



**PACIFIC RIM SCHOOL DISTRICT
PUBLIC BOARD MEETING AGENDA
Tuesday, October 22, 2024, 5:00 p.m.
Ucluelet Elementary School, Ucluelet**

Pages

1. Call to Order/Land Acknowledgement

We acknowledge that we work and learn on the ɥaɥuuli of the Hupačasath (Hupacasath), Huu-ay-aht (Huu-ay-aht), ɥaɥuukwiɥath (Tla-o-qui-aht), Cišaaɥath (Tseshaht) and the Yuuɥuɥiɥath (Yuu-cluth-aht) Nations.

2. Approval of Agenda

THAT the Board of Education approve the October 22, 2024 Public Board Meeting agenda as presented.

3. Conflict of Interest Declaration

Are there any conflicts to declare?

4. Adoption of Minutes

There are no minutes to approve.

5. Announcements of the Chair

6. Good News from the Schools

6.1 Ucluelet Elementary School (10 minutes)

Principal Fraser

7. Trustee Statements

8. Petitions/ Delegations/ Presentations

9. Staff Reports

9.1 Board Election (10 minutes)

Tim Davie, Superintendent

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THAT the Board of Education direct staff through the Superintendent, to hold an election for the positions of Chair and/or Vice Chair at the Annual Public Board Meeting on November 26, 2024.

9.2 2024/25 - 2026/27 Multi Year Financial Plan (5 minutes)

Barbara Ross, Secretary Treasurer

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9.3 2024/25 Amended Annual Budget Update (10 minutes)

Barbara Ross, Secretary Treasurer

26

9.4 West Coast Busing Update (tentative) (5 minutes)

Barbara Ross, Secretary Treasurer / Alex Taylor, Acting Director of Operations

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10.	Policy Development	
10.1	Policies to be sent for 30-day Public Consultation	
	THAT the Board of Education direct staff through the Superintendent, to publish the following draft policies for a 30-day public consultation period:	
10.1.a	XXX: Employee Files (P)	29
10.1.b	XXX: Employee Long Service and Retirement Recognition (P)	30
10.1.c	410: Criminal Record Review (P)	31
10.1.d	131: District Parent Advisory Council (P)	32
10.1.e	132: Parent Advisory Council (P)	33
10.1.f	133: Trustee/Teacher Liaison Committee (P)	34
10.1.g	XXX: Vacations/Banked Overtime (P)	35
10.2	Policies for Adoption	
	There are no policies ready for adoption, as the Public Consultation period is still open.	
11.	Notice of Motion	
12.	Correspondence - Action Required	
12.1	2024-10-07 Letter re: Crosswalk Signs	36
	THAT the Board of Education direct staff through the Superintendent, to follow up with the Principal, City Staff, etc., and request them to bring a recommendation back to the Board for consideration and next step recommendations.	
13.	Correspondence - For Information	
13.1	2024-10-15 City of Port Alberni Council Summary	37
14.	External Board Committees	
14.1	Beaver Creek/River Road Roundabout	
	Pam Craig, Board Chair	
	THAT the Board of Education direct staff through the Superintendent to contact the relevant organizations for an update on whether a roundabout is being considered for Beaver Creek/River Road, and report back to the Board.	
14.2	2024-08-19 Indigenous Education Committee Report	44
14.3	2024-06-18 ACRD Agricultural Development Committee Meeting Minutes	46
14.4	2024-04-04 ACRD Solid Waste Management Plan Committee Report	53
14.5	2024-10-02 Alberni Valley Museum and Heritage Commission Meeting Minutes	55
14.6	2024-09-09 Port Alberni Air Quality Council Update	70
15.	Internal District Committees	
	There are no internal committee meeting minutes to approve.	
16.	Audience Question Period	

17. Next Meeting

The next regular meeting of the Board of Education will be held on November 26, 2024 at John Howitt Elementary School in Port Alberni, at 5:00pm.

18. Adjournment

The meeting was adjourned at TIME.



PACIFIC RIM SCHOOL DISTRICT PUBLIC BOARD MEETING ACTION SHEET

Date: October 22, 2024
To: Board of Education
From: Tim Davie - Superintendent
Subject: Annual Board Election Process and Establishment of Committees

Background:

A. Annual Board Election Process

Board Policy 110: Board Procedure, Regulation D.3 'Election At Other Times' states:

3.1 The Board, at the (annual) meeting, shall elect a Chair and may elect a Vice-Chair from among its members.

3.2 The Board, by two-thirds majority vote, may serve notice of motion that an election for Chair or Vice-Chair be held at the next Regular meeting of the Board and an election shall then be held.

3.3 The elections as described in paragraph D.3.1 and D.3.2 shall be conducted by the interim Chair as described in paragraphs D.2.2 and D.2.4 and D.2.5....

D.2.2 The interim Chair of the meeting shall be the Superintendent until such time as the Board Chair has been elected.

D.2.4 The interim Chair shall call for nominations for Board Chair and conduct a vote by ballot in which that trustee receiving a clear majority shall be elected Board Chair. If no person receives a clear majority, further ballots shall be taken until the same is achieved or,

if a tie shall occur, the election shall be decided by the drawing of lots.

D.2.5 The election of a Vice-Chair as determined by the Board shall be conducted in the same manner as the election of a Chair.

Please see attached Appendix A for reference.



B. Establishment of Committees

Board Policy 110: Board Procedure, Regulation E Committees reads as follows:

1.0 ESTABLISHMENT OF COMMITTEES

1. Each year, prior to appointing trustees to committees, the Board shall review the organization of the committees as described and make appropriate changes by a resolution of the Board.

2.0 COMMITTEE STRUCTURE

- 2.1 The committees are established as necessary by the Board and listed in Appendix A (I).

3.0 APPOINTMENT TO COMMITTEES

- 3.1 The Chair of the Board shall:

- 3.1.1 convene a caucus meeting of trustees to receive trustee input on committee assignment;

- 3.1.2 name committee members and committee chairs;

- 3.1.3 present a list of committee membership to the Board at the first regular meeting of the calendar year, or as soon thereafter as possible.

Please see attached Appendix A (I), noted above.

Update:

Should the Board of Education wish to hold an election for the positions of Chair and Vice Chair at the Annual Public Board Meeting on November 26, 2024, the following Motion is now being brought forth for discussion and vote.

Motion:

THAT the Board of Education direct staff, through the Superintendent, to hold an election for the positions of Chair and/or Vice Chair at the Annual Public Board Meeting on November 26, 2024.



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

Date: October 22, 2024
To: Board of Education
From: Barbara Ross, Secretary Treasurer
Subject: Multi Year Financial Plan

Background

The multi-year financial planning policy came into effect in a phased approach, beginning July 1, 2021. Multi-Year Financial Plan (MYFPs) are required to be submitted to the Ministry of Education and Child Care (Ministry) annually between June 30 and September 30. The first year that a submission was mandatory was this year, 2024.

Attached you will find the MYFP that has been prepared for your review and feedback, covering 2024/25 to 2026/2027. It was submitted to the Ministry by the deadline.



PACIFIC RIM SCHOOL DISTRICT

FINANCIAL PLAN

2024/25 - 2026/27



always learning | takaas?aaqłin huuhtakšiih
ka kishkaytaynaan | apprendre, toujours

LAND ACKNOWLEDGEMENT

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



PURPOSE

The purpose of the 2024/25 – 2026/27 Financial Plan is to help the stakeholders of the Pacific Rim School District understand financial processes and to provide a summary of the information utilized to make financial decisions that support the Board’s Strategic Plan.

It provides an outline of how the Board prepares, reviews and approves the annual budget each year.



The Board of Education compiles a budget using factors such as:

- Ensuring the priorities of the Strategic Plan are properly funded;
- Creating a transparent process that includes partner and public input through communication and consultation, with decisions being reported back to the public and partner groups;
- Compliance with the *School Act*, collective agreements, other regulatory requirements and Board policy.





BUDGET TIMELINES

DECEMBER

- Prepare first draft of year-end surplus estimate

JANUARY

- Establish budget timeline
- Prepare second draft of year-end surplus estimate

FEBRUARY

- Deliver a preliminary budget report containing assumptions and risk factors
- Hold liaison meetings with the Alberni District Teachers' Union, Canadian Union of Public Employees, District Parent Advisory Committee, and the Alberni Valley Principal / Vice Principals' Association
- Hold liaison meeting with members of the Indigenous Education Council.
- Prepare third draft of year-end surplus estimate.
- Prepare next year's enrolment estimate.



BUDGET TIMELINES cont'd

MARCH

- Receive the grant announcement estimate for the next year from the Ministry of Education and Child Care
- Reconcile surplus funds available to assist in balancing the budget
- Review the grant announcement with a comparison to the prior year
Analyze changes in the funding formula
- Present the opening budget position after all cost and revenue adjustments are applied

APRIL

- Prepare fourth draft of the year-end surplus estimate
- Present budget options for consideration
- Finance, Assets & Operations Committee debates the options to balance the Annual Budget
- Finance, Assets & Operations Committee recommends that the Board of Education adopt the Annual Budget

MAY

- Board of Education adopts the Annual Budget

BUDGET FUND TYPES

The district's budget is comprised of three separate Funds



SPECIAL PURPOSE FUND

- Learning Improvement Fund
 - Annual Facilities Grant
 - Classroom Enhancement Fund
 - Community Links
 - Feeding Futures
- and other specific uses or programs



OPERATING FUND

- Learning
- Teaching
- Programs
- Administration
- Facility, Operations and Maintenance
- Busing
- Staff Housing
- Assets such as computers, white fleet, furniture & equipment



CAPITAL FUND

- Buildings
- Fields
- Infrastructure
- Land Purchases
- Buses
- Playgrounds



STRATEGIC GOALS - HOW FINANCE ALIGNS

GOAL #1

INDIGENOUS LEARNER SUCCESS AND RELATIONSHIPS WITH FIRST NATIONS AND METIS

FINANCIAL STEPS TO MAKE GOAL 1 HAPPEN

1. Fund meaningful professional development opportunities on Indigenous ways of knowing, Nuu-chah-nulth and Metis culture, traditions and histories for early care, learning professionals, primary educators and support staff.
2. Include funding focused towards building and enhancing language and culture programs in all schools, including through the creation of land-based learning programs.
3. Ensure funding to create culturally relevant and welcoming environments for students and staff of both Indigenous and non-Indigenous ancestry.
4. Financially support the Board of Education through the process of connecting with the Nations and moving towards co-governance, allyship, and reconciliation.



STRATEGIC GOALS - HOW FINANCE ALIGNS

GOAL #2

STUDENT ACHIEVEMENT

FINANCIAL STEPS TO MAKE GOAL 2 HAPPEN

1. Maintain literacy and numeracy as top priorities for K-12 students using data and evidence to direct allocation of resources.
2. Close learning gaps, aligning resources based on needs, by providing responsive budgeting and staffing information.
3. Ensure funding available to support in-service supports for all staff.
4. Distribute funds equitably across the district guaranteeing the same learning opportunities for students that reside in remote areas, as those received in more populated areas.
5. Fund supports for students in Grades 6-10 whose graduation pathways are in risk.
6. Support transitions into school, from elementary to secondary.



STRATEGIC GOALS - HOW FINANCE ALIGNS

GOAL #3

MENTAL HEALTH AND SOCIAL-EMOTIONAL WELL-BEING

FINANCIAL STEPS TO MAKE GOAL 3 HAPPEN

1. Ensure funding sources available to maintain a consistent and sustainable food security plan district wide.
2. Budget for wraparound services in collaboration with community organizations and agencies.
3. Ensure the budget supports the needs of diverse learners and provides both technology, environmentally safe spaces and adequate support staff.
4. Incorporate wellness initiatives for staff and students into the budget.
5. Support effective outreach to children and families with the greatest need.



STRATEGIC GOALS - HOW FINANCE ALIGNS

GOAL #4

SAFE, WELCOMING AND MODERN
LEARNING ENVIRONMENTS

FINANCIAL STEPS TO MAKE GOAL 4 HAPPEN

1. Earmark funds for initiatives such as Accessibility Assessments, Mechanical Cooling system studies, Energy Audits and Communication Planning etc.
2. Ensure funding for modern technology devices, current district wide software, and adequate training for users.
3. Support SOGI initiatives, training programs and modern signage to ensure safe environments for all LGBTQ2S+ students and staff.
4. Provide funding to support welcoming elders into our schools.
5. Provide safe spaces for all school communities.



STRATEGIC GOALS - HOW FINANCE ALIGNS

GOAL #5

ENVIRONMENTAL STEWARDSHIP AND GLOBAL CITIZENSHIP

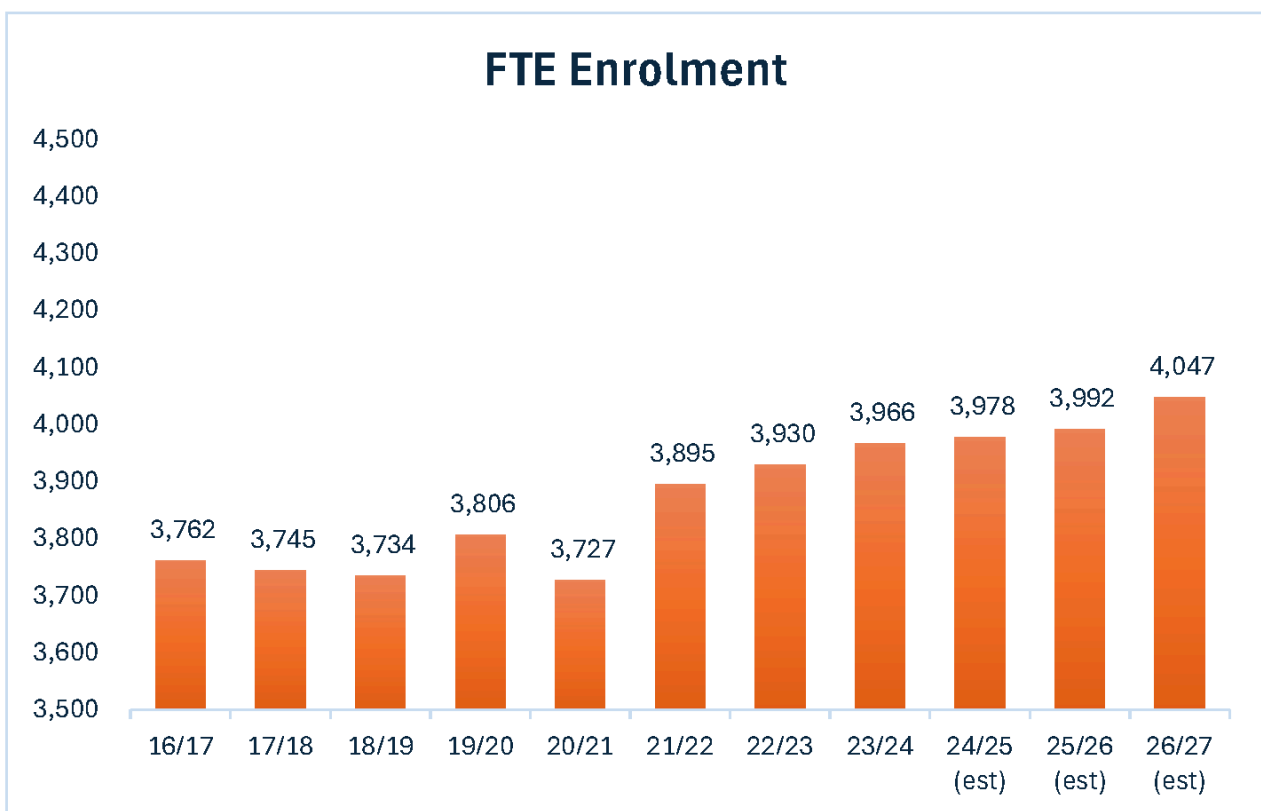
FINANCIAL STEPS TO MAKE GOAL 5 HAPPEN

1. Provide funding that promotes environmental stewardship and global citizenship education across all curriculum areas.
2. Ensure funding availability for paperless solutions, energy audits and fleet driver training.
3. Develop EV charging opportunities district wide.
4. Fund opportunities for students to attend out of district environmental stewardship events.
5. Develop district wide structures to promote environmental stewardship.



ENROLMENT

Enrolment is counted three times during the school year. The Operating Grant is adjusted accordingly to reflect actual enrolment figures as they are known. The chart below includes the September count.

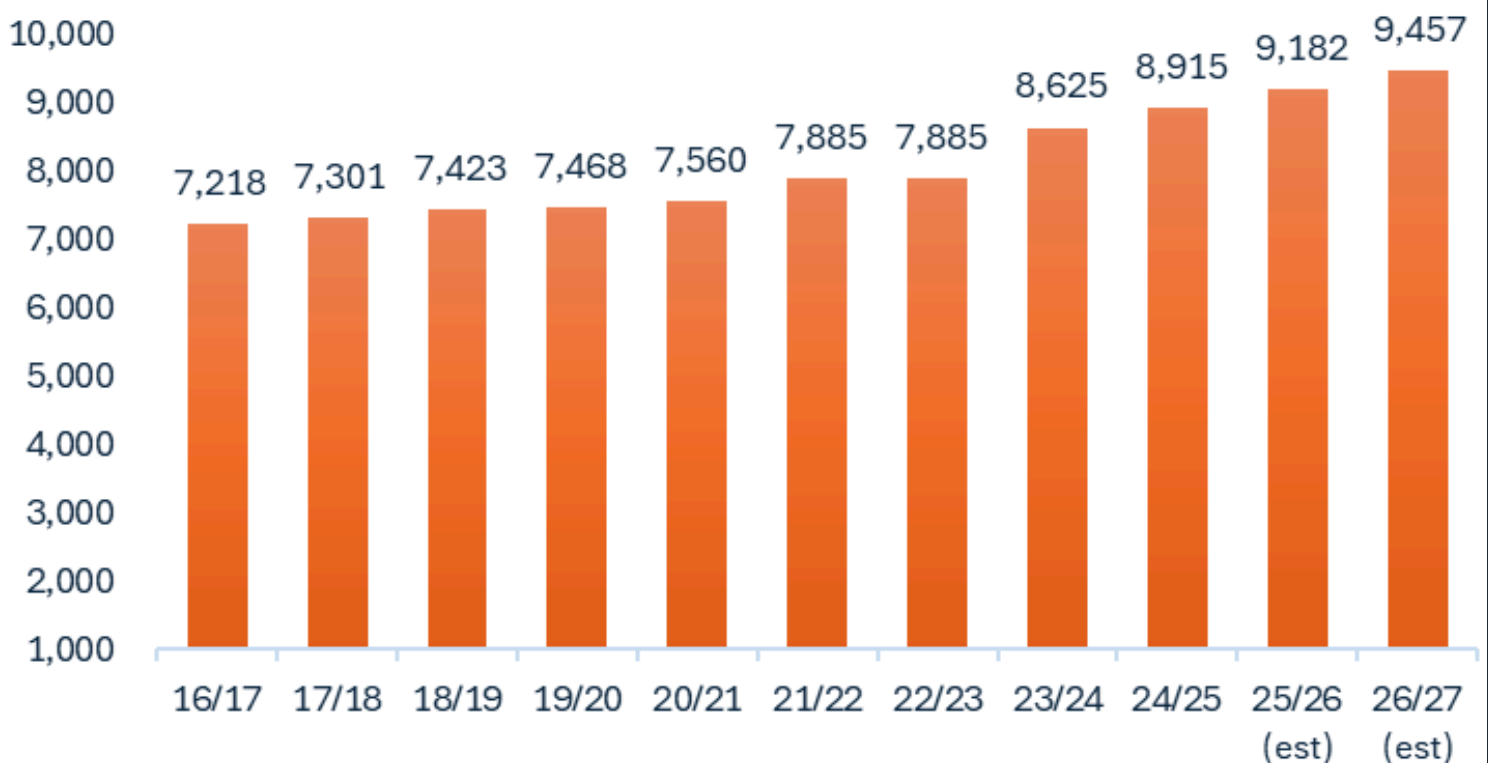




STUDENT ENROLMENT GRANT REVENUES

The graph below shows the base grant amount per student, which was raised from \$7,885 in 2022/23 to \$8,625 in 2023/24. The district forecasts a 3% increase for future years.

Base Grant Per Student





SALARY EXPENSES

2024/2025 marks the end of the negotiated collective agreements for the ADTU and CUPE employees. For future year forecasting , it is assumed that each employee group will receive a 3% increase.

Teacher increases will also be incurred for movement through the 10-step salary grid, based on years of service and additional education. CUPE increases may also be incurred to the vacation pay percentage paid to employees recognizing additional years of service.

Other Professional and Principal & Vice-Principal salaries may also be incremented beyond the percentages negotiated with unions, as employees move through the exempt grids and based on satisfactory performance.



SALARY EXPENSES cont'd

Other professional salaries includes remuneration paid to the seven member Board of Education. Substitute costs are expected to decline as absence management strategies are initiated.

Labour Settlement grants are expected to be provided for 100% of the costs incurred for all employee groups. No additional funding is expected for costs related to movement within the grid.

	2020/21 Actual	2021/22 Actual	2022/23 Actual	2023/24 Actual	2024/25 Budget	2025/26 Estimate	2026/28 Estimate
Teachers	17,271,880	17,637,184	18,011,706	19,492,369	19,920,681	20,518,301	21,133,850
Principals / Vice Principals	3,137,836	3,190,650	3,407,278	4,078,647	4,160,123	4,284,927	4,413,475
Educational Assistants	2,219,729	2,577,048	3,194,397	3,864,938	4,812,614	4,956,992	5,105,702
Support Staff	4,141,328	4,244,700	4,249,166	5,072,262	5,337,314	5,497,433	5,662,356
Other Professionals	1,068,480	1,464,057	1,659,047	1,487,542	1,658,054	1,707,796	1,759,030
Substitutes	1,214,741	1,625,141	2,034,548	2,046,077	1,610,900	1,659,227	1,709,004
Total	29,053,994	30,738,780	32,556,142	36,041,835	37,499,686	38,624,676	39,783,417

Percentage of Salary Costs

Teachers	59%	57%	55%	54%	53%	53%	53%
Principals / Vice Principals	11%	10%	10%	11%	11%	11%	11%
Educational Assistants	8%	8%	10%	11%	13%	13%	13%
Support Staff	14%	14%	13%	14%	14%	14%	14%
Other Professionals	4%	5%	5%	4%	4%	4%	4%
Substitutes	4%	5%	6%	6%	4%	4%	4%
	100%	100%	100%	100%	100%	100%	100%



MULTI YEAR OPERATIONAL FORECAST SUMMARY

The preliminary 2024/25 budget outlines an appropriation of \$670,383 from the operating surplus. As we move towards finalizing the 2024/2025 budget, we intend to implement key changes aimed at reducing the current appropriation of \$670,383 to the amount designated for Indigenous Education programs.

Over the next two years, we will work to increase our Contingency Reserve from 0.43% to within the 1% to 3% range of total expenses, in accordance with Policy 340: Accumulated Operating Surplus.

The district upholds the principle that funds generated within a fiscal year should be utilized to support students in that same year. Once the Contingency Reserve reaches an appropriate level, we will prioritize fully utilizing the funds designated for students.

The Contingency Reserve serves to cover unforeseen expenses, while any identified surplus will be allocated to a "wishlist" for future needs.



MULTI YEAR OPERATIONAL FORECAST SUMMARY cont'd

	Actual 2022/2023	Actual 2023/2024	Budget (P) 2024/2025	Projected 2025/2026	Projected 2026/2027
Revenues					
Provincial Grants					
Ministry of Education	41,317,684	44,033,750	46,204,416	48,015,176	49,871,100
Other	41,552	130,939	50,000	50,000	50,000
Tuition	491,119	685,491	674,013	724,013	774,013
Other Revenue	3,574,936	4,824,671	3,601,393	3,601,393	3,601,393
Rentals and Leases	107,320	183,866	246,800	396,800	446,800
Investment Income	178,946	302,358	304,810	314,810	339,810
Total Operating Revenue	45,711,557	50,161,075	51,081,432	53,102,192	55,083,116
Expenses					
Instruction	35,756,263	39,900,444	40,421,849	41,409,504	42,597,160
District Administration	3,089,686	3,056,421	2,822,800	2,907,484	2,992,168
Operations and Maintenance	5,339,743	5,835,161	6,515,943	6,556,421	6,726,900
Transportation and Housing	1,589,536	1,796,244	1,662,624	1,562,503	1,612,381
Total Operating Expenses	45,775,228	50,588,270	51,423,216	52,435,912	53,928,609
Operating Surplus (Deficit) for the year	(63,671)	(427,195)	(341,784)	666,280	1,154,507
Net Transfers (to) from other funds					
Tangible Capital Assets Purchased	(188,080)	(673,794)	(128,599)	(128,599)	(128,599)
Local Capital	(159,864)	(186,634)	(200,000)	(200,000)	(200,000)
Total Net Transfers	(347,944)	(860,428)	(328,599)	(328,599)	(328,599)
Appropriation (Retirement) of Surplus (Deficit)	(411,615)	(1,287,623)	(670,383)	337,681	825,908
Operating Surplus (Deficit), beginning of year	2,591,582	2,179,967	892,344	221,961	559,642
Surplus Use or Accumulation	(411,615)	(1,287,623)	(670,383)	337,681	825,908
Operating Surplus (Deficit), end of year	2,179,967	892,344	221,961	559,642	1,385,550

End of year unrestricted reserves as %age of expense

0.43%

1.07%

2.57%



PACIFIC RIM SCHOOL DISTRICT



The Pacific Rim School District covers much of Central Vancouver Island's rugged, picturesque West Coast and serves a regional population of approximately 31,000 residing in the communities of Port Alberni, Tofino, Ucluelet, Bamfield and other remote communities.

www.sd70.bc.ca



PACIFIC RIM SCHOOL DISTRICT PUBLIC BOARD MEETING INFORMATION SHEET

Date: October 22, 2024
To: Board of Education
From: Barbara Ross, Secretary Treasurer
Subject: 2024-25 Amended Annual Budget

Background

The District filed the 2024-25 Annual Budget (Preliminary) in June 2024. We are required to file an Amended Annual Budget (Final) in February 2025.

Information

Based on the September 29th upload of our enrolment data in the first week of October, we expect a reduction in funding of \$187,667. A summary of relevant changes is:

SD70 - OPERATING GRANTS (the block)	Preliminary 2024-2025 Fiscal Year			Interim Operating Grants			Change	
	Formal Budget Submission			October 24, 2024				
	FTE	Rate	Funding Amount	FTE	Rate	Funding Amount		
							FTE	\$
SEPTEMBER								
Standard (Regular) Schools	3,824.250	8,915	34,093,189	3,770.188	8,915	33,611,222	(54.0625)	(481,967)
Continuing Education	10.000	8,915	89,150	-	8,915	-	(10.0000)	(89,150)
Alternate Schools	140.000	8,915	1,248,100	141.000	8,915	1,257,015	1.0000	8,915
Distributed Learning	25.000	7,200	180,000	19.250	7,200	138,600	(5.7500)	(41,400)
Home Schooling	5.000	250	1,250	4.000	250	1,000	(1.0000)	(250)
Enrolment-Based Funding	4,004.250		\$ 35,611,689	3,934.438		\$ 35,007,837	(69.8125)	(603,852)
Special Needs - Level 1	4	50,730	202,920	5	50,730	253,650	1.0000	50,730
Special Needs - Level 2	160	24,070	3,851,200	164	24,070	3,947,480	4.0000	96,280
Special Needs - Level 3	23	12,160	279,680	38	12,160	462,080	15.0000	182,400
ELL/FLL	35	1,795	62,825	64	1,795	114,880	29.0000	52,055
Indigenous Education	1,330	1,770	2,354,100	1,327	1,770	2,348,790	(3.0000)	(5,310)
Adult Education	-	5,690	-	7.000	5,690	39,830	7.0000	39,830
Supplements	1,552.000		\$ 6,750,725	1,605.000		\$ 7,166,710	53.0000	\$ 415,985
			\$ 42,362,414				\$ 42,174,547	\$ (187,867)

Further adjustments will be made based on other data submissions, including Employment Data & Analysis System (EDAS) which calculates the average teacher cost, directly impacting our funding. In mid-December, the Ministry will release the Interim Operating Grant announcements.

Staff will continue to work with departments and schools and to implement strategies to reduce our operating expenses to fit within the available funding.



PACIFIC RIM SCHOOL DISTRICT IN-CAMERA BOARD MEETING INFORMATION SHEET

Date: Oct 22nd, 2024
To: Board of Education
From: Alex Taylor, Acting Director of Operations
Subject: West Coast Busing Update

BACKGROUND:

In July 2024 Pacific Rim School District (PRSD) opened an RFP process for the 2024/2025 transportation season, strategically only requesting the service for a one-year contract to align with our capital plan submissions. The deadline for the first round of applications was Aug 02, 2024. The first round of applications only resulted in one submission, Wilson's Transportation. The RFP submission deadline was then extended to Aug 15, 2024, but resulted in no new submissions.

Upon review, Wilson's Transportation bid was significantly higher than years prior, with a 40% increase in rates. In a counter bid sent via email from the Director of Operations to Wilson's, we had requested their fees be lowered to 20% above prior years. In a response dated Sept 10, 2024, Wilson's Transportation declined the counter and listed that the short nature of the RFP and the fact the previous contracts have resulted in losses to their company as reasons for the above expected bid. In an email response back to Wilson's, the Director of Operations indicated that PRSD will be proceeding with the bid and drafting a new contract.

On the second week of the 2024/2025 school year, communication from both USS and WCS Principals indicated that Wilson's bus fleet has some required safety mechanisms not functioning correctly. On Sept 12th and 13th Wilson's had a scheduling conflict, leaving kids stranded with no way to and from school. PRSD Senior Leadership enacted a tactical plan to get kids to and from school on these occasions. On Sept 16th, communication was sent to PRSD from Iris Frank with Tla-o-qui-aht Nation, regarding the bus arriving late, and inadequate safety standards on Wilson's Transportation bus fleet.

On Sept 19th, after consultation with Michael Nyikes and Nathan Whipp, from the capital branch of the Ministry of Education and Child Care, PRSD was presented with an opportunity to lease 7 buses by Dynamic Specialty. This offer would see us leasing 7 buses until our Minor Capital funding is approved where we could then purchase 6 of the new diesel buses at the time of funding. The lease to own scenario would also see 90% of the lease payments removed from the purchase price. PRSD Senior Leadership Team decided against this option as the lease cost plus Wilson's expenses would prove to be more expensive than the current RFP bid from Wilson's.

In a meeting on Oct 7th 2024 with Michael Nyikes, the Secretary Treasurer, Controller and Acting Director of Operations, a new option was presented. Michael indicated that he could guarantee us funding for brand new buses on the West Coast and recommends we look at the International Bus

Company for a new fleet. Also, in conversation with Michael, it was mentioned that he could provide us with a written guarantee to be provided to the International bus dealer and that we could purchase these buses early with a small downpayment of ~\$10,000/bus until such time as the funds were made available by the Ministry. No leasing costs would be incurred.

On October 7th and 10th the Team Lead of Transportation, Dave Prevost, went to the West Coast to evaluate bus runs. At that time, he made several observations as noted below.

1. The bus routes are very inefficient with a possible savings of 3 bus runs
2. The pre-trip inspections are not being completed thoroughly
3. The secure yard Wilsons busses are being stored at is muddy and insecure
4. Bus drivers on long term vacation are being covered by drivers from Victoria, at an additional cost to PRSD
5. No active ridership logs
6. Most buses are old, in disrepair and filthy

Currently the amended contract for the 2024/2025 school year is still in revision, with additional wording being incorporated to allow us to switch from services provided wholly by Wilsons to a service model using a brand-new fleet of buses owned and maintained by PRSD.

DISCUSSION:

PRSD Senior Leadership feel that Wilson's Transportation has lost the respect of the local community and have shown, on multiple occurrences, that they cannot safely or confidently fulfill a new transportation contract. Unfortunately, our legal advice advises us against severing ties with Wilsons as a commitment was written from the Director of Operations on Sept 10th.

PRSD Senior Leadership is optimistic about the opportunity to purchase a brand-new fleet of buses from International in November 2024, have these buses equipped with PRSD safety equipment and ridership tracking software and moving towards a new model of transportation on the coast with Wilsons continuing to provide drivers and fleet management.

January 2025 we will start the RFP process again, earlier this time, for the 2025/2026 and beyond. This will include doing a cost analysis to bring the service in-house.

To see some cost savings this school year, we will implement changes to the West Coast bus runs by reducing them by two full buses and drivers, potentially three. This process will ensure consultation with the community by attending a town hall meeting or public engagement.



XXX: EMPLOYEE FILES (P)

Draft: 24 10 08

POLICY

The Board of Education regards personnel documents which the District has received, or which it has prepared, as the property of Pacific Rim School District.

It shall be the position of the Board to maintain such employee files that are in the legitimate interest of the District and the employee.

The District shall maintain a file for payroll and benefits purposes and a separate file for personal and personnel information. Files shall follow the *Freedom of Information and Protection of Privacy Act* as well as Policy 300 Records Management and AP XXX Records Retention.

RESOURCES AND REFERENCES

Pacific Rim School District Administrative Procedure 4000: Employee Files (AP)



XXX: Employee Long Service and Retirement Recognition (P)

Approved: 95 02 2
Amended: 00 08 29
Amended: 18 12 11
Amended: 24 09 10

POLICY

The Board of Education believes that an employee's long service to the Board and the employee's retirement should be recognized.

The Regulations to this Administrative Procedure establish the guidelines for these recognitions.

DRAFT

Resources and References

Pacific Rim School District – A/P 4031 Employee Long Service and Retirement Recognition



410: Criminal Record Review (P)

Approved: 90 03 27
Amended: 09 05 26
Draft: 24 09 10

POLICY

The Criminal Records Review Act requires that criminal records reviews be conducted on all existing and new employees and persons contracted to provide services, who work with students or have the potential to work with students.

The Board delegates to Senior Administration responsibility for ensuring that all present and future employees are in compliance with the requirements of the Criminal Records Review Act. The requirement to undergo a criminal records review shall follow the processes established in the Administration Procedure XXXX Criminal Record Review (AP).

DRAFT

Resources and References

Pacific Rim School District – XXXX Criminal Record Review (A/P)

131: DISTRICT PARENTS ADVISORY COUNCIL (P)

Approved: 90 09 18
Amended: 92 03 03
Reviewed: 18 10 09
Amended: 24 10 08

POLICY

The Board recognizes the right of parents/guardians to request the establishment of a District Parents Advisory Council comprised of persons representing parents' advisory councils and other organizations in the community.

The Board believes that the purpose of a District Parents Advisory Council is to provide a parents/guardians perspective into the operation of the district and will provide regular opportunities for a representative(s) to report to the Board or to a committee of the Board if such a Council is formed.

DRAFT

RESOURCES AND REFERENCES

Government of British Columbia School Act - Section 8.4



132: PARENTS' ADVISORY COUNCIL (P)

Approved: 87 01 20

Amended: 90 10 02

Reviewed: 18 10 09

Draft: 24 10 08

POLICY

The Board of Education recognizes the right of parents/guardians of students attending a school to establish a Parents' Advisory Council for that school. The board places a high priority to the development and support of an effective Parents' Advisory Council at each district school and expects school administrators to take appropriate initiatives in seeing to their establishment.

The Board believes that a Parents' Advisory Council is intended to:

promote the free exchange of ideas among parents/guardians, school administrators and staff, students and the School Board with respect to school programs and policies;

provide the principal and staff an opportunity to consult people who are affected by the decisions they make;

give parents an opportunity to examine educational and school philosophy and policy, and to suggest alternatives;

facilitate parent input into the school's public communication program and into the evaluation of its effectiveness.

RESOURCES AND REFERENCES

Government of British Columbia *School Act* - Section 8



133: TRUSTEE/TEACHER LIAISON COMMITTEE (P)

Approved: 92 05 19

Amended: 04 06 22

Reviewed: 18 10 09

Draft: 24 10 08

POLICY

The Board of Education agrees with the Alberni District Teachers' Union that clear communication between trustees and teachers will facilitate a climate of trust and cooperation between Trustees and Teachers within the district.

The Board authorizes the formation of a Trustee/Teacher Liaison Committee as a means of promoting good communication between the Alberni District Teachers' Union and the Board of Education for School District 70 Pacific Rim.

RESOURCES AND REGULATIONS

XXXX: Trustee/Teacher Liaison Committee (AP)



XXX: VACATIONS/BANKED OVERTIME (P)

Draft: 24 10 08

POLICY

The Board of Education believes that vacations are a time for the employee to be away from the workplace, to be refreshed and recommitted to work until the next vacation period. Vacation time away from work is only available to twelve (12) month employees.

DRAFT

RESOURCES

4050: Vacations/Banked Overtime (AP)

From: Alina
Sent: Monday, October 7, 2024 3:14 PM
To: Cherilyn Bray <CBray@sd70.bc.ca>
Subject: Crosswalk signs

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.

Hello Cherilynn

On behalf of the pac at wood school I would like to send a request to have some crosswalk signs installed on Wallace avenue where children use the crosswalks to get to school!

We have seen a few schools benefit from these new additions! With Wallace being a long straight stretch and a 30 zone from almost 10th to Steed avenue it doesn't deter speeder's! We feel with more housing going in and the area getting busier with a new daycare some increased crosswalk signage may help the safety of kids!

Thank you so much for considering our request !

Alina Wood School PAC president

Sent from my iPhone

Paula Mason

From: City of Port Alberni <sara_darling@portalberni.ca>
Sent: Wednesday, October 16, 2024 4:38 PM
To: Paula Mason
Subject: October 15, 2024 Council Summary

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— CITY OF —
PORT ALBERNI



City Council Meeting Summary

October 15, 2024

An information report summarizing the regular meeting of Council held on October 15, 2024. This is not the official minutes. For more information, please contact the Corporate Services department at 250.723.2146 or email: corp_serv@portalberni.ca.

DELEGATIONS

Introduction | Manager of Culture

Willa Thorpe, Director of Parks, Recreation & Culture introduced the City's new Manager of Culture, Sheila Perry.

Introduction | Executive Assistant

Mike Fox, Chief Administrative Officer introduced the City's new Executive Assistant, Brianne Dempsey.

BYLAWS

"Permissive Tax Exemption Bylaw No. 5115, 2024" and "Permissive Tax Exemption Bylaw, Amendment No. 1, Bylaw No. 5091-1, 2024"

were introduced and given three readings. Upon adoption these bylaws will enable the applicants to receive permissive tax exemptions as per the *Community Charter* which provides Council the authority for both permissive and statutory tax exemptions for properties owned by a charitable, philanthropic or other not-for-profit corporation.

CORRESPONDENCE

Huu-ay-aht First Nation | Oomiiqsu (Aboriginal Mother Centre)

Council graciously accepted a plaque from the Huu-ay-aht First Nations Oomiiqsu (Aboriginal Mother Centre) acknowledging the partnership between the City and the Huu-ay-aht First Nation.

Coastline Endurance Running | Trail Running Series

Council authorized Coastline Endurance Running access to City streets/trails on

Saturday, June 7, 2025 from 8:00 am to 4:00 pm for the purpose of a trail running event.

Community Action Team

Council directed staff to work with the Community Action Team to determine costing and implications related to hosting a Men's Mental Health Car Show in May 2025 on the Somass Lands to be brought forward to Council for consideration and approval.

R. Maczulat | Noise Bylaw Extension

Council authorized an exemption to *the "Noise Control Bylaw 2009, No. 4718"* to permit the Italian Hall Centre to host a Halloween Dance Event ending at 1:00 am on Saturday, October 26th.

Council also received their correspondence summary which included letters from:

1. Association of Vancouver Island Coastal Communities | 2024 Community Safety and Wellbeing Conference - Council authorized the participation of one member of Council or one member of staff to attend the 2024 Community and Safety Wellbeing Conference October 28-30, 2024 in Victoria, BC.
2. City of Duncan | News Release - Homelessness Crisis Urgent Call to Action
3. City of Merritt | Burden of Delinquent Property Taxes
4. Alberni-Clayoquot Regional District | News Release Sort'n Go Compost Program
5. Alberni-Clayoquot Regional District | Alberni Valley Emergency Management Brochure
6. Alberni-Clayoquot Regional District | Accessibility Committee Meeting | March 5, 2024 & April 9, 2024 Minutes

7. Ministry of Emergency Management and Climate Readiness | Indigenous Engagement Requirements Funding Program
8. United Against Hate Canada | Election Survey – Combatting Antisemitism
9. Royal Canadian Mounted Police | BC RCMP Recruiting Update
10. Minister of Innovation, Science and Industry | Draft Salmon Aquaculture Transition Plan for BC
11. Various Ministry Letters | Follow up to the 2024 UBCM Convention Meeting
12. North Island College | Future Student Guide - <https://www.nic.bc.ca/audience/future-students/future-student-resources/>
13. Youth Parliament of British Columbia Alumni Society | 96th Parliamentary Session Open for Application
14. PRIMECorp | 2023-24 Annual Report and Financial Statements
15. Advisory Traffic Committee | January 17, 2024 Minutes
16. Audit Committee | February 27, 2024 & May 28, 2024 Minutes
17. Alberni Valley Museum and Heritage Commission | September 4, 2024 Minutes

PROCLAMATIONS

On behalf of the Ministry of Children and Family Development Council proclaimed the month of October 2024 as '**Foster Family Month**' in Port Alberni.

On behalf of Complex Regional Pain Syndrome/Reflex Sympathetic Dystrophy [CRPS/RSD] Council proclaimed November 4, 2024 as '**Color the World Orange Day**' in Port Alberni.

NEW BUSINESS

West Coast Emergency Cultural Awareness and Safety Plan

Council authorized the Mayor and Corporate Officer to enter into an agreement with the Alberni-Clayoquot Regional District to collaborate on the establishment of a West Coast Emergency Cultural Awareness and Safety Plan, and directed staff to allocate the \$40,000 in funding received from the Indigenous Engagement Requirements Funding Program [less administrative costs] to achieve this work.

Return of A.D.S.S. Graduation Ceremonies to the Multiplex

Council directed staff to prepare a report providing background information on the history of Multiplex hosted Alberni District Secondary School graduation ceremonies and further, provide options and a timeline for the return of ceremonies to this location to be presented at the January 20, 2025 Committee of the Whole meeting.

COUNCIL MEETINGS

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

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

- Attend in person in City Hall, Council Chambers, located at 4850 Argyle Street
- Livestream @ www.portalberni.ca
- Join online or by phone using MS Teams

Regular Council meetings are held at 2:00 p.m. on the second and fourth Monday of each month. All meeting recordings are posted on the City website for viewing.

Complete Council agendas including all correspondence and reports are available at portalberni.ca. Generally, these are posted the Friday before each Regular Council meeting and are archived on the site.

The Council Summary is prepared following each regular Council meeting and posted on the City's website. You can also visit the City website and sign up to receive summaries delivered directly to your inbox.

For more information related to Council meetings, including how to participate, please visit www.portalberni.ca/council. You may also contact the Corporate Services department at 250.723.2146 or email corp_serv@portalberni.ca.

MEETINGS AT A GLANCE

Thursday, Oct 17th

12:00 pm – Advisory Planning Commission
Council Chambers

Monday, Oct 21st

6:00 pm – Committee of the Whole
Council Chambers

Tuesday, October 28th

2:00 pm – Regular Council
Council Chambers

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INDIGENOUS EDUCATION COMMITTEE

REPORT

19 August 2024

IEC Activity Report

On August 19th and 20th, the Indigenous Education Committee (IEC) convened at the BCSTA office in Vancouver to discuss key initiatives, elect co-chairs, and engage in insightful presentations provided by Dr. Charles Ungerleider, Mr. Tim Davie, and Dr. Crystal Gail Fraser.

One of the primary activities was the election of the IEC co-chairs. Trustee Jules and Trustee Nelson accepted their nominations and will remain as co-chairs. The committee also reviewed the budget, focusing on increasing support for reconciliation efforts, and received updates from the BCSTA Board of Directors. Furthermore, changes to the IEC Operational Guidelines and Bylaws were discussed, including adopting the terms "Indigenous" and "Rightsholders" in committee duties.

The committee discussed the Knowledge Keeper's role within the IEC, emphasizing the need for cultural preservation, gender representation, and succession planning. The current Knowledge Keeper will mentor future successors, and the BCSTA president will appoint Knowledge Keepers based on IEC recommendations. It was agreed that Knowledge Keepers should receive an honorarium, with financial implications for multiple transitions considered. Further discussions will refine the role and address transition challenges.

The meeting also featured three key presentations. Dr. Charles Ungerleider presented "Governing for Results," emphasizing integrating Indigenous issues into school district strategic plans. His focus on accountability, co-governance, and setting clear objectives provided a robust framework for enhancing Indigenous education initiatives.

Mr. Tim Davie, the Pacific Rim School District superintendent, shared the district's experience with co-governance. He highlighted the importance of building trust with Indigenous communities and implementing shared decision-making models. His presentation illustrated the tangible benefits of co-governance, including improved educational outcomes and stronger community ties.

Finally, Dr. Crystal Gail Fraser delivered a powerful presentation on Residential School Denialism. She emphasized the genocidal nature of residential schools and the importance of survivor stories in countering denialism. Her discussion on settler colonialism and the ongoing impact of these institutions resonated deeply with the committee, reinforcing the need for continued advocacy and education.

On August 26th, the IEC met via Zoom with FNEC and the Ministry of Education and Childcare (ECC) to discuss Bill 40's impact. Key topics included the decline in adult Dogwood completion rates among Indigenous learners, literacy and numeracy gaps, and high absenteeism for on-reserve students. The meeting emphasized the distinct rights of First Nations, Métis, and Inuit communities, the importance of local First Nations'

INDIGENOUS EDUCATION COMMITTEE

REPORT

sovereignty and involvement in educational decisions that impact First Nations students, and the need for ongoing workshops to support effective implementation across districts.

The IEC plans to meet via Zoom in September for continued discussions and updates. Additionally, they will hold an in-person meeting on October 25th at the Delta Suites Vancouver, just before the BCSTA Provincial Council.

Call Out Questions

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

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



Scan the code to begin the survey.

What is your district doing for Indigenous Education?

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

Have you heard of the IEC Knowledge Series?

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

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

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

Committee Members:

Diane Jules / Co-Chair (Kamloops-Thompson)
George Nelson / Co-Chair (Nisga'a)
Joe Thorne / Knowledge Keeper (Cowichan Valley)
Allison Watson / BoD Liaison (Sooke)
John Chenoweth / BoD (Nicola-Similkameen)
Tony Goulet (Quesnel)
Dana Moraes (Haida Gwaii)
Dave Christie (Nechako Lakes)
Randy Cairns (Mission)
Larry Ransom (Pacific Rim)
Vanessa Mitchell (Vernon)



Alberni-Clayoquot Regional District

MINUTES OF THE AGRICULTURAL DEVELOPMENT COMMITTEE MEETING HELD ON TUESDAY, JUNE 18, 2024, 9:30 AM

Via Zoom

MEMBERS

PRESENT:

Heather Shobe, Chairperson, Eden Tree Farm
Ann Siddall, Alberni District Fall Fair Association
Fred Boyko, Director, Electoral Area "B" (Beaufort)
Helen Zanette, SD70 Trustee
Anna Lewis, Alberni Valley Food Security Society
Lisa Aylard, Alberni Farmers' Institute, Stonehaven Farm
Patty Radcliffe, 4H

REGRETS:

Tanya Shannon, Shannon Farms
Pat Deakin, City of Port Alberni
Kaley Ruel, Island Health
Cecilia Addy, Port Alberni Port Authority
Jen Cody, Nuu-chah-nulth Tribal Council
Thom O'Dell, Ministry of Agriculture & Food
Erika Goldt, Coastal Food Roundtable, Eat West Coast
Bob Collins, Arrowvale Farm
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/18-6-2024/>

1. CALL TO ORDER

The Chairperson called the meeting to order at 9:34 am.

The Chairperson recognized this meeting is being held throughout the Nuu-chah-nulth territories.

The Chairperson reported this meeting is being recorded and livestreamed to YouTube on the Regional District website.

Introductions - Committee Members and Staff via Zoom.

2. APPROVAL OF AGENDA

MOVED: A. Lewis
SECONDED: H. Zanette

THAT the agenda be approved with the addition of item 7(a) request to send condolences from the Agricultural Development Committee to Bill Thomson on the recent loss of his wife, Dezi Thomson.

CARRIED

3. DECLARATIONS

4. MINUTES

a. Agricultural Development Committee Minutes – May 14, 2024

MOVED: A. Siddall
SECONDED: H. Zanette

THAT the minutes of the Agricultural Development Committee meeting held on May 14, 2024 be adopted.

CARRIED

5. CORRESPONDENCE

a. AGRISERVICE BC June 2024 Bulletin

b. LOWER MAINLAND LOCAL GOVERNMENT ASSOCIATION 2024 Resolutions Disposition, Pitt Meadows proposed tax changes on pages: R46-Unfarmed Land Tax R47-School Tax Exemption R54-Minimum Income Requirements for Farm Classification

Committee discussion on the Pitt Meadows proposed tax change resolutions, how the farm-tax breakdown works, what qualifies on Agricultural Land Reserve (ALR) land as farm-use, and the idea of having separated ALR Zones to be able to have separate policies based on the needs of the individual zones.

The committee does not support the resolutions as they are currently written and put forward a motion based on the following reasons:

- Unfarmed Land Tax and the removal of the School Tax Exemption would force property owners to farm all their ALR land. In the Alberni Valley this would require forested land to be logged to create arable land, having negative environmental and public impacts.

- Increase to the Minimum Income Requirements for Farm Classification on properties between two and ten acres would have a significant negative impact in a sector where the farming income is already at a narrow margin and fewer people are farming each year.
- Tax increases/changes aimed at Lower Mainland ALR property speculation issues should not negatively affect the rest of the producers on ALR lands in BC. Blanket restrictions and taxes on farmland will not encourage people to farm, it will make economically viable farming even harder to attain.

P. Radcliffe joined the meeting at 9:45 am.

MOVED: L. Aylard

SECONDED: F. Boyko

THAT the Agricultural Development Committee recommend that the ACRD Board of Directors not support the resolutions, R46-Unfarmed Land Tax, R47-School Tax Exemption, and R54-Minimum Income Requirements for Farm Classification, proposed by Pitt Meadows, at the 2024 Union of BC Municipalities Convention.

CARRIED

MOVED: A. Lewis

SECONDED: H. Zanette

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

CARRIED

6. REPORTS

- a. Alberni-Clayoquot Regional District – A. Needham
 - Greenhouse Grower Course – Amy met with North Island College (NIC) to discuss a fall grant application and course intake. NIC is responsible for developing the curriculum and confirming the teacher. Amy will be assisting with making the connections for where the program could be held. Also discussing options with NIC for evening/weekend course offerings open to the public, and an Indigenous-focused course.
 - The Request for Proposal for the Food Security Emergency Planning Project was awarded to Upland Agricultural Consulting. They have extensive background in agricultural and livestock emergency planning and have both an agricultural emergency expert on their team, as well as accessing local knowledge through Anna Lewis. The ACRD is planning to meet with them to launch the project soon and will be in touch with committees and agricultural groups as the schedule unfolds to begin engagement. Amy is planning to engage in person with the agricultural committees if possible. This will not be tied to any committee meetings; Amy will reach out individually to set up engagement. Amy recognized

that summer is an especially busy time for producers and that engagement might be better scheduled for the Fall or later.

- Amy has applied for the additional 25% of the Agricultural Water Infrastructure funding through the Watershed Security Fund. Should be informed by September 2024 if the application was approved. If not, then the stacking grant money will come from the Local Government Climate Action Program funds, which are distributed to local governments to help fund climate mitigation and adaptation projects such as this one.
- The Request for Proposals for the Agricultural Water Infrastructure project is out and closes on July 5, 2024.
- There will be an opportunity for discussion on the zoning bylaw agricultural resolution from the last ADC meeting at the June 19 Electoral Area Directors meeting.
- There was a request from the ADC last meeting to contact the BC Centre for Agritech Innovation to ask if they could attend the Fall Fair. Amy met with them on May 31 and has a follow-up meeting booked on June 26 with their team plus the City of Port Alberni and North Island College to discuss options for engagement. If they end up being unavailable for the Fall Fair there may be the option to invite them as a delegation to a future ADC meeting to showcase their projects and initiatives.

Comment from the Chair – there is