 15th. Trustees are encouraged to minimize these costs whenever practical by carpooling, sharing hotel accommodation, scheduling meetings coincident with travel and other methods that will reflect well for a public sector employee.

RESOURCES:

XXX: Trustee Remuneration and Expenses (P)
BCSTA's Policy on Travel Expenses
4020: Personal Expenses on Official District Business (AP)

STANDARD DISTANCES

ADSS	ADSS									
AES	2	AES								
BO	5	2	BO							
EJD	3	5	3	EJD						
EALC	3	5	4	1	EALC					
HOW	4	2	4	7	7	HOW				
MTCE	4	4	5	7	4	3	MTCE			
MAQ	3	6	4	1	2	7	7	MAQ		
TES	3	2	2	6	5	3	8	6	TES	
WOOD	1	3	1	3	3	5	4	3	3	WOOD

Kms From Port Alberni to:	
Bamfield	95
Campbell River	150
Chilliwack	215
Courtenay	100
Duncan	135
Hope	240
Kamloops	440
Kelowna	480
Langley	145
Nanaimo	80
New Westminster	125
Parksville	50
Penticton	480
Port Hardy	385
Powell River	115
Qualicum	40
Seattle	295
Tofino	125
Tofino to Ucluelet	42
Ucluelet	100
Vancouver	100
Vernon	530
Victoria	195



Appendix 1: Travel and per Diem Rates

Revised 24 04 09

The following travel mileage rates and per diems, as set in accordance with the annually updated BCSTA rates, are effective for the period of April 2024 - February 2025:

Mileage Rates:

\$0.70 / km for private automobile costs

\$0.05 for trips on un-paved roads

Meals:

\$67.00 per full day when on District business, with the per meal rate being defined as follows:

\$15.00 for breakfast

\$20.00 for lunch

\$32.00 for dinner



PACIFIC RIM SCHOOL DISTRICT PUBLIC BOARD MEETING ACTION SHEET

Date: June 25, 2024
To: Board of Education
From: Carla Neville - Controller
Subject: Boarding Allowance Increase

Background:

In accordance with Administrative Procedure 3306 Boarding Allowance, the Boarding Allowance rates are to be set annually by the Board of Education at the June Public Board Meeting.

Discussion:

The purpose of this report is to seek approval from the Board of Education for a 2.94% increase in the district's boarding allowance, in accordance with Administrative Procedure 3306, to better support students and their families amid rising living costs. This increase aims to align the allowance with current economic conditions and reduce financial strain on families. This proposal underscores the Board's commitment to the wellbeing and success of our students.

The increase will effectively be an increase of \$250.00 per student per year. Currently we only have one student on the Boarding Allowance program.

Recommended Motion:

THAT the Board of Education approve \$875.00 as the maximum boarding allowance amount an eligible student is entitled to during the 2024/25 school year, with eligibility being defined by the Eligibility section of Administrative Procedure 3306.



PACIFIC RIM SCHOOL DISTRICT PUBLIC BOARD MEETING ACTION SHEET

Date: June 28, 2024
To: Board of Education
From: Paula Mason, Manager of Corporate Services
Subject: Board Advocacy Policy

Background

In a concurrent session at their 2023 AGM and in preparation for the Provincial Advocacy Day that was held on October 19, 2023, BCSTA spoke to the topic of Board Advocacy, specifically identifying what it means and what is involved. One of the suggestions that came from the session was that school districts consider developing an Advocacy Policy.

Information

In follow up, I researched to see if Advocacy Policies were common documents found in other school districts in BC. Although some bullet points regarding advocacy, taken from s. 7 of SD73's [Policy 2 Role of the Board](#) policy, were mentioned in BCSTA's 2023 AGM presentation, I was unable to find other districts that had standalone policies of this nature.

That said, I did find a handful of districts that have Board Advocacy webpages on their website. These pages have a blurb about advocacy, followed by a "real-time" listing of correspondences sent by the Board of Education when advocating for various things. This forum enables Boards of Education to display all advocacy efforts that have been to date, for members of the public to read.

Although having a webpage with a list of correspondence requires ongoing maintenance, the time this would take staff for upkeep is relatively minimal and is balanced by the fact that it encourages Boards to remain active in their advocacy efforts.

Most of the sample webpages shown below contain 2-3 items of correspondence per year, with some incorporating advocacy for new facility builds/programming within their district, as well as motions put forward by BCSTA that their district has supported.

<https://www.sd73.bc.ca/en/our-district-board/board-of-education.aspx>
<https://www.sd35.bc.ca/the-board/board-advocacy/>
<https://www.sd42.ca/board-of-education/trustees-advocacy/>
<https://www.sd23.bc.ca/boardadvocacy>
<https://sd38.bc.ca/board-education/board-advocacy>
<https://www.sd72.bc.ca/page/254/correspondence-advocacy>

Next Steps

As such, I ask that the Board consider recommending the development of an Advocacy webpage to highlight the good work being done. I have several items I could post from 2023/24 to get started, including the questions brought forth by the Board Chair to MLAs at the 2023 Advocacy Day, StrongStart funding, application to fund tennis courts in Ucluelet etc.

If the Board feels a Policy is in order, I am also happy to draft a Policy and corresponding Administrative Procedure (AP) for review by the Policy Committee. With your approval, I would include in the AP how a webpage will be created and maintained.

Recommended Motion:

THAT the Board of Education direct staff through the Superintendent, to add a Board Advocacy page to our website, and

THAT that Board of Education direct staff through the Superintendent, to draft an Advocacy Policy and corresponding Administrative Procedure for review by the Policy Committee.





PACIFIC RIM SCHOOL DISTRICT PUBLIC BOARD MEETING INFORMATION SHEET

Date: June 25, 2024
To: Board of Education
From: Michell Bennett, Director of Instruction - Inclusive Education
Subject: Kackaamin Review Summary

Background:

On 6th and 7th November 2023 an external review of the Kackaamin Education Program (Program) was undertaken. Program reviews are a means to assist programs in identifying and providing quality services to students participating in the program as well as providing assurance to the Ministry of Education and Child Care (Ministry) that resources are being effectively managed. They also assist the Ministry in identifying province-wide needs and issues that can impact future planning and resourcing. More specifically, program reviews are intended to:

- Ensure that Provincial Inter-Ministerial Programs continue to address current and emergent provincial needs among students
- Confirm that time and resources are aligned with the Programs' and Ministry's stated mandate and goals in response to those needs
- Identify effective practices and assist programs in providing quality service and planning for continuous improvement.
- Ensure that the programs are sustainable over time
- Identify common issues pertaining to all programs and to those offering similar services

Overview:

The criteria for this review were evaluated on a three-point scale of

- Not meeting expectations
- Approaching expectations
- Meeting expectations

Criteria for Provincial Resource Programs:

1.0 ADMINISTRATIVE OVERSIGHT

Meeting Expectations

This section of the report consisted of five subsections and reviewed staffing, transitions, professional learning, finances and supervision of the education program at Kackaamin. The Pacific Rim School District PRP scored **Meeting Expectations** in all subsections of this category.

2.0 EDUCATIONAL PROGRAM

Meeting Expectations

This section of the report consisted of three subsections, and reviewed learning resources, instructional space, educational services (intake, transitions, programming for educational needs, IEPs, etc.) of the education program at Kackaamin. The Pacific Rim School District PRP scored **Meeting Expectations** in all subsections of this category.

There are several best practice examples evident to the Review Team, which are summarized below as commendations.

Commendations:

- The Kackaamin website is very informative and user friendly.
- The documentation provided prior to the review, as well as the binder of additional materials including samples of student programming and their inter-relationship with adult learning sessions, was detailed and informative.
- The Team was impressed by the collaborative culture clearly apparent throughout the Kackaamin Family Development Centre. Their philosophy of caring, trust and relationship building is clearly applied to both the families they work with and their staff.
- The collaborative process and focus on hiring the right staff with the right skills to meet the Family Centre needs.
- The consistent use of Indigenous ways of knowing and trauma-informed practices, evident throughout all the work undertaken with families and children.
- Kackaamin is exemplary in terms of what a true wrap around, inter-ministerial program should look like.
- The KFDC clearly operates as a community of practice.
- The standardized intake forms, discharge reports, and written program details.
- The program outlines new programming options being developed that will increase the already large and complex student population.

What is next?

Review recommendations from the report to determine what actions have already been taken, since the end of the review in November, and actions to be explored for next school year.

Section 1:**Recommendations:**

- District to work with Program to employ the current EA, who already works 40 hours weekly, as a teacher-- subject to alignment with collective agreements and budgetary constraints.
- The district administrator, teacher, and program staff to develop a staff binder or online folder, to include program outlines, programming details, standard forms, and routine educational practices such as how to use MyEd.
- Program to support the teacher to access any inclusive education training offered by the district, and to consider the possibility of taking a level B assessment course.
- District to investigate the potential use of MyEd by Program. This could allow the Program to log student attendance, cross-enroll students with their home school, and log course credits. If necessary, connect with another district that has been able to enter Provincial Program student attendance data in MyEd.
- Program to consider obtaining feedback from a parent/caregiver and home school 3 months following student transition, to help identify longer term outcomes for students to assist with future program developments.

- Program to provide Ministry with add additional student attendance data to the upcoming budget submission cycle to highlight the increased staffing request rationale, due to the number of students in daily attendance and alignment with the suggested teacher-student ratio of 1:10 according to the Inter-ministerial Protocol Agreement 2013.
- District Principal and the Program to increase communication to optimize both staffing and supply budgets. This may also include discussions regarding the need for additional EA assistance for specific students needing additional support. (1.3.2)

Section 2:

- Program to continue to use allocated funds to purchase print resources for all age groups.
- Program to ensure that the discharge summary (a.k.a. Child and Youth Healing summary or transition plan), is provided to the parent/caregiver as well as the student's home school (subject to parent consent). It may include information regarding course credits that can be entered into MyEd as part of the Permanent Student Record.

Concluding statement from Review Team:

The staff and administration of SD70 and the KFDC can take great pride in the positive ways they influence the lives of the families and children they serve.

Sincerely,

Julie Parker and Catherine van der Mark



602: COMMUNICATING STUDENT LEARNING (P)

Approved: 20 03 10
Amended: 24 06 11

POLICY

The Board of Education is committed to communicating student learning to parents/guardians in ways that are clear, meaningful and ongoing. The Board's policy for communicating student learning is required by Ministerial Orders and Regulations authorized under the *School Act* and based on the principles and practices that contribute to effective communication of student learning (reporting).

The goal of communicating student learning is to ensure that:

- students take part in meaningful conversations that help them develop responsibility for engaging deeply with their learning
- parents and caregivers are well informed, are involved in decisions and dialogue about their child's learning, and understand ways to support and further their child's learning

In Pacific Rim Schools communicating student learning will be done according to the provincial policies and guidelines as well as Administrative Procedure XXXX Communicating Student Learning.

Resources and References:

Province of BC K-12 Student Reporting

Policy

School Regulation, B.C. Reg. 265/89: [School Regulation \(PDF\)](#)

Ministerial Order 93/22, the [Graduation Program Order \(PDF\)](#)

Ministerial Order 150/89: [Special Needs Students Order \(PDF\)](#)

Ministerial Order 190/91: [Permanent Student Record Order \(PDF\)](#)

Ministerial Order 184/23: [Learning Update Order \(PDF\)](#)

Ministerial Order 192/94: [Provincial Letter Grades Order \(PDF\)](#)

Ministerial Order 231/19: [Educational Program Guide Order \(PDF\)](#)

Ministerial Order 295/95: [Required Areas of Learning in an Educational Program Order \(PDF\)](#)

Ministerial Order 638/95: [Individual Education Plan Order \(PDF\)](#)

[K-12 Student Reporting Policy: Communicating Student Learning Guidelines \(PDF\)](#)

[K-12 Student Reporting Information for Educators and School Leaders](#)

[Core Competencies](#)



XXX: SELECTION OF LEARNING RESOURCES (P)

Approved: 86 11 04

Revised: 24 06 11

Purpose

The Ministry of Education and Child Care requires school districts to use educational resource materials (i.e., learning resources) that the Board of Education considers appropriate, specified in an educational program guide, or are recommended by the Minister of Education from time to time. The purpose of this policy is to clarify roles and responsibilities and explain how learning resources are selected and recommended for school use in the Pacific Rim School District, as well as outline the challenge process, allowable uses of school-based learning resource funds, care of learning resources, and reuse and disposal of learning resources.

Definition

Learning resources are defined as any materials – print or digital – that support students in their development of big ideas, curricular competencies, and core competencies as outlined in the BC curriculum.

Policy

1. Pacific Rim School District is committed to providing educators and students with access to a variety of learning resources that support educators in their delivery of curriculum and students in their development of curricular knowledge, competencies, and understandings. The district values the uniqueness of each learner and embraces diverse ways of knowing, being, and learning. We value student choice and equity of access to all learning resources.

Learning resources play a significant role in supporting and enriching curricula. They nurture the skills and competencies necessary to succeed in school and beyond, as well as help students understand themselves, others, and the world.

Overall, quality learning resources:

- a) Reduce barriers to learning.
- b) Take into consideration the interests of all students.
- c) Foster inclusivity.
- d) Consider diverse cultural perspectives and identities.
- e) Account for different points of view.
- f) Deepen knowledge and understanding of Indigenous history, traditions, and culture.
- g) Respond to the impacts of trauma and do not further traumatize students from marginalized and/or racialized communities.
- h) Convey narratives, histories, and perspectives related to race, gender, class, diverse abilities, and other markers of identity.

Digital and print resources that reflect the voices, choices, experiences, and perspectives of all students promote inclusion, foster belonging, advance equity, and empower individuals to define themselves and understand their own identity, culture, and learning strengths. As such, district resources portray diversity, respect, and dignity for all people. They consider the varied interests, abilities, learning styles, and maturity levels of its intended learners.



2. With educator guidance and instruction, students access quality learning resources to develop critical thinking skills. This includes learning to ask effective questions for the purpose of interpreting information; detecting bias in sources; determining why a source might express a particular bias; examining the opinions, perspectives, and values of various groups and individuals; looking for implied meaning; and using the information gathered to form a personal opinion or plan of action. Access to resource-rich environments that engage learners in open-ended inquiry supports critical and creative thinking, increases motivation, and empowers students to take ownership of their learning.
3. The Board believes the responsibility for the selection of learning resources belongs to practicing educators who have the skills, knowledge, and experience to assess and evaluate given resources using district criteria. Opportunities to challenge the use of a learning resource will be provided.

Resources and References:

[Province of BC Learning Resources Policy](#)

School Regulation, B.C. School Regulation 168 (2): [School Regulation \(PDF\)](#)

Ministerial Order 333/99, the [Educational Program Guide Order](#); section 5.

Surrey Schools Policies & Procedures for Learning Resources



XXX: Equipment and In-Kind Donations (P)

First Revision: 24 06 11

POLICY STATEMENT

The Board of Education implements policy outlining the procedures and guidelines for accepting and managing equipment and in-kind donations to ensure they align with our organization's mission, goals, and operational needs. It ensures the proper valuation, acknowledgement, and utilization of such donations to ensure that they are recorded and used in a manner that is in line with CRA and Generally Accepted Auditing Standards.



510: Safe, Caring and Orderly Schools (P)

Approved: 85 02 05
Amended: 16 13 12
Amended: 24 06 11

POLICY

Schools that are safe, caring and orderly provide the necessary climate for student achievement. The Board of Education believes that such schools are fostered when students, parents and staff work collaboratively to develop ever-improving policies, procedures and practices for creating and maintaining safe, caring and orderly school environments.

DEFINITIONS

A “**safe school**” is one in which members of the school community are free of the fear of harm, including potential threats from inside or outside the school. The attitudes and actions of students, staff and parents support an environment that is resistant to disruption and intrusion and ensure a constant focus on student achievement.

A “**caring school**” is one in which members of the school community feel a sense of belonging, and have opportunities to relate to one another in positive, supportive ways. All aspects of school life embrace and reflect diversity. The school is an inviting place for students, staff, parents and visitors.

An “**orderly school**” is one in which members of the school community are informed about and exercise their rights and responsibilities as school citizens. Expectations about acceptable behaviour, respect and decorum are generally understood. Responses to violations are based consistently on sound principles and are appropriate to the context.

RESOURCES

NEW Policy: Non-Discrimination

NEW Non-Discrimination (AP)

NEW Policy: Accessibility

XXXX: Safe, Caring and Orderly Schools (A/P)

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

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

Legal Advice: Harris & Company LLP



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

First Revision: 24 03 05

POLICY

Pacific Rim School District understands the educational value of curricular and extra-curricular Off-site Experiences and Field Trips that supplement educational programs for students.

Effective learning experiences often result from firsthand observation of, or participation in events or activities that occur out in the community away from the school. The Board believes it is of paramount importance that Off-Site Experiences are selected, planned, organized, and conducted in the context of:

- *The activity is affordable, accessible and offers clear benefits to students while being relevant to curriculum and integral to the educational process.*
- *The activity is appropriate and effective for student's educational program and curriculum.*
- *Adult supervising staff having the requisite skills and experience to provide safe and appropriate Field Trip experiences.*
- *Safety and security of all participants is the first priority (e.g. students, staff, volunteers and the School District)*
- *The Activity has been reviewed for risk assessment, ability to mitigate risk and overall management of off-site activities.*

Students participating in Off-site Experiences will behave in accordance with the School and District Codes of Conduct and any special directions required to maintain proper structure and safety pertaining to the activity as determined by the Principal, trip supervisor, and site managers.

The Safety First! Guidelines for BC School Off-site Experiences can be found on the Pacific Rim School District staff portal under Field Trips.

(We want to acknowledge that this policy was created with guidance from the qathet School District (SD47))



BYLAW NO.: P1488
ACRD FILE NO.: RA23004

You are requested to comment on the attached bylaw for potential effect on your agency's interests. We would appreciate your response by **July 17, 2024**. If no response is received, it will be assumed that your agency's interests are unaffected. Please let us know if you need if additional time.

PURPOSE OF THE BYLAW: The property owners intend to rezone the two subject properties to facilitate consolidation of the two parcels, totaling 2.5 hectares (6.2 acres) in lot area, and the adjacent water lease area, followed by subdivision into seven (7) bare-land strata lots with common property.

LEGAL DESCRIPTION: BLOCK 6, SECTION 19, TOWNSHIP 1, BARCLAY DISTRICT, PLAN 942 and BLOCK 32, SECTION 19, TOWNSHIP 1, BARCLAY DISTRICT, PLAN 942, EXCEPT THAT PART OUTLINED IN RED ON PLAN 2315 OS

AREA OF PROPERTY AFFECTED: 2.5 hectares (6.2 acres)

ALR STATUS: ☐ In ALR ☒ Not in ALR

OCP DESIGNATION: Residential Use and Mixed Use

Please fill out the Bylaw Response Summary included in the email. If your agency's interests are "Unaffected", no further information is necessary. In all other cases, we would appreciate receiving additional information to substantiate your position and, if necessary, outline any conditions related to your position. Please make note of any legislation or official government policy which would affect our consideration of this bylaw.

Alex Dyer

Alex Dyer, MCIP, RPP, Planning Manager

June 19, 2024

Date

This referral has also been sent to the following agencies:

- | | |
|--|---|
| ✓ Island Heath Authority | ✓ Ministry of Transportation & Infrastructure |
| ✓ Bamfield Fire Department | ✓ Bamfield Harbour Commission |
| ✓ ACRD Community Services – Bamfield Water | ✓ Huu-ay-aht First Nations |
| ✓ School District No. 70 | ✓ ACRD Building Inspection |

RA23004



To: ACRD Board of Directors

Meeting Date: March 13, 2024

From: Charity Hallberg Dodds, Planning Technician

File #: PL20230027/RA23004

Application Type: Rezoning

Voting Structure: Electoral Area Directors

Electoral Area: A - Bamfield

Subject: 245 Bamfield Boardwalk & 217 Cape Beale Trail
(Mass, Ferguson & Far From Average Management & Development Ltd)

Recommendation:

THAT the Board of Directors consider first reading of Bylaw P1488, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw at a future date, and that notice be given in accordance with section 467 of the Local Government Act.

THAT the Board of Directors confirm that adoption of Bylaw P1488 is subject to:

- a) Confirmation from a Registered On-Site Wastewater Practitioner (ROWP) that the subject properties are capable of supporting on-site sewage disposal for the proposed development;*
- b) Meeting all servicing requirements for connection to the Bamfield Water System;*
- c) Confirmation of adequate off-street parking of 12 spaces in a location suitable to the ACRD on the east side of Bamfield; and*
- d) Meeting technical referral agency requirements.*

Development Proposal: The property owners intend to rezone the two subject properties to facilitate consolidation of the two parcels, totaling 2.5 hectares (6.2 acres) in lot area, and the adjacent water lease area, followed by subdivision into seven (7) bare-land strata lots with common property. Six of the strata lots would be zoned for single family residential use, and the seventh would be zoned to permit construction of a two-family dwelling (duplex). It is the applicant's intention that the lot containing the duplex would be owned by the members of the strata and rented out on a long-term basis to provide financial support to the operation and maintenance of the strata facilities.

Advisory Planning Commission (APC) Recommendation: The Bamfield APC reviewed this application at their February 29th meeting and made the motion to support the proposal as presented.

Property Owners/Applicants: John Mass and Cheryl Ferguson (217 Cape Beale Trail), and Far From Average Management & Development Ltd (245 Bamfield Boardwalk)

Primary Contacts: John Mass and Cheryl Ferguson

Property Information:

Civic Address	245 Bamfield Boardwalk
Legal Description	BLOCK 6, SECTION 19, TOWNSHIP 1, BARCLAY DISTRICT, PLAN 942

PL20230027/RA23004

PID	008-168-814	Folio	02821.002	ALR? (Y/N)	N	Lot Size (ha)	0.522 (1.29 ac)
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Current Zoning	Park and Public Use (P2) District & Acreage Residential (RA2) District	Proposed Zoning	Acreage Residential (RA3) District
Current OCP	Mixed Use	Proposed OCP	n/a
Development Permit Area(s)	DPA I – Riparian Areas Protection, DPA II – Natural Hazard Protection, DPA III – Form & Character, and DPA IV – Coastal Protection		
Current Use & Description	The property is mostly forested. The eastern waterfront portion has been cleared and landscaped and includes 2 dwellings located on the east side of the property adjacent to the waterfront. The Bamfield Boardwalk runs along the shoreline on this property.		

Surrounding Zoning and Land Use			
North	Acreage Residential (RA2) District & Two Family Residential (R2) District	South	Two Family Residential (R2) District
East	Bamfield Inlet – Rural (A2) District	West	Acreage Residential (RA2) District

Civic Address	217 Cape Beale Trail						
Legal Description	BLOCK 32, SECTION 19, TOWNSHIP 1, BARCLAY DISTRICT, PLAN 942, EXCEPT THAT PART OUTLINED IN RED ON PLAN 2315 OS						
PID	008-174-148	Folio	02846.495	ALR? (Y/N)	N	Lot Size (ha)	1.98 (4.9 ac)

Current Zoning	Acreage Residential (RA2) District	Proposed Zoning	Acreage Residential (RA3) District & Two Family Residential (R2) District
Current OCP	Residential Use	Proposed OCP	n/a
Development Permit Area(s)	DPA I – Riparian Areas Protection and DPA II – Natural Hazard Protection		
Current Use & Description	Primarily undeveloped and forested. There is an old cabin and small cleared area adjacent to the road. There is a low-lying wetland area in the north west corner of the parcel. The parcel is dissected by Cape Beale Trail with a ~0.375 ha portion lying to the east of the Trail.		

Surrounding Zoning and Land Use			
North	Cottage Residential (RC) District	South	Acreage Residential (RA2) District
East	Cottage Residential (RC) District & Two Family Residential (R2) District	West	Acreage Residential (RA3) District

Services:

- a) **Sewage Disposal:** Onsite sewage disposal. The applicant is proposing a communal sewage disposal system that would service the 7 strata lots. Confirmation from a Registered Onsite Wastewater Practitioner (ROWP) that the subject property is capable of supporting the sewage disposal system will be required prior to adoption.
- b) **Water Supply:** Bamfield Community Water System. Compliance with Bamfield Community Water System Bylaw F1157 including payment of required fees will be necessary prior to subdivision approval. It is recommended that the property owners contact the ACRD Community Services Department and follow direction to complete a

water model analysis in the early stages of development to ensure connection to the community water system is possible and feasible. Any necessary upgrades to the water system required to connect the new lots would be the responsibility of the developer.

c) **Fire Protection:** Bamfield Fire Protection Area.

d) **Access:** The properties would be accessed by water (Bamfield Inlet) and by Cape Beale Trail. Since the west side of Bamfield is inaccessible by road, provision of parking for strata members must be accommodated on the east side of Bamfield. Confirmation of this off-street parking location and an agreement with the property owner will be required prior to adoption of Bylaw P1488.

The property owners have a lease area for private moorage fronting 245 Bamfield Boardwalk. They have proposed development of a wharf with multiple boat slips for private use by members of the strata. Provincial approval of the new wharf and a development permit will be required prior to installation and replacement.

- i. **Parcel Frontage Waiver:** Section 512 of the *Local Government Act* requires that a minimum of 10% of the parcel's perimeter be located along road frontage. If any of the proposed lots do not meet this requirement, a parcel frontage waiver will be necessary and will be considered by the Bamfield APC and Board of Directors. Issuance by the Board will be required.

Planning Policy Discussion:

a) **Official Community Plan:** The Bamfield Official Community Plan (OCP) designates the properties Residential Use and Mixed Use. These designations support residential development that complies with zoning. The proposed strata lots along with the surrounding common property and shared dock facility satisfies many of the objectives and policies within Residential Use. Policy 13.2.2 supports a range of residential densities based on good planning principles and infrastructure capabilities. The OCP supports a minimum lot size less than 0.24 hectare where community/communal water and sewer are provided. The applicants intend to connect the lots to the Bamfield Water System and service the development with communal sewage disposal.

The common property will provide separation and privacy for the strata lots while maintaining the form and character of the existing residential development of West Bamfield. A shared dock and wharf will maximize use for strata owners while minimizing impacts to the foreshore. Policy 13.2.7 encourages the development of shared community docks over individual docks and moorage.

The subject properties are impacted by four development permit areas (DPA's):

- DPA I – Riparian Areas Protection;
- DPA II – Natural Hazard Protection;
- DPA III – Form & Character; and
- DPA IV – Coastal Protection.

Issuance of a development permit satisfying all applicable DPA's will be required prior to subdivision approval and/or construction. DPA III only applies to commercial, industrial and multi-family development on subject property 245 Bamfield Boardwalk.

This proposal complies with the Residential Use and Mixed Use policies and objectives in the Bamfield Official Community Plan.

b) **Zoning:** The subject properties are currently zoned Park and Public Use (P2) District and Acreage Residential

(RA2) District. The P2 zoning covers approximately 0.2 ha (0.5 ac) of the eastern (waterfront) portion of the subject property at 245 Cape Beale Trail. The remaining area of both properties is zoned RA2. The lease area for the existing wharf is zoned P2 and is not being included in this application for rezoning.

- i. **Parkland Dedication:** Section 510 of the *Local Government Act* requires that an owner of land being subdivided provide park land dedication or cash in lieu where the subdivision will create at least 3 additional lots and where the smallest parcel is less than 2 hectares (5 acres) in size. Prior to subdivision approval, the Bamfield APC and Board of Directors will have the opportunity to consider the applicant's proposal to satisfy this requirement. Acceptance by the Board will be required.

	Current P2:	Current RA2:	Proposed RA3:	Proposed R2:
Minimum Lot Area (ha)	0.056 (0.14 ac)	0.4 (1 ac)	0.24 (0.6 ac)	0.07 (0.18 ac)
Minimum Lot Width (m)	15.24 (50 ft)	36.58 (120 ft)	30 (98.43 ft)	20.12 (66 ft)
Principal & Accessory Front Yard Setback (m)	6.1 (20 ft)	12.192 (40 ft)	15 (49.21 ft)	7.62 (25 ft)
Principal Side Yard Setback (m)	1.52 (5 ft)	4.572 (15 ft)	5 (16.4 ft)	1.52 (5 ft)
Principal Rear Yard Setback (m)	9.14 (30 ft)	9.14 (30 ft)	10 (32.8 ft)	9.14 (30 ft)
Accessory Side Yard Setback (m)	0.914 (3 ft)	0.914 (3 ft)	0.914 (3 ft)	0.914 (3 ft)
Accessory Rear Yard Setback (m)	3.05 (10 ft)	0.914 (3 ft)	0.914 (3 ft)	0.914 (3 ft)
Watercourse Setback (m)	30.48 (100 ft)	30.48 (100 ft)	30.48 (100 ft)	30.48 (100 ft)

This proposal does not comply with the current zoning. Rezoning the property to RA3 and R2 will support the 7-lot development as proposed.

Comments: The proposed strata subdivision complies with the Bamfield Official Community Plan's objectives and policies for Residential Use and Mixed Use. It is the property owner's intention to create residential parcels for long-term rental and/or permanent residence use. Construction of the duplex, to be owned by all members of the strata, will provide much-needed long-term rental accommodation in West Bamfield as well as provide financial support to maintain utilities required to service the development.

The final subdivision layout will depend on a thorough assessment of the subject properties with consideration to natural features including topography and wetland areas. Testing and capability confirmation by a ROWP to determine the best location for the sewage disposal system will be required prior to bylaw adoption. Completion of a water model analysis to service the development with water from the Bamfield community water system is recommended as a condition of rezoning to ensure provision of water is possible and feasible.

The *Housing Statutes (Residential Development) Amendment Act* (Bill 44) was enacted in November 2023 as part of a number of legislative changes relating to housing. The new legislation phased out one-off, site-by-site public hearings for housing projects that are consistent with area OCPs. The subject properties to be rezoned are designated as Residential Use and Mixed Use in the Bamfield OCP and the policies and objectives in the OCP broadly support a range of housing options and subdivision to a 0.24 hectare density where community water is provided. As this rezoning is consistent with the Bamfield OCP, a public hearing cannot be held. The neighbour notification and public notice advertising provides the opportunity for public input on the application process.

The proposed strata subdivision aligns with the current focus and direction towards the creation of available housing options. Staff recommends proceeding with neighbour notification following the Board's first consideration.

Submitted by: Alex Dyer
Alex Dyer, MCIP, RPP, Planning Manager

Reviewed by: Cynthia Dick
Cynthia Dick, General Manager of Administrative Services

Approved by: Daniel Sailland
Daniel Sailland, MBA, Chief Administrative Officer

Addendum to Application for Development Blk 6 & Blk 32

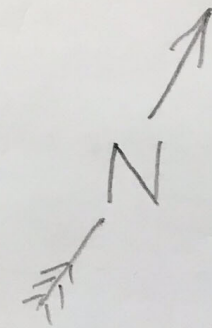
Far from Average Management and Development Ltd. & Ferguson/Mass

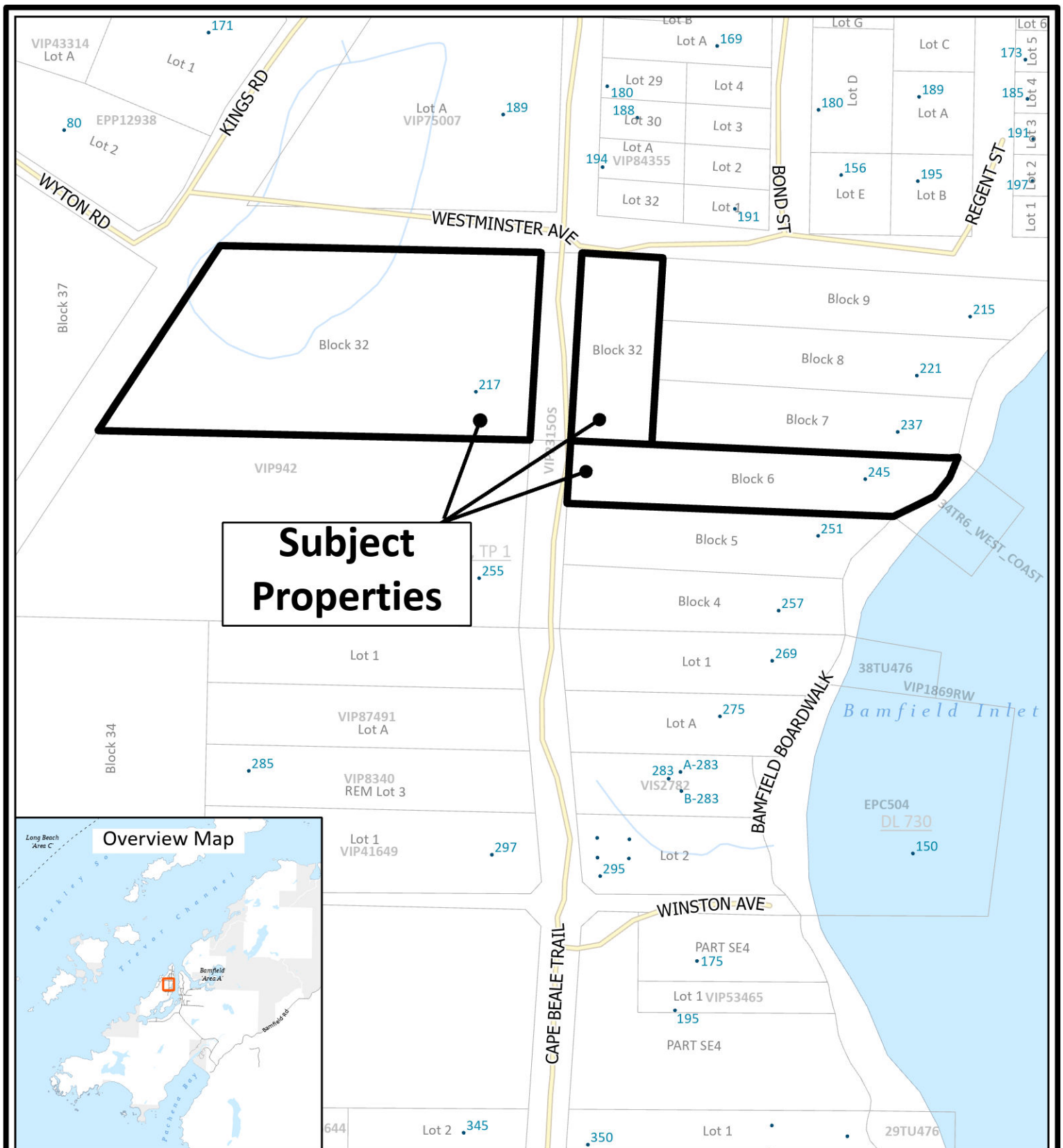
- **Other particulars** – proposed sewage facility will be common to all lots or in the case of further development to the community sewage system, all lots will be connected to the community system.
- **Describe Existing Land Use – Blk. 6** - A two story single family dwelling and a small cottage, occupy the Eastern end , while the remainder of the lot with the exception of an access road is undeveloped forest.

Blk. 32 – This lot straddles Cape Beale Trail and contains a Right Of Way for public water supply to Lots 7 & 8 to the East. The central section of the lot contains an uninhabited old cabin now used for storage, two plastic Quonset type buildings for storage / work space, and some cleared space used for aggregate and equipment storage. The remainder of the lot is undeveloped forest and some swamp developed as a result of water being blocked by the construction of a section of Kings Road many years ago.

Describe the proposed development of subject property. – The plan for development includes 6 single family dwellings situated on bare land strata lots and a two family dwelling (duplex) situated on common property in the Bare Land Strata Development. None of the dwellings will be used for short term rental purposes, while the two family dwelling (duplex) is planned for long term rental and will be owned by the Strata Corporation. The proposed size for each bare land strata lot is approximately .4 acre, with the balance of the roughly 6.5 acres will be common property including sewage processing, moorage and the long term rental duplex. All dwellings will have access to the moorage facility (common property) in Bamfield Inlet. The existing two story single family dwelling and a portion of land that surrounds it will become a strata lot. The existing cottage that is now long term rental is planned for common use as a storage facility for boating related items and recreation center.

Reasons and comments in support of the application – the concept of this property development retains the low density of the surrounding development, provides increased community moorage and contributes to the much needed long term rental crisis solutions, while maintaining a park-like setting.



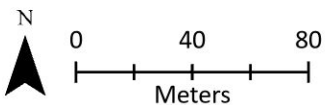


Civic Address: 245 Bamfield Boardwalk

Legal Description: BLOCK 6, SECTION 19, TOWNSHIP 1, BARCLAY DISTRICT, PLAN 942.

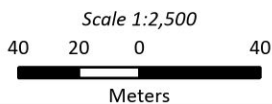
Civic Address: 217 Cape Beale Trail

Legal Description: BLOCK 32, SECTION 19, TOWNSHIP 1, BARCLAY DISTRICT, PLAN 942, EXCEPT THAT PART OUTLINED IN RED ON PLAN 2315 OS.





245 Bamfield Boardwalk
 BLOCK 6, SECTION 19, TOWNSHIP 1, BARCLAY DISTRICT, PLAN 942, and
 217 Cape Beale Trail
 BLOCK 32, SECTION 19, TOWNSHIP 1, BARCLAY DISTRICT, PLAN 942, EXCEPT
 THAT PART OUTLINED IN RED ON PLAN 2315 OS.



Subject Property
 Parcels



Prepared 2024-02-12
 Sources: Airbus DC 2023;
 ParcelMapBC; GeoBC; ACRD

This product is intended for general reference use
 only and should not be used for navigation or legal
 purposes.

September 12, 2023 Pictures



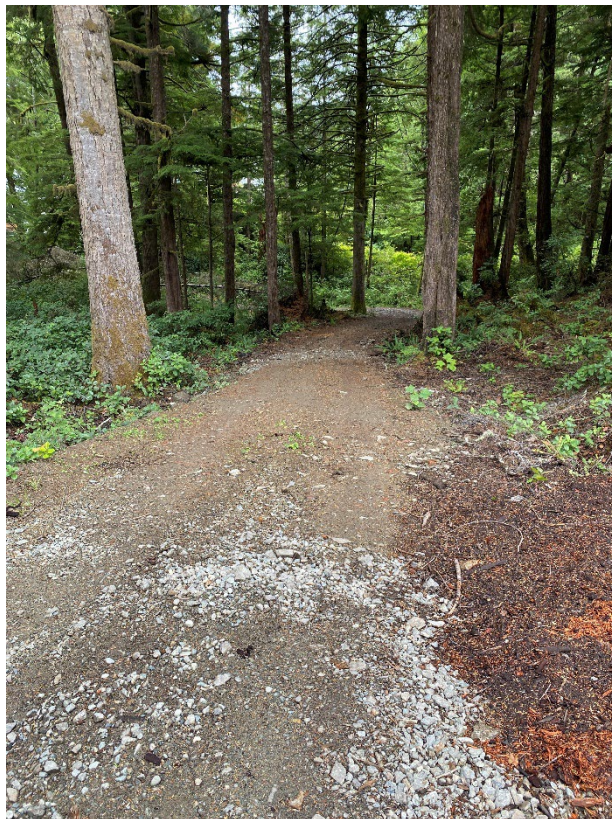
Dwellings located at waterfront on 245 Bamfield Boardwalk



Dwellings located at waterfront on 245 Bamfield Boardwalk



Existing moorage and dock access



Driveway access through 245 Bamfield Boardwalk



Cleared storage area and old cabin on 217 Cape Beale Trail



Partially constructed access road into west end of 217 Cape Beale Trail



Wetland area in north west corner of 217 Cape Beale Trail



Road frontage along Cape Beale Trail



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

BYLAW NO. P1488

OFFICIAL ZONING ATLAS AMENDMENT NO. 774

A bylaw of the Regional District of Alberni-Clayoquot to amend Bylaw No. 15, being the "Regional District of Alberni-Clayoquot Zoning By-law No. 15, 1971".

WHEREAS the *Local Government Act* authorizes the Regional Board to amend a zoning bylaw after a public hearing and upon the affirmative vote of the directors in accordance with Sections 464, 465, 470 and 479 of the *Local Government Act*;

AND WHEREAS an application has been made to rezone a property;

AND WHEREAS the Board of Directors of the Regional District of Alberni-Clayoquot, in open meeting assembled, enacts the following amendment to the Official Zoning Atlas of the Regional District of Alberni-Clayoquot Zoning By-law No. 15, 1971:

1. TITLE

This bylaw may be cited as the Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw No. P1488.

2. Bylaw No. 15 of the Regional District of Alberni-Clayoquot is hereby amended by rezoning:

BLOCK 6, SECTION 19, TOWNSHIP 1, BARCLAY DISTRICT, PLAN 942 from Park and Public Use (P2) and Acreage Residential (RA2) District to Acreage Residential (RA3) District; and

BLOCK 32, SECTION 19, TOWNSHIP 1, BARCLAY DISTRICT, PLAN 942, EXCEPT THAT PART OUTLINED IN RED ON PLAN 2315 OS from Acreage Residential (RA2) District to Acreage Residential (RA3) District and Two Family Residential (R2) District;

as shown on Schedule 'A' which is attached to and forms part of this bylaw.

3. This bylaw shall come into force and take effect upon the adoption thereof.

Read a first time this day of ,

Read a second time this day of ,

Read a third time this day of ,

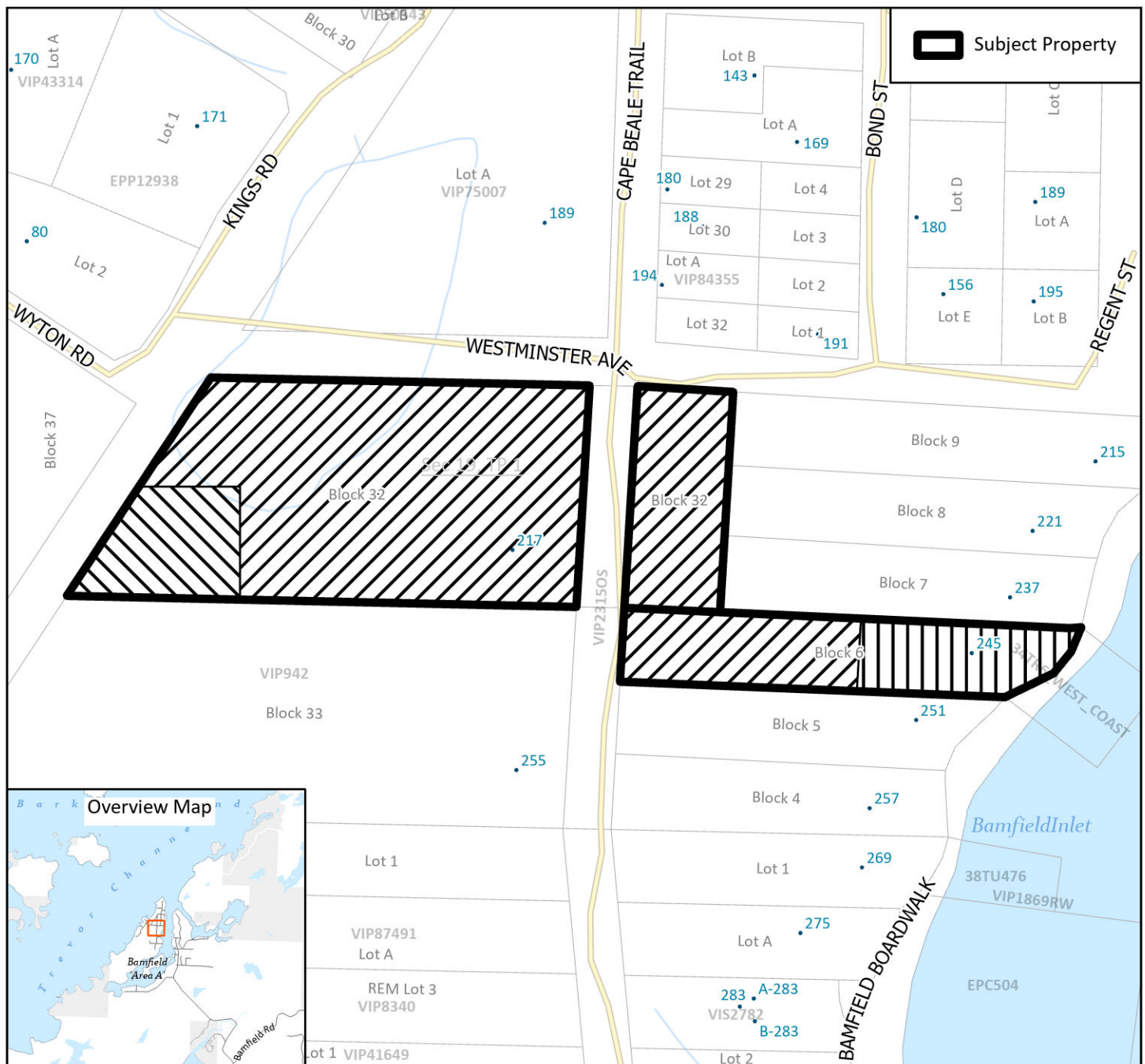
Adopted this day of ,

Corporate Officer




Chair of the Regional Board

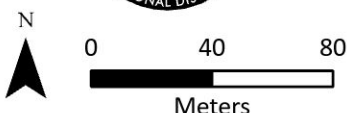
Schedule 'A'

This schedule is attached to and forms part of Bylaw No. P1488, Zoning Atlas Amendment Bylaw, 2024



245 Bamfield Boardwalk and 217 Cape Beale Trail
BLOCK 6, SECTION 19, TOWNSHIP 1, BARCLAY DISTRICT, PLAN 942, and
BLOCK 32, SECTION 19, TOWNSHIP 1, BARCLAY DISTRICT, PLAN 942, EXCEPT
THAT PART OUTLINED IN RED ON PLAN 2315 OS.

-  To be rezoned from Acreage Residential (RA2) District to Acreage Residential (RA3) District.
-  To be rezoned from Acreage Residential (RA2) District to Two Family Residential (R2) District.
-  To be rezoned from Park and Public Use (P2) District to Acreage Residential (RA3) District.





BYLAW NO.: P1488
ACRD FILE NO.: RA23004

APPLICANT NAME: John Mass, Sheryl Ferguson and
Far from Average Management & Development Ltd

ACRD CONTACT: Alex Dyer, Planning Manager

Date of Referral: June 19, 2024

☐

Approval Recommended for
Reasons Outlined Below

☐

Interests Unaffected by Bylaw

☐

Approval Recommended Subject to
Conditions Below

☐

Approval NOT Recommended Due
to Reasons Outlined Below

Agency (please print): _____

Name (please print): _____ Title: _____

Signature: _____ Date: _____

RA23004



PACIFIC RIM SCHOOL DISTRICT BOARD OF EDUCATION ACTION SHEET

Date: June 25, 2024
To: Board of Education
From: James Messenger – Director of Instruction, Learning & Innovation
Subject: Field Trip Approval

Background

Administrative Procedure [6101: INTERNATIONAL EDUCATIONAL/ATHLETICS TOURS \(AP\)](#) outlines approval processes for international educational tours. Trips of this nature require approval of the Board.

Discussion

Staff have worked with the leaders of these two trips and vetted planning elements to ensure they fit with current field trip policies and procedures.

- ADSS Girls Basketball – Lead Teacher Greg Freethy – July 6-10, 2024 – Western Washington University Basketball Camp
- ADSS Travel Club – Lead Teacher Laurie Hurst – Spring Break 2025 – EF Tours Trip to Italy and Greece

Suggested Motion:

THAT the Board of Education approve the ADSS Girls Basketball Trip to Washington for July 6-10, 2024.

THAT the Board of Education approve in principle, the ADSS Travel Club trip to Italy and Greece during Spring Break 2025.

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 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. P olicy 113 Policy Development 2. P olicy 300 Records Management 3. P olicy 310 School Closure 4. P olicy 320 Conveyance of Students 5. P olicy 330 Disposal of District Property or Facilities 6. P olicy 331 Disposal of Surplus or Obsolete Equipment 7. P olicy 340 Accumulated Operating Surplus 8. P olicy 341 Budget Development, Monitoring and Reporting 9. P olicy 710 Health and Safety Committee 10. P olicy 711 Health and Safety: Violence in the Workplace 11. P olicy 301 Inclement Weather/Tsunami Warning 12. A ccessibility Policy 13. N ewcomer Students with Refugee Experience 14. P olicy 530 School Fees and Student Hardship	Administrative Services	Carla	Complete	
Board Meeting	3/7/2023	Policies	To adopt the following policies: 1. A nti-Racism Policy 2. C hild Care Policy 3. D istrict Student Advisory Council 4. E mployee Conflict of Interest Policy 5. E quity, Diversity & Inclusion Policy 6. N on-Discrimination Policy 7. T ruth 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	Complete	
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	10/24/2023	2023-10-10 After School Badminton	THAT the Board of Education direct staff through the Superintendent, to write a letter of reply suggesting other funding avenues.	Corporate Services	Paula	Complete	
Board Meeting	11/28/2023	Trustee Remuneration Policy	THAT the Board of Education adopt the Trustee Remuneration Policy as presented.	Corporate Services	Paula	Complete	
Board Meeting	11/28/2023	Board Procedure Policy	THAT the Board of Education adopt the Board Procedure Policy as presented.	Corporate Services	Paula	Complete	
Board Meeting	11/28/2023	Adoption of Community Schools Policy	THAT the Board of Education adopt the Community School Policy as presented .	Corporate Services	Paula	Complete	
Board Meeting	11/28/2023	Retirements / Resignations (3 minutes)	THAT the Board of Education accept the resignation/retirement of Holly Duggan, effective November 17, 2023; Sheri Stanley, effective November 10, 2023; Sandra Dailey effective March 31, 2024; Regan Pley effective December 1, 2023 and Heidi Vanbeselaere effective immediately.	Corporate Services	Paula	Complete	
Board Meeting	11/28/2023	Adoption of Alternate Delivery Sensitive Material Policy	THAT the Board of Education approve the Alternate Delivery Sensitive Material Policy as presented.	Corporate Services	Paula	Complete	
Board Meeting	11/28/2023	Adoption of Public Disclosure Policy	THAT the Board of Education approve the Public Disclosure Policy as presented.	Corporate Services	Paula	Complete	
Board Meeting	11/28/2023	2023/24 Budget Timeline/Calendar (5 minutes)	THAT the Board of Education approve the 2023/24 Budget Timeline/Calendar as presented.	Finance	Barbara	Complete	
Board Meeting	11/28/2023	BAA Course Approval - ADSS Indigenous Leadership Course (3 minutes)	THAT the Board of Education approve the BAA Course - ADSS Indigenous Leadership Course as presented.	Director of Instruction	James	Complete	
Board Meeting	11/28/2023	School Trustee Code of Conduct Policy	THAT the Board of Education direct staff through the Superintendent to seek feedback on the School Trustee Code of Conduct Policy & Administrative Procedure by means of a 30 day Public Consultation period, from November 29 - December 29, 2023.	Corporate Services	Paula	Complete	
Board Meeting	11/28/2023	Annual Election for Vice-Chair	THAT the Board of Education direct staff through the Superintendent, to destroy the ballots used to elect the Board Vice-Chair at the 2023 Annual Board Election.	Corporate Services	Paula	Complete	
Board Meeting	11/28/2023	Adoption of Student Grade Placement Policy	THAT the policy be referred back to the Policy Committee for further review. DEFEATED.			DEFEATED	
Board Meeting	11/28/2023	Adoption of Student Grade Placement Policy	THAT the Board of Education approve the Student Grade Placement Policy as presented.	Corporate Services	Paula	Complete	
Board Meeting	12/19/2023	Retirements/Resignations	THAT the Board of Education accept the retirement of Brad Cook effective January 5, 2024, Amarjit Pohar effective February 1, 2024, and the resignations of Erin Venn effective January 19, 2024 and Carrie Nahorney effective January 11, 2024.	Corporate Services	Paula	Complete	
Board Meeting	12/19/2023	SD70 Retention Policy	THAT the Board of Education approve the Public Interest Disclosure Policy and the Records Retention Policy to be published for a 30-day public consultation period.	Corporate Services	Paula	Complete	
Board Meeting	1/23/2024	Black Excellence Day	THAT the Board of Education direct staff through the Superintendent, to include Black Excellence Day in our annual school district calendar going forward, and to create ongoing awareness through website and media posts each year.	Corporate Services	Paula	Complete	
Board Meeting	1/23/2024	XXX: Jordan's Principle Policy	THAT the Board of Education direct staff through the Superintendent, to publish the draft Jordan's Principle Policy for a period of 30 days for public consultation.	Corporate Services	Paula	Complete	
Board Meeting	1/23/2024	XXX: Environmental Stewardship Policy	THAT the Board of Education direct staff through the Superintendent, to publish the draft Environment Stewardship Policy for a period of 30 days for public consultation.	Corporate Services	Paula	Complete	
Board Meeting	1/23/2024	School Trustee Code of Conduct Policy	THAT the Board of Education adopt the School Trustee Code of Conduct as presented.	Corporate Services	Paula	Complete	
Board Meeting	2/27/2024	Learning on the Land Framework - Final Acceptance of Report Recommendations (10 minutes)	THAT the Board of Education direct staff through the Superintendent, to commence Land Based Learning Programs for Alberni District Secondary School and Ucluelet Secondary School, starting in September 2024; and to commence the Pacific Rim Wild Experience and Pacific Rim Wild Guide and Outfitting Programs, starting in the Summer 2024.	District Principal	Peter / Dave	In Progress	
Board Meeting	2/27/2024	2023/24 Amended Annual Budget (10 minutes)	THAT the Board of Education approve the 2023-2024 Amended Annual Budget Bylaw as presented.	Finance	Barbara	Complete	
Board Meeting	2/27/2024	District Mileage Rates (2 minutes)	THAT the Board of Education approve an increase to the per kilometer mileage rate used for personal travel expense claims from \$0.68 to \$0.70, effective March 1, 2024	Finance	Barbara	Complete	
Board Meeting	2/27/2024	Trustee Remuneration (5 minutes)	THAT the Board of Education direct staff through the Superintendent, to apply a 6.75% increase to the Trustee Remuneration Grid, retroactive to July 1, 2023.	Finance	Barbara	Complete	
Board Meeting	2/27/2024	Co-Governance (5 minutes)	<p>THAT the Board of Education direct staff through the Superintendent to invite the following Nuu-chah-nulth Nations, ʕaahuusʔath (Ahousaht First Nation), ʕišaaʔath (Tseshaht First Nation), diitidʔaaʔx (Ditidaht First Nation), ʕaʔuukʷiʔath (Tla-o-qui-aht First Nation), ʕukʷaaʔath (Toquaht Nation), hiškʷiiʔath (Hesquiaht First Nation), hupačasath (Hupacasath First Nation), huučuqʕisʔath (Uchucklesaht First Nation), huuʔiiʔath (Huu-ay-aht First Nation), and Yuutuʔiʔath Government, to provide written expression of their interest in moving forward with Co-Governance, sitting with the Board of Education and Standing Committee members at Public Board Meetings and Standing Committee Meetings, in a collaborative, consultative and consensus building manner, supporting the decision-making processes of the governing body; and</p> <p>THAT the Board of Education direct staff through the Superintendent, to request each of the above-named Nuu-chah-nulth Nations to provide the name of a selected representative, selected to sit in the above-described co-governing structure, on behalf of their respective Nation.</p>	Corporate Services	Tim / Paula	Complete	
Board Meeting	2/27/2024	Board Sign Approval - motion	THAT the Board of Education direct staff through the Superintendent, to proceed with the replacement of the board office sign using design Option 1 as recommended by the Finance, Operations and Assets Committee on February 20, 2024.	Operations	Barbara / Greg	in Progress	

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 Tseshah 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 Tseshah First Nation, to further the relationship and engage in other SD70/ Tseshah First Nation matters.	Corporate Services	Paula	In Progress	waiting for reply from Tseshah 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	Complete	
Board Meeting	3/12/2024	Environmental Stewardship	THAT the Board of Education adopt the XXX: Environmental Stewardship Policy as presented.	Corporate Services	Paula	Complete	
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 Zanette 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
June 25, 2024 MEETING
INFORMATION SHEET

Date: June 25, 2024
To: Board of Education
From: Katherin Charbonneau, Director of Early Learning and Childcare
Subject: 2024 Recipient: Prime Minister's Awards for Excellence in Early Childhood Education: Certificate of Achievement

Background

The Prime Minister's Awards for Excellence in Early Childhood Education have recognized outstanding early childhood educators since 2002, with over 300 educators honoured to date. Recipients are celebrated for their leadership, exemplary early childhood education practices, and their commitment to help build the foundation children need to make the best possible start in life. The awards are administered by Innovation, Science and Economic Development on behalf of the Prime Minister and in partnership with Employment and Social Development Canada, Indigenous Services and the Public Health Agency of Canada.

Information

In selecting a recipient to nominate for the Prime Minister's Awards for Excellence in Early Childhood Education this fall, Claudine emerged as an exemplary candidate. Her candidacy is supported by compelling letters from current families and fellow educators, underscoring her exceptional practice and leadership within the field of early childhood care and education. We take great pride in Claudine's contributions and are privileged to have her as a valued member of the Early Years team. Her profound influence and lasting impact on the children and families of Pacific Rim are truly commendable.

Please read below excerpts from the nomination package and testimonials offered by families and Educators.

Claudine Brown: Focusing on cultural connections and creativity



EJ Dunn StrongStart

Claudine Brown is not just an educator—she is also a leader and advocate for the advancement of holistic early childhood education and care. Her ability to build positive relationships, foster mutual respect, and contribute to the broader process of Truth and Reconciliation—coupled with innovative practices, community engagement, and leadership in the field—set her apart. Claudine also creates a learning environment that reflects the values of collaboration, understanding, and appreciation for the diverse perspectives and experiences of Indigenous People.

Philosophy of care

Ethical and social development are ingrained in Claudine's approach, with activities designed to instill values of empathy, kindness and cooperation. She fosters a culture of creativity, encouraging children to explore their artistic potential and think outside conventional boundaries. Through an array of creative approaches, she has transformed the learning landscape, ensuring that each child's unique qualities are recognized and nurtured.

Support of child development

- Approaches her work and her students with cultural sensitivity, respect and inclusivity
- Creates a safe haven, fostering a sense of security to promote children's overall well-being
- Acknowledges and honours the unceded, shared traditional territories of the Tseshaht and Hupačasath First Nations
- Introduces Indigenous language, culture, nature and community to foster an understanding and appreciation of them
- Provides daily experiences that extend beyond the conventional boundaries of education
- Organizes activities that are play-based, creative and easy for families to replicate at home
- Is unafraid to address intergenerational trauma and its potential impact on children's transitions into school
- Champions interdisciplinary approaches, fostering a dynamic learning environment in which children are encouraged to explore connections between different subjects

Involvement with parents, families and the community

- Connects with families and caregivers on a personal level, creating bonds that span decades
- Actively involves parents in their children's development journeys and mentors families, teaching them the value of learning through play
- Helped create a welcome program that saw incoming kindergarteners attend a "camp" prior to the start of school, free of charge
- Mentors fellow educators, students and other StrongStart facilitators, sharing insights and strategies to elevate the quality of education provided to young learners
- Actively engages in community happenings and is a familiar face at many events related to child development and education
- Has contributed to the school's Ready Set Learn activities, multi-generational fun in a seniors' home, and Pop Up Play Events in locations like city hall and local First Nations

"Claudine has an incredible talent for supporting families where they are at. Her innate way of connecting makes families feel at ease, particularly if they are navigating challenging behaviours, or additional needs." **Stacey Manson, Retired District Principal for Pacific Rim School District**

"One of Claudine's greatest strengths is the natural way she builds connections with

both the children and their families. As a parent myself, I have personally experienced her dedication to open communication and collaboration. She actively involves parents in their child's development journey, ensuring a holistic approach to their growth; furthermore, Claudine is dedicated to making everyone feel welcome and has worked hard to cultivate a place of belonging for all." **Nicole Baron, StrongStart Attendee, Mother of five**

"Claudine is my Role Model, she is my mentor, and inspiration. Claudine is the ECE at the EJ Dunn StrongStart Program. I have been lucky enough to utilize her program last year for a few children I watch. I get to experience the other side of the program, not just seeing it from the ECE perspective. I watch Claudine connect with not only the children, but their parents/care providers. She ensures new ones feel welcomed and comfortable coming into her program's space. She sees us, she hears us, but most importantly she sees us all as an equal. Her program is set up for perfect visual of all children no matter where you are. The cultural inclusiveness is heartwarming, from Nuuchahnulth words and counting at circle time, to Metis sashes and books available" **Olivia Shewish, Past student/practicum student/participant in StrongStart**

"She recognizes the enduring connection that Indigenous peoples have to this land and expresses her gratitude for the opportunity to work, learn, and play here. She also acknowledges the Metis and Inuit Peoples and their presence in our communities, contributing to the rich tapestry of diversity that makes our shared spaces vibrant and inclusive. She brings in language, culture, nature and community to foster an understanding and appreciation." **Carrie Nahorney, Past Manager of Early Learning**



DISTRICT OF TOFINO & PACIFIC RIM SCHOOL DISTRICT

JOINT PRESS RELEASE

For Immediate Release: June 10, 2024

PACIFIC RIM SCHOOL DISTRICT AND DISTRICT OF TOFINO SIGN MOU FOR COMMUNITY ACCESS TO WICKANINNISH COMMUNITY SCHOOL AND PARTNER ON UPGRADES TO SPORTS FIELD

TOFINO, B.C. — The Pacific Rim School District's Board of Education and the District of Tofino have signed a Memorandum of Understanding (MOU) regarding community access to Wickaninnish Community School and have agreed to partner on providing upgrades to the school's sports fields.

Firstly, the Pacific Rim School District and the District of Tofino would like to express its gratitude to the Tla-o-qui-aht First Nation for being able to conduct business on its traditional territory. Both organizations remain committed to the respectful and responsible stewardship of the land's natural resources and to the preservation of the local environment, aiming to create the type of sustainable community residents can enjoy for future generations.

Through ongoing collaboration, the District of Tofino and the Pacific Rim School District are pleased to announce the signing of a Memorandum of Understanding (MOU) to enhance community access to Wickaninnish Community School facilities for recreation programming. This partnership underscores a shared commitment to fostering community well-being and providing residents with increased opportunities for physical activity and social engagement.

The MOU outlines a collaborative framework to allow the community greater use of school spaces outside of school hours, including the gymnasium, sports fields, and other school-owned spaces. This initiative aims to address the growing demand for recreational programs and facilities in Tofino, supporting a healthier and more connected community.

District of Tofino Mayor - Dan Law expressed enthusiasm for the new agreement:

"This MOU marks a significant step forward in our collective efforts to promote active lifestyle opportunities and strengthen community connections. Thanks to this important partnership, the District will be able to offer more diverse recreational programs for all ages and interests. This MOU is a momentous achievement, and I am grateful to the Pacific Rim School District leadership for their dedication to helping build a healthy and vibrant West Coast community culture."

Pacific Rim School District's Board Chair - Pam Craig highlighted the educational and social benefits of the agreement:

"We are delighted to collaborate with the District of Tofino on this important initiative, providing the community with even broader access to our school facilities. We believe that schools are the heart of our communities. This agreement reinforces that role, ensuring our resources benefit all residents."

The two parties began working together on the development of an agreement in 2023 to provide stable access to school facilities outside of regular school hours and to formalize each organization's responsibilities and ensure good long-term planning and resourcing. During the 2023/2024 school year, the District of Tofino successfully operated evening programming in the school gym two days per week. The demand for community programming was so strong that the program was expanded.

This enhanced community access will include a variety of indoor and outdoor programming. The District of Tofino's Community Program's Department will coordinate the scheduling and management of these activities, ensuring they align with school operations and maintenance schedules.

Additionally, the District of Tofino and the Pacific Rim School District have agreed to partner on a significant capital project that will upgrade the school's existing sports field. The District of Tofino will invest \$623,500 in funding received through the Province of British Columbia's Growing Community's Fund, with the Pacific Rim School District donating 83,000 square feet of land as an in-kind donation towards the project.

Residents can expect to see new program offerings and facility availability in the coming months, with schedules to be released through the District of Tofino's regular communication channels. Community feedback will be integral in shaping the future of these programs, and residents are encouraged to share their ideas and suggestions.

The District of Tofino and the Pacific Rim School District look forward to the positive impact this partnership will have on the community and are committed to working together to ensure its success.

-END-

CONTACTS

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Barbara Ross
Secretary-Treasurer
Pacific Rim School District
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(E) brross@sd70.bc.ca

Pacific Rim School Board
School District #70
4690 Roger St.,
Port Alberni, B.C.
V9Y 3Z4

Monday, May 27, 2024.

Dear School Board Chair Pam Craig, Trustees and School Superintendent Tim Davie,

My name is Cathy Peters of the Be Amazing Campaign. I am a former inner city high school teacher and have been presenting for the past ten years to politicians, police and the public.

My recent presentations include: the 3-day Federal Public Safety conference for BC/Yukon Indigenous frontline service providers in Kelowna, Coquitlam RCMP, Lions Gate Hospital staff (North Vancouver), Williams Lake "Victims and Survivors of Crime" Symposium, with an upcoming presentation to the Burnaby RCMP.

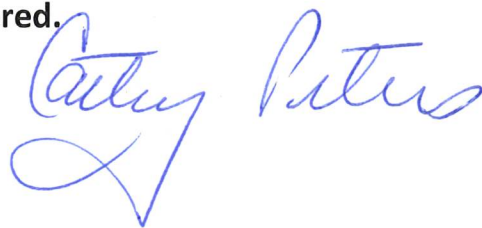
I have included my newest brochure that summarizes the crime of sexual exploitation, human sex trafficking and child sex trafficking.

ASK: Please share these brochures with your team and relevant departments in your District. I am available to do a presentation.

ASK: Please join and sign up for the new Human Trafficking Prevention Network British Columbia, sponsored by Lieutenant Governor General Janet Austin and Shell Canada Susannah Pierce. The form is included.

Please confirm this letter has been received and considered.

Sincerely, Cathy Peters Cathy@telus.net
B.C. anti human trafficking advocate, educator, speaker,
Beamazingcampaign.org 604-828-2689
1101-2785 Library Lane, North Vancouver, B.C. V7J 0C3
Queen's Platinum Jubilee Medal recipient for my anti human trafficking advocacy work
Author: **Child Sex Trafficking in Canada and How to Stop It**



Statement of Support for the Human Trafficking Prevention Network British Columbia

As partners, we vehemently denounce human trafficking as a gross violation of human rights and an affront to human dignity. Human trafficking includes *recruiting, transporting, transferring, receiving, holding, concealing or harbouring a person, or exercising control direction or influence over the movements of a person, to exploit them or to assist in facilitating their exploitation*, according to the Canadian Criminal Code. This exploitation can be for the purpose of sexual exploitation, forced labor, and other forms of coercion, and demands our collective attention and action.

We, the undersigned, stand united in our commitment to ending human trafficking through the establishment of the Human Trafficking Prevention Network of British Columbia. Recognizing the severity of this issue, we believe that collaborative efforts are crucial to addressing the complexities of this crime.

We commit to support the Human Trafficking Prevention Network in the following ways:

1. Joining the Human Trafficking Prevention Network by endorsing this Statement of Support.
2. Raise awareness by sharing resources within our organizations to educate about human trafficking and by sharing resources targeting its prevention.
3. Supporting organizations that combat human trafficking, prioritizing initiatives that create pathways to empowerment for survivors in their recovery.

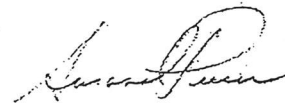
We acknowledge the complex nature of this issue and the need for understanding, compassion and collaboration to address its root causes and manifestations. The Human Trafficking Prevention Network will serve as a catalyst for change by fostering collaboration among various players who pledge to raise awareness through training and public communication about the issue. The network is deeply concerned by the disproportionately high rates of victimization experienced by First Nation, Metis and Inuit survivors, as well as two-spirit and gender diverse people, and seeks to support programs specific to their needs and healing.

We recognize and commend the significant work underway by non-profit organizations, people with lived experience, and law enforcement to prevent human trafficking and support survivors in their recovery and transition. The Human Trafficking Prevention Network will support and complement these efforts, facilitating greater coordination, amplification, and funding.

We invite others to join us in this crucial endeavor in a partnership committed to these actions. Through collaboration, awareness, and coordinated action we can create a safer and more resilient communities free from the harms of human trafficking.



The Honourable Janet Austin
Lieutenant Governor of
British Columbia
Honorary Patron, Human Trafficking
Prevention Network



Susannah Pierce
Shell Canada President and Country Chair
on behalf of Shell Canada Limited
Chair, Human Trafficking Prevention
Network



Name: _____

Title: _____

Organization: _____



Alberni-Clayoquot Regional District

MINUTES OF THE AGRICULTURAL DEVELOPMENT COMMITTEE MEETING HELD ON TUESDAY, MAY 14, 2024, 9:30 AM

Via Zoom

MEMBERS

Heather Shobe, Chairperson, Eden Tree Farm

PRESENT:

Ann Siddall, Alberni District Fall Fair Association

Fred Boyko, Director, Electoral Area "B" (Beaufort)

Kaley Ruel, Island Health

Helen Zanette, SD70 Trustee

Anna Lewis, Alberni Valley Food Security Society

Lisa Aylard, Alberni Farmers' Institute, Stonehaven Farm

REGRETS:

Pat Deakin, City of Port Alberni

Cecilia Addy, Port Alberni Port Authority

Jen Cody, Nuu-chah-nulth Tribal Council

Thom O'Dell, Ministry of Agriculture & Food

Erika Goldt, Coastal Food Roundtable, Eat West Coast

Bob Collins, Arrowvale Farm

Tanya Shannon, Shannon Farms

Victoria Lake, Effingham Oyster

Alex Taylor, Shelter Farm

Claire Boudreau, Spirit Square Farmers Market

Patty Radcliffe, 4H

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/14-5-2024/>

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.

Introductions - Committee Members and Staff via Zoom.

2. APPROVAL OF AGENDA

MOVED: A Lewis
SECONDED: A. Siddall

THAT the agenda be approved with the addition of one late item in section 9.a regarding Zoning Bylaw changes specific to agricultural producers.

CARRIED

3. DECLARATIONS

4. MINUTES

a. Agricultural Development Committee Minutes – April 16, 2024

MOVED: A. Lewis
SECONDED: H. Zanette

THAT the minutes of the Agricultural Development Committee meeting held on April 16, 2024 be adopted.

CARRIED

5. PETITIONS, DELEGATIONS & PRESENTATIONS

a. Carys Pinches, Water Policy Team Lead, Ministry of Water, Land, and Resource Stewardship regarding the Watershed Security Strategy

Carys reviewed the Ministry of Water Land and Resource Stewardship creation, reasons for implementation of the Watershed Security Strategy, and the strategy timeline with implementation planned for late 2024. Through multiple rounds of public engagement, the Ministry received feedback on how to move forward with the strategy. A Water Table was convened in June 2022, in collaboration with Treaty Nations and delegates from around the province. The strategy will focus on long-term goals with a 20–30-year timeline.

Updates on the strategy are available here:

<https://engage.gov.bc.ca/watershedsecurity/>

The funds associated with the program (100 million investment from the Provincial Government) have been transferred to the Real Estate Foundation of BC who are working with the First Nations Water Caucus to co-develop a watershed security fund to help protect watersheds for the future. The website has been launched

<https://watershedsecurityfund.ca/>

Watershed Security Fund Webinar on June 17 to learn about priorities and available funding. [Webinar Registration - Zoom](#)

6. **CORRESPONDENCE**

a. **KPU INSITUTE FOR SUSTAINABLE FOOD SYSTEMS**

Building Drought Resilience – Summary Report – March 2024

MOVED: H. Zanette

SECONDED: A. Siddal

THAT this correspondence be received.

CARRIED

7. **REQUEST FOR DECISIONS**

a. **REQUEST FOR DECISION**

Agricultural Water Planning Funding Opportunity

MOVED: A. Siddall

SECONDED: A. Lewis

THAT the Agricultural Development Committee recommend that the ACRD Board of Directors direct staff to apply for the Watershed Security Fund Grant for the balance of funds for the Agricultural Water Supply Feasibility Study

AND if unsuccessful to use \$35,000 of the Local Government Climate Action Program funds as matching funds for the Agricultural Water Supply Feasibility Study.

CARRIED

8. **REPORTS**

a. Alberni-Clayoquot Regional District – A. Needham

- Greenhouse Grower course – spoke with North Island College (NIC) after the April Agricultural Development Committee meeting and are planning to meet in June to discuss a fall grant application and course intake. NIC is responsible for developing the curriculum and confirming the teacher. Also discussing options for evening/weekend course offerings open to the public.
- Request For Proposal (RFP) for the Food Security Emergency Planning project is out right now; closes on May 17, 2024.
- Participated in the district-wide Pro-Day for SD70 on April 19th - 22 teachers attended, toured Ecole Grand-Cedres, Eighth Ave Learning Centre and ADSS, forged connections amongst teacher champions to rejuvenate school gardens across SD70.

- Feedback from teachers was positive and requested to do the same workshop next year to both give the gardens a boost and to strengthen the teacher champion network.
 - Committee cancelled the July 16th ADC.
 - Real Estate Federation of BC (REFBC) declined the ACRD Agricultural Water Infrastructure Grant application so will be taking a request to the May 22 Board meeting to leverage climate action grant funds for the balance of this project. If this is approved by the Board, an RFP can be developed.
 - A new Drought Information Portal at <https://droughtportal.gov.bc.ca/> is available. Great resource from the Province of BC including mapping.
- b. System Change Project – H. Shobe
Draft Online Agri-Food Database resource document aimed to have a central place for the public to access information on agriculture.
[ResourcesforWebsiteCHART-draft.pdf - Google Drive](#)
Final version will be more intuitive and available online. Final meeting for the System Change Project will be on June 12 @ 10am, open to all members of the public.
- c. City of Port Alberni – P. Deakin (Provided by A. Needham)
At the BC Economic Development Association Summit in Penticton, Pat visited Avery Farms <https://averyfarms.ca/> in Okanagan Falls which is a vertical lettuce grow operation in a purpose built facility. The disease and pest protocols were exceptional. Pat also moderated a session on agriculture that featured presentations by the Executive Director of The Growcer <https://www.thegrowcer.ca/> and two of their clients, as well as a short introduction by one of the staff at the BC Centre for Agritech Innovation at Simon Fraser University <https://www.sfu.ca/agritech-innovation.html>.
There would be value in setting up a virtual presentation by the BC Centre for Agritech Innovation, plus The Growcer, for our group and organizations providing food to homeless and vulnerable populations.
- d. School District # 70 – H. Zanette
Public Board meeting April 23 at EJ Dunn. Long range facility plan was adopted, ten-year plan in place. Schools are near or over capacity and will follow procedures required by the Province to deal with capacity issues. Capital Plan Bylaw passed. Healthy School Manager application is open, new position to coordinate all the food programs and services in the district.
[media.sd70.bc.ca/media/Default/frf/5/Healthy Schools Manager-2.pdf](https://media.sd70.bc.ca/media/Default/frf/5/Healthy%20Schools%20Manager-2.pdf)
Next SD 70 Board meeting May 21 at Ucluelet Secondary School
- e. Island Health – K. Ruel
In the process of hiring a Community Developer will have a presence at the Regional District level connecting services in the region. New data, from 2023, released in April showing that 23% of Canadians live in a food insecure household, a 24.5% increase from 2022. One in four children under 18 live in a food insecure household. Report specifies that food insecurity is racialized, showing Black and Indigenous households report 40.4% and 36.8% respectively.

[New data on household food insecurity in 2023 - PROOF \(utoronto.ca\)](#)

Helpful toolkit established by the First Nations Health Authority for understanding and reflecting on the words Traditional Foods, Food Security, Nutrition, and Medicine.

[FNHA-Understanding-Common-Language.pdf](#)

F. Boyko requested that the report on Food Insecurity be presented to the ACRD Board of Directors.

- f. Ministry of Agriculture & Food - T. O'Dell (Provided by A. Needham)
Emergency Preparedness is of importance to the Ministry of Agriculture. It is important to keep premise ID and types and numbers of livestock up to date to allow for more efficient emergency planning. There is a new website to create your own Emergency Preparedness Plan
[Make Your Emergency Ready Plan \(gov.bc.ca\)](#)
- g. Alberni Farmers' Institute – L. Aylard
A recent brunch event was well attended. Emergency Preparedness was discussed, interest in creating a committee to work on a local plan. Beaver Creek Community Hall is hosting an emergency preparedness workshop on May 24.
- h. Alberni District Fall Fair – A. Siddall
Interested in exploring new ideas for the Agricultural Education building at the Fall Fair. Layout of the fairgrounds will be changing to allow better access to the Agricultural Education building this year. The Agricultural Education building will also be available earlier this year and will be receiving a new coat of paint and new lighting. Also working on updating the Fall Fair Emergency Plan.
- i. Alberni Valley Food Security Society – A. Lewis
Working on the gleaning program plan. Summer student positions will be posted on May 15th and is open to applicants aged 15-30yrs. Received funding to put toward the expansion at Dry Creek Community Garden with one bed left to be rented out. Meeting with Kuu-us to discuss potential for collaboration and food security initiatives. Meeting with Alberni Valley News to discuss the Growers Guide and agricultural editorials in the newspaper.
- j. 4-H – P. Radcliffe (Provided by A. Needham)
Registration is now complete with 22 new members. First judging rally held April 20th. Bake and manure sale held at the Spirit Square Farmers Market. Project meetings underway, where members learn about their projects and work with their animals.
- k. Primary Agricultural Producers
L. Aylard – Discussed City of Pitt Meadows news article regarding proposed tax changes for BC farmland. [Link to article](#). The Committee discussed their opposition to these changes and requested more information and discussion at the June ADC Agenda.

The Agricultural Development Committee sends their condolences to the family of Desi Thompson on their recent loss and acknowledged the impact she had on the agricultural community in the Alberni Valley.

MOVED: F. Boyko

SECONDED: A. Siddal

THAT the Agricultural Development Committee accept these reports a-k for information.

CARRIED

9. LATE BUSINESS

a. Late Business

MOVED: F. Boyko

SECONDED: H. Zanette

The Agricultural Development Committee recommends that the Alberni-Clayoquot Regional District Board of Directors direct staff to prepare a report to go to the ACRD Electoral Area Directors meeting to consider expediting updates to the ACRD Zoning Bylaw 15 to align with all provincial agricultural policies, regulations and proposed zoning allowances included in the most recent draft of Zoning Bylaw P1333 in order to ensure agricultural producers in the ACRD can explore economic diversification and food security opportunities allowed by the Agricultural Land Commission and the Ministry of Agriculture in all Electoral Areas.

CARRIED

10. 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.

11. ADJOURN

The meeting was adjourned at 11:19 am

Certified Correct:

Heather Shobe,
Chairperson

Kristin Kerr-Donohue,
Administrative Assistant



Heritage Commission Meeting
June 5, 2024
Minutes

Location:
Maritime Heritage

Attendees:

ACRD	Penny Cote
City Council	Charles Mealey
Community Arts Council	Claudia Romaniuk
Historical Society	Gareth Flostrand
Industrial Heritage	Richard Spencer
Maritime Heritage	Ken Watson
McLean Mill	Elliot Drew
Staff	Willa Thorpe

Guests: Don Jones, Geo Monrufet

Regrets:

Chamber of Commerce
Community at Large
Hupačasath First Nation
School District 70
čišaaʔath (Tseshah) First Nation

Called to Order: 7:05pm

1. Moved by Ken that the agenda of the June 5, 2024 meeting be approved as circulated.
2. Moved by Claudia that the minutes of the May 1, 2024 meeting be approved as amended.
3. Old Business – none
4. Correspondence – none
5. New Business
 - a. Train Station – update to exterior doors
 - i. Motion: to enable the addition of a total of two exterior doors on the east side (facing Kingsway Ave.) so long as both doors appear period-specific from the exterior (Moved by Richard, seconded by Claudia) - carried unanimously.



Heritage Commission Meeting
June 5, 2024
Minutes

6. Reports
a. Chamber of Commerce

Port Alberni Visitor Centre Report
Operated by the Alberni Valley Chamber of Commerce

Visitor Center Stats:

	Q1		April*		May		June	
	Visitors	Parties	Visitors	Parties	Visitors	Parties	Visitors	Parties
2024	824	539	422	246	1078	626	TBD	TBD
2023	671	422	367	185	685	383	1114	429
2022	982	660	310	209	673	385	966	620
2021	1012	873	361	272	354	265	702	428

Visitor Center Site Update:

May saw a significant jump in visitor traffic from last year. Following last month, a large majority of our visitors were from other BC communities, and we have also seen an increase in European visitors. The most requested information was surrounding maps/directions; however, we had quite an increase in visitors coming in for local shopping recommendations.

Visitor Centre Gift Shop:

As we begin the Summer season, we are inviting local artists and businesses to consign with us for local Port Alberni products. If anyone is interested, please contact the Chamber for more information and a consignment agreement.

Chamber Activities:
Chamber AGM – May 15: Hosted by Char's Landing. Catered by Kuu-us Café
Presenters: Alberni Valley Tourism and 4VI
Chamber Mixer – May 29: Sponsored by BMO. Hosted by Alberni Brewing Company
On going Projects -First Nations Welcoming and Language Signage
-Cameron Bluffs Wildfire West Coast Impact study
-Canada Summer Students/ NETP Summer Student onboarding
- Annual Community and Business Excellence Awards

Up Coming Events:
June 7th- Chamber Breakfast – Indigenous Business Speakers at the Best Wester Barclay Hotel
June 19th– Chamber Lunch – Fire Chief Mike Owens and Community Action Team at the Chamber Board Room



Heritage Commission Meeting June 5, 2024 Minutes

b. McLean Mill



McLean Mill National Historic Site Update, June 2024

Prepared by Elliot Drew

While we have been on site prepping since the beginning of April 4 days a week, our Season officially started on May 16th. We are now open 7 days a week 10 am to 4 pm for Self Guided and Private tours, Giftshop and Camping. So far this year 96 people came through in April over 12 days. We gave our first Private tour of the season on May 1st and have booked over half a dozen groups in over the season so far and about the same in the works. Camping is off to a bit of a slower start, but we are hoping that picks up now that the campground is officially open, and we are pushing it on social media. The gift shop is slowly being restocked and should be good to go along with the Mill Stores Snack Bar for our July 1st summer season kick off.

Work also continues on our enhanced Self Guided tour and the McLean Hall Exhibit which Richard has entitled "From Then to Now" is starting to take shape. I am building a sponsorship package to allow businesses to partner with us to present these key materials and show support for our community's largest tourist destination while they spread their message to our visitors. We are also reaching out to some of our key community partners to finalize details on summer activities.

Totem Tree Service arrived on site at the end of the month to remove danger trees and do some additional grounds work. The City also contracted crews to repair and rebuild the Sawdust collector and pipe which was in danger of coming down after some pieces collapsed due to rot over the winter.

Private event and Wedding planning have picked up as the summer approaches but new inquiries are now mostly for 2025 season.

MONTH:	MAY	TOTAL DAYS:	16	TOTAL HOURS:	96		
DATE	# of Parties	# of Visitors	LOCAL	BC	CAN	US	INTERN
2024	198	426	88	9	3	4	30
2023	154	440	58	63	12	20	29

IMPORTANT DATES:

Fathers Day Event, Parks and Rec – June 15th

Self Guide Tour and Exhibits open – July 1st

Pacific Care/ Library – Gruffalo Story Walk – July 4th

Tea in the Woods, Community Arts Council – July 14th

www.mcleanmill.ca 
info@mcleanmill.ca 
 250-723-1376 



Heritage Commission Meeting

June 5, 2024

Minutes

c. Historical Society

- i. The Historical Society held their AGM on May 23rd, 2024. The Society will be led for the next year by President - Maxine Munsil; Vice President – Katy Lekich; Secretary – Marlene Dietrich; Treasurer – Gareth Flostrand; Directors at Large – Judy Carlson, Marta Williamson, Glenda Noiles, Diane Dobson & Diane Best.
- ii. Volunteer hours in May were 216 ½. Many thanks ladies!
- iii. We will be open during the summer with as many volunteers as possible.
- iv. Remember, if you have “paper treasures” you wish to donate, let us know and we will arrange a time for you to bring them in.
- v. The Archives are open Tues-Thurs., 11am to 3 pm.

d. Industrial Heritage Society

- i. APR passed Technical Safety BC Inspection on May 28.
- ii. Advertising in place for summer for IHC.
- iii. Project to improve exterior Signage at the Industrial Heritage Centre, with the help and advice of graphic artist, Tracy Golden.
 1. “Refresh” the Marquee on Tenth Avenue,
 2. Re-paint the Excavator on the corner of Tenth & Dunbar; add better Signage on the body of the Excavator.
 3. New sign on the East end of the building; add Graphics on the Exterior so that passers-by have an idea of what is INSIDE the building.
 4. Graphics on West end of building, facing Dunbar St. & Rec Stadium/
 5. Painting the section of West end of IHC that was missed earlier.
- iv. Projects at IHC.
 1. Overhaul of “Bull moose” complete plus new Paint job.
 2. Work continuing on “H-34” log truck from McLean Mill.
 3. Repairing brakes on 1928 “Chev” fire truck.
 4. “Alberni Glass” replacing windows on several City-owned trucks:
 5. 1939 ‘Ford’ fire truck; “H-34”, 1937 “White”, 1947 “Pednault” Hayes.
 6. Washroom Project (Grant from Community Foundation)
 7. --Replace old toilets; repaint stalls, install new shelving.
 8. Tracy Golden has done sign work on “Cat Twenty”, “Rolls-Royce” Hayes; “Bull moose” and created several possible graphics for use by the I.H.S.
- v. ENEX has donated some fuel to the I.H.C. trucks.
- vi. Children’s Programmes



Heritage Commission Meeting

June 5, 2024

Minutes

1. School Visits - 5 classes scheduled to visit for Activity programmes in June.
 2. Day care visits - two visits scheduled for the coming month; more to follow.
 3. Summer programme - two "Camp Roots" visits scheduled for the Summer.
 4. Other visits pending. - E.g. "Summer Rec" (Special Needs)
- vii. Other Visits & Activities
1. Truck "Coffee Cruise" – 3 COE trucks taken out for a drive around town.
 2. "Porsche Club" visited IHC.
 3. Qualicum Beach Community group visit.
 4. Invited to take part in Third Ave. street Market.
 5. 'Canada Day' - trucks & train Display to Train Station/Harbour Quay.
 6. July 13 - Participating in Truck Show at BC Forest Discovery Centre in Duncan.



Heritage Commission Meeting
June 5, 2024
Minutes

e. Maritime Heritage Society

The logo for the Port Alberni Maritime Heritage Society, featuring a lighthouse inside a circular frame with a compass rose.

Port Alberni Maritime Heritage Society
June 5, 2024 Report to the Heritage Commission

The PAMHS Board is pleased to once again host the June Heritage Commission meeting at our Maritime Discovery Gallery. Welcome Commission members!

Facilities Coordinator Position
We are pleased to announce the hiring of Dale Gross as our new Facilities Coordinator. Dale is a retired Canadian Coast Guard Officer who has worked in the maritimes and coastal B.C. for over 25 years including over a decade at the Ucluelet Station. Dale will start this position in mid-June. Welcome aboard Dale!

Open Hours
Our Gallery will once again be open for regular visiting hours starting the week of June 17th. In addition groups can make bookings to view the Gallery and/or the Lighthouse by contacting us through the links shown below.

Art Exhibit and Fund Raiser
Local artists have provided several maritimed themed pieces of art which will be displayed and for sale in the Maritime Gallery. Dave Cox, our Exhibits Coordinator, has now displayed those pieces in the Gallery. Thanks to Kirsten Smith at AV Museum for her help with this exhibit.

Lighthouse Upgrades
Thanks to a very generous donation of \$12,500 by the Port Alberni "100+ Women Who Care" we have now raised sufficient funds to undertake the main portion of the Lighthouse Upgrade project. J. Kurucz Contracting will be undertaking the exterior siding installation starting June 5th with completion scheduled for the end of June. Thanks again to the 100 + Women Who Care, the Alberni Valley Community Forest, Alberni Valley Community Foundation, the Alberni District, Co-op, Port Alberni Port Authority, Coulson Group, Cataylst Paper, Roc-Star Enterprises, and Western Canadian Marine Recovery for their support towards this project. Addition funds are still needed so if you would like to make a donation towards this project please contact us.

Summer Programs
We were very pleased to hear that our application to the Canada Summer Jobs program for summer students was once again successful. We will have three summer students working with our Coordinator to assist with delivery of our children and youth oriented summer programs. Thanks once again to our MP, Gord Johns, for supporting our application.

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

f. Regional District

- i. Community Association hosting a farewell to the Bombers in July.
- ii. Budget has been approved.
- iii. Currently working through strategic planning and updating the official community plan.



Heritage Commission Meeting

June 5, 2024

Minutes

g. Community Arts Council

Heritage Committee Report
Community Arts Council
June 7, 2024

1. Exhibits – on now until June 22 – ADSS students – Theme of “Stop and Think” Meet and Greet Saturday June 8 1-3
June 24 to July 27 – Guy Langlois – watercolour paintings – Meet and Greet Saturday June 29, 1-3
July 2 to August 24 – Vancouver Island silk painters – Meet and Greet Saturday August 3, 1-3
August 26 to September 28 – Shelley Penner and Patti Dance – Acrylic painting/fabric art - Meet and Greet Saturday August 31, 1-3
October 1 to November 2 Open call “Transistions”
November 12 to December 21 – Mistletoe Market.
2. Upcoming Events
June 15 Solstice Arts Festival, 10 to 4,
Friday July 12: Tribute to Jerry Hebert Mini Exhibit opening- jewelry show
June 17th Grade 1/2 French Immersion class in the gallery
October 19th: Christmas market at the Mill
3. Have hired two people: Hatchet Craig as a gallery attendant for the summer under WorkBC subsidy
: Tatiana Masa as events coordinator
4. We are hiring 2 student Art Instructors
- 5 We hosted a pride event , a teen drop in. Our FB advertising for it attracted a hate poster on our door and on the Community Events board last Monday morning. Police, City, Pride Org, and AV News were notified. The News interviewed our administrator.
6. We are working to upgrade our gift shop displays.
7. We are changing our POS to Square
- 8.. We are doing strategic planning workshops with Theresa Kingston.

h. School District

- i. The next Public Board meeting is Tuesday June 25, 2024, at Wickanninish Elementary School in Tofino.
- ii. Safe Access to Schools Act now has legal authority to prohibit people from interfering with safe access to school grounds. This includes behaviour such as yelling that causes disruptions to school programs and activities or holding signs with slogans that cause concern for the safety of students and staff.
- iii. BC Adolescent Health Survey provides a broad overview of the health of youth grade 7-12 across the province. In addition to this provincial report, McCreary Centre Society also provides a more detailed report with many of the topic areas found in the provincial report that is focused on more localized regional data in Pacific Rim.



Heritage Commission Meeting

June 5, 2024

Minutes

- iv. Pacific Rim has a broad range of licensed Childcare on school sites operated by Pacific Rim and non-profit third-party childcare operators. Child Care projects in Pacific Rim:
 - v. Maquinna Childcare Metis Nations of BC Childcare project has been endorsed by the Tseshaht and Hupačasath Nations with the 4 pillars of Recognition, Culture, Governance and Tseshaht and Hupačasath participation and collaboration.
 - vi. Wood Childcare ground-breaking ceremony June 19. A Nuu-chah-nulth name for this Childcare will be coming soon. Project completion date spring of 2025.
 - vii. Wickanninish – Taking Care of Children - ʔuʔaʔuk ʔtaʔna -completion June 2024.
 - viii. Recruitment and retention of Early Years Educators is a strong ongoing goal.
 - ix. The 2024-2025 budget was passed by the Board May 28 and submitted to the Ministry.
 - x. Pacific Rim has many celebrations happening literally every day in June. The main events include the District Track Meet, Year-end Band concerts, Graduation ceremonies and school class trips.
- i. Community at Large – no report



Heritage Commission Meeting
June 5, 2024
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j. City Council



CITY COUNCIL MEETING SUMMARY

An information report summarizing the Regular meeting of Council held May 27, 2024.
These are not the official minutes. For more information, please contact the Corporate Services
department at 250.723.2146 or email: corp_serv@portalberni.ca.

■ BYLAWS

"Official Community Plan Amendment (2856 4th Avenue) Bylaw No. 5098" and "Zoning Amendment (2856 4th Avenue) Bylaw No. 5099" were read a third time and adopted. These bylaws will enable a four-unit townhouse development at 2856 4th Avenue.

"Zoning Bylaw No. 5105, 2024" was given three readings. This bylaw upon adoption will serve to comply with new provincial legislation that enables small-scale multi-unit housing and accessory dwelling units in all single-detached and duplex zones.

■ CORRESPONDENCE

Summer Solstice Art Festival

Council authorized the Community Arts Council request for a road closure at the entrance of the Harbour Quay for the purpose of the Solstice Art Festival on Saturday, June 15, 2024 from 6:00 am to 5:00 pm.

Council also received their correspondence summary which included letters from:

- Union of BC Municipalities | Council 2024 AVICC Resolution Endorsement
- BC Transit | Strategic Plan Update
- Ministry of Housing Infrastructure and Communities | Response to City Letter sent in Support of the Loaves and Fishes Food Bank Food Security Project
- Alberni-Clayoquot Regional District | Keeping you Connected April 2024
- MP Gord Johns | Certificate of Appreciation – Bill C-310

■ REPORT FROM IN-CAMERA

Community Action Team Committee | Council Liaison

Council released for public consumption the removal of the Council liaison from the Community Action Team Committee.

■ NEW BUSINESS

2023 Procurement Summary

Council received the 2023 Procurement Summary including the list of contracts awarded over the past year exceeding \$100,000. The City is committed to continuing and expanding education within the organization and with the broader marketplace to utilize reasonable social procurement practices while exploring opportunities to support community benefits.

Appointment of Corporate Officer and Deputy Corporate Officer

Council appointed Danielle Leurebourg, Director of Corporate Services as Corporate Officer and Sara Darling, Deputy Director of Corporate Services, as Deputy Corporate Officer effective May 27, 2024.

Uptown District Vandalism

The CAO provided a verbal report at Council's request regarding the City's response to vandalism experienced by merchants in the Uptown District noting that the Community Safety and Social Development department recently completed a gap analysis to identify gaps in services for safety, security and social development to help inform the development of a Community Well-Being and Safety Strategy.

5170 Argyle Street | Remedial Action Order Update

The CAO provided a verbal report at Council's request noting that the remedial action order for 5170 Argyle Street continues to be actioned. Council will receive a formal update regarding next steps at a future Council meeting.

Notice of Motion | Councillor Solda

Notice of Motion from Councillor Solda for the June 10th Regular meeting that Council direct staff to obtain a quote to conduct a study of the Echo Aquatic Centre regarding the potential for expansion [renovation] for Council consideration compared to the current feasibility study for a new build.



Heritage Commission Meeting

June 5, 2024

Minutes

■ COUNCIL MEETINGS

The City of Port Alberni now offers 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, June 5th

7:00 pm – Alberni Valley Heritage Commission
Maritime Heritage Centre

Monday, June 10th

2:00 pm – Regular Council
Council Chambers

k. Museum

- i. The opening for the third biennial juried art show *All That Moves Us* opens June 6.
- ii. Summer programs are well in hand; our summer student started on June 4 and continues with us until the end of August.
- iii. We are refreshing our fall programs and birthday party offerings; both will be implemented in September.
- iv. The interview process for the Manager of Culture role continues.

l. Hupačasath First Nation – no report

m. čišaaʔath (Tseshah) First Nation – no report

7. Next Meeting

- a. September 4, 7pm (AV Museum)

8. Moved by Ken to adjourn at 8:01pm.

WILDFIRE SMOKE INFORMATION FOR COMMUNITY HEALTH PARTNERS AND LOCAL GOVERNMENTS

[Health Emergency Management BC](#), [First Nations Health Authority](#) and [Island Health](#) have joined together to provide this resource to support communities coping with increasing wildfire smoke exposure. Because wildfire smoke is a [complex mixture of different air pollutants](#), it can impact people of all ages in various ways. Reducing exposure to wildfire smoke is the best way to protect population health.

Over the last decade, the [BC Health and Smoke Exposure Coordination Committee](#) has coordinated planning and response efforts related to public health impacts for significant wildfire smoke events.

[THOSE MOST VULNERABLE TO WILDFIRE SMOKE INCLUDE:](#)

People with chronic respiratory conditions (e.g., asthma or COPD)	People with physically demanding jobs and those who work outdoors
People with heart disease, diabetes or other chronic health conditions	Infants and young children
Older adults	Pregnant people

[SIGNS, SYMPTOMS AND RECOMMENDED ACTIONS FOR WILDFIRE SMOKE-RELATED ILLNESS:](#)

Mild	More Severe
Eye irritation, runny nose, sore throat, wheezing, mild cough, headaches	Shortness of breath, bad cough, dizziness, chest pain, fast beating/fluttering heart
Reduce exposure by reducing outdoor activity and implementing indoor air cleaning	SEEK MEDICAL ATTENTION

Wildfire smoke may also impact [mental health](#), in some cases leading to increased anxiety, depression and feelings of stress or frustration.

HOW TO PREPARE FOR WILDFIRE SEASON:

- **Maintain situational awareness** among your team by monitoring the [Air Quality Health Index](#) (AQHI) or other real-time air quality data such as the [Smoky Skies Bulletin](#), interactive [smoke forecast](#) mapping or [AQHI maps](#). The [WeatherCAN](#) app can also send customized notifications.

In addition, your local PM_{2.5} sensor network can provide extremely localized, timely information on changing air quality. The [Air Quality Map](#), created by the University of Northern British Columbia and Environment and Climate Change Canada, corrects the data available from public sensors and provides information on AQHI and what actions to take.

- **Consider developing a community [wildfire smoke response plan](#)** and provide training to staff and volunteers to ensure they know what to do to protect their clients, students, the public and themselves during wildfire smoke events.
 - Prepare staff and volunteers to [recognize the signs of illness from wildfire smoke](#) exposure and to know when to seek medical care.
 - Communicate your response plan with community members ahead of time to build confidence and enhance implementation when needed.
 - Consider encouraging the families of vulnerable children (i.e., those with asthma) to complete [an asthma action plan](#), which can also be shared with their care provider. Asthma action plans for [children aged 1 to 5](#) and for [children aged 6 to 18](#) have been developed to help families (and care providers) respond to sudden asthma symptoms with the appropriate medication while help is on the way.
- **Improve the indoor air quality of your facilities.** Consider developing [wildfire smoke readiness plans](#) for each of your facilities, which should include the following:
 - Ensure the buildings' heating, ventilation and air conditioning (HVAC) systems are well-maintained and functioning. For filtration, MERV-13 filters are considered [the minimum acceptable](#) for removing wildfire smoke particles. Ensure all filters are replaced as needed. If HVAC upgrades are possible, consider making ventilation systems High Efficiency Particulate Air (HEPA) filter-ready, such that standard filters can be swapped out for HEPA filters during smoke events.
 - [Filtration in institutional settings](#) should be considered to support clients in community.
 - If central filtration with MERV-13 filters is not possible, portable air cleaners with HEPA filtration may be an option. Ensure the unit's clean air delivery rate is [suitable for the room's size](#) and avoid air cleaners that produce ozone.
 - If necessary, home-made box fan air cleaners can be used to create a clean air space, based on [instructions and safety advice](#) from the BCCDC.
 - Air cleaning works best when windows and doors are closed, so energy-efficient cooling systems (e.g. ductless heat pumps or air conditioners) may also be necessary on hot days. BC Hydro's [Free AC Program](#) offers free portable air conditioning units to low-income households and those who are medically vulnerable.
 - PM_{2.5} monitoring using a low-cost sensor can show whether filtration has been effective compared to [the nearest outdoor sensor](#).
 - Health Canada has guidance on creating [cleaner air spaces](#) during wildfire smoke events.
- **Encourage community members** to engage in personal preparedness, as outlined in Get Prepared BC's [Wildfire Preparedness Guide](#). Key activities for smoke include monitoring air quality changes, implementing air cleaning in the home, reducing outdoor activity and stocking up on at least five days of important medications.

WHAT DO TO DURING A WILDFIRE SMOKE EVENT

- Monitor rapidly changing air quality conditions through [your local AQHI](#) or the [WeatherCAN app](#).
- Monitor clients / students for signs of illness and ensure everyone drinks water and stays cool.
- Ensure clients / students with chronic health conditions (e.g., asthma) follow their care plan, have any necessary medications on hand and seek additional advice from their physician if needed.

- Reduce outdoor activity during periods of poor air quality, especially [outdoor exercise](#). Use [this AQHI table](#) to guide actions for the general public vs. people at higher risk.
- Activate measures to improve or maintain indoor air quality, as above.
- While [respirators and multilayer face masks](#) can provide some protection if well-fitted, simple one-layer cloth masks, bandanas or gaiters, etc., offer no protection whether wet or dry.

DUAL WILDFIRE SMOKE AND EXTREME HEAT EVENT

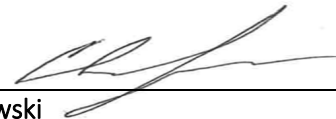
Overheating is generally a bigger risk to health than smoke inhalation during wildfires. Many people are at risk of potential severe injury or death if they overheat, while a much smaller proportion are at risk of severe acute respiratory or cardiovascular health consequences. Individuals most at risk from smoke are also at risk from heat, and older adults may begin to experience heat impacts at temperatures above 26°C. Therefore, most people should prioritize staying as cool as possible in very hot weather.

Seek cooler, cleaner indoor air – at home if possible, and elsewhere if not, such as a shopping mall or a community cooling or clean air centre.

Working together to protect the public's health,



Reka Gustafson
Vice President and Chief Medical Health Officer
Island Health



Chris Jancowski
Manager of Emergency Planning and Response
First Nations Health Authority



Ryan Kuhn
Director
Health Emergency Management BC

ADDITIONAL RESOURCES

- Island Health webpage on [Wildfires](#)
- BCCDC [Wildfire Smoke](#) resources, translated into 10 languages
- Province of BC's [Wildfire Preparedness Social Media Package](#)

CONTACT US

Island Health's [Health Protection and Environmental Services Locations](#) Or email Health Emergency Management BC at hembc@islandhealth.ca

Public education highlights

- New radio PSA script written (awaiting approval) for airing in July and August
 - Subject: building do-it-yourself air cleaners for wildfire season
 - Listeners are directed to new content on AQC web page on ACRD website covering how to create safer air zones at home during a serious wildfire smoke event, and other important information
- Received May PSA play statistics from Island Radio
 - Total PSA plays in May = 25
 - Plays during weekday afternoon drive (preferred timeframe) = 6
- March through May visitor traffic data for AQC web page
 - The average number of page users per month has been up since the PSAs began running in March (at least double the monthly average going back to 2022¹)
- Public safer air centres and other potential responses to serious wildfire smoke events
 - The AQC web page (thank you, Heather Thomson and Rich Taliunas) has links to information about sheltering in public buildings as well as at home
 - AQC is reviewing the recent letter from Island Health et al (see attachment) providing guidance to institutions, such as how to “Improve the indoor air quality of your facilities”
 - Some of this guidance may be applicable to part of the work being considered under a possible PlanH BC Healthy Communities grant application (see “Other highlights” below)

Advocacy highlights

- On May 31st, AQC submitted to Catalyst Paper a request for an update regarding the previously proposed AQC mill tour and presentation describing mill operations and emissions
- We are considering a response to Catalyst’s April 23rd letter to Ministry of Environment (ENV) regarding AQC’s request (formally supported by ACRD and City of Port Alberni) for a 70% reduction in the permitted emissions limit
- We are drafting a letter to Mosaic Forest Management requesting more use of alternatives to slash-pile burning (SPB)
- Follow-up to recent letters between AQC and Ministry of Forests (MOF) regarding SPB:
 - AQC has made an e-mail request to James Proteau, District Manager, South Island Natural Resource District, requesting further details about the success of existing MOF initiatives for reducing slash-pile burning
 - AQC has submitted draft content to ACRD for a proposed letter of support to MOF for our request for greater use of alternatives to SPB in the forestry industry

¹ Based on available historical data, and using reasonable assumptions regarding Google Analytics methodology updates

Other highlights

- We apologize for an oversight in the May Update
 - We are grateful to Mike Owens for letting us know about an oversight in the “In the pipeline” section, which noted our intention to request “increased enforcement of burning bylaws”
 - We neglected to note the leadership of the Port Alberni Fire Department, which has set a high standard for enforcement for all the fire departments in the region, including responding to 100% of outdoor burning complaints within the city limits, evaluating bylaw compliance, educating persons present, extinguishing non-compliant fires, and recommending fines for repeat offenders
- Two PurpleAir low-cost air quality monitors in the Port Alberni network went offline
 - The two site principals were notified by AQC
 - The monitor at the Haahuupayak Elementary School went offline due to a power interruption, which was easily resolved
 - The monitor on 14th Avenue went offline for unknown reasons, and a series of troubleshooting steps are in progress
 - Initial work is in progress to plan next steps (including possible new monitor installations) in the event that this monitor or others cannot be returned to service
- A meeting between K. Wyton, B. Wyton (founders) and K. McBride (chair-coordinator) was held on May 9th
- On May 30th, K. McBride attended an informational webinar providing guidance on PlanH BC Healthy Communities grants
 - AQC has requested ACRD feedback on the possibility of cooperating in applying for a PlanH grant of up to \$15,000

In the pipeline

- Draft and produce additional radio public service announcements
- Develop wildfire preparation and mitigation strategies, including emergency alerts
- 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 outside the City of Port Alberni
- Explore additional public education through vehicles such as bill inserts



**PACIFIC RIM SCHOOL DISTRICT
FINANCE, OPERATIONS & ASSETS COMMITTEE MEETING
May 21, 2024, 4:00 p.m.
Administration Office**

Pam Craig - Board Chair
Cherilyn Bray – Vice Chair
Cynthia Orr - Trustee
Janis Joseph - Trustee
Larry Ransom - Trustee
Christine Washington - Trustee
Helen Zanette - Trustee
Tim Davie - Superintendent
Peter Klaver - Assistant Superintendent
Barbara Ross - Secretary Treasurer
Greg Roe – Director of Operations
Paula Mason - Manager of Corporate Services
Wendy Arnett – Vice President ADTU
Sean Peterson, PVPA Representative

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

Moved by: Trustee Zanette

Seconded by: Trustee Washington

THAT the Board of Education approve the Finance, Operations & Assets Committee Meeting agenda for May 21, 2024, as presented.

Carried

4. **Petitions/Delegations/Presentations**
5. **Unfinished Business**
6. **Emergent Issues**
7. **Staff Reports**

7.1 2024-25 Preliminary Budget (20 minutes)

Secretary Treasurer Ross provided an overview of her report, highlighting enrollment growth, identifying ways we can balance the budget, and answering questions from Trustees. The presentation was interrupted by Introductions around the table for Wendy.

Nadine White joined the meeting via Teams. Ms. Ross offered to meet with Trustees separately to go over any more detailed financial questions they may have.

7.2 2023-24 Funding Grant Update (5 minutes)

Secretary Treasurer Ross provided an overview of her report noting the re-count for May 2024, estimating that we'll lose \$33,000.

7.3 ADSS Portable (10 minutes) verbal

AS the Alberni District Secondary School is beyond capacity, the Operations department has been tasked with relocating the portable currently located at Wood Elementary School. This project will start in June, beginning with working with the civil engineering re: site prep. A washroom complex will need to be built on site, for use by the portable site tied to the portables. This project will service on classroom, but due to the challenging amount of concrete to get through, it will likely be ready for use in September. Superintendent Davie confirmed that the intention is to add an alternate program onsite versus referring students to 8th Avenue; the portable will be used as a general classroom in the school.

7.4 2025/26 Major Capital Plan (5 minutes) verbal

Secretary Treasurer Ross and Director Roe recently had a call with the Ministry's Capital Branch regarding a new methodology for funding. The Ministry is encouraging the use of modular buildings, as they offer a speedy installation and are stackable units. The new program for funding will provide 1.5 million for each modular building. These buildings have a +40-year life span, which is longer than a portable. The desire from the Ministry is to try to incorporate these into future District planning, in our case they could be good solutions for expansion at both Alberni District Secondary School and Wickaninnish Community School. Director Roe answered questions from Trustees including what land would be used, and if modulars are able to be moved.

7.5 WES/WCS Childcare Projects Update (5 minutes) verbal

Director Roe advised that the project at Wickaninnish Community School is coming to a finish, with substantial completion expected by the end of June. He spoke about the replacement of the trees that were removed previously, stating that we've included enough money in our budget to add more trees. He made note of the intention to bring the child care and school community together, of trying to foster good relations with the community, somehow adding a connection to the Wickaninnish School where perhaps kids are involved by

helping to plant the new trees, ensuring that they have a special stake in the project so that we can have that environmental stewardship that we're looking to instill in them. He advised the Board that the project is on track/on budget and that we're now at the stage where we're trying to look for opportunities to enhance the project in the community, with things that we may do to help raise our profile too. Director Roe also noted that he's reached out to the engineer that the District of Tofino's working with on the ballfields project to make sure that our design team doesn't overstep what their design team is planning with regard to the replanting of additional trees.

Assistant Superintendent Klaver noted that we have received an expression of interest in a child care provider for Ucluelet, Wickaninnish, and John Howitt, that a walk through will be conducted in the next few weeks.

Director Roe advised that the Wood Elementary project's tender closed last Thursday, with four bidders asking for packages, but just one bid coming in. He noted that the bidder came in over budget, but was working to trim, adjust structure etc. to fit within budget. Apparently, the bidder has done very good work for us before.

Trustee Zanette noted that she would appreciate having written reports ahead of time as part of the agenda package, as verbal reports are difficult to go through.

7.6 Acquiring used vehicles from CoPA (5 minutes) verbal

Secretary Treasurer Ross spoke with the City of Port Alberni regarding the potential of the school district being able to purchase vehicles they no longer intend on keeping, however the City advised that they try to use vehicles to their longest life span possible, then trade them in. That said, they will keep us in mind for any potentially mutually beneficial projects going forward.

8. Next Meeting

9. Adjournment

Board Chair

Secretary Treasurer



**PACIFIC RIM SCHOOL DISTRICT
PUBLIC BOARD MEETING MINUTES
May 28, 2024, 5:00 p.m.
Administration Office**

Pam Craig - Board Chair
Cherilyn Bray - Vice Chair
Cynthia Orr - Trustee
Janis Joseph - Trustee
Larry Ransom - Trustee
Christine Washington - Trustee
Helen Zanette - Trustee
Tim Davie - Superintendent
Peter Klaver - Assistant Superintendent
Barbara Ross - Assistant Secretary Treasurer
Paula Mason - Manager of Corporate Services
Ryan Dvorak - ADTU President
Nadine White CUPE President

Audience:

Lindsay Cheetham
Rosemarie Buchannan
Kristi

1. Call to Order/Land Acknowledgment

The Chair acknowledged that we work and learn on the ḥaḥuufi of the Hupačasath (Hupacasath), Huu-ay-aht (Huu-ay-aht), Ḷaḡuukʷiḡath (Tla-o-qui-aht), Cišaaḡath (Tseshaht) and the Yuuḡuḡiḡath (Yuu-cluth-aht) Nations.

2. Approval of Agenda

Moved by: Trustee Bray

Seconded by: Trustee Joseph

THAT the Board of Education approve the May 28, 2024 Public Board Meeting Agenda as presented.

Carried

3. Conflict of Interest Declaration

There were no conflicts declared.

4. **Adoption of Minutes**

Moved by: Trustee Bray

Seconded by: Trustee Washington

THAT the April 23, 2024 Public Board Meeting Minutes be approved as presented.

Carried

5. **Announcements of the Chair**

6. **Good News from the Schools**

6.1 **School Presentation (10 minutes)**

Principal Ryan presented his PowerPoint regarding street data and answered questions from Trustees.

7. **Trustee Statements**

Trustee Craig attended Pride Week activities, which call for greater unity and equality for all, including a bubble parade and reading with Ms. Freda. She also shared a poster that students from Alberni Elementary had made for their Social Studies Fair. A reminder that it's the Alberni Track Meet on Friday. Trustee Orr attended Wickaninnish Community School's Sports Day last Friday where Principal Stone raced the kindergarten class (but alas did not win). Trustee Joseph attended Tsuma-as Elementary School's Student Market on Saturday, as well at the Packs & Snacks event @ Echo which lots of people came to.

8. **Petitions/ Delegations/ Presentations**

9. **Unfinished Business/ New Business**

10. **Staff Reports**

10.1 **Adoption of 2024-2025 Operating Budget (10 minutes)**

Manager Mason circulated copies of the bylaw for all attendees to read along. Audience members attending virtually were able to view the bylaw on page 27 of the agenda, as posted on the website. Trustees thanked Ms. Ross for the Budget Workshop she hosted earlier this week.

Moved by: Trustee Ransom

Seconded by: Trustee Bray

THAT the Board of Education approve the 2024-25 Annual Budget as presented.

Carried

Moved by: Trustee Washington
Seconded by: Trustee Ransom

THAT the Board of Education approve all three readings of School District No. 70 (Pacific Rim) Annual Budget Bylaw for fiscal year 2024/2025 in the May 28, 2024 Public Meeting of the Board.

Carried

Moved by: Trustee Ransom
Seconded by: Trustee Joseph

Be it resolved as having been read a first, second and third time as provided for in the bylaws, **THAT** the Board Chair and the Secretary-Treasurer be authorized to execute this Annual Budget Bylaw 2024-25 on behalf of the Board and that the corporate seal of the Board be affixed thereon.

Carried

10.2 Tree Protection Policy (15 minutes)

Trustee Orr presented her report, referencing the trees that were cut down at the Daycare in Tofino. She received a lot of community feedback about this and would like to develop a tree protection policy for the District.

Moved by: Trustee Orr
Seconded by: Trustee Washington

THAT the Board of Education direct staff through the Superintendent, to draft a Tree Protection Policy for review by the Policy Committee.

Carried

10.3 Wellness Committee Logo (5 minutes)

Manager Curliss shared her screen displaying the proposed Wellness Committee logo, to be used for swag for appreciation and staff recognition events.

Moved by: Trustee Bray
Seconded by: Trustee Joseph

THAT the Board of Education direct staff through Superintendent, to approve the Pacific Rim Wellness logo design as presented.

Carried

10.4 2024-2025 Board and Committee Meeting Schedule

Discussion was had regarding holding meetings in different school locations throughout the year, but no change was made to the proposed schedule.

THAT the Board of Education approve the proposed 2024/25 Board and Committee Meeting Schedule as presented.

Carried

11. Policy Development

11.1 Policies to be sent for 30-day Public Consultation

11.1.a XXX: International Student Program (P)

Helen: moved motion

Moved by: Trustee Zanette

Seconded by: Trustee Washington

THAT the Board of Education direct staff through the Superintendent to publish the draft XXX: International Student Program (P) for a period of 30-days for public consultation.

Carried

11.1.b XXX: Use of School District-owned Vehicles (P)

Moved by: Trustee Zanette

Seconded by: Trustee Washington

THAT the Board of Education direct staff through the Superintendent to publish the draft XXX: Use of School District-owned Vehicles (P) for a period of 30-days for public consultation.

Carried

11.2 Policies for Adoption

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

Per the request from the Board, feedback related to the Policy is attached. Feedback related to the Administrative Procedure will be brought to the June Policy Committee meeting for review as a correspondence item.

Moved by: Trustee Zanette
Seconded by: Trustee Washington

THAT the Board of Education approve the XXX: Acceptable Use of Cellular Phones, Smart Watches, and Electronic Devices: Usage in Schools, on School Property or During School Related Activities (P) as presented.

Carried

11.2.b XXX: Personal Expenses On Official District Business Policy (P)

Moved by: Trustee Zanette
Seconded by: Trustee Washington

THAT the Board of Education approve the XXX: Personal Expenses On Official District Business Policy (P) as presented.

Carried

12. Notice of Motion

13. Correspondence- Action Required

14. Correspondence- For Information

14.1 2024-05-07 BCRTA Golden Star Winner

Congratulations to Lori Souther, who received the Golden Star 2024 Award for her reading program.

15. External Board Committees

15.1 2024-05-01 Alberni Valley Museum and Heritage Commission Meeting Minutes

15.2 2024-03-19 ACRD Agricultural Development Committee Meeting Minutes

15.3 2024-04-16 ACRD Agricultural Development Committee Meeting Minutes

16. Internal District Committees

16.1 April 16, 2024 Finance, Operations & Assets Committee Meeting Minutes

16.2 May 7, 2024 Education Committee Meeting Minutes

16.3 May 14, 2024 Policy Committee Meeting Minutes

17. Audience Question Period

Former Board Trustee Rosemarie Buchannan asked if the new tree policy will preserve trees, ensure planting of climate resilient trees, how this would be enforced, what the timeframe would be, would contractors be made aware of the policy, and noted that the

policy should be developed quickly. Superintendent Davie noted that regarding the trees at the Tofino Daycare, the intention is to replant in a different location, to double the amount of trees, and to include consultation with the school community. Contractors will be made aware of the policy, once made.

18. Next Meeting

19. Adjournment

The meeting was adjourned at 6:02pm.

Board Chair

Secretary Treasurer



**PACIFIC RIM SCHOOL DISTRICT
EDUCATION COMMITTEE MEETING MINUTES
June 4, 2024, 4:00 pm
Administration Office**

Pam Craig – Board Chair
Cherilyn Bray – Vice Chair
Cynthia Orr – West Coast Trustee
Janis Joseph – Trustee
Larry Ransom – Trustee
Christine Washington – Trustee
Helen Zanette – Trustee
Tim Davie – Superintendent
Peter Klaver – Assistant Superintendent
Barbara Ross – Secretary Treasurer
Michelle Bennett – Director of Instruction – Inclusive Education
Marc Fryer – Director of Instruction - International Education and Newcomers
James Messenger – Director of Instruction – Learning and Innovation
Katherin Charbonneau – Director of Early Learning and Childcare
Hannah Fletcher – Executive Assistant – HR
Ryan Dvorak – ADTU President
Lenora Milliken – District Resource Teacher
Sandra McAulay – District Resource Teacher
Mark Maftie – Raincoast Education Society (Virtual)

1. Call to Order and Land Acknowledgment

The meeting was called to order at 4:00 pm.

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

2. Introductions

3. Approval of Agenda

Moved by: Trustee Craig

Seconded by: Trustee Ransom

THAT the Education Committee Meeting agenda be approved as presented.

Carried

4. Petitions/Delegations/Presentations

4.1 Raincoast Education Society (10 minutes)

Mr. Maftie of Raincoast Education Society gave an overview of his presentation. Mr. Maftie responded to questions from Trustees.

Mr. Maftie asked if there is potential for further discussion with the Board of Education. Superintendent Davie responded it must first be discussed amongst the Board of Education and then they will reach out in the future with a more definite answer.

Mr. Maftie left the meeting at 4:14pm. Lenora Milliken entered the room at 4:14 pm.

5. Unfinished Business

6. Emergent Issues

7. Staff Reports

7.1 Communities of Practice (5 minutes)

Superintendent Davie gave an overview of his report.

7.2 International Education Newcomer Welcome Package (5 minutes)

Director of Instruction - International Education and Newcomers, Marc Fryer, gave an overview of his report and responded to questions from Trustees.

7.3 District Resource Teachers Update (10 minutes)

District Resource Teachers, Lenora Milliken and Sandra McAulay presented their power point and gave an overview of their report prepared with District Resource Teacher Peggy Tatoosh and Director of Instruction - Learning and Innovation, James Messenger.

Ms. Milliken, Ms. McAulay and Director Messenger responded to questions from Trustees.

Ms. Milliken and Ms. McAulay left the room at 4:47 pm.

7.4 Enhancing Student Learning Report Development (10 minutes)

Director of Instruction - Learning and Innovation, James Messenger gave an overview of his report and answered questions from Trustees.

7.5 Kindergarten Update (5 minutes)

Director of Early Learning and Childcare, Katherin Charbonneau gave an overview of her report and responded to questions from Trustees.

7.6 Pride Week Activities (5 minutes)

Michell Bennett, Director of Instruction - Inclusive Education, gave an overview of her report and responded to questions from Trustees.

Director Bennett commented, teachers and administrators are very open and welcoming to talk to parents and families about any questions they may have in regard to events happening at the school during pride week. There are some parents that prefer to speak in private.

8. Next Meeting

The next Education Committee meeting will be held on September 3, 2024, at 4:00pm in the Administration Office.

9. Adjournment

The meeting was adjourned at 5:18 pm.

Board Chair

Secretary Treasurer



**PACIFIC RIM SCHOOL DISTRICT
EDUCATION COMMITTEE MEETING MINUTES
June 11, 2024, 4:00 p.m.
Administration Office**

Pam Craig - Board Chair
Cherilyn Bray – Vice Chair
Cynthia Orr - Trustee
Janis Joseph - Trustee
Larry Ransom - Trustee
Christine Washington - Trustee
Helen Zanette - Trustee
Tim Davie - Superintendent
Peter Klaver - Assistant Superintendent
Barbara Ross - Secretary Treasurer
Carla Neville – Controller
James Messenger - Director of Instruction, Learning and Innovation
Marc Fryer - Director of Instruction, International Education
Paula Mason - Manager of Corporate Services
Ryan Dvorak - ADTU President

1. **Acknowledgement**
2. **Introductions**
3. **Approval of Agenda**

Items 5.6, 5.7, and 5.8 were moved to the top of section 5.0.

Moved by: Trustee Bray

Seconded by: Trustee Ransom

THAT the Board of Education approve the Policy Committee Meeting agenda for June 11, 2024 as amended.

Carried

4. **New or Revised Draft Policy**

4.1 Policy 602: Communicating Student Learning

The Committee moved this Policy forward to the Board for approval of being sent out for a 30-day public consultation.

4.2 XXX Selection of Learning Resources Policy (P)

Trustee Bray noted her appreciation for the use of Pacific Rim School District versus SD70 in the header of our documents. Trustee Zanette noted that the words "Surrey School District" were used in the opening paragraph of the document. It should read Pacific Rim School District. Trustee Zanette noted that the definition should be the same in both the Policy and in the Admin Procedure. Superintendent Davie agreed that we should adopt the broader definition and update the Policy with that change. The Committee moved this Policy forward to the Board for approval of being sent out for a 30-day public consultation.

4.3 XXX: Equipment and In-kind Donations (P)

Trustee Washington noted that the word "acknowledgement" is spelt incorrectly, and the word "inline" should be written as two words. The Committee moved this Policy forward to the Board for approval of being sent out for a 30-day public consultation.

4.4 Policy 510: Safe, Caring and Orderly Schools (P)

The Committee moved this Policy forward to the Board for approval of being sent out for a 30-day public consultation.

5. New or Revised Draft Administrative Procedures

5.1 Acceptable Use Cell Phones Smart Phones and Other Electronic Devices (AP)

Change "Minister of Education" in opening paragraph to read "Ministry of Education and Child Care". Under the Regulations section #3: delete the words "cannot be taken". Section # 9: change "personal devices" to "personally-owned devices" for consistency.

5.2 XXXX: Safe, Caring and Orderly Schools (A/P)

3.2.1: the words "son/daughter" should read "student". 3.4.3 "Superintendent of Schools" should read "Superintendent" and the words (or designate) should be added. Director Messenger spoke about the term "caregiver" being used in guidelines, Assistant Superintendent Klaver said we are not creating guidelines, and need to stick with the word "guardian". 4.2.2: needs to be corrected to reflect gender neutrality. 5.1: the word "pupil" needs to read "student". ADTU President Ryan Dvorak requested that the words "as soon as possible" be added to 2.1.1 and 2.1.2. In reference to the sentence beginning with the words "Take account..." on page 52 (fourth bullet), Mr. Dvorak would like further discussion with senior staff as to how to operationalize this and bring it forth properly in schools.

5.3 5019: Technology Acceptable Use (AP)

Mr. Dvorak raised the point that the Technology Use Agreement Form shown on page 57 should be focused on students and should not be inclusive of staff. The form requires a Student Signature. Superintendent Davie clarified that this is a student form, not meant for staff. Assistant Superintendent Klaver suggested that we create a separate Policy and Admin Procedure that encompasses everyone including contractors etc. In this document the title will be changed to the words "Student Technology Use Agreement Form" and the word Student will be added to the document title. Page 59 1st paragraph "his/her" should read "their".

5.4 XXXX: Communicating Student Learning (AP)

There are no changes required.

5.5 6004 Selection of Learning Resources (AP)

The word "caregiver" needs to read "guardian" throughout the document. Page 23 in the Social Considerations section, it should read "varying abilities" not "carrying abilities". Mr. Dvorak raised the point that it's sometimes difficult for individual staff to define "personal biases and prejudices". After some discussion, it was decided that the Resource Selection Model and other resources be listed in brackets for readers to refer to. Trustee Zanette noted that the definition should be the same in both the Policy and in the Admin Procedure. Superintendent Davie agreed that we should adopt the broader definition and update the Policy with that change. Page 24: 1.1 was incorrectly included, please remove.

5.6 XXXX International Education (AP)

The References section on page 28 should be deleted, as it is already noted at the end of the document on page 34.

5.7 XXXX: Housing (AP)

The eligibility requirements and renewal terms were discussed/clarified. Mr. Dvorak would like to encourage the district on behalf of the ADTU to prioritize housing for teachers, and to pursue any and all possible avenues for leveraging money from the Province. He feels that the eligibility requirements will unduly restrict district TTOCs for several years. The ADTU still objects to the deletion of rental subsidy, and feels it unduly restricts the ability to provide financial incentive to those who are affected by the housing crisis. The ADTU has been lobbying the Province for housing in rural districts, including in the Pacific Rim. Secretary Treasurer Ross noted that the district provides an isolation allowance, a recruitment retention allowance, and the rents are at cost recovery rates with no profit to the district. She also noted that the accommodation is meant to provide temporary housing for employees. Nadine White, CUPE President echoed Mr.

Dvorak's statements and wanted to state for the record that CUPE members need to be considered in housing as well.

Trustee Zanette asked that item 4.2 on page 36 include a clarification as to what constitutes a "minor repair".

5.8 XXXX: Equipment and In-kind Donations (AP)

This item was not discussed and will be moved to the next agenda.

Item 10.1 was also not heard and will be moved to the next agenda. Trustee Washington thanked staff for all the work being done on Policies and Admin Procedures.

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 XXX: Use of School District-owned Vehicles (P)

7.2 XXX: International Student Program (P)

8. Forward to next Public Board Meeting for Adoption

8.1 Off-Site Experiences/Field Trips (P)

9. Completed Business

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

9.2 XXX: Personal Expenses On Official District Business Policy (P)

9.3 5002: Kindergarten Placement (AP)

9.4 XXXX: Use of School District Owned Vehicles (AP)

9.5 XXXX: Disposal of Surplus Assets (AP)

10. New Business

10.1 Public Consultation Feedback

10.2 Correspondence - For Information

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

11.5 Off-site Experience / Field Trip (AP)

11.6 Tree Protection Policy (P)

11.7 Tree Protection Policy (AP)

12. Next Meeting Date

13. Adjournment

Board Chair

Secretary Treasurer



**SD70 PACIFIC RIM BOARD OF EDUCATION
FINANCE, OPERATIONS AND ASSETS COMMITTEE MEETING
June 18, 2024, 4:00 p.m.
Administration Office**

Pam Craig - Board Chair
Cherilyn Bray - Vice Chair
Cynthia Orr - Trustee (via Teams)
Janis Joseph - Trustee
Larry Ransom - Trustee
Christine Washington - Trustee
Helen Zanette - Trustee
Tim Davie - Superintendent
Peter Klaver - Assistant Superintendent
Greg Roe - Director of Operations
Carla Neville Manager - Controller
Paula Mason - Manager of Corporate Services
Ryan Dvorak - ADTU President
Nadine White - CUPE President (via Teams)

1. Call to Order and Land Acknowledgment

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

2. Introductions

3. Approval of Agenda

Moved by: Trustee Craig

Seconded by: Trustee Zanette

THAT the Board of Education approve the Finance, Operations & Assets Committee Meeting agenda for June 18, 2024, as presented.

Carried

4. Petitions/Delegations/Presentations

5. Unfinished Business

6. Emergent Issues

7. Staff Reports

7.1 Current Tenders

7.1.a West Coast Transportation (5 minutes)

A West Coast Transportation Meeting was held at Ucluelet Secondary School on Monday, June 17, 2024 to provide an opportunity for the public to share feedback, thoughts and suggestions. Feedback included topics related to Communications with bus drivers (two-way radio/sat phones), driver's training with specific focus on driving school buses, and addressing of the ongoing mechanical failures. Also spoken to, was the evaluation process used when putting out a tender for service. The tender will be posted on June 28, 2024 and will remain open for one month.

Trustee Washington arrived at 4:09pm.

7.1.b Accessibility (5 minutes)

An Expression Of Interest has just been posted publicly, seeking a qualified contractor to access every space, building, parking lot and playground, with a full report expected within 60 days of the tender being awarded. The submission deadline is July 5, 2024 at 2:00pm. The Rick Hansen Foundation has been asked for a proposal as well. Trustees confirmed that the cost of this service has been allocated in the budget, and that Director Bennett has been/will be involved in the project.

7.1.c Operations Department Review (5 minutes)

As of June 14, 2024 an Expression Of Interest was posted publicly (on BC Bid, the District's Facebook page, and website), seeking a contractor to access the Operations, Transportation, Maintenance and Grounds Department. The submission deadline is June 28, 2024, with an expected award date of July 3, 2024.

7.2 5-year Capital Plan 2024/25 Update (5 minutes)

We have just been approved for a diesel-fueled wheelchair accessible equipped bus! Although the bus allocations came through late this year, we are in the process of sourcing a new bus, with the hope being that we might have it for the start of the upcoming school year.

7.3 5-Year Major Capital Plan 2025/26 Update (10 minutes)

Director Roe provided an overview of his report, advising the Board of potential options for expansion projects, and the building of a strong case to submit to the Province requesting a funding program for Housing Accommodations. He noted that both himself and the Secretary Treasurer had met with the Capital Branch Manager, who asked them to provide a one pager regarding what is involved with

being a district that needs accommodation. There is currently no funding program, but we can certainly start to build a good business case. He also advised that we have to state that the Board is open to modular housing in our submission, even if we are requesting consideration for conventional construction. Assistant Superintendent Klaver noted that the Secretary Treasurer will be attending the upcoming UBCM conference, as this is a great opportunity to get better connected with the Province regarding housing opportunities.

7.4 Turf Field Update (10 minutes)

Director Roe advised the Board that staff are working hard to overcome the challenge of funding the project, as using 80% of the Annual Facility Grant funding is not a good solution. Staff have met to define who the user groups are, what are they being charged, how often they are accessing the facility, what would the market bear in pricing, and how to host additional events to bring in revenue. They are planning to connect with the ADSS PAC to potentially access a \$25,000 gaming grant, and have a meeting scheduled with the City of Port Alberni next week to discuss support for the project (i.e. joint use agreements). An engineer is going to review the field to provide an un-biased status of the condition, and whether we could potentially get another year of use before having to replace it.

7.5 Portable Relocation (5 minutes)

Director Roe advised that although the portable will be ready for occupancy by the beginning of the upcoming school year, the washroom construction may not be finished until the end of September. The Committee discussed the potential of having a portable washroom trailer brought in to accommodate students in the interim, and ADTU President Ryan Dvorak noted that we need to ensure there's a "Plan B" to account for unforeseen delays, such as the construction not being finished in time or delays in permits.

8. New Business

8.1 Placeholder: Advisory Planning Committee (CoPA) (10 minutes)

Director Roe said that nothing of concern jumps out at him at first glance, and Mr. Dvorak stated that the protection and retention of green spaces close to schools should be advocated for, that the Maquinna trails will be impacted by the development, but that there's also a shortage of housing in the community. Trustee Ransom asked people to forward any concerns they have to him via email so he can bring them forward for discussion at the next APC meeting.

9. Correspondence - For Information

9.1 BCSTA 2024 report on deferred school maintenance

Trustee Ransom provided an overview of the report, noting this is an ongoing issue across the Province (with \$9 billion in deferred maintenance costs).

Trustee Washington asked when Internal Committee assignments will be revisited, noting that she would like to be able to experience some different committees in the upcoming school year. The election for this occurs at the Annual Meeting every year.

10. Next Meeting

11. Adjournment

The meeting was adjourned at 4:59pm.

Board Chair

Secretary Treasurer