



**SD70 PACIFIC RIM BOARD OF EDUCATION**  
**PUBLIC BOARD MEETING AGENDA**  
 Tuesday, May 28, 2024, 5:00 p.m.  
 Administration Office

**Pages**

|            |  |    |
|------------|--|----|
| <b>1.</b>  | <b>Call to Order/Land Acknowledgment</b><br>We acknowledge that we work and learn on the ḥaḥuuḥi of the Hupačasath(Hupacasath), Huu-ay-aht (Huu-ay-aht), ḷaḥuukʷiḥath (Tla-o-qui-aht), Ciṣaaḥath (Tseshaht) and the Yuuḥuḥiḥath (Yuu-cluth-aht) Nations.   |    |
| <b>2.</b>  | <b>Approval of Agenda</b><br><b>THAT</b> the Board of Education approve the May 28, 2024 Public Board Meeting Agenda as presented.   |    |
| <b>3.</b>  | <b>Conflict of Interest Declaration</b>  |    |
| <b>4.</b>  | <b>Adoption of Minutes</b><br><b>THAT</b> the April 23, 2024 Public Board Meeting Minutes be approved as presented.  | 4  |
| <b>5.</b>  | <b>Announcements of the Chair</b>  |    |
| <b>6.</b>  | <b>Good News from the Schools</b>  |    |
|            | <b>6.1 School Presentation (10 minutes)</b><br>Drew Ryan, Principal  | 13 |
| <b>7.</b>  | <b>Trustee Statements</b>  |    |
| <b>8.</b>  | <b>Petitions/ Delegations/ Presentations</b>   |    |
| <b>9.</b>  | <b>Unfinished Business/ New Business</b>   |    |
| <b>10.</b> | <b>Staff Reports</b>   |    |
|            | <b>10.1 Adoption of 2024-2025 Operating Budget (10 minutes)</b><br>Barbara Ross, Secretary Treasurer   | 23 |
|            | <b>THAT</b> the Board of Education approve the 2024-25 Annual Budget as presented.<br><b>THAT</b> 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.<br>Be it resolved as having been read a first, second and third time as provided for in the bylaws, <b>THAT</b> 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. |    |
|            | <b>10.2 Tree Protection Policy (15 minutes)</b>  | 42 |

Trustee Orr

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

- 10.3 Wellness Committee Logo (5 minutes)** 44  
Siri Curliss, Manager of Mental Health and Wellness

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

- 10.4 2024-2025 Board and Committee Meeting Schedule** 46  
Paula Mason, Manager of Corporate Services

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

**11. Policy Development**

**11.1 Policies to be sent for 30-day Public Consultation**

- 11.1.a XXX: International Student Program (P)  
**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.
- 11.1.b XXX: Use of School District-owned Vehicles (P)  
**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.

**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) 48  
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.
- 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.
- 11.2.b XXX: Personal Expenses On Official District Business Policy (P)  
**THAT** the Board of Education approve the XXX: Personal Expenses On Official District Business Policy (P) as presented.

**12. Notice of Motion**

**13. Correspondence- Action Required**

**14. Correspondence- For Information**

- 14.1 2024-05-07 BCRTA Golden Star Winner** 50

**15. External Board Committees**

- 15.1 2024-05-01 Alberni Valley Museum and Heritage Commission Meeting** 51

**Minutes**

|      |   |    |
|------|---|----|
| 15.2 | 2024-03-19 ACRD Agricultural Development Committee Meeting Minutes  | 62 |
| 15.3 | 2024-04-16 ACRD Agricultural Development Committee Meeting Minutes  | 69 |
| 16.  | <b>Internal District Committees</b>   |    |
| 16.1 | April 16, 2024 Finance, Operations & Assets Committee Meeting Minutes   | 76 |
| 16.2 | May 7, 2024 Education Committee Meeting Minutes   | 79 |
| 16.3 | May 14, 2024 Policy Committee Meeting Minutes   | 82 |
| 17.  | <b>Audience Question Period</b><br>This items is reserved for members of the audience to ask questions related to topics discussed on today's agenda. Questions/Comments regarding topics not discussed on today's agenda should be directed to the Board Office via email at info@sd70.bc.ca. If you'd prefer to have an in-person meeting to discuss items not on today's agenda, feel free to call the Board Office at 250-723-3565 to book a appointment. |    |
| 18.  | <b>Next Meeting</b><br>The next regular meeting of the Board of Education will be held on June 25, 2024 at 5:00pm at the Wickaninnish Community School in Tofino BC.  |    |
| 19.  | <b>Adjournment</b><br>The meeting was adjourned at TIME.  |    |



**PACIFIC RIM SCHOOL DISTRICT  
PUBLIC BOARD MEETING MINUTES  
April 23, 2024, 5:00 p.m.  
EJ Dunn Elementary School, Port Alberni**

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  
James Messenger - Director of Instruction, Learning and Innovation  
Greg Roe - Director of Operations  
Michell Bennett - Director of Instruction, Inclusive Education  
Siri Curliss - Manager of Mental Health and Wellness  
Darrin Olson - Principal  
Stephanie Prizeman - Vice-Principal  
Paula Mason - Manager of Corporate Services  
Ryan Dvorak - ADTU President  
Audience Members:  
Joseph Walter Leskosek

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**1. Land Acknowledgement**

The Chair acknowledged that we work and learn on the ḥaḥuuḥi of the Hupačasath(Hupacasath), Huu-ay-aht (Huu-ay-aht), ḥaḥuukʷiḥaḥ (Tla-o-qui-aht), Ciṣaaḥaḥ (Tseshaht) and the Yuuḥuḥiḥaḥ (Yuu-cluth-aht) Nations.

**2. Approval of Agenda**

Add Item 9.1 Ad Hoc Committees - VISTA / Trustee Bursary  
Add item 10.1 Trees at Wickaninnish

**Moved by:** Trustee Joseph

**Seconded by:** Trustee Bray

THAT the Board of Education approve the April 23, 2024 Public Board Meeting Agenda as amended

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 March 12, 2024 Public Board Meeting Minutes be approved as presented.

Carried

5. **Announcements of the Chair**

Trustee Craig advised that the Board's motion re: additional funding for StrongStart was passed at British Columbia School Trustees Association (BCSTA).

6. **Good News from the Schools**

6.1 **School Presentation (10 minutes)**

Students Sebastian, Aidan & Katie from Grade 7 presented a welcome video with teacher Krista Dhillon and Vice-Principal Stephanie Prizeman. Principal Olson thanked Krista Dhillon and her students who developed the video with the volunteer school ambassadors. These students welcome all new people who come to the school, providing gifts for newcomers/water bottles for teachers daily. They wear the pink hoodies every day so they can easily be identified to anyone who needs help.

7. **Trustee Statements**

Trustee Washington: Advisory Traffic Committee is now called the Traffic Advisory Committee. Our letter sent to the Committee recently re: traffic concern at EJ Dunn was discussed at their last meeting. Trustee Washington said there was a motion made at the meeting sending the letter/issue to the City of Port Alberni for further investigation. They will get back to us to let us know if we fit the criteria for getting a new crosswalk.

Trustee Zanette had a conflict-of-interest discussion with Chris Beneteau, British Columbia School Trustees Association (BCSTA) who advised that she should continue as alternate representative to British Columbia Public School Employer's Association (BCPSEA). BCPSEA is reviewing the policy to provide better clarity and will get back to Boards within the next couple of months.

8. **Petitions/ Delegations/ Presentations**

8.1 **Long Range Facility Plan (20 minutes)**

Joel Palmer, Palmer Management Consulting, spoke to the final draft document, then provided a PowerPoint presentation in review.

**Moved by:** Trustee Washington

**Seconded by:** Trustee Ransom

THAT the Board of Education approve the 2023-2032 Long Range Facilities Plan document as presented.

**Carried**

**9. Unfinished Business/ New Business**

**9.1 Fall 2024 VISTA Conference Committee / Trustee Bursary Committee**

Trustee Craig asked who would like to be on each Ad Hoc Committee.

Trustee Bursary: Trustees Joseph, Zanette, Washington and Craig will have their first meeting by May 8, 2024 to review, comment and pass along their decision.

Fall VISTA Planning Committee: Trustees Washington, Zanette, Bray and Joseph volunteered - meetings will be set up to start planning the event.

**10. Emergent Issues**

**10.1 Trees at Wickaninnish Daycare**

Trustee Orr would like to bring a Notice of Motion to the next meeting for discussion. Some Douglas Firs were taken down at Wickaninnish Community School sparking major community conversation. Trustee Orr understands the reason behind the removal of the trees, but moving forward feels the Board should consider having something in place to prevent this from happening again, with consultation from rights holders. She would like the Board to discuss the development of a Tree Protection Policy.

**11. Staff Reports**

**11.1 District Wellness Survey Report (10 minutes)**

Manager Curliss presented a PowerPoint regarding the recent Wellness Survey and its results. Trustee Zanette asked if we are doing anything to focus on supporting new teachers and burnout resilience. Ms. Curliss answered that the focus is on equitable support, not teacher-focused only. Other than providing learning options to access individually, they'll be building a menu of things available for teachers in schools.

Manager Curliss and Director Bennett left the meeting.

**11.2 SD70 2024/25 Capital Plan Bylaw (10 minutes)**

**Moved by:** Trustee Ransom

**Seconded by:** Trustee Bray

THAT the Board of Education approve all three readings of Capital Bylaw No. 2024/25-CPSD70-01 in the April 23, 2024 Public Meeting of the Board.

**Carried**

**Moved by:** Trustee Washington

**Seconded by:** Trustee Bray

THAT the Capital Bylaw of the Board for the 2024/25 Capital Plan as approved by the Minister, to include the supported capital project(s) specified in the letter addressed to the Secretary-Treasurer and Superintendent, dated March 15, 2024, is hereby adopted.

**Carried**

**Moved by:** Trustee Ransom

**Seconded by:** Trustee Joseph

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

**Carried**

### **11.3 BCSTA IEC Call Out Questions (10 minutes)**

There were no questions on the report presented. Trustee Ransom said the Indigenous Education Council (IEC) will be meeting later this Summer, he'll submit this information for their comments and questions.

### **11.4 Graduation Speeches Discussion (10 minutes)**

Trustee Joseph would like the Board to open up the opportunity for Trustees that would like to speak at the graduation ceremonies, to be able to. Trustee Washington appreciates the premise behind it but has a concern regarding the Chair being the person that speaks on behalf of the Board. She would prefer to have the Chair continue to speak on behalf of the Board at ceremonies. Trustee Zanette supports the motion as it allows Trustees the opportunity to learn and to share their unique style of mentorship - all Trustees are connected to the schools. Trustee Ransom suggested a friendly amendment to add "all Trustees who wish to". Trustee Orr commented that she spoke at the graduation ceremony in Ucluelet last year, using the Chair's speech. Trustee Craig noted that speeches must address all students, not just particular students. There are a total of 6 ceremonies plus the Nuuchah-nulth Tribal Council ceremonies. Trustee Bray is in favour of the motion for Trustees that are comfortable speaking.

Director Roe left the meeting @ 6:13pm.

**Moved by:** Trustee Joseph  
**Seconded by:** Trustee Washington

THAT the Board of Education open opportunities for all Trustees who would like to, to speak at Graduation Ceremonies.

**Carried**

**11.5 Regular Board Motion Tracking (2 minutes)**

Staff felt that a number of motions are being brought forward by the Board, which should be tracked to ensure completion and then reported back to the Board. Trustees thanked staff for all their hard work.

**11.6 Healthy Schools Manager (5 minutes)**

Assistant Superintendent Klaver provided an overview of the position, with a start date in June or early-July of 2024. Trustee Zanette thanked staff for doing this, as she is excited that all the Committees she sits on will have a dedicated person to reach out to. Trustee Washington noted what a hub schools have become, encompassing not only academics, but also teaching and promoting Health and Wellness.

**11.7 2024/25 Preliminary Funding Announcements (10 minutes)**

Secretary Treasurer Ross presented her report and answered questions asked by Trustees.

**11.8 Wage Adjustments (10 minutes)**

Cost-of-Living-Adjustments (COLA) are approved for all employee groups effective July 1, 2024, with adjustments for exempt staff requiring an additional level of approval. That process generally takes place after the start of the year but will be retroactive to July 1, 2024. Funding for exempt and COLA adjustments will be announced as a special grant.

**11.9 Student/Family Affordability Fund (5 minutes)**

The Ministry has released an additional replenishment grant of \$125,000 with the only exception being food-related items. Trustee Zanette asked where we are at for spending for this year's funds? Secretary Treasurer Ross noted that schools have not yet spent the \$67,000 remaining, so we'll be planning how the \$125,000 + \$67,000 is to be spent.

**11.10 2023/24 Feeding Futures (2 minutes)**



Secretary Treasurer Ross said the same amount will be coming next year (based on enrollment) with this year's funding being spent on the new Healthy Schools Manager and food supplies.

**12. Policy Development**

**12.1 Policies to be sent for 30-day Public Consultation**

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

Trustee Zanette asked if there had been any feedback. There was no feedback.

**Moved by:** Trustee Washington

**Seconded by:** Trustee Joseph

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

**Carried**

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

**Moved by:** Trustee Washington

**Seconded by:** Trustee Zanette

THAT the Board of Education direct staff through the Superintendent to publish the draft XXX: Personal Expenses On Official District Business Policy (P) for a period of 30-days for public consultation.

**Carried**

**12.2 Policies for Adoption**

12.2.a Privacy Policy

Staff noted that there was feedback received, the content of which will be addressed in the Administrative Procedure.

**Moved by:** Trustee Washington

**Seconded by:** Trustee Bray

THAT the Board of Education adopt the Privacy Policy as presented.

**Carried**

12.2.b Housing Policy

**Moved by:** Trustee Washington

**Seconded by:** Trustee Joseph

THAT the Board of Education adopt the Housing Policy as presented.

**Carried**

12.2.c Trustee Bursary Policy

**Moved by:** Trustee Washington

**Seconded by:** Trustee Bray

THAT the Board of Education adopt the Trustee Bursary Policy as presented.

**Carried**

12.2.d Environmental Stewardship Policy

Trustee Zanette asked if there had been any feedback. There was no feedback.

**Moved by:** Trustee Washington

**Seconded by:** Trustee Zanette

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

**Carried**

12.2.e Appeal of a Decision by an Employee Policy

Staff noted that there was feedback received, the content of which will be addressed in the Administrative Procedure.

**Moved by:** Trustee Washington

**Seconded by:** Trustee Ransom

THAT the Board of Education adopt the Appeal of a Decision by an Employee Policy as presented.

**Carried**

**13. Notice of Motion**

**13.1 Trees at Wickaninnish**

Trustee Orr will be bringing a Motion regarding the development of a Tree Protection Policy to the next meeting for discussion.

**14. Correspondence- Action Required**

**14.1 2024-03-21 Taylor, Linda - Backpack Program**

The Board directed staff to send a letter on behalf of the Board thanking the group for their hard work and dedication but advising them that the District does not have funding to provide at this time.

**14.2 2024-04-11 Invite to NIC Port Alberni Convocation**

There is a conflict of time commitments on that date. Trustee Joseph will be there in her capacity at North Island College; perhaps another Trustee could also attend, to represent the dual credit PRSD students. Trustee Ransom suggested a letter of regret be sent.

**15. Correspondence - For Information**

**15.1 Referral Response Request - AR1 Zone Multi-Family Text Amendment - Tofino, BC**

**16. External Board Committees**

**16.1 2024-03-05 ACRD Emergency Network Meeting Minutes**

**16.2 Port Alberni Air Quality Council Update - March 9-April 8, 2024**

**16.3 2024-04-03 Alberni Valley Museum and Heritage Commission Meeting Minutes**

**16.4 2024-02-20 ACRD Agricultural Development Committee Meeting Minutes**

**16.5 2024-03-20 ACHN Table of Partners Meeting Minutes**

**17. Internal District Committees**

**17.1 2024-04-02 Education Committee Meeting Minutes**

**17.2 2024-04-09 Policy Committee Meeting Minutes**

**18. Audience Question Period**

Audience member Joseph Leskosek asked if the Community School was included in the survey. Trustee Craig answered that the Community School based out of ADSS is run by a Board, not by teachers from our district staff. Vice-Principal Prizeman clarified that it's not a school, it's an organization.

Ryan Dvorak commented how much the ADTU appreciated Manager Curliss' work on the survey, thanked Dunn Elementary for hosting tonight's meeting, but noted that teachers (a whole one-seventh) are self-reporting a low well-being, which is a concern. He noted both the Mentorship Program and the Health and Wellness Program are fully funded by

ADTU and BCTF with a focus on recruitment /retention and the delivery of a rewarding career for all teachers.

19. **Next Meeting**

20. **Adjournment**

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Board Chair

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Secretary Treasurer



# Pacific Rim Schools (SD70) Presentation of Learning

ACHIEVING EQUITABLE EDUCATIONAL OUTCOMES FOR ALL INDIGENOUS STUDENTS.

# Team Members

Mary Ann Gillis – Teacher, Alberni District Secondary School

Michael Chapman – Teacher, Ucluelet Secondary School

Drew Ryan – Principal, Ucluelet Secondary School

Rob Souther – Principal, Alberni District Secondary School

Jaime Hansen – Director Indigenous Education

James Messenger – Director Learning and Innovation

Tim Davie – Superintendent/CEO





# Ucluelet Secondary School



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We have a school of 250 on the West Coast of Vancouver Island, 38% of the population are Indigenous learners mainly coming from 4 communities. About half of the population busses into the school from these communities..

We offer nuu chah nulth language classes from grade 8 to 11, English First Peoples 11 and 12, BC First Peoples 12, and continue to work on embedding Indigenous Principles of Knowledge in all our classes.

We are working closely with Yuuʔuʔiʔath and Tla-o-qui-aht (TFN) partners through their Education Managers and Youth Workers to have things like Wellness Wednesdays, cultural events, language supports, a čiiñuʔ ceremony, learning conferences in community drumming and signing afternoons

We have a new school and worked with local Tla-o-qui-aht artist who has helped bring Nuu Chah Nulth artistic elements into our new school as well has worked directly with students and teachers building on our knowledge and respect of Nuu Chah Nulth culture, and bringing in local knowledge holders to work in our classrooms and hold space through our Elder's in Residence program, and feedback and advice from our Elder's council for school initiatives.

Have previously and consistently used satellite and map data to hear student voice.

We continue our 6-year partnership with the Clayoquot Biosphere Trust on teachings and learnings around the Truth and Reconciliation Commission's 94 Calls To Action.

# USS - Academic Centered Challenge

Where we started: What are the challenges for students being successful in Science 10?

Where our data took us : How can we increase student support and voice to increase success for students?

What we want to address.

How to increase student successes academically in grade 10 courses, and beyond.





## WHO DID WE CHOOSE TO CENTER IN OUR TRANSFORMATION WORK?

- We chose our entire (62 student cohort) of grade 10 students to focus on. We interviewed each student once halfway through the first semester
- We had a follow up interview with a focus group of students later in the year specifically to that group of students that had found challenges in their first semester.
- We asked reflecting questions to the students about what challenges did they find in their first semester, where they felt success, and ways they wanted to be heard.



# EMPATHY INTERVIEW QUESTIONS



## Round



- We asked overall social-emotional and academic questions in relation to the grade 10 year at the 3-month mark in the grade 10 year.
- What stood out as a positive for you as a strength?
- What stood out for you as a stretch?
- What things worked best for you so far?

## Round



- We had a follow up interview with a focus group of students later in the year specifically to that group of students that had found challenges in their first semester.
- What did you like about Science so far?
- What didn't you like about Science so far?
- What do you think impacted your success in your classes?
- What would you change, and how?
- How would you like your voice to be heard?

# School Admin, Teacher lead, District Admin

- Admin and teacher lead did 83 quantitative interviews over the course of 2 weeks at 3-month mark and again at the 5-month mark
- Worked with Admin, District admin and Teacher to go over the data and find trends, and specifically outliers to the trends, which informed the formation of the second round of questions to have a targeted group for the interviews.

## ROOT CAUSES OR NARRATIVES

### What they said:

Grade 10 Science is a hard course

Chemistry can be the hardest part

Students liked the projects in it

Most liked the group work parts of the learning

Pacing of the class time is important to their success, slower was better

Missing a lot of school really hurts chances of success

Students found help with specific skills were focused on to help them.

There were good supports in the classes from teachers and EA's but more review time was needed.

Some big emotion kids took more time from others.

# RADICAL DREAM AND REIMAGINING

## What Dreams emerged

- We want to have creative ways to increase student engagement and have more focus possible for the students. Find ways to have students have greater voice in finding their own passions
- Find ways to give students more opportunity to share their voice and feel heard
- Give time for students to pursue their passions and dream. Have times of holistic connection and learning.

## What did the team decide to reimagine

- Look at the schedule to embed time for individualized directed studies and focus on student passion projects, aligning where possible with staff/community mentors to help guide and increase resilience and engagement in school.

## HOW DOES THIS ADDRESS YOUR INITIAL INQUIRY QUESTION

- Out of the interviews we hear continually that things were a challenge due to a combination of factors, some being academic skill, but many were on the range of attendance and commitment to own learning. We also heard that students also really loved the hands-on inquiry projects, so giving more time for those passions to be pursued which will hopefully lead to further student successes in the future.



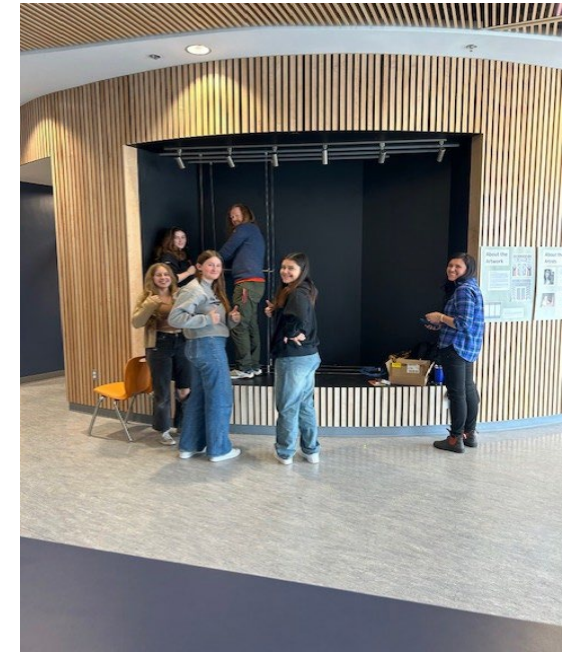


# What are we doing now?

- Staff have altered practice in relation to having more student voice.
- Staff working one-on-one with students on the margins dedicated to finding success. A small group of students who were not successful in passing the chemistry portion of science 10 work one day a week with the Head of our science department to learn missed content and demonstrate learning.
- Currently looking at how to make it work for next school year. Ways to tie in more hands on, and place-based learning.
- Already implementing some of the changes students had asked for in the interviews
- Giving more opportunities for students to be heard

# What are planning to do next year

- Have interviews to find out what the students want to pursue on their monthly passion projects.
- Make time for these passion projects that have more connection to students' interest
- Continue to listen to student voice
- Continue to support these ideas of radical dreaming.



# REFLECTIONS

## What has our team learned?

Students know what they like and have ideas, they also like being asked to have influence on their learning.

We have a lot of opportunity to do something amazing

We as educators enjoyed being in the data and having the reminders to not jump to our answers.

## How have we grown?

Remind to ask the hard questions and be okay with not always having the right answer.

## What impact has the work had on the school?

Students have appreciated the changes and are hopeful for more.

Students were surprised at being asked for their input and it was important to follow up with all students to ensure they had time to process and then share.

## What are our hopes for future work?

- That this has lasting change and positive impact.
- We get to try more of our radical dreams
- Students gain more agency and flourish



## PACIFIC RIM SCHOOL DISTRICT 70 SPECIAL BOARD MEETING ACTION SHEET

**Date:** May 28, 2024  
**To:** Board of Education  
**From:** Barbara Ross, Secretary Treasurer  
**Subject:** 2024-25 Annual Budget (Preliminary)

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### Background

By June 30<sup>th</sup> of every year, Districts are required to file an Annual Budget for the upcoming fiscal year. Funding for this Preliminary Budget is based on each District's enrolment projections submitted in February.

The District has adopted a Budget Calendar that would maximize input from Rights-Holders and Partner groups with the goal of early approval. With this early approval, we can proceed with our staffing processes and be well-prepared for the next school year. We will continue to develop our budget as circumstances change and will continue to report on our progress towards the Amended Annual Budget (Final) in February 2025.

### Discussion

#### Funding

Staff has previously reported on the Funding Announcements that came out in March 2024. This budget is based on those announcements, plus an anticipated enrolment growth in September for School-Aged Standard (Regular) Schools, Alternate Schools and Unique Student Needs in the area of Special Needs. Growth projections will draw \$565,994 in additional grants.

Further funding is expected to be announced in June. Revenue and offsetting expenses for those additions will be reflected in the Amended Annual Budget. In particular:

- labour settlement funding for unionized employees, providing a further 1.0% cost of living adjustment (COLA), for a total increase for unionized staff of 3.0%.
- funding has been partially announced for excluded employees at this time, but it is anticipated that special grants will be announced in June to provide a 3.0% increase for non-unionized employees.

## Departments / Schools

Staff continue to work with Departments and Schools to provide opportunities to present their staffing and overhead needs for the upcoming year.

The full-time equivalent (FTE) of staffing shows confirmed positions throughout the district.

|                        |  |
|------------------------|--|
| 241.6655               | Teachers   |
| 24.9167                | Principals / Vice-Principals / District Principals |
| 4.0000                 | Directors of Instructions                          |
| 173.2877               | Support Staff                                      |
| 17.60000               | Other Professionals                                |
| 7.0000                 | Trustees   |
| <b><u>468.4699</u></b> | <b>Total</b>                                       |

In addition to these positions, the District invests \$1.6 million in salary costs contained in the Substitute column, which includes teacher release time and replacement costs. Over the next few months, this \$1.6 million will be broken down into costs related to collective agreement and contract costs (under the Human Resources budget) and other district costs (under individual school and department budgets).

## Goal

The objective of this budget is to ensure that operating dollars are spent in full on the students of 2024-25. This includes staffing costs, supplies and services, infrastructure costs and replacement costs for assets (vehicles, furniture, equipment and technology).

The Budget requests the appropriation of unrestricted operating surplus of \$670,383 to reach a balanced budget.

## **Recommended Motions**

1. **THAT** the Board of Education approve the 2024-25 Annual Budget as presented.
2. **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.
3. 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 Borad be affixed thereon.



Annual Budget

## **School District No. 70 (Pacific Rim)**

June 30, 2025

# School District No. 70 (Pacific Rim)

June 30, 2025

## Table of Contents

|   |    |
|---|----|
| Bylaw .....   | 1  |
| Annual Budget - Revenue and Expense - Statement 2 .....                               | 2  |
| Annual Budget - Changes in Net Financial Assets (Debt) - Statement 4 .....            | 4  |
| Annual Budget - Operating Revenue and Expense - Schedule 2 .....                      | 5  |
| Schedule 2A - Annual Budget - Schedule of Operating Revenue by Source .....           | 6  |
| Schedule 2B - Annual Budget - Schedule of Operating Expense by Object .....           | 7  |
| Schedule 2C - Annual Budget - Operating Expense by Function, Program and Object ..... | 8  |
| Annual Budget - Special Purpose Revenue and Expense - Schedule 3 .....                | 10 |
| Schedule 3A - Annual Budget - Changes in Special Purpose Funds .....                  | 11 |
| Annual Budget - Capital Revenue and Expense - Schedule 4 .....                        | 15 |

\*NOTE - Statement 1, Statement 3, Statement 5, Schedule 1 and Schedules 4A - 4D are used for Financial Statement reporting only.

## ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 70 (PACIFIC RIM) (called the "Board") to adopt the Annual Budget of the Board for the fiscal year 2024/2025 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

1. The Board has complied with the provisions of the *Act*, Ministerial Orders, and Ministry of Education and Child Care Policies respecting the Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 70 (Pacific Rim) Annual Budget Bylaw for fiscal year 2024/2025.
3. The attached Statement 2 showing the estimated revenue and expense for the 2024/2025 fiscal year and the total budget bylaw amount of \$65,416,023 for the 2024/2025 fiscal year was prepared in accordance with the *Act*.
4. Statement 2, 4 and Schedules 2 to 4 are adopted as the Annual Budget of the Board for the fiscal year 2024/2025.

READ A FIRST TIME THE 28th DAY OF MAY, 2024;

READ A SECOND TIME THE 28th DAY OF MAY, 2024;

READ A THIRD TIME, PASSED AND ADOPTED THE 28th DAY OF MAY, 2024;

( Corporate Seal )

---

Chairperson of the Board

---

Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 70 (Pacific Rim) Annual Budget Bylaw 2024/2025, adopted by the Board the 28th DAY OF MAY, 2024.

---

Secretary Treasurer

# School District No. 70 (Pacific Rim)

Annual Budget - Revenue and Expense

Year Ended June 30, 2025

|   | 2025<br>Annual Budget | 2024 Amended<br>Annual Budget |
|---|-----------------------|-------------------------------|
| <b>Ministry Operating Grant Funded FTE's</b>                  |                       |                               |
| School-Age  | 4,019,250             | 3,983,313                     |
| Adult   | 50,000                | 64,875                        |
| <b>Total Ministry Operating Grant Funded FTE's</b>            | <b>4,069,250</b>      | <b>4,048,188</b>              |
| <b>Revenues</b>   | <b>\$</b>             | <b>\$</b>                     |
| Provincial Grants   |                       |                               |
| Ministry of Education and Child Care                          | 53,804,131            | 52,925,000                    |
| Other   | 218,886               | 468,028                       |
| Federal Grants  | 4,250                 | 13,979                        |
| Tuition   | 674,013               | 675,559                       |
| Other Revenue   | 4,773,243             | 5,065,887                     |
| Rentals and Leases  | 246,800               | 75,000                        |
| Investment Income   | 304,810               | 339,044                       |
| Gain (Loss) on Disposal of Tangible Capital Assets            | 1,839,000             |                               |
| Amortization of Deferred Capital Revenue                      | 3,999,405             | 3,734,348                     |
| <b>Total Revenue</b>  | <b>65,864,538</b>     | <b>63,296,845</b>             |
| <b>Expenses</b>   |                       |                               |
| Instruction   | 48,838,013            | 48,107,963                    |
| District Administration                                       | 2,956,577             | 3,322,668                     |
| Operations and Maintenance                                    | 10,406,249            | 9,934,193                     |
| Transportation and Housing                                    | 3,086,585             | 2,559,109                     |
| Debt Services   |                       | 21,357                        |
| <b>Total Expense</b>  | <b>65,287,424</b>     | <b>63,945,290</b>             |
| <b>Net Revenue (Expense)</b>                                  | <b>577,114</b>        | <b>(648,445)</b>              |
| <b>Budgeted Allocation (Retirement) of Surplus (Deficit)</b>  | <b>670,383</b>        | <b>710,945</b>                |
| <b>Budgeted Surplus (Deficit), for the year</b>               | <b>1,247,497</b>      | <b>62,500</b>                 |
| <b>Budgeted Surplus (Deficit), for the year comprised of:</b> |                       |                               |
| Operating Fund Surplus (Deficit)                              |                       |                               |
| Special Purpose Fund Surplus (Deficit)                        |                       |                               |
| Capital Fund Surplus (Deficit)                                | 1,247,497             | 62,500                        |
| <b>Budgeted Surplus (Deficit), for the year</b>               | <b>1,247,497</b>      | <b>62,500</b>                 |

# School District No. 70 (Pacific Rim)

Annual Budget - Revenue and Expense

Year Ended June 30, 2025

|   | 2025<br>Annual Budget | 2024 Amended<br>Annual Budget |
|---|-----------------------|-------------------------------|
| <b>Budget Bylaw Amount</b>                                |                       |                               |
| Operating - Total Expense                                 | 51,423,216            | 49,408,914                    |
| Operating - Tangible Capital Assets Purchased             | 128,599               | 808,049                       |
| Special Purpose Funds - Total Expense                     | 8,944,701             | 9,851,463                     |
| Special Purpose Funds - Tangible Capital Assets Purchased |                       | 47,120                        |
| Capital Fund - Total Expense                              | 4,919,507             | 4,684,913                     |
| <b>Total Budget Bylaw Amount</b>                          | <b>65,416,023</b>     | <b>64,800,459</b>             |

## Approved by the Board

---

Signature of the Chairperson of the Board of Education Date Signed

---

Signature of the Superintendent Date Signed

---

Signature of the Secretary Treasurer Date Signed

**School District No. 70 (Pacific Rim)**  
 Annual Budget - Changes in Net Financial Assets (Debt)  
 Year Ended June 30, 2025

|   | 2025<br>Annual Budget<br>\$ | 2024 Amended<br>Annual Budget<br>\$ |
|---|-----------------------------|-------------------------------------|
| <b>Surplus (Deficit) for the year</b>                     | <u>577,114</u>              | <u>(648,445)</u>                    |
| <b>Effect of change in Tangible Capital Assets</b>        |                             |                                     |
| Acquisition of Tangible Capital Assets                    |                             |                                     |
| From Operating and Special Purpose Funds                  | (128,599)                   | (855,169)                           |
| From Deferred Capital Revenue                             | (10,384,039)                | (7,919,034)                         |
| From Loan or Lease Proceeds                               | (600,000)                   |                                     |
| <b>Total Acquisition of Tangible Capital Assets</b>       | <u>(11,112,638)</u>         | <u>(8,774,203)</u>                  |
| Amortization of Tangible Capital Assets                   | 4,919,507                   | 4,663,556                           |
| <b>Total Effect of change in Tangible Capital Assets</b>  | <u>(6,193,131)</u>          | <u>(4,110,647)</u>                  |
|   | <u>-</u>                    | <u>-</u>                            |
| <b>(Increase) Decrease in Net Financial Assets (Debt)</b> | <u><u>(5,616,017)</u></u>   | <u><u>(4,759,092)</u></u>           |

# School District No. 70 (Pacific Rim)

Annual Budget - Operating Revenue and Expense  
Year Ended June 30, 2025

|  | 2025<br>Annual Budget | 2024 Amended<br>Annual Budget |
|--|-----------------------|-------------------------------|
|  | \$                    | \$                            |
| <b>Revenues</b>                                  |                       |                               |
| Provincial Grants                                |                       |                               |
| Ministry of Education and Child Care             | 46,204,416            | 44,743,157                    |
| Other  | 50,000                | 53,000                        |
| Tuition  | 674,013               | 675,559                       |
| Other Revenue                                    | 3,601,393             | 3,778,154                     |
| Rentals and Leases                               | 246,800               | 75,000                        |
| Investment Income                                | 304,810               | 339,044                       |
| <b>Total Revenue</b>                             | <b>51,081,432</b>     | <b>49,663,914</b>             |
| <b>Expenses</b>                                  |                       |                               |
| Instruction                                      | 40,421,849            | 38,782,414                    |
| District Administration                          | 2,822,800             | 3,191,514                     |
| Operations and Maintenance                       | 6,515,943             | 6,235,271                     |
| Transportation and Housing                       | 1,662,624             | 1,199,715                     |
| <b>Total Expense</b>                             | <b>51,423,216</b>     | <b>49,408,914</b>             |
| <b>Net Revenue (Expense)</b>                     | <b>(341,784)</b>      | <b>255,000</b>                |
| <b>Budgeted Prior Year Surplus Appropriation</b> | <b>670,383</b>        | <b>710,945</b>                |
| <b>Net Transfers (to) from other funds</b>       |                       |                               |
| Tangible Capital Assets Purchased                | (128,599)             | (808,049)                     |
| Other  | (200,000)             | (157,896)                     |
| <b>Total Net Transfers</b>                       | <b>(328,599)</b>      | <b>(965,945)</b>              |
| <b>Budgeted Surplus (Deficit), for the year</b>  | <b>-</b>              | <b>-</b>                      |

# School District No. 70 (Pacific Rim)

Annual Budget - Schedule of Operating Revenue by Source  
Year Ended June 30, 2025

|   | 2025<br>Annual Budget | 2024 Amended<br>Annual Budget |
|---|-----------------------|-------------------------------|
|   | \$                    | \$                            |
| <b>Provincial Grants - Ministry of Education and Child Care</b>       |                       |                               |
| Operating Grant, Ministry of Education and Child Care                 | 48,206,805            | 46,586,625                    |
| ISC/LEA Recovery  | (3,549,913)           | (3,432,444)                   |
| Other Ministry of Education and Child Care Grants                     |                       |                               |
| Pay Equity  | 595,220               | 595,220                       |
| Funding for Graduated Adults  | 25,000                | 44,641                        |
| Student Transportation Fund   | 71,717                | 71,717                        |
| Support Staff Benefits Grant  | 47,514                | 47,514                        |
| FSA Scorer Grant  | 8,187                 | 8,187                         |
| Early Learning Framework (ELF) Implementation                         | 2,030                 | 572                           |
| Labour Settlement Funding   |                       | 793,217                       |
| Integrated Child and Youth Grant                                      | 231,862               | 27,908                        |
| Projected Enrolment Growth - School Aged - September                  | 189,444               |                               |
| Projected Enrolment Growth - Supplement for Unique Student Needs      | 376,550               |                               |
| <b>Total Provincial Grants - Ministry of Education and Child Care</b> | <b>46,204,416</b>     | <b>44,743,157</b>             |
| <b>Provincial Grants - Other</b>                                      | <b>50,000</b>         | <b>53,000</b>                 |
| <b>Tuition</b>  |                       |                               |
| International and Out of Province Students                            | 674,013               | 675,559                       |
| <b>Total Tuition</b>  | <b>674,013</b>        | <b>675,559</b>                |
| <b>Other Revenues</b>   |                       |                               |
| Funding from First Nations  | 3,549,913             | 3,432,444                     |
| Miscellaneous   |                       |                               |
| Child Care Revenues   |                       | 263,954                       |
| Other Miscellaneous Revenues  | 45,500                | 25,321                        |
| USMA Grant  |                       | 23,000                        |
| International Education Mobility Grant                                |                       | 7,455                         |
| Sports For Life Grant   | 5,980                 | 5,980                         |
| Preventure Grant  |                       | 20,000                        |
| <b>Total Other Revenue</b>  | <b>3,601,393</b>      | <b>3,778,154</b>              |
| <b>Rentals and Leases</b>   | <b>246,800</b>        | <b>75,000</b>                 |
| <b>Investment Income</b>  | <b>304,810</b>        | <b>339,044</b>                |
| <b>Total Operating Revenue</b>  | <b>51,081,432</b>     | <b>49,663,914</b>             |



# School District No. 70 (Pacific Rim)

Schedule 2B

Annual Budget - Schedule of Operating Expense by Object  
Year Ended June 30, 2025

|                                     | 2025<br>Annual Budget | 2024 Amended<br>Annual Budget |
|-------------------------------------|-----------------------|-------------------------------|
|                                     | \$                    | \$                            |
| <b>Salaries</b>                     |                       |                               |
| Teachers                            | 19,920,681            | 19,514,797                    |
| Principals and Vice Principals      | 4,160,123             | 4,059,992                     |
| Educational Assistants              | 4,812,614             | 3,664,705                     |
| Support Staff                       | 5,337,314             | 5,075,806                     |
| Other Professionals                 | 1,658,054             | 1,483,213                     |
| Substitutes                         | 1,610,900             | 1,613,639                     |
| <b>Total Salaries</b>               | <b>37,499,686</b>     | <b>35,412,152</b>             |
| <b>Employee Benefits</b>            | <b>8,534,079</b>      | <b>8,113,107</b>              |
| <b>Total Salaries and Benefits</b>  | <b>46,033,765</b>     | <b>43,525,259</b>             |
| <b>Services and Supplies</b>        |                       |                               |
| Services                            | 1,772,117             | 1,943,447                     |
| Student Transportation              | 451,363               | 495,002                       |
| Professional Development and Travel | 354,844               | 389,151                       |
| Rentals and Leases                  | 190,995               | 209,461                       |
| Dues and Fees                       | 123,444               | 135,379                       |
| Insurance                           | 123,373               | 135,301                       |
| Supplies                            | 1,518,315             | 1,665,109                     |
| Utilities                           | 855,000               | 910,805                       |
| <b>Total Services and Supplies</b>  | <b>5,389,451</b>      | <b>5,883,655</b>              |
| <b>Total Operating Expense</b>      | <b>51,423,216</b>     | <b>49,408,914</b>             |

# School District No. 70 (Pacific Rim)

Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2025

|   | Teachers Salaries | Principals and Vice Principals Salaries | Educational Assistants Salaries | Support Staff Salaries | Other Professionals Salaries | Substitutes Salaries | Total Salaries    |
|---|-------------------|---|---------------------------------|------------------------|------------------------------|----------------------|-------------------|
|   | \$                | \$                                      | \$                              | \$                     | \$                           | \$                   | \$                |
| <b>1 Instruction</b>                            |                   |   |                                 |                        |                              |                      |                   |
| 1.02 Regular Instruction                        | 14,686,913        | 1,201,495                               | 130,466                         | 94,957                 |                              | 1,207,375            | 17,321,206        |
| 1.03 Career Programs                            | 106,623           |   |                                 | 69,947                 |                              |                      | 176,570           |
| 1.07 Library Services                           | 550,743           |   |                                 | 45,391                 |                              |                      | 596,134           |
| 1.08 Counselling                                | 670,344           |   |                                 | 69,947                 |                              |                      | 740,291           |
| 1.10 Inclusive Education                        | 2,791,606         | 168,540                                 | 4,075,840                       | 15,291                 | 117,300                      | 117,194              | 7,285,771         |
| 1.20 Early Learning and Child Care              |                   |   |                                 |                        |                              |                      | -                 |
| 1.30 English Language Learning                  | 91,726            |   |                                 |                        |                              |                      | 91,726            |
| 1.31 Indigenous Education                       | 1,022,726         | 199,759                                 | 606,308                         | 15,291                 |                              |                      | 1,844,084         |
| 1.41 School Administration                      |                   | 2,262,120                               |                                 | 837,600                | 50,713                       | 75,655               | 3,226,088         |
| 1.62 International and Out of Province Students |                   | 159,669                                 |                                 |                        | 75,849                       |                      | 235,518           |
| <b>Total Function 1</b>                         | <b>19,920,681</b> | <b>3,991,583</b>                        | <b>4,812,614</b>                | <b>1,148,424</b>       | <b>243,862</b>               | <b>1,400,224</b>     | <b>31,517,388</b> |
| <b>4 District Administration</b>                |                   |   |                                 |                        |                              |                      |                   |
| 4.11 Educational Administration                 |                   | 168,540                                 |                                 | 15,291                 | 238,027                      |                      | 421,858           |
| 4.20 Early Learning and Child Care              |                   |   |                                 | 15,291                 |                              |                      | 15,291            |
| 4.40 School District Governance                 |                   |   |                                 |                        | 108,021                      |                      | 108,021           |
| 4.41 Business Administration                    |                   |   |                                 | 439,195                | 650,474                      | 2,000                | 1,091,669         |
| <b>Total Function 4</b>                         | <b>-</b>          | <b>168,540</b>                          | <b>-</b>                        | <b>469,777</b>         | <b>996,522</b>               | <b>2,000</b>         | <b>1,636,839</b>  |
| <b>5 Operations and Maintenance</b>             |                   |   |                                 |                        |                              |                      |                   |
| 5.20 Early Learning and Child Care              |                   |   |                                 |                        |                              |                      | -                 |
| 5.41 Operations and Maintenance Administration  |                   |   |                                 | 144,910                | 341,558                      |                      | 486,468           |
| 5.50 Maintenance Operations                     |                   |   |                                 | 2,895,872              |                              | 200,537              | 3,096,409         |
| 5.52 Maintenance of Grounds                     |                   |   |                                 | 226,737                |                              |                      | 226,737           |
| 5.56 Utilities                                  |                   |   |                                 |                        |                              |                      | -                 |
| <b>Total Function 5</b>                         | <b>-</b>          | <b>-</b>                                | <b>-</b>                        | <b>3,267,519</b>       | <b>341,558</b>               | <b>200,537</b>       | <b>3,809,614</b>  |
| <b>7 Transportation and Housing</b>             |                   |   |                                 |                        |                              |                      |                   |
| 7.41 Transportation and Housing Administration  |                   |   |                                 |                        | 76,112                       |                      | 76,112            |
| 7.70 Student Transportation                     |                   |   |                                 | 451,594                |                              | 8,139                | 459,733           |
| 7.73 Housing                                    |                   |   |                                 |                        |                              |                      | -                 |
| <b>Total Function 7</b>                         | <b>-</b>          | <b>-</b>                                | <b>-</b>                        | <b>451,594</b>         | <b>76,112</b>                | <b>8,139</b>         | <b>535,845</b>    |
| <b>9 Debt Services</b>                          |                   |   |                                 |                        |                              |                      |                   |
| <b>Total Function 9</b>                         | <b>-</b>          | <b>-</b>                                | <b>-</b>                        | <b>-</b>               | <b>-</b>                     | <b>-</b>             | <b>-</b>          |
| <b>Total Functions 1 - 9</b>                    | <b>19,920,681</b> | <b>4,160,123</b>                        | <b>4,812,614</b>                | <b>5,337,314</b>       | <b>1,658,054</b>             | <b>1,610,900</b>     | <b>37,499,686</b> |

# School District No. 70 (Pacific Rim)

Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2025

|   | Total Salaries    | Employee Benefits | Total Salaries and Benefits | Services and Supplies | 2025 Annual Budget | 2024 Amended Annual Budget |
|---|-------------------|-------------------|-----------------------------|-----------------------|--------------------|----------------------------|
|   | \$                | \$                | \$                          | \$                    | \$                 | \$                         |
| <b>1 Instruction</b>                            |                   |                   |                             |                       |                    |                            |
| 1.02 Regular Instruction                        | 17,321,206        | 3,909,501         | 21,230,707                  | 846,973               | 22,077,680         | 21,812,113                 |
| 1.03 Career Programs                            | 176,570           | 38,376            | 214,946                     | 96,705                | 311,651            | 203,490                    |
| 1.07 Library Services                           | 596,134           | 137,111           | 733,245                     | 18,000                | 751,245            | 710,746                    |
| 1.08 Counselling                                | 740,291           | 170,267           | 910,558                     |                       | 910,558            | 914,487                    |
| 1.10 Inclusive Education                        | 7,285,771         | 1,671,424         | 8,957,195                   | 169,854               | 9,127,049          | 8,178,428                  |
| 1.20 Early Learning and Child Care              | -                 |                   | -                           |                       | -                  | 120,508                    |
| 1.30 English Language Learning                  | 91,726            | 21,097            | 112,823                     |                       | 112,823            | 122,920                    |
| 1.31 Indigenous Education                       | 1,844,084         | 427,139           | 2,271,223                   | 188,050               | 2,459,273          | 2,371,094                  |
| 1.41 School Administration                      | 3,226,088         | 737,951           | 3,964,039                   | 83,518                | 4,047,557          | 3,673,069                  |
| 1.62 International and Out of Province Students | 235,518           | 57,169            | 292,687                     | 331,326               | 624,013            | 675,559                    |
| <b>Total Function 1</b>                         | <b>31,517,388</b> | <b>7,170,035</b>  | <b>38,687,423</b>           | <b>1,734,426</b>      | <b>40,421,849</b>  | <b>38,782,414</b>          |
| <b>4 District Administration</b>                |                   |                   |                             |                       |                    |                            |
| 4.11 Educational Administration                 | 421,858           | 106,027           | 527,885                     | 25,900                | 553,785            | 843,548                    |
| 4.20 Early Learning and Child Care              | 15,291            | 3,517             | 18,808                      |                       | 18,808             | 67,759                     |
| 4.40 School District Governance                 | 108,021           | 5,401             | 113,422                     | 228,181               | 341,603            | 270,319                    |
| 4.41 Business Administration                    | 1,091,669         | 252,614           | 1,344,283                   | 564,321               | 1,908,604          | 2,009,888                  |
| <b>Total Function 4</b>                         | <b>1,636,839</b>  | <b>367,559</b>    | <b>2,004,398</b>            | <b>818,402</b>        | <b>2,822,800</b>   | <b>3,191,514</b>           |
| <b>5 Operations and Maintenance</b>             |                   |                   |                             |                       |                    |                            |
| 5.20 Early Learning and Child Care              | -                 |                   | -                           |                       | -                  | 76,259                     |
| 5.41 Operations and Maintenance Administration  | 486,468           | 117,588           | 604,056                     | 14,085                | 618,141            | 223,966                    |
| 5.50 Maintenance Operations                     | 3,096,409         | 701,439           | 3,797,848                   | 880,682               | 4,678,530          | 4,730,664                  |
| 5.52 Maintenance of Grounds                     | 226,737           | 52,149            | 278,886                     | 85,386                | 364,272            | 293,577                    |
| 5.56 Utilities                                  | -                 |                   | -                           | 855,000               | 855,000            | 910,805                    |
| <b>Total Function 5</b>                         | <b>3,809,614</b>  | <b>871,176</b>    | <b>4,680,790</b>            | <b>1,835,153</b>      | <b>6,515,943</b>   | <b>6,235,271</b>           |
| <b>7 Transportation and Housing</b>             |                   |                   |                             |                       |                    |                            |
| 7.41 Transportation and Housing Administration  | 76,112            | 20,006            | 96,118                      | 1,250                 | 97,368             | 55,778                     |
| 7.70 Student Transportation                     | 459,733           | 105,303           | 565,036                     | 985,220               | 1,550,256          | 1,143,937                  |
| 7.73 Housing                                    | -                 |                   | -                           | 15,000                | 15,000             |                            |
| <b>Total Function 7</b>                         | <b>535,845</b>    | <b>125,309</b>    | <b>661,154</b>              | <b>1,001,470</b>      | <b>1,662,624</b>   | <b>1,199,715</b>           |
| <b>9 Debt Services</b>                          |                   |                   |                             |                       |                    |                            |
| <b>Total Function 9</b>                         | <b>-</b>          | <b>-</b>          | <b>-</b>                    | <b>-</b>              | <b>-</b>           | <b>-</b>                   |
| <b>Total Functions 1 - 9</b>                    | <b>37,499,686</b> | <b>8,534,079</b>  | <b>46,033,765</b>           | <b>5,389,451</b>      | <b>51,423,216</b>  | <b>49,408,914</b>          |

# School District No. 70 (Pacific Rim)

Annual Budget - Special Purpose Revenue and Expense  
Year Ended June 30, 2025

|   | 2025<br>Annual Budget | 2024 Amended<br>Annual Budget |
|---|-----------------------|-------------------------------|
|   | \$                    | \$                            |
| <b>Revenues</b>                                 |                       |                               |
| Provincial Grants                               |                       |                               |
| Ministry of Education and Child Care            | 7,599,715             | 8,181,843                     |
| Other   | 168,886               | 415,028                       |
| Federal Grants                                  | 4,250                 | 13,979                        |
| Other Revenue                                   | 1,171,850             | 1,287,733                     |
| <b>Total Revenue</b>                            | <b>8,944,701</b>      | <b>9,898,583</b>              |
| <b>Expenses</b>                                 |                       |                               |
| Instruction                                     | 8,416,164             | 9,325,549                     |
| District Administration                         | 133,777               | 131,154                       |
| Operations and Maintenance                      | 211,812               | 211,812                       |
| Transportation and Housing                      | 182,948               | 182,948                       |
| <b>Total Expense</b>                            | <b>8,944,701</b>      | <b>9,851,463</b>              |
| <b>Net Revenue (Expense)</b>                    | <b>-</b>              | <b>47,120</b>                 |
| <b>Net Transfers (to) from other funds</b>      |                       |                               |
| Tangible Capital Assets Purchased               |                       | (47,120)                      |
| <b>Total Net Transfers</b>                      | <b>-</b>              | <b>(47,120)</b>               |
| <b>Budgeted Surplus (Deficit), for the year</b> | <b>-</b>              | <b>-</b>                      |

**School District No. 70 (Pacific Rim)**

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2025

|   | Annual<br>Facility<br>Grant | Learning<br>Improvement<br>Fund | Scholarships<br>and<br>Bursaries | School<br>Generated<br>Funds | Strong<br>Start | Ready,<br>Set,<br>Learn | OLEP    | CommunityLINK | Classroom<br>Enhancement<br>Fund - Overhead |
|---|-----------------------------|---------------------------------|----------------------------------|------------------------------|-----------------|-------------------------|---------|---------------|---|
|   | \$                          | \$                              | \$                               | \$                           | \$              |                         | \$      | \$            | \$  |
| <b>Deferred Revenue, beginning of year</b>                                | -                           | -                               | -                                | -                            | -               | -                       | 60,000  | -             | -   |
| <b>Add:</b> Restricted Grants   |                             |                                 |                                  |                              |                 |                         |         |               |   |
| Provincial Grants - Ministry of Education and Child Care                  | 211,812                     | 170,691                         |                                  |                              | 128,000         | 22,050                  | 102,623 | 1,014,040     | 133,777                                     |
| Provincial Grants - Other   |                             |                                 |                                  |                              |                 |                         |         |               |   |
| Federal Grants  |                             |                                 |                                  |                              |                 |                         |         |               |   |
| Other   |                             |                                 | 40,000                           | 1,000,000                    |                 |                         |         |               |   |
|   | 211,812                     | 170,691                         | 40,000                           | 1,000,000                    | 128,000         | 22,050                  | 102,623 | 1,014,040     | 133,777                                     |
| <b>Less:</b> Allocated to Revenue   | 211,812                     | 170,691                         | 40,000                           | 1,000,000                    | 128,000         | 22,050                  | 162,623 | 1,014,040     | 133,777                                     |
| <b>Deferred Revenue, end of year</b>                                      | -                           | -                               | -                                | -                            | -               | -                       | -       | -             | -   |
| <b>Revenues</b>   |                             |                                 |                                  |                              |                 |                         |         |               |   |
| Provincial Grants - Ministry of Education and Child Care                  | 211,812                     | 170,691                         |                                  |                              | 128,000         | 22,050                  | 162,623 | 1,014,040     | 133,777                                     |
| Provincial Grants - Other   |                             |                                 |                                  |                              |                 |                         |         |               |   |
| Federal Grants  |                             |                                 |                                  |                              |                 |                         |         |               |   |
| Other Revenue   |                             |                                 | 40,000                           | 1,000,000                    |                 |                         |         |               |   |
|   | 211,812                     | 170,691                         | 40,000                           | 1,000,000                    | 128,000         | 22,050                  | 162,623 | 1,014,040     | 133,777                                     |
| <b>Expenses</b>   |                             |                                 |                                  |                              |                 |                         |         |               |   |
| Salaries  |                             |                                 |                                  |                              |                 |                         |         |               |   |
| Teachers  |                             |                                 |                                  |                              |                 |                         | 12,114  |               |   |
| Principals and Vice Principals  |                             |                                 |                                  |                              |                 |                         | 31,773  |               | 90,000                                      |
| Educational Assistants  |                             |                                 |                                  |                              | 104,065         |                         |         | 505,858       |   |
| Support Staff   |                             | 138,773                         |                                  |                              |                 |                         |         |               |   |
| Other Professionals   |                             |                                 |                                  |                              |                 |                         |         | 153,108       | 18,762                                      |
|   | -                           | 138,773                         | -                                | -                            | 104,065         | -                       | 43,887  | 658,966       | 108,762                                     |
| Employee Benefits   |                             | 31,918                          |                                  |                              | 23,935          |                         | 10,094  | 151,217       | 25,015                                      |
| Services and Supplies   | 211,812                     |                                 | 40,000                           | 1,000,000                    |                 | 22,050                  | 108,642 | 203,857       |   |
|   | 211,812                     | 170,691                         | 40,000                           | 1,000,000                    | 128,000         | 22,050                  | 162,623 | 1,014,040     | 133,777                                     |
| <b>Net Revenue (Expense)</b>  | -                           | -                               | -                                | -                            | -               | -                       | -       | -             | -   |
| <b>Additional Expenses funded by, and reported in, the Operating Fund</b> |                             |                                 |                                  |                              | 28,106          |                         |         |               |   |

**School District No. 70 (Pacific Rim)**

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2025

|   | Classroom<br>Enhancement<br>Fund - Staffing | First Nation<br>Student<br>Transportation | Mental<br>Health<br>in Schools | Changing<br>Results for<br>Young Children | Early Childhood<br>Education Dual<br>Credit Program | Student &<br>Family<br>Affordability | JUST<br>B4 | SEY2KT<br>(Early Years to<br>Kindergarten) | ECL<br>Early Care<br>& Learning |
|---|---|---|--------------------------------|---|---|--------------------------------------|------------|--|---------------------------------|
|   | \$  | \$  | \$                             | \$  | \$  | \$                                   | \$         | \$   | \$                              |
| <b>Deferred Revenue, beginning of year</b>                                | -   | -   | -                              | -   | -   | -                                    | -          | -  | -                               |
| <b>Add:</b> Restricted Grants   |   |   |                                |   |   |                                      |            |  |                                 |
| Provincial Grants - Ministry of Education and Child Care                  | 4,469,538                                   | 182,948                                   | 55,000                         |   | 45,000  | 125,000                              | 25,000     | 19,000                                     | 175,000                         |
| Provincial Grants - Other   |   |   |                                |   |   |                                      |            |  |                                 |
| Federal Grants  |   |   |                                |   |   |                                      |            |  |                                 |
| Other   |   |   |                                |   |   |                                      |            |  |                                 |
|   | 4,469,538                                   | 182,948                                   | 55,000                         | -   | 45,000  | 125,000                              | 25,000     | 19,000                                     | 175,000                         |
| <b>Less:</b> Allocated to Revenue   | 4,469,538                                   | 182,948                                   | 55,000                         | -   | 45,000  | 125,000                              | 25,000     | 19,000                                     | 175,000                         |
| <b>Deferred Revenue, end of year</b>                                      | -   | -   | -                              | -   | -   | -                                    | -          | -  | -                               |
| <b>Revenues</b>   |   |   |                                |   |   |                                      |            |  |                                 |
| Provincial Grants - Ministry of Education and Child Care                  | 4,469,538                                   | 182,948                                   | 55,000                         |   | 45,000  | 125,000                              | 25,000     | 19,000                                     | 175,000                         |
| Provincial Grants - Other   |   |   |                                |   |   |                                      |            |  |                                 |
| Federal Grants  |   |   |                                |   |   |                                      |            |  |                                 |
| Other Revenue   |   |   |                                |   |   |                                      |            |  |                                 |
|   | 4,469,538                                   | 182,948                                   | 55,000                         | -   | 45,000  | 125,000                              | 25,000     | 19,000                                     | 175,000                         |
| <b>Expenses</b>   |   |   |                                |   |   |                                      |            |  |                                 |
| Salaries  |   |   |                                |   |   |                                      |            |  |                                 |
| Teachers  | 3,633,771                                   |   |                                |   |   |                                      |            |  |                                 |
| Principals and Vice Principals  |   |   |                                |   |   |                                      |            |  |                                 |
| Educational Assistants  |   |   |                                |   |   |                                      |            |  |                                 |
| Support Staff   |   | 13,000                                    |                                |   |   |                                      | 15,259     |  |                                 |
| Other Professionals   |   |   |                                |   |   |                                      |            |  | 137,416                         |
|   | 3,633,771                                   | 13,000                                    | -                              | -   | -   | -                                    | 15,259     | -  | 137,416                         |
| Employee Benefits   | 835,767                                     | 3,000                                     |                                |   |   |                                      | 3,510      |  | 30,778                          |
| Services and Supplies   |   | 166,948                                   | 55,000                         |   | 45,000  | 125,000                              | 6,231      | 19,000                                     | 6,806                           |
|   | 4,469,538                                   | 182,948                                   | 55,000                         | -   | 45,000  | 125,000                              | 25,000     | 19,000                                     | 175,000                         |
| <b>Net Revenue (Expense)</b>  | -   | -   | -                              | -   | -   | -                                    | -          | -  | -                               |
| <b>Additional Expenses funded by, and reported in, the Operating Fund</b> |   | 5,000                                     |                                |   |   |                                      |            |  |                                 |

# School District No. 70 (Pacific Rim)

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2025

|   | Feeding<br>Futures<br>Fund | PRP<br>Kackaamin | School Meals<br>Program | Early<br>Years (Hub) | Elementary<br>Sports Council | After School<br>Sports and<br>Arts Initiative | Public Safety<br>and Solicitor<br>General Grant | Salmonid<br>Program | Cultural<br>Performances |
|---|----------------------------|------------------|-------------------------|----------------------|------------------------------|---|---|---------------------|--------------------------|
|   | \$                         | \$               | \$                      | \$                   | \$                           | \$  | \$  | \$                  | \$                       |
| <b>Deferred Revenue, beginning of year</b>                                | -                          |                  |                         |                      |                              |   |   |                     |                          |
| <b>Add:</b> Restricted Grants   |                            |                  |                         |                      |                              |   |   |                     |                          |
| Provincial Grants - Ministry of Education and Child Care                  | 468,724                    | 191,512          |                         |                      |                              |   |   |                     |                          |
| Provincial Grants - Other   |                            |                  |                         | 60,000               |                              |   | 108,886   |                     |                          |
| Federal Grants  |                            |                  |                         |                      |                              |   |   | 4,250               |                          |
| Other   |                            |                  | 100,000                 |                      | 2,850                        | 22,000  |   |                     | 7,000                    |
|   | 468,724                    | 191,512          | 100,000                 | 60,000               | 2,850                        | 22,000  | 108,886   | 4,250               | 7,000                    |
| <b>Less:</b> Allocated to Revenue   | 468,724                    | 191,512          | 100,000                 | 60,000               | 2,850                        | 22,000  | 108,886   | 4,250               | 7,000                    |
| <b>Deferred Revenue, end of year</b>                                      | -                          | -                | -                       | -                    | -                            | -   | -   | -                   | -                        |
| <b>Revenues</b>   |                            |                  |                         |                      |                              |   |   |                     |                          |
| Provincial Grants - Ministry of Education and Child Care                  | 468,724                    | 191,512          |                         |                      |                              |   |   |                     |                          |
| Provincial Grants - Other   |                            |                  |                         | 60,000               |                              |   | 108,886   |                     |                          |
| Federal Grants  |                            |                  |                         |                      |                              |   |   | 4,250               |                          |
| Other Revenue   |                            |                  | 100,000                 |                      | 2,850                        | 22,000  |   |                     | 7,000                    |
|   | 468,724                    | 191,512          | 100,000                 | 60,000               | 2,850                        | 22,000  | 108,886   | 4,250               | 7,000                    |
| <b>Expenses</b>   |                            |                  |                         |                      |                              |   |   |                     |                          |
| Salaries  |                            |                  |                         |                      |                              |   |   |                     |                          |
| Teachers  |                            | 96,906           |                         |                      |                              |   |   |                     |                          |
| Principals and Vice Principals  |                            |                  |                         |                      |                              |   |   |                     |                          |
| Educational Assistants  |                            |                  |                         |                      |                              |   |   |                     |                          |
| Support Staff   |                            |                  |                         |                      |                              |   |   |                     |                          |
| Other Professionals   | 88,667                     |                  |                         | 39,908               |                              |   | 86,680  |                     |                          |
|   | 88,667                     | 96,906           | -                       | 39,908               | -                            | -   | 86,680  | -                   | -                        |
| Employee Benefits   | 20,393                     | 22,288           |                         | 9,064                |                              |   | 19,706  |                     |                          |
| Services and Supplies   | 359,664                    | 72,318           | 100,000                 | 11,028               | 2,850                        | 22,000  | 2,500   | 4,250               | 7,000                    |
|   | 468,724                    | 191,512          | 100,000                 | 60,000               | 2,850                        | 22,000  | 108,886   | 4,250               | 7,000                    |
| <b>Net Revenue (Expense)</b>  | -                          | -                | -                       | -                    | -                            | -   | -   | -                   | -                        |
| <b>Additional Expenses funded by, and reported in, the Operating Fund</b> |                            |                  |                         |                      |                              |   |   |                     |                          |

**School District No. 70 (Pacific Rim)**

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2025

|   | <u>TOTAL</u>     |
|---|------------------|
|   | \$               |
| <b>Deferred Revenue, beginning of year</b>                                | <b>60,000</b>    |
| <b>Add:</b> Restricted Grants   |                  |
| Provincial Grants - Ministry of Education and Child Care                  | 7,539,715        |
| Provincial Grants - Other   | 168,886          |
| Federal Grants  | 4,250            |
| Other   | <u>1,171,850</u> |
|   | <b>8,884,701</b> |
| <b>Less:</b> Allocated to Revenue   | <u>8,944,701</u> |
| <b>Deferred Revenue, end of year</b>                                      | <u><u>-</u></u>  |
| <b>Revenues</b>   |                  |
| Provincial Grants - Ministry of Education and Child Care                  | 7,599,715        |
| Provincial Grants - Other   | 168,886          |
| Federal Grants  | 4,250            |
| Other Revenue   | <u>1,171,850</u> |
|   | <b>8,944,701</b> |
| <b>Expenses</b>   |                  |
| Salaries  |                  |
| Teachers  | 3,742,791        |
| Principals and Vice Principals  | 121,773          |
| Educational Assistants  | 609,923          |
| Support Staff   | 167,032          |
| Other Professionals   | <u>524,541</u>   |
|   | <b>5,166,060</b> |
| Employee Benefits   | 1,186,685        |
| Services and Supplies   | <u>2,591,956</u> |
|   | <b>8,944,701</b> |
| <b>Net Revenue (Expense)</b>  | <u><u>-</u></u>  |
| <b>Additional Expenses funded by, and reported in, the Operating Fund</b> | <b>33,106</b>    |



# School District No. 70 (Pacific Rim)

Annual Budget - Capital Revenue and Expense  
Year Ended June 30, 2025

|  | 2025 Annual Budget                     |                  |                  | 2024 Amended<br>Annual Budget |
|--|--|------------------|------------------|-------------------------------|
|  | Invested in Tangible<br>Capital Assets | Local<br>Capital | Fund<br>Balance  |                               |
|  | \$                                     | \$               | \$               | \$                            |
| <b>Revenues</b>                                    |  |                  |                  |                               |
| Gain (Loss) on Disposal of Tangible Capital Assets | 1,839,000                              |                  | <b>1,839,000</b> |                               |
| Amortization of Deferred Capital Revenue           | 3,999,405                              |                  | <b>3,999,405</b> | 3,734,348                     |
| <b>Total Revenue</b>                               | <b>5,838,405</b>                       | -                | <b>5,838,405</b> | 3,734,348                     |
| <b>Expenses</b>                                    |  |                  |                  |                               |
| Amortization of Tangible Capital Assets            |  |                  |                  |                               |
| Operations and Maintenance                         | 3,678,494                              |                  | <b>3,678,494</b> | 3,487,110                     |
| Transportation and Housing                         | 1,241,013                              |                  | <b>1,241,013</b> | 1,176,446                     |
| Debt Services                                      |  |                  |                  |                               |
| Capital Lease Interest                             |  |                  | -                | 11,452                        |
| Capital Loan Interest                              |  |                  | -                | 9,905                         |
| <b>Total Expense</b>                               | <b>4,919,507</b>                       | -                | <b>4,919,507</b> | 4,684,913                     |
| <b>Net Revenue (Expense)</b>                       | <b>918,898</b>                         | -                | <b>918,898</b>   | (950,565)                     |
| <b>Net Transfers (to) from other funds</b>         |  |                  |                  |                               |
| Tangible Capital Assets Purchased                  | 128,599                                |                  | <b>128,599</b>   | 855,169                       |
| Capital Lease Payment                              |  | 100,000          | <b>100,000</b>   | 78,485                        |
| Capital Loan Payment                               |  | 100,000          | <b>100,000</b>   | 79,411                        |
| <b>Total Net Transfers</b>                         | <b>128,599</b>                         | <b>200,000</b>   | <b>328,599</b>   | 1,013,065                     |
| <b>Other Adjustments to Fund Balances</b>          |  |                  |                  |                               |
| <b>Total Other Adjustments to Fund Balances</b>    | -                                      | -                | -                |                               |
| <b>Budgeted Surplus (Deficit), for the year</b>    | <b>1,047,497</b>                       | <b>200,000</b>   | <b>1,247,497</b> | 62,500                        |



## PACIFIC RIM SCHOOL DISTRICT PUBLIC BOARD MEETING ACTION SHEET

**Date:** May 28, 2024  
**To:** Board of Education  
**From:** Cynthia Orr, Trustee  
**Subject:** Tree Protection Policy - development

---

### Background:

As we all know, there is a new daycare facility being built on the Wickaninnish Community School's (WCS) property. On the weekend of April 18th 2024, a number of mature trees were cut down in front of the new daycare facility so that a sidewalk could be put in. Unfortunately, these trees were not initially cut down during the building phase and many people enjoyed the trees being left. The community and the kids at the WCS were upset to see these trees being cut down.

### Information:

"Between 1991 and 2011, urban areas in Canada grew outward by about 6% through the conversion of agricultural and forested lands. Over the same decade, Canada's urban tree canopy decreased by about 1.5%" <sup>1</sup>

It's important to consider trees through all phases of the building process. As our district expands, and projects develop, we should have a tree protection policy in place to make sure that we keep ancient, mature, endangered and habitat trees safe from being cut down. If we create a Tree Protection Plan, hopefully what happened at WCS, won't happen again. This policy would also align with our strategic plan under Environmental Stewardship.

Many municipalities <sup>2</sup> have tree protection policies in place to ensure that specific trees and other important habitat trees are able to remain without the fear of being cut down. Considering the trees and which ones should be cut down during development should be taken seriously as climate change is creating hotter summers and having large trees will provide much needed shade, habitat for animals, cleaner air and many more benefits.

We would be one of the first school districts to develop and create a Tree Protection Policy which is exciting to show our commitment to the environment and be a leader in creating this policy.

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<sup>1</sup>[https://uwaterloo.ca/planning/sites/default/files/uploads/documents/privatetreeprotectionandmanagementpracticeguide\\_october2020.pdf](https://uwaterloo.ca/planning/sites/default/files/uploads/documents/privatetreeprotectionandmanagementpracticeguide_october2020.pdf)

<sup>2</sup> <https://www.saanich.ca/EN/main/community/natural-environment/trees/tree-protection-bylaw.html>



As our local First Nations say, hišukʔish čawaak, We Are All One, and we should be protecting Mother Earth and her trees as we do our children. This is a valuable lesson to teach our kids as it is their future we are trying to improve.

Again, as our district expands it is critical that we develop this policy to ensure that we are doing it in a good way, for everyone, including Mother Earth.

**Recommended Motion:**

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



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

**Date:** May 28, 2024  
**To:** Board of Trustees  
**From:** Siri Curliss, Manager of Mental Health and Wellness  
**Subject:** Pacific Rim Wellness Logo

---

The Wellness Committee would like to share a proposed Pacific Rim Wellness Logo. We are requesting approval to proceed with this logo for future wellness initiatives across all schools and staffing groups.

**Background:**

The Wellness Committee is planning initiatives for the 2024/25 school year. These initiatives will be based on our needs assessment wellness survey, completed in January and February, 2024. The use of a Pacific Rim Wellness logo will add brand recognition for the Wellness Committee's intent and hopefully create increased participation in wellness activities. With approval from the Board, the wellness logo will be added to items like t-shirts, water bottles, lanyards, and/or hoodies. The Wellness Committee intends to use these items for staff recognition/appreciation initiatives, friendly competitions, and potentially for participation in wellness related learning activities.

**Discussion:**

The Pacific Rim Wellness logo includes the word 'wellness', written in English, French, Metis, and Nuu-chah-nulth. All words use lower case letters, which reflects the standard of no capitalized letters in the Nuu-chah-nulth language and symbolizes unity across cultures. The Pacific Rim Wellness logo has been shared with the Management Team, who offered their support and appreciation for the inclusive language used.

**Recommendation:**

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





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

**Date:** May 28, 2024  
**To:** Board of Education  
**From:** Paula Mason, Manager of Corporate Services  
**Subject:** 2024-2025 Board and Committee Meeting Schedule  
**Attachments:** Proposed 2024/25 Meeting Schedule

---

**Background:**

Each year, the Board of Education adopts a Board and Committee Meeting schedule. Once adopted, the dates and times of the Public Board Meetings are published for members of the public to refer to, enabling them to attend if desired.

**Discussion:**

Attached is a proposed calendar for the upcoming 2024-2025 school year, reflecting our current reality with the need for fewer scheduled meetings than in the 2023-2024 year, as the work of the Board continues to progress in a good way. We understand the Board has had the opportunity to discuss the need for any potential adjustments Trustees may feel are needed ahead of time, and today are seeking approval of the proposed schedule.

**Next Steps:**

Should the proposed schedule be adopted this evening, staff will then post it to the school district's website, develop a schedule of agenda setting dates for each meeting, forward the schedule to all partner groups, and forward to school administrators letting them know which schools the Board will visit in the upcoming school year.

**Recommended Motion:**

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

**Pacific Rim School District  
BOARD MEETING STRUCTURE  
2024-2025**

| Week            | Time        | August    | September         | October                      | November             | December          | January                      | February          | March           | April                        | May          | June                         | July |
|-----------------|-------------|-----------|-------------------|------------------------------|----------------------|-------------------|------------------------------|-------------------|-----------------|------------------------------|--------------|------------------------------|------|
| 1 <sup>st</sup> | 4:00 -5:15  | ----      | Education         | Finance, Operations & Assets | Education            | ----              | Finance, Operations & Assets | Education         | ----            | Finance, Operations & Assets | Education    | Finance, Operations & Assets | ---- |
|                 | 5:30 – 6:30 |           | In-Camera         | In-Camera                    | In-Camera            |                   | In-Camera                    | In-Camera         |                 | In-Camera                    | In-Camera    | In-Camera                    |      |
| 2 <sup>nd</sup> | 4:00 – 5:15 | ----      | Policy            | Policy                       | Policy               |                   | Policy                       | Policy            |                 | Policy                       | Policy       |                              | ---- |
|                 | 5:00 – 6:30 |           |                   |                              |                      | Public (Tsuma-as) |                              |                   | Public (Eighth) |                              |              | Public (Wickaninnish)        |      |
| 4 <sup>th</sup> | 4:00 – 4:45 | ----      | *In-Camera        | *In-Camera                   | *In-Camera           | ----              | *In-Camera                   | *In-Camera        | ----            | ----                         | *In-Camera   | ----                         | ---- |
|                 | 4:00 – 5:15 | In-Camera | ----              | ----                         | ----                 | ----              | ----                         | ----              | ----            | ----                         | ----         | ----                         | ---- |
|                 | 5:00 – 6:30 | ----      | Public (Bamfield) | Public (UES)                 | Public (John Howitt) | ----              | Public (ADSS)                | Public (Maquinna) | ----            | Public (Ecole)               | Public (USS) | ----                         | ---- |

**Education Committee (4)  
Policy Committee (7)  
Finance and Operations Committee (4)**

**Public Board (10)  
In-Camera (9)  
\*In-Camera (6) – if required during the given month  
Special Board (as required)**

**Notes:**

- Additional Policy Committee Meetings due to volume of Policy and Administrative Procedure edits/additions
- No meetings scheduled for the 3<sup>rd</sup> week of the month
- December/March/June – Public Board Meeting in the 2<sup>nd</sup> week of the month

## Paula Mason

---

**From:** Cara De St. Remy [REDACTED]  
**Sent:** Thursday, May 23, 2024 3:06 PM  
**To:** Paula Mason  
**Subject:** Cell Phone Policy

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

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

Good Afternoon,

The public has been encouraged to email their opinions on the district's cell phone policy which is now required by the province.

My response: You have changed absolutely nothing.

You have placed the responsibility at the hands of the schools - where kids are CONSTANTLY using their phones in class for non-educational purposes - I should know - my son is in Grade 11.

After four years of being part of this school district, I am completely underwhelmed and so sadly unsurprised with your lack of decision making.

The cell phone usage is out of control, but the district places the responsibility at the hands of the schools. We all know nothing will change.

Standards are low here in SD70 - VERY LOW - so why was I hoping that stricter cell phone rules would be in place?

I guess I had hoped you might raise the bar a bit and understand the damages of phones in our high school. Please don't think our administrators at ADSS will change anything w/o the support of the District which appears to lack a backbone in this matter. (And no - there is no enforcement if the District's policies are loose!)

This DISTRICT talks about mental health, etc. Well, one way of improving mental health is placing TOUGHER guidelines for our HIGH SCHOOL in particular - No Cell phones in class - period.

All the parents in this town who have ambitions for their kids don't have very positive things to say about ADSS or the people in the SD70 board - there is a reason.

Kids who deal drugs and vapes in our washrooms continue to sell drugs and vapes (yes my son has been offered drugs numerous times), girls can wear bras to school w/o reprimands as there are no dress codes, kids can be violent and yet are let back to school and pose threats to fellow students and teachers, but your district turns a blind eye. (And of course, there are NO AP or IB classes for students who are academic b/c god forbid we should be thinking about their futures.)



I cannot wait for my son to graduate and leave Port Alberni. I am just so sad my daughter is entering next year - we do not have the money to send her to an out of town school. ADSS has been and continues to be a less than mediocre high school where 'anything goes attitude' - it gets worse every year and yet the Board is unwilling to make concrete changes. Nothing at all to brag about.

Perhaps you should listen to real parents who are invested in their children's education - maybe then we can actually have a bit of pride in our local high school.

Sincerely,

Cara de St. Remy



May 7, 2024

Ms. Lori Souther  
Maquinna Elementary  
3881 Bruce Street  
Port Alberni, BC V9Y 1J6

Dear Lori,

Congratulations on having your student-senior program, “*Senior Guest Storytime*”, selected as one of our winners for 2024. We are impressed and inspired by your outstanding program.

The BCRTA Excellence in Public Education Committee met on April 16th to perform the rewarding and inspiring task of adjudicating the applications for a 2024 *Golden Star Award*.

The Committee looked for applications that particularly developed rich and transforming relationships between students and seniors in their communities.

We look forward to presenting this award that honours you, your students, your school and seniors involved in your program. Arnie Lambert, President of BCRTA is looking forward to presenting the Trophy, Certificate and monetary award at your school as soon as this has been arranged.

Congratulations again on your active contribution to Excellence in Public Education through the interaction of students and seniors in your community.

If you would like the application returned to you, please let us know no later than June 30, 2024.

Yours truly,

Margaret Sutton, Chairperson  
BCRTA Excellence in Public Education Committee

cc. BCRTA Branch President, Janis Nairne  
Sean Peterson, Principal Maquinna School  
Tim Davie, Superintendent of Schools  
Pam Craig, Chair, Board of Trustees  
Ryan Dvorak Local President, Teachers' Association

**Suite 100, 550 West 6<sup>th</sup> Avenue, Vancouver BC V5Z 4P2 Tel. 604-871-2260 Toll free: 1-877-683-2243**



**Heritage Commission Meeting**  
**May 1, 2024**  
**Minutes**

Location:  
AV Museum

Attendees:

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

Regrets:

Chamber of Commerce  
City Council  
Hupačasath First Nation  
čišaaʔath (Tseshaht) First Nation

Called to Order: 7:02pm

1. Moved by Colin, seconded by Ken, that the agenda of the May 1, 2024 meeting be approved as circulated.
2. Moved by Pam, seconded by Elliot that the minutes of the April 3, 2024 meeting be approved as amended.
3. Old Business
  - a. Rollin Art Centre
    - i. Delegation (Gareth and Pam) attended the Committee of the Whole meeting on April 15, 2024 to present on the future of the Rollin Art Centre.
4. Correspondence – none
5. New Business
  - a. Deaccessioning Tank Cars
    - i. Moved by Ken, seconded by Colin, to approve the staff proposal to deaccession three fuel tank cars (accessioned artefacts 1995.21.1, 1995.21.2, 1995.21.3). Carried.
    - ii. Moved by Ken, seconded by Pam, to retain any or all of the trucks from the three fuel tank cars during the deaccession process for the future use by the Western Vancouver Island Industrial Heritage Society if the total cost of the remediation and removal of the tank cars is within the budget approved by



**Heritage Commission Meeting**  
**May 1, 2024**  
**Minutes**


Council. Carried.

6. Reports

a. Historical Society

- i. The joint public evening with the Maritime Heritage Society on April 17th was a success. We had a lovely evening- sun shining - to learn all about the exhibits held in the "boat yard", the lighthouse & the Hutcheson Gallery. Geo Monrufet was a terrific "tour guide".
- ii. A big Thank you to all our very dedicated volunteers for 186.75 volunteer hours in April.
- iii. Request for research are still coming in. We are happy to be able to answer their enquiries.
- iv. Our AGM is fast approaching – Thursday, May 23rd, 7 pm at Echo Centre. Guest speaker is Frank Holm.
- v. The Archives are open Tues-Thurs., 11am to 3 pm.

b. Industrial Heritage Society



**Western Vancouver Island  
Industrial Heritage Society**

**May 1<sup>st</sup>, 2024 Report to the Heritage Commission**

1. On April 13, some IHS members attended the celebration of life for Bob Dingsdale. Members brought the 1955 Mack Truck that Bob restored himself for the industrial collection.
2. On April 22, Port Alberni City Council approved Alberni Pacific Railway Waterfront Operations for 2024. Crews have been hard at work getting our equipment and operation ready for the operating season.
3. On April 28<sup>th</sup>, some IHS members attended the National Day of Mourning at the United Steelworkers Hall with the 1939 Ford Firetruck.
4. On April 30<sup>th</sup>, the Alberni Pacific Railway had our first volunteer meeting where we had 18 people join us to find out how they can help and support operations. From that meeting we've had a marketing committee formed, and now have proper crews for our maintenance Department and Cosmetic Department.
5. Work continues at the Industrial Heritage Centre on the 1958 Hayes restoration and the M&B Bullmoose repairs. Volunteers are also planning some signage upgrades for the Industrial Heritage Centre to better promote our facility.
6. We were successful in receiving a grant from Canda Summer Jobs for one summer student. We have also applied for the Community Gaming Grant once again.



**Heritage Commission Meeting**  
**May 1, 2024**  
**Minutes**

c. Maritime Heritage Society



**Port Alberni Maritime Heritage Society**  
**May 1, 2024 Report to the Heritage Commission**

**Facilities Coordinator Position**

We are interviewing for this position this week and hope to have this position filled very soon. .

**Open Hours**

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

**Art Exhibit and Fund Raiser**

We are reaching out to artists to provide maritimed themed pieces of art which will be displayed and for sale in the Hutcheson Gallery in May. We have had quite a bit of interest from local artists. Thanks to Kirsten Smith at AV Museum for her help with this upcoming exhibit.

**Lighthouse Upgrades**

Thanks to a very generous donation 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 in late May with completion by 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.

**Historical Society Joint Meeting**

A joint meeting between the Alberni District Historical Society and the Port Alberni Maritime Heritage Society was held on April 17, 2024 at our Gallery. The meeting was well attended. Thanks to Board members Geo Monrufet and Pete Geddes for conducting the tours of our gallery and boatyard for the attendees.

**Summer Programs and Employment**

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. We will be advertising for these positions shortly. Watch our Facebook page or the Alberni Valley Employment Centre page for details.

**Contact Information**

Telephone: 250-723-6164

Website: [portalbernimaritimeheritage.ca](http://portalbernimaritimeheritage.ca)

Facebook: [maritimediscoverycentre](https://www.facebook.com/maritimediscoverycentre)

Email: [portalbernimhs@gmail.com](mailto:portalbernimhs@gmail.com)

Respectfully Submitted

A handwritten signature in black ink, appearing to read 'Ken Watson'.

Ken Watson,  
President PAMHS



**Heritage Commission Meeting**  
**May 1, 2024**  
**Minutes**

- d. Regional District
  - i. The Philippine Mars is heading to the Pima Air & Space Museum in Tucson, Arizona later in 2024
  - ii. The Association of Vancouver Island and Coastal Communities (AVICC) convention just celebrated their 75<sup>th</sup> anniversary
- e. Community Arts Council

Community Arts Council Report  
Heritage Commission  
May 1, Alberni Museum

1. Gallery coordinator position – We received about 5 applicants for this position. We have interviewed 3 people.
  - We did hire someone we thought was perfect for the position, but she had to withdraw. So we are reworking the application information and trying to think of other ways we can fill the position
2. Solstice Arts Festival – we have 14 of the 28 tables confirmed and 2 bands confirmed.
3. Storage Unit Clean out. - We removed all the remaining boxes and still have a fair number of photos to review. We decided to sell our popcorn machine.
4. Our new administrator attended the ADSS Student hiring fair on April 25. She hopes to be able to hire from her discussions with students.
5. Fundraising- We sponsored the Greater Victoria Police Band, and we sold tickets for our basket there as well as at the Barkley Sounds concert and Timbre. We have sold out of our basket tickets, and made a good profit at the Police Chorus.
  - We also did well at a recent workshop
6. 2024 workshops – six paper/book binding with Trisha Klus. May 4, 5, 25, 26, June 8 ,9
  - June 8 painting with Susan Schaefer
7. Upcoming Events – May 10, 11 – Book Sale at the Athletic Hall. We are sharing the space with the Mount Klitsa Garden Club
  - June 15<sup>th</sup> – Solstice Arts Festival
  - Teas at the Mill
8. Exhibits – Had a very successful exhibit with an open call to artists. “When colour speaks to you”
  - Next exhibit Sarah Williams And Jim Sears April 30 to June 1
  - ADSS Students – June 3 to June 22.
9. We have a call to artists for our gallery for 2025.
- 10 We are also hoping to participate in Port Day





**Heritage Commission Meeting**  
**May 1, 2024**  
**Minutes**

f. 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     | TBD      | TBD     | 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     |

*\*April statistics incomplete and unverified\**

**Visitor Center Site Update:**

April continues our trend of increased visitor traffic from last year (up almost 16% for 2023). However, we are still down about 7-10% YTD from previous years. Most of our visitors this month came from other BC communities with only a handful of American and International travelers stopping in. The most requested information was surrounding maps/directions with some attractions and adventure recreation.

**Visitor Centre Gift Shop:**

As we prepare for 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 Breakfast – Apr 5: Speaker Gord Johns.

Chamber Lunch – Apr 17: Speakers Suzanne Dubé and Adam Ballard from Edward Jones, along with Jeff Durrant, CPA, and Leanne Diewold, CPA from McIntosh Norton Williams.

On going Projects -First Nations Welcoming and Language Signage

- Cameron Bluffs Wildfire West Coast Impact study
- Canada Summer Students/ NETP Summer Student onboarding

**Up Coming Events:**


May 15<sup>th</sup>- AGM at Chars Landing 12pm-2pm Guest Speaker 4VI (Tourism on Vancouver Island)

June 7<sup>th</sup>- Chamber Breakfast



**Heritage Commission Meeting**  
**May 1, 2024**  
**Minutes**

g. McLean Mill



**McLean Mill National Historic Site Update - April 2024**

Prepared by Elliot Drew

Spring has sprung and we are springing with it. Our season has kicked off with hosting two community events. First the Ridgeview Health and Performance McLean Mill 10km returned on April 7<sup>th</sup>, as part of the Vancouver Island Race series. 457 runners took part this year with about 100 spectators cheering them on. Sasha Visona and her team did a great job and despite a little rain and a bit of a late start, the event was generally heralded as a success.

The Alberni Bowmen also returned for their annual 3 Day shoot Apr 19<sup>th</sup>-21<sup>st</sup>. Over 140 participants from all over the Island braved the wind and rain to take part and enjoy a flashlight lit dinner during a prolonged power outage.

Despite some staffing challenges we have finalized our season plans and we began staff hours 4 days a week Thursday – Sunday at the beginning of the month. The Mill will now be open 7 days a week from May 16<sup>th</sup> till Oct 11<sup>th</sup>. Camping and Guided Tour bookings are now open for the season, and we are excited to see the calendar starting to fill in. We continue to field requests for private events, though mostly looking at 2025 so we still have only 6 booked in for the 2024 season.

Work continues on the site to prepare for July and August with stock starting to arrive for the Giftshop and shelving and plumbing going into Admin/Mill Store, so we can offer hot beverages though Alberni Premium Coffee Co. (Dog Mountain Brewing).




Better highlighting the heritage of the site is an ongoing focus and we were grateful to meet with Kirsten and Sylvia from the Alberni Valley Museum to discuss where we have come from, where we are and how we can move forward.

We are also fortunate to once again be able to take advantage of the Federal Canada Summer Jobs program and will soon begin to fill our four positions for the upcoming season.

**IMPORTANT DATES:**

|                        |  |
|------------------------|--|
| April 1, 2024          | McLean Mill Open – Four Days A week                                |
| Thursday May 16, 2024  | Site officially opens for season for seven days a week and camping |
| Saturday June 8, 2024  | Wedding  |
| Saturday June 15, 2024 | Father's Day Event – Parks and Rec                                 |

As planning and booking for the season continues, we look forward to updating you on all the exciting developments coming to our National Heritage Site.

[www.mcleanmill.ca](http://www.mcleanmill.ca)   
[info@mcleanmill.ca](mailto:info@mcleanmill.ca)   
 250-723-1376 





**Heritage Commission Meeting**  
**May 1, 2024**  
**Minutes**

- h. School District
- i. Pacific Rim Board of Education next Public Meeting is May 28, 2024 in Ucluelet.
  - ii. Pacific Rim Board of Education confirmed the Annual Five-Year Major Capital Plan April 23, 2024. This is the time of year school districts are submitting such plans to provide the Ministry with input to initiate planning for the next budget cycle.
  - iii. Pacific Rim Board of Education approved the Long-Range Facilities Plan April 23, 2024 Public Board meeting. The Facilities Plan is a Ministry requirement.
  - iv. The Board also directed staff to hire a Healthy Schools Manager to co-ordinate and oversee
  - v. the community schools' activities, food programs, school gardens, after school sports and arts initiatives as well as many other healthy school activities.
  - vi. Hiring Fair Event April 25, 2024, at ADSS. This event was for students grades 8-12. The purpose was to give students an opportunity to visit several employer tables who were looking to hire part time or summer positions. Students also learned about suitable jobs for their age group. Over 100 resumes and applications were exchanged. Staff considered this event a 'win-win' for employers and students. The district will be looking forward to holding a similar event again. The district has over the years held career events to introduce students to the education requirements for different careers but a focus just on a 'hiring' event, was well received all around.

i. Community at Large

May Activities Around Town

FRIDAYS – 5-9pm Friday Night Market @ Spirit Square

SATURDAYS – 4/11 Annual Plant/Seedling Sale @ Harbour Quay 9-12

May 2nd – June 27 – Introduction to pickleball Tuesday and Thursdays 6-8pm,,

Saturdays 9-11am

4th

- Community Welcome Newcomers Event – Echo Centre hosted by PA

Neighbourhood Welcome and City of PA 10-4

- Mother's Day Market and Tea – Grace Point Ministry 3031 4th Ave

5th

- Spring Market – The Cabin at Shannon Farms 10-2 – lots of vendors

- Paint Pour round 2 @ Smitty's 6pm - \$40 to register – paint 'pouring' night

7th – Island Art Night hosted by Alberni Brewing 6pm – no other details



**Heritage Commission Meeting**  
**May 1, 2024**  
**Minutes**

8th – PA Town Hall, hosted by No Farmers No Food, 630-830 Italian Hall – discussion about new Bills in BC, with informational speakers. Bills 31, 36, 44&47, Lands and Water Act, etc

9/10/11

- Exhibit: 20th Anniversary Commemorative Solidarity Quilt @ AV Museum 108/10-5/10-430 – In honour of Stephen Lewis Foundation's 20th Ann. A quilt is presented by Grandmothers to Grandmothers Campaign.

- Plant, Bake and Book Sale – 9-12 AV United Church

9th and 23rd – Knit nights at the Museum 6-8

11th

- Canvas Connect: Exhibit and Artist Market – Kinsmen Community Centre 4pm– lots of different pieces of Art, live music and refreshments (Twin City), live artists plus an opp. To actually sit and paint with them.

- Mt Klitsa Garden Club – Community Plant Sale 9-3 @ Alberni Athletic Hall

12th – Mother's Day Tea Party 1-3pm @ BC Hall – Indoor/Outdoor photo sessions available by donation to Island Heart Photography

15th - PA May Childcare month 630-830 – hosted by PacificCARE – CCRR Program – free event, Community partners showing appreciation to all Childcare providers as well as ECEs

17th – Barn Dance 7-10pm Coombs Rodeo Grounds – learn to Square Dance \$15 pp

20th to 25th– TheatreBC's North Island Zone Festival @ The Capitol , 5 nights of plays hosted by Portal Players Dramatic Society

21st – Circle of Security hosted by PacificCARE – CCRR Program – 4 day workshop 6-8

22nd – The Road Ahead – a panel discussion of the future of AV Transportation 7pm – designed to inform and parallel the City's OCP review.

23rd and June 4th – BC Firesmart Drop-in discussion 5-7 @ Echo (Cedar) hosted by City, free Home Assessment and Rebate program. Learn how to build wildfire resilience into your property.

25th

- Pride Car Wash Fundraiser – 12-4 @ 7-11 Redford St - \$\$ to AV Pride's Youth events

- Botanical Creations @ Gateway Church 6-8pm create 4 natural products, lip balm, sunscreen, bug bit, sun relief spray \$60

28th – Why the Anti-Taxes have it Wrong – Get the Facts hosted by AVTTS and Jim Wright 7pm @ Echo – discussions around carbon tax myths and other policy tools to address energy transition

28/29/30 – PA Blood Donation Event – BW Barclay 130-630

June 1 – Black Ty Gala – An evening in 24 karat gold – Music and dinner catered by Starboard Grill, live and silent auctions, and more... @ Echo 6pm tix \$150



## Heritage Commission Meeting May 1, 2024 Minutes

June 2nd – Butterfly Effect @ 11th Ave park 1130-130, release at 1230, \$25 for one Painted Lady butterfly in a box (Max 250 available) – AV Hospice Society. Remember a loved one

j. City Council

### CITY COUNCIL MEETING SUMMARY

An information report summarizing the Regular meeting of Council held April 22, 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](mailto:corp_serv@portalberni.ca).

|  |   |
|--|---|
| <p>▪ <b>DELEGATIONS</b></p> <p>2023 City Audited Financial Statements<br/>Cory Vanderhorst of MNP Chartered Accountants presented the City's Audited Financial Statements for the year ending 2023. In MNP's opinion, the consolidated financial statements present fairly, in all material respects, the consolidated financial position of the City as at December 31, 2023.</p> <p>▪ <b>UNFINISHED BUSINESS</b></p> <p><b>Western Vancouver Island Industrial Heritage Commission   Railway Operations Update</b><br/>Council directed staff to enter into a one-year agreement with the Western Vancouver Island Industrial Heritage Society to operate the Alberni Pacific Railway and amend the City's 2024-2028 Five Year Financial Plan to include \$113,935 in the capital budget and \$60,000 in the operating budget with funding from Reserves.</p> <p><b>Welcome to Port Alberni Sign</b><br/>Council approved a slightly modified Welcome to Port Alberni sign and its installation at John Street and Johnston Road to be completed within the allocated Financial Plan amount of \$23,194. Final design work is underway including working with the Tseshaht and Hupacasath First Nations for inclusion of a land acknowledgement.</p> <p>▪ <b>STAFF REPORTS</b></p> <p><b>Broombusters Community Event</b><br/>All are welcome to join a community-wide Broombusting event with Broombusters Invasive Plant Society on Saturday, May 4<sup>th</sup> from 10:00 am to 12:00 pm at Echo Centre. For more information visit <a href="http://www.broombusters.org/albernavalley">www.broombusters.org/albernavalley</a></p> <p>▪ <b>BYLAWS</b></p> <p>"City of Port Alberni Tax Rates Bylaw No. 5104, 2024" was adopted. The bylaw will set the tax rates required to balance the municipalities taxing obligations as outlined in the Financial Plan.</p> <p>"Zoning Amendment (5350 Margaret Street) Bylaw No. 5101" was introduced and given three readings. The bylaw upon adoption will enable a subdivision to create three small residential lots.</p> | <p>▪ <b>CORRESPONDENCE</b></p> <p><b>Riders of Alberni Valley   Support for a Land Use Agreement</b><br/>Council directed staff to write a letter to the Province on behalf of Riders of Alberni Valley in support of their land use request to maintain and possibly build multi-use trails on Crown Land throughout the Maquinna trail system.</p> <p><b>The Rotary Club of Port Alberni   Colour Fest</b><br/>Council authorized The Rotary Club of Port Alberni use of Blair Park/Kitsuksis Dyke Trail on Saturday, July 20, 2024 from 10:00 am to 3:00 pm for the purpose of a "Colour Fest" fundraiser event of which proceeds will be used to support local youth groups.</p> <p><b>ADSS 2024 Parent Prom Committee   Use of City Streets</b><br/>Council authorized access to City streets from Burde St. to 10<sup>th</sup> Ave. to Roger St. ending at the Athletic Hall [3727 Roger St.] for the purpose of a prom parade on Saturday, June 22, 2024 from 5:00 to 6:30 pm.</p> <p><b>Council also received their correspondence summary which included letters from:</b></p> <ol style="list-style-type: none"><li>a. Ministry of Transportation and Infrastructure   Response to City Letter dated February 15<sup>th</sup> Re: Log Train Trail</li><li>b. Ministry of Environment and Climate Change Strategy   Response to City Letter dated March 13<sup>th</sup> Re: Amendment of the Air Discharge Permit for Catalyst Paper</li><li>c. Ministry of Environment and Climate Change Strategy   Public Interest Bonding Strategy</li><li>d. Ministry of Housing   Bill 16 Pro-Active Zoning Framework</li><li>e. Ministry of Housing   Small-Scale Multi-Unit Housing Legislation</li><li>f. BC Ferries   Invitation to Charting the Course Workshop</li><li>g. Office of the Ombudsperson   Quarterly Report: October 1 – December 31, 2023</li><li>h. Ministry of Forests   Response to City Letter dated March 15, 2024 Re: Enhanced Provincial Support for Port Alberni Paper Mill Alberni-Clayoquot Regional District   Highlights of the Board of Directors Meetings Feb/Mar 2024</li><li>i.</li></ol> |
|--|---|



## Heritage Commission Meeting May 1, 2024 Minutes

- j. Aldred Restaurants | Invitation to McHappy Day® event on May 8<sup>th</sup>
- k. Alberni-Clayoquot Regional District | March 5, 2024 Minutes of the Accessibility Committee
- l. Alberni Valley Museum and Heritage Commission Minutes | March 6, 2024
- m. Traffic Advisory Committee Minutes | July 19, 2023 & January 17, 2024

### ■ PROCLAMATIONS

On behalf of Vancouver Island Economic Alliance, Council proclaimed the week of June 3-9, 2024 as 'Island Good Days' in Port Alberni.

On behalf of United Steelworkers, Local 1-1937, Council proclaimed April 28, 2024 as 'Day of Mourning' in Port Alberni and authorized that the Mourning flag be flown at City Hall at half-mast April 28<sup>th</sup> through to May 5<sup>th</sup> in recognition.

On behalf of MS Canada, Council proclaimed the month of May 2024 as 'MS Awareness Month' in Port Alberni and authorized that the MS flag be flown at City Hall the week of May 6<sup>th</sup> in recognition.

### ■ REPORT FROM IN-CAMERA

Council released for public consumption the Office of the Information & Privacy Commissioner for British Columbia Order P24-23, and related redacted documents regarding an information request for records.

Council released for public consumption notice of termination for the contribution agreement between the City and the Canadian Mental Health Association BC Division | Community Action Initiative and that unspent funds be returned to same.

### ■ NEW BUSINESS

**Policy | Release of In-Camera Resolutions**  
Council approved the Release of In-Camera Resolutions Policy 3002-6. The Policy serves to establish direction on the public disclosure of business conducted in closed Council meetings.

**Official Community Plan Update**  
Council supported the Official Community Plan Growth and Climate Action 'What We Heard' report including the Alternative Growth Scenario and GHG Reduction Targets.

**BC Transit Annual Operating Agreement**  
Council authorized the Mayor and Corporate Officer to execute the BC Transit | 2024 – 2025 Annual Operating Agreement between the City of Port Alberni and British Columbia Transit in effect from April 1, 2024 to March 31, 2025.

**Asset Retirement Obligations**  
Council received the Asset Retirement Obligations for the period ending December 31, 2023. The Public Sector Accounting Standards are in place to support with decision making; PS 3280 Asset Retirement Obligations joins PS 3150 Tangible Capital Assets and PS 3260

Contaminated Sites in helping government entities consistently report the financial considerations of assets and their related liabilities within the financial statements.

### Hole in the Wall | Safe Access

Council directed administration to write a letter to the Ministry of Transportation and Infrastructure, Mosaic Forest Management and the ACRD to follow up on the issue of establishing safe access for the popular 'Hole in the Wall' attraction.

### ■ QUESTION PERIOD

**J. Leskosek**  
Commented on Council's chosen location for the Welcome to Port Alberni sign.

### ■ COUNCIL MEETINGS

The City of Port Alberni is now offering hybrid Council and Committee of the Whole meetings.

We encourage you to remain informed on City business and community topics through the following options:

- Attend in-person in City Hall, Council Chambers, located at 4850 Argyle Street
- Livestream @ [www.portalberni.ca](http://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](http://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](http://www.portalberni.ca/council). You may also contact the Corporate Services department at 250.723.2146 or email [corp\\_serv@portalberni.ca](mailto:corp_serv@portalberni.ca).

### ■ MEETINGS AT A GLANCE

**Wednesday, May 1<sup>st</sup>**  
7:00 pm – Alberni Valley Heritage Commission  
Alberni Valley Museum

**Monday, May 13<sup>th</sup>**  
2:00 pm – Regular Council  
Council Chambers

**Thursday, May 16<sup>th</sup>**  
12:00 pm – Advisory Planning Commission  
Council Chambers

**Tuesday, May 21<sup>st</sup>**  
6:00 pm – Committee of the Whole  
Council Chambers



**Heritage Commission Meeting**  
**May 1, 2024**  
**Minutes**

- k. Museum
    - i. The Manager of Culture job posting closes next week.
    - ii. We are in the process of finalizing the update to our summer programs and birthday parties.
    - iii. Our new part time Museum Assistant (with a focus on Education) starts this week and our job posting for the Young Canada Works summer student closes next week. We're excited to see the impact these two staff have on our program offerings this summer.
    - iv. The biennial Art Show is well in hand; the opening event will be held on June 6.
  - l. Hupačasath First Nation – no report
  - m. čišaaʔatḥ (Tseshaht) First Nation – no report
7. Next Meeting
- a. June 5, 7pm (Maritime Heritage)
8. Moved by Elliot to adjourn at 8:28pm.





# Alberni-Clayoquot Regional District

## MINUTES OF THE AGRICULTURAL DEVELOPMENT COMMITTEE MEETING HELD ON TUESDAY, MARCH 19, 2024, 9:30 AM

Via Zoom

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### MEMBERS

#### PRESENT:

Heather Shobe, Chairperson, Eden Tree Farm  
Ann Siddall, Alberni District Fall Fair Association  
Fred Boyko, Director, Electoral Area "B" (Beaufort)  
Pat Deakin, City of Port Alberni  
Helen Zanette, SD70 Trustee  
Anna Lewis, Alberni Valley Food Security Society  
Tanya Shannon, Shannon Farms  
Lisa Aylard, Alberni Farmers' Institute, Stonehaven Farm  
Victoria Lake, Effingham Oyster

#### REGRETS:

Cecilia Addy, Port Alberni Port Authority  
Jen Cody, Nuu-chah-nulth Tribal Council  
Thom O'Dell, Ministry of Agriculture & Food  
Erika Goldt, Coastal Agricultural Roundtable, Eat West Coast  
Bob Collins, Arrowvale Farm  
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/19-3-2024/>

### 1. CALL TO ORDER

The Chairperson called the meeting to order at 9:32am.

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. Siddall*  
*SECONDED: H. Zanette*

*THAT the agenda be approved as circulated.*

**CARRIED**

**3. DECLARATIONS**

**4. MINUTES**

A. Lewis joined at 9:36 am.

**a. Agricultural Development Committee Minutes – February 20, 2024**

*MOVED: H. Zanette*  
*SECONDED: A. Siddall*

*THAT the minutes of the Agricultural Development Committee meeting held on February 20, 2024 be adopted.*

**CARRIED**

**5. PRESENTATIONS**

**a. Amy Needham, Sustainability Planner, ACRD  
Presenting video of Janel van Dongen’s speech at the Canadian  
Federation of Agriculture’s 2024 AGM “A Future Painted With Light”**

Technical difficulties did not allow for the sharing of this video during the meeting. The link to this was provided in the agenda package and the committee was encouraged to watch at their convenience.

**6. CORRESPONDENCE**

**a. POLLINATOR PARTNERSHIP CANADA  
2023 Annual Report**

**b. WATERSHED SECURITY STRATEGY  
Intentions Paper – March 2023**

*MOVED: H. Zanette*  
*SECONDED: A. Siddall*

*THAT the Agricultural Development Committee receive correspondence a-b for information.*

**CARRIED**

## **7. REPORTS**

- a. Alberni-Clayoquot Regional District – A. Needham
- **Organics Tipping Fees Clarification**  
Questions were raised at the last meeting regarding fees to drop off organics at the landfill and Earth Land and Sea. Amy provided a report with fees, an explanation behind the fees, and comparisons from other communities.
  - **Food Security Emergency Planning & Preparedness Grant Decision**  
Big announcement! The ACRD was awarded \$223,000 for the Food Security Emergency Planning & Preparedness Fund. This will be a huge collaborative project - two phases and two years to complete.
    - Alberni Valley phase will focus on continuing the emergency planning work done by Mel Francoeur and Heather/Anna, with the end goal of having an agriculture/livestock emergency plan drafted. Will have lots of engagement with the AFI, ADC, etc. on that.
    - The [RDN](#) and [RDBN](#) both have livestock emergency plans if members wish to see what they entail.
    - This document is required now with wording added to the new *Emergency and Disaster Management Act* that includes ‘animals’ in the requirement for local governments to have an Emergency Management Plan (Section 52(3a)). The definition for animals includes all livestock designated under the *Livestock Act* so this document is now a requirement.
    - We’ll also be looking at food security in the Alberni Valley on a broader level with the City of Port Alberni – how much food is here in case of another major supply chain disruption, what true food security looks like, what is needed in the Valley to provide food locally for a majority (or all) of the population.
    - West Coast phase will focus on defining food security needs for West Coast electoral areas, municipalities and interested First Nations.
    - The documents forged by this grant can be used in future grant applications for infrastructure, equipment and training so it’s important to get realistic data and consult with food producers across the Valley.
    - Currently drafting the RFP for consultant services
  - **Delegation for April 16<sup>th</sup> and call for questions**  
Mosaic Forest Management will be attending the April meeting.
    - Committee can contact Amy directly, [aneedham@acrd.bc.ca](mailto:aneedham@acrd.bc.ca), via with any questions or topics they would like the rep from Mosaic to cover.
  - **Council for Agricultural Water Supply Meeting Recap**  
Met on March 6. This meeting covered selected sections from the Watershed Security Strategy - Intentions Paper. This Intentions Paper gives



a good indication on the direction that the province will be going for their policies and watershed related items. A. Needham reached out to the Ministry of Water, Land, and Resource Stewardship (WLRS) and they will attend the May 14 ADC meeting as a delegation. Request to the committee to read the report and think of any questions they would like posed to the representative at the meeting. Discussion followed regarding the Government of BC recent announcement of boost of funding to Water Infrastructure Fund. The ACRD received grant funds for the first portion, A. Needham is applying for a top-up from the new funding to do a study on Alberni Valley Agricultural Water. Fund has increased from \$20 million to \$80 million with the top-up. Suggestion to invite the Council for Ag Water Supply to the May 14 meeting to participate in the discussion with the Ministry.

- Meeting date shift for May ADC meeting. Changed from May 21, 2024 to May 14, 2024. No concerns from the committee on this change.

b. City of Port Alberni – P. Deakin

- Reminder to Committee members - Invitation to Provincial Decoding Drought Management Engagement Session. April 4 @ 6:30pm.
- Looking forward to working with ACRD on increasing aquaculture side of food supply chain. City is putting a lot of effort to work to either expand the Dock+ and/or introduce new processing facilities. Working with the Port Alberni Port Authority, several companies in the aquaculture industry, and local First Nations who are looking for support in ensuring the processing capabilities are there for food security/supply/safety purposes.
- OCP is getting geared up, so any opportunity that you see to continue to provide input and ask that OCP supports the Agricultural and Aquacultural communities is appreciated.
- A. Needham has meeting with the City of Port Alberni to provide input to the OCP on the Agriculture side.

c. School District # 70 – H. Zanette

- Two Public school board meetings since last ADC meeting.
- 2023/2024 amended budget has been passed.
- Learning on the Land program was passed and will begin in Sept 2024.
- Co-Government meetings are moving forward, collaboration with the different Nations in the region.
- Environmental section might be related to Agriculture and food production – Policy is vague, administrative procedures will be more concise.
- Updated 2024/2025 school calendar is now available on the SD70 website.
- Budget 2024/2025 preliminary budget is being worked on currently.
- Trustees attended the Vancouver Island School Trustee Association Conference. Interesting to learn what other districts are doing.
- Qualicum School District is hosting Mid-Island Youth Climate Action Symposium on April 24, 2024. All are welcome to attend. [Home | Youth Symposium \(youthsymposium2024.wixsite.com\)](https://youthsymposium2024.wixsite.com)
- The Big Crunch – hosted by Farm to School at ADSS.

- Follow-up regarding question raised at the last meeting regarding bringing farm food to the schools. This is not a policy currently; the district will be following up with the school administration.

d. Alberni Farmers' Institute – L. Aylard

- A. Needham hosted meeting with Alberni Farmers' Institute (AFI) members and directors to review committees. Some AFI members are interested in joining the Agricultural Advisory Committee.
- AFI Brunch April 28th for members
- New project between AFI and five member sponsors, shopping bags at the market with the five sponsors' info on the bags.



e. Alberni District Fall Fair – A. Siddall

- 2024 theme is Family Fun for Everyone. Slogan is “The Gathering place to Celebrate and Educate”
- Agricultural portion will be held in the same building, hoping to get in early to do some maintenance work.
- Seeking a coordinator for the building, have a new pool of volunteers to select from.
- Many new volunteers, have a Facebook group for coordination and job posting. Click [here](#) to sign up for volunteering.
- Three special events coming up. All funds will be going to rebuild the horse barn that burned down in 2021.
  - Spring Market March 23 11am-3pm
  - Summer Market July 12
  - Christmas Market planned for late Nov/early Dec

f. Alberni Valley Food Security Society – A. Lewis

- Heading to Tofino for strategic planning session between all the Food Hubs.
- Growers Guide deadline coming at the end of April, will put info in next agenda.

- Met with the new editor at AV News. They will be adding eight pages to the newspaper to include the Growers Guide in the paper.
- g. Nuu-chah-nulth Tribal Council – H. Shobe on behalf of J. Cody
  - Nuu-chah-nulth Traditional Foods Gathering coming up soon. Enjoying working with the committee to help get organized. Dawn Morrison, keynote speaker, will be hosting a panel on Indigenous food sovereignty and emergency planning, also publishing a tool kit for communities.
  - Different sessions on traditional food, health, storytelling, seed projects, emergency climate action, gardening workshop, Indigenous chef, grant writing.
  - First gathering like this in many years, people are very excited.
  - Attendees must register, priority will be given to Indigenous participants. Not really a public event, due to space limitations.
- h. Marine Stakeholders – V. Lake
  - Expanding – have rented a second processing space, the old Cod Fathers Market. Have run out of space at the Dock+. Will be moving shellfish processing to the new space, and hopefully opening a new seafood market. Will allow for the Salmon Filleting Line to be installed in the Dock+. Have also purchased equipment from another processing facility.
  - Were successful with the Emergency Preparedness Grant, will be purchasing SeaCans and building a little compound down at the Dock+ to expand on cold storage space. Partnered up with Nuu-chah-nulth Seafood on this project.
  - Two new oyster farms started up in Barkley Sound, seed provided, growers produce own and then take product back for processing.
  - Looking to hire 40+ people for the summer season. There is a student program where if they work 500+ hours, they receive a \$3000 bonus.
- i. 4-H – A. Needham on behalf of P. Radcliffe
  - Registration is ongoing, online registration is not going smoothly for many.
  - Programs are starting in April for age nine and up has 20 members.
  - Clovers age 6-8 has six members.
  - Manure sale in May, and a bake sale as well. These will be hosted at the local Farmers' Market.
- j. Primary Agricultural Producers
  - T. Shannon – First market was on March 3, focus on Maple Syrup, sold out of all product, 14 vendors attended. Next market, First Sunday in May, Spring Market. Other markets are being planned. Approx six percent sold for Gather & Graze 2024 event without even having tickets on-hand yet. Aug 10 will be an appy night, working on details for this. Still working on pricing for all events, rate will be increased from last year, to account for increases in the market.
  - L. Aylard – Farm has over 50 lambs this year, finally finished the birthing season. Almost finished calving. Black Angus beef sales are going fast, they are currently 3 behind what is needed for orders.

*MOVED: T. Shannon*  
*SECONDED: A. Siddall*

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

**CARRIED**

**9. LATE BUSINESS**

- a. Request from Alberni Farmer's Institute to receive ACRD Agriculture related reports and information that may be of interest.
- b. F. Boyko provided an update from recent ACRD Board of Directors Meetings. Still trying to set up a water study and investigate potential to Re-activate the Stamp River Water System, for agricultural or residential use.

**8. 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](mailto:responses@acrd.bc.ca).

**9. ADJOURN**

*THAT the meeting be adjourned at 10:45 am.*

**CARRIED**

Certified Correct:

*Heather Shobe*

Heather Shobe,  
Chairperson

*Kristin Kerr-Donohue*

Kristin Kerr-Donohue,  
Administrative Assistant



# Alberni-Clayoquot Regional District

## MINUTES OF THE AGRICULTURAL DEVELOPMENT COMMITTEE MEETING

HELD ON April 16, 2024, 9:30 am

Via Zoom

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### MEMBERS

#### PRESENT:

Heather Shobe, Chairperson, Eden Tree Farm  
Fred Boyko, Director, Electoral Area "B" (Beaufort)  
Pat Deakin, City of Port Alberni  
Kaley Ruel, Island Health  
Helen Zanette, SD70  
Thom O'Dell, Ministry of Agriculture and Food  
Erika Goldt, Coastal Agricultural Roundtable, Eat West Coast  
Anna Lewis, Alberni Valley Food Security Society  
Lisa Aylard, Alberni Farmers' Institute, Stonehaven Farm  
Patty Radcliffe, 4H

#### REGRETS:

Ann Siddall, Alberni District Fall Fair Association  
Cecilia Addy, Port Alberni Port Authority  
Jen Cody, Nuu-chah-nulth Tribal Council  
Bob Collins, Arrowvale Farm  
Tanya Shannon, Shannon Farms  
Victoria Lake, Effingham Oyster  
Alex Taylor, Shelter Farm  
Claire Boudreau, Spirit Square Farmers Market

#### STAFF PRESENT:

Amy Needham, Sustainability Planner  
Kristin Kerr-Donohue, Administrative Assistant

The meeting can be viewed on the Alberni-Clayoquot Regional District website at:

<https://www.acrd.bc.ca/events/16-4-2024/>

### 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, Delegation, and Staff via Zoom.

### 2. APPROVAL OF AGENDA

MOVED: H. Zanette

SECONDED: L. Aylard

*THAT the agenda be approved as circulated.*

**CARRIED**

**3. DECLARATIONS**

**4. MINUTES**

**a. Agricultural Development Committee Minutes – March 19, 2024**

MOVED: F. Boyko

SECONDED: H. Zanette

*THAT the minutes of the Agricultural Development Committee meeting held on March 19, 2024 be adopted.*

**CARRIED**

E. Goldt joined at 9:42 am

**5. PETITIONS, DELEGATIONS & PRESENTATIONS**

**a. Colin Koszman, Mosaic Forest Management, Land Use Forester & David Belezny, Mosaic Forest Management, Director of Climate and Watersheds, regarding Forestry Practices and Safeguarding Agricultural Land and Watercourses.**

The representatives from Mosaic Forest Management (Mosaic) presented to the committee an overview of Mosaic and its environmental practices, specifically watershed management and protection and adapting forestry practices to a changing climate. [View the presentation here.](#)

For more information go to [www.bigcoastforest.com](http://www.bigcoastforest.com), e-mail Colin Koszman at [colin.koszman@mosaicforests.com](mailto:colin.koszman@mosaicforests.com), or David Belezny at [david.belezny@mosaicforests.com](mailto:david.belezny@mosaicforests.com).

K. Ruel left at 10:04 am

Committee question and answer period followed. Topics discussed:

- emergency access to gated areas
- water conductivity and temperature studies
- food security and sovereignty in relation to current forestry practices and traditional food gathering in Mosaic sites

- agricultural water supply protective legislation and upstream logging effects
- policies to help protect snowpacks and understanding hydrological impacts

Suggestion from A. Lewis to create a map of timber licensees in the Regional District, particularly those adjacent to agricultural land. This would help to clear up any confusion with the public as to which cut blocks belong to which company, and would potentially help with perception and communication.

## 6. **CORRESPONDENCE**

- a. **ALBERNI VALLEY NEWS**  
Funding for food security
- b. **BC GOVERNMENT NEWS**  
Province strengthens flood defenses, protecting people, communities.
  - The Ministry of Water Lands and Resource Stewardship is authoring three large water-related strategies, [Flood Strategy](#), [Watershed Security Strategy](#), and the [Coastal Marine Strategy](#).
  - Province of BC has an engagement website, [engage.gov.bc.ca](https://engage.gov.bc.ca), every opportunity for public consultation is posted to this website. A. Needham recommends subscribing to this website, notifications will be e-mailed for all public consultation projects.
- c. **AGSAFE BC**  
Dirt on Ag – March 2024
- d. **INVASIVE SPECIES COUNCIL OF BC**  
March 2024 Newsletter

T. O'Dell left 10:29 am

*MOVED: H. Zanette*

*SECONDED: F. Boyko*

*THAT the Agricultural Development Committee receives items a-d for information.*

**CARRIED**

## 7. **REQUEST FOR DECISIONS**

- a. **REQUEST FOR DECISION**  
Coastal Foods Roundtable Terms of Reference Update

*MOVED: H. Zanette*

*SECONDED: F. Boyko*

*THAT the Agricultural Development Committee adopt the Coastal Foods Roundtable Terms of Reference as updated.*

**CARRIED**

## **8. REPORTS**

- a. Alberni-Clayoquot Regional District – A. Needham
- Meat Processing Fundamentals course through North Island College was successful, eight students enrolled and completed the program in Port Alberni. 29 boxes of meat were processed and are ready to be distributed among various foods programs, in partnership with the Alberni Valley Food Security Society.
    - During this program there was discussion regarding a greenhouse growing class. The preliminary proposal from North Island College is to hold a four-week program, focused on greenhouse growing. This program set up would be similar to the Meat Processing Fundamentals Program and set up to have students able to access grant funding through the Canadian Workforce Response Grant.
    - Committee discussed potential locations for the greenhouse growing program and program set-up to make as accessible as possible for those who live in more remote areas. Include greenhouse overwintering in the curriculum to allow extended growing seasons.
  - Alberni Valley Food Security Society is hosting a series of gardening workshops that are open to the public, for more information [click here](#).
  - ACRD is awaiting a grant decision from the Real Estate Foundation of BC. The ACRD applied to provide the balance of funds to conduct an agricultural water infrastructure review project. The response has been delayed several weeks. Staff will update the committee as soon as possible.
  - A Watershed Security Strategy presentation, by the Ministry of Water Land and Resource Stewardship, will be given at the next meeting. Please submit questions to A. Needham prior to the meeting.
  - Participating in Food Security Society and Farm to School BC District Pro-Day on Friday, April 19, hoping to forge connections with teachers and to help support school garden programs.
  - A discussion will occur at the next committee meeting regarding the need for a July Agricultural Development Committee meeting.
  - Update to a question that came up at the last meeting regarding adding a section to the reports for F. Boyko to provide an update from the Board of Directors. Direction from administration is that reports to the committee are to come from staff, however if there is anything to be



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added that wasn't included in the staff report section, that F. Boyko may relay to the committee.

F. Boyko left at 10:44 am

- b. City of Port Alberni – P. Deakin
- Suggestion regarding training programs and what training allowances the city has been able to get included within the grant funding to help support students and make programs more accessible. Supports the idea of being able to move courses to have students attend in their home communities.
  - The Port Alberni Port Authority (PAPA) and Dock+ are doing a lot to help advance the aquaculture side of food security, will reach out to PAPA to ensure that we have a representative at meetings more regularly.

P. Deakin left at 10:54 am

- c. School District # 70 – H. Zanette
- Environmental Stewardship Policy has been adopted, along with the corresponding administrative procedure. Both will be available on the School District 70 website shortly.
  - Next School Board meeting scheduled for April 23<sup>rd</sup> from 5:30-6:30 pm at EJ Dunn Elementary School
  - Federal Government has announced a new National Food Program, will be interesting to see how it works with the Provincial programs.
  - Mel Burton, manages the Breakfast Program at ADSS, has started a new lunch program for students in need.
- d. Ministry of Agriculture & Food - T. O'Dell
- The Province of BC is marking another \$83 million for Agricultural Water projects. This is managed through Investment Agriculture Foundation of BC. Upcoming extension workshops (not yet scheduled) will include water storage, irrigation efficiency and soil sampling, analysis, management. More information to come.
  - Also Decoding Drought Management Engagement Session in Cowichan, scheduled for Thursday, April 18<sup>th</sup>, 2:00 – 4:30 [Click here for more details](#), or e-mail [thom.odell@gov.bc.ca](mailto:thom.odell@gov.bc.ca)

F. Boyko rejoined at 10:58 am

- e. Farmers' Institute – L. Aylard
- April 28<sup>th</sup> Farmer's Institute Potluck
  - Beaver Creek Community Club is hosting a homestead market in June at the Beaver Creek Community Hall

- Busy season now, Farmer’s Institute Members are all working hard on their fences and planting.
- f. Alberni Valley Food Security Society – A. Lewis
  - Working on the Growers Guide and continuing to host [Gardening 101 Workshops](#), next topic is surrounding irrigation.
  - Hosted a community garden cleanup at [Dry Creek Community Garden](#), was well attended and productive. There are a couple of beds still available, but it is anticipated that they will be filled by the end of April.
  - Getting the [Gleaning Program](#) ready to start their season. Wednesday, April 24<sup>th</sup> is the Gleaning Launch event, will be a presentation on fruit tree maintenance, and other information about the program.
- g. Eat West Coast – E. Goldt
  - Coastal Agricultural Roundtable met on April 3<sup>rd</sup>. Is a great group with many members having experience and jobs relating to agriculture and food security and sovereignty.
  - Clayoquot Biosphere Trust is engaged in Federal Biodiversity Goals and work around protected and conserved areas, including working to establish other affected protected areas and Indigenous protected and conserved areas and stewardship corridor projects.
  - Clayoquot Biosphere Trust is campaigning for a new Biosphere Centre building in Tofino, which will include a teaching and processing kitchen. Will be hosting an information session in late May, date to be determined.
  - Clayoquot Biosphere Trust is hosting an event April 21-23, 2024, [The Art of Hosting Course Clayoquot Biosphere Trust \(westcoastnest.org\)](#)
- h. Spirit Square Farmers’ Market – H. Shobe on behalf of C. Boudreau
  - Seedling sale starting last week of April and first 2 weeks of May
- i. 4-H – P. Radcliffe
  - Hosting a judging rally this weekend at Cherry Creek Hall to teach children about 4-H judging and how it works, part of the leadership development program.
  - Saturday, May 11 at Spirit Square Farmers’ Market will be hosting a bake-sale and manure-sale. Manure is being pre-sold, \$15.00/50lb bags of horse and rabbit manure. Information is on the [Facebook Page](#).
- j. Primary Agricultural Producers
  - L. Aylard – everyone is busy, prices are very high at auctions, might start seeing people holding on to heifers as prices will potentially go up further.
  - A. Needham for T. Shannon
    - i. Gather and Graze event tickets are out, information on [their social media](#).
    - ii. Sunday May 5<sup>th</sup> at The Cabin 8865 Beaver Creek Rd. – will be many vendors, Rages Farm will be there with some new, diversified products. Parking is limited, please carpool if possible, and cash is preferred.

- A. Lewis relayed to the committee that Rages Farm will be hosting a monthly market, the third Thursday of every month, starting May 16<sup>th</sup>.
  
- k. Directors Update - F. Boyko
  - The ACRD Directors attended the Association of Vancouver Island and Coastal Communities Conference over the weekend, items that came from this conference will be discussed at the upcoming Town Hall meeting scheduled for this Sunday, April 21<sup>st</sup> at 2pm at Beaver Creek Community Hall.

MOVED: H. Zanette

SECONDED: E. Goldt

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

**CARRIED**

**9. QUESTION PERIOD**

Questions/Comments from the public. The Administrative Assistant advised there were no questions or comments respecting an agenda topic from public:

- Participating in the Zoom webinar
- Submissions received by email at [responses@acrd.bc.ca](mailto:responses@acrd.bc.ca).

**10. ADJOURN**

*The meeting was adjourned at 11:18 am*

**CARRIED**

Certified Correct:

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Heather Shobe,  
Chairperson

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Kristin Kerr-Donohue,  
Administrative Assistant



**SD70 PACIFIC RIM BOARD OF EDUCATION  
FINANCE, ASSETS AND OPERATIONS COMMITTEE MINUTES  
April 16<sup>th</sup>, 2024, 4:00 pm  
Administration Office**

Pam Craig - Board Chair  
Cherilyn Bray – Vice Chair  
Janis Joseph - Trustee  
Larry Ransom Trustee  
Cynthia Orr – Trustee (Virtual)  
Christine Washington - Trustee  
Helen Zanette – Trustee (Virtual)  
Tim Davie - Superintendent  
Peter Klaver - Assistant Superintendent  
Barbara Ross - Secretary Treasurer  
Greg Roe - Director of Operations  
Carla Neville - Controller  
Paula Mason – Manager of Corporate Services  
Hannah Fletcher – Executive Assistant - HR  
Sean Peterson – PVPA President

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**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), łaʔuukʷiʔath (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 Ransom

THAT the Board of Education approve the Finance, Operations & Assets Committee Meeting agenda for April 16, 2024, as presented.

**Carried**

**4. Petitions/Delegations/Presentations**

**5. Unfinished Business**

**6. Emergent Issues**

**7. Staff Reports**

**7.1 Housing Accommodation - School Act clarification (2 minutes)**

Assistant Superintendent Klaver presented the report on behalf of Manager Mason. There were no questions from Trustees.

**7.2 2024/25 Funding Announcements (15 minutes)**

Secretary Treasurer Ross presented her report and responded to questions from Trustees.

**7.3 2024/25 Preliminary Budget Update (10 minutes)**

Secretary Treasurer Ross presented her report. There were no questions from Trustees.

**7.4 Capital Plans (10 minutes)**

Director of Operations, Greg Roe, presented his report and responded to questions from Trustees. Secretary Treasurer Ross mentioned the Capital Plan will be brought to the April Public Board meeting for a bylaw approval to access the funds for the plan.

Manager Mason entered the room at 4:10 pm.

**7.5 2024/25 AFG spending plan (10 minutes)**

Director Roe presented his report. Director Roe specified the AFG spending plan is due for submission on May 17th, 2024. The report misstated the 19th of May.

**7.6 IEC Budget Process (verbal)**

Secretary Treasurer Ross gave a verbal presentation for the Indigenous Education Council (IEC) Budget Process. The IEC is now managing the targeted funding dollars. The IEC has been provided with a draft budget for next year and plan to approve in the future. In the most recent funding announcement, the Ministry of Education and Childcare is providing a new additional Indigenous Education Council's Grant of \$108,591. Staff is questioning the Ministry on how that number was reached and are waiting on a response.

**7.7 Accessibility RFP (2 minutes)**

Director Roe presented his report and responded to questions from Trustees. The accessibility assessment will be for all District facilities and will take 60 days.

Trustee Ransom asked if there was a standard the District follows for accessibility and if parents and other users will have a say in the accessibility of facilities. Director Roe responded the vendor the District regularly uses follows the American Disability Association standards. All our playgrounds have some form of accessibility. Michell Bennett, Director of Instruction - Inclusive Education, has done surveys with the public on accessibility of the District's schools.

Trustee Zanette asked where the funding for the accessibility survey is coming from. Director Roe responded the survey cost is coming from the annual facilities grant (AFG) funding and improvement costs will likely come from the AFG funding or School Enhancements Program funding.

Trustee Craig asked if the use of poured rubber has been considered for District playgrounds. Director Roe responded it is an extremely expensive product but would have to reduce the number of components in a playground by approximately one third to make up for the cost of the rubber.

**7.8 Current Projects Update (10 minutes)**

Director Roe presented his report. The timeline for Gill Elementary School will need to be extended by 4 weeks as the hazmat team missed some material that needs to be removed.

**8. Next Meeting**

The next Finance, Operations & Assets Committee meeting will be held on May 21, 2024 at 4:00pm at the Administration Office.

**9. Adjournment**

The meeting was adjourned at 4:31 pm.

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Board Chair

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Secretary Treasurer



SD70 PACIFIC RIM BOARD OF EDUCATION

**EDUCATION COMMITTEE MEETING MINUTES**

**May 7, 2024, 4:00 pm**

**Administration Office**

Pam Craig – Board Chair  
Cherilyn Bray – Vice Board Chair  
Cynthia Orr – Trustee (Virtual)  
Janis Joseph - Trustee  
Larry Ransom - Trustee  
Christine Washington - Trustee  
Helen Zanette - Trustee  
Peter Klaver - Assistant Superintendent  
Barbara Ross - Secretary Treasurer  
James Messenger Director of Instruction, Learning and Innovation  
Michell Bennett – Director of Instruction, Inclusive Education  
Siri Curliss - Manager of Mental Health and Wellness  
Katherin Charbonneau – Director of Early Learning and Childcare  
Jaime Hansen – Director of Instruction, Indigenous Education  
Marc Fryer – Director of Instruction, International Education  
Ryan Dvorak - ADTU President  
Nadine White - CUPE President  
Hannah Fletcher - Executive Assistant, HR

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**1. Call to Order and Land Acknowledgment**

The meeting was called to order at 3:59pm.

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

**2. Introductions**

**3. Approval of Agenda**

**Moved by:** Trustee Bray

**Seconded by:** Trustee Zanette

THAT the May 7, 2024 Education Committee meeting agenda be approved as presented.

**Carried**

4. **Petitions/Delegations/Presentations**

5. **Unfinished Business**

6. **Emergent Issues**

7. **Staff Reports**

**7.1 2023 BC Adolescent Health Survey (10 minutes)**

Manager of Mental Health and Wellness, Siri Curliss presented a PowerPoint presentation to Trustees and Staff. Manager Curliss and Director of Instruction, Michell Bennett responded to questions from Trustees throughout the presentation.

*Link to PowerPoint [BC Adolescence Survey PowerPoint](#)*

Executive Assistant Hannah Fletcher left the room at 4:17pm and returned at 4:18pm.

Trustee Washington entered the room at 4:18pm.

**7.2 Project - Non-Suicidal Self-injury & Suicide Prevention Educator Resource (5 minutes)**

Manager of Mental Health and Wellness, Siri Curliss and Director of Instruction, Michell Bennett presented an overview of the non-suicidal self-injury and suicide prevention resource for educators. This overview included a preview of the video resource the Ministry of Children and Family Development will be distributing on the HealthyMinds BC site later this year.

Manager Siri and Director Bennett responded to questions from Trustees.

**7.3 NOII Grant Updates (10 minutes)**

Director of Instruction, James Messenger, provided an overview of his report.

Manager Curliss left the meeting at 4:44 pm.

**7.4 Childcare Update (10 minutes)**

Director of Early Learning and Childcare, Katherin Charbonneau presented an overview of her report.

Director Charbonneau updated Trustees, from the Expression of Interest put out in the previous week, there has been expressed interest from a non-profit in utilizing the spaces on the West Coast.

Trustee Zanette asked if there is currently Elders in the District's childcare. Director Charbonneau responded there are no Elders at this time but there are Elders from the nations that have expressed their interest.



**7.5 How Are We Doing Report (10 minutes)**

Director of Indigenous Education, Jaime Hansen, presented an overview of the How Are We Doing Report.

Trustee Ransom asked if the District currently has any early intervention strategies to work with the grade 3 cohorts.

Director Hansen responded, the Indigenous Education Team is currently working towards creating intervention strategies. The Indigenous Education Team is working on determining how to utilize the data to determine where support is most needed.

**8. Next Meeting**

The next Education Committee meeting will be held on June 4, 2024 at 4:00 pm at the administration building.

**9. Adjournment**

The meeting was adjourned at 5:11pm.

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Board Chair

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Secretary Treasurer



**PACIFIC RIM SCHOOL DISTRICT  
POLICY COMMITTEE MEETING MINUTES  
May 14, 2024, 4:00 p.m.  
Administration Office**

Pam Craig - Board Chair  
Cherilyn Bray - Vice Chair  
Cynthia Orr - West Coast Trustee (via Teams)  
Janis Joseph - Trustee  
Larry Ransom - Trustee  
Christine Washington - Trustee  
Helen Zanette - Trustee  
Peter Klaver - Assistant Superintendent  
Barbara Ross - Secretary Treasurer  
Marc Fryer - Director of Instruction, International Education  
James Messenger - Director of Instruction, Learning and innovation  
Paula Mason – Manager of Corporate Services

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

Trustee Zanette added:

- Item 10.1 Policy 602: Communicating Student Learning
- Item 10.2 Policy Feedback from Public Consultations
- a comment for Item 7.1 XXX: Acceptable Use of Cellular Phones, Smart Watches, and Electronic Devices: Usage in Schools, on School Property or During School Related Activities (P) currently out for public consultation.

**Moved by:** Trustee Ransom

**Seconded by:** Trustee Bray

THAT the May 14, 2024 Policy Committee Meeting agenda be approved as amended.

**Carried**

4. **New or Revised Draft Policy**
  - 4.1 **XXX: International Student Program (P)**

Director Fryer answered questions from Trustees, including but not limited to code of conduct violations and student health insurance. The Committee moved that the Policy be sent to the Board for approval to go out for public consultation.

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

The Committee moved that the Policy be sent to the Board for approval to go out for public consultation.

**5. New or Revised Draft Administrative Procedures**

**5.1 5002: Kindergarten Placement (AP)**

Item 2.2 should read "Student Grade Placement AP"

**5.2 XXXX: Use of School District Owned Vehicles (AP)**

Controller Neville answered questions from Trustees, including but not limited to which positions are currently using District vehicles, and insurance coverage in the case of an accident. Secretary Treasurer Ross noted that affected employees are not yet aware of the upcoming changes, that they may use a vehicle if we need them to for a specific task, otherwise they should follow the administrative procedure. Trustee Bray noted some repeated wording in the section re: fueling vehicles.

**5.3 XXXX: Disposal of Surplus Assets (AP)**

Controller Neville and Secretary Treasurer Ross answered questions from Trustees, including but not limited to the limit above which approval is necessary, whether employees could be part of the bidding process, and how the sale of items would be advertised. Director Messenger asked if the disposal of learning resources that are deemed as no longer appropriate should be included in this document, to which Assistant Superintendent Klaver suggested that he include the disposal of such items in the Learning Selection Process he is currently working on. Trustee Orr joined the meeting via Teams.

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

Trustee Zanette raised a question she had about the administrative procedure for this policy, regarding whether the District has a legal right to access personal and electronic devices that parents have provided to their children, without the consent of the parents. The question had been asked earlier that day via email to the Superintendent, who referred Trustee Zanette to Assistant Superintendent

Klaver as he was out of District. Mr. Klaver was unable to answer the question during the meeting as he had not had a chance to research the topic yet.

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

**8. Forward to next Public Board Meeting for Adoption**

**9. Completed Business**

**9.1 Privacy Policy**

**9.2 Housing Policy**

**9.3 Trustee Bursary Policy**

**9.4 Environmental Stewardship Policy**

**9.5 Appeal of a Decision by an Employee Policy**

**10. New Business**

**10.1 Policy 602: Communicating Student Learning**

Trustee Zanette inquired about a question she'd previously posed via email, asking if Policy 602: Communicating Student Learning should be updated again to be brought in-line with the new reporting practices set by the Ministry that began this school year, as it was last updated in 2020. Manager of Corporate Services Mason advised that she did not have an answer back yet but would advise as soon as she had news.

**10.2 Public Consultation Feedback**

Trustees Zanette and Washington requested that inclusion of public feedback to the Board be brought to the next agenda setting in preparation for the June 2024 meeting.

**10.3 Advocacy Policy**

This item was added as the meeting proceeded, after adoption of the amended agenda. Trustee Zanette inquired about a question she'd previously posed via email, asking if the Advocacy Policy had fallen off the list of upcoming policies to be created for a reason. Manager of Corporate Services Mason advised that she did not have an answer back yet but would advise as soon as she had news. Trustee Orr remembered seeing/hearing something at BCSTA over a year ago and said she can look back through notes.

**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 International Student (AP)**

**12. Next Meeting Date**

**13. Adjournment**

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Board Chair

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Secretary Treasurer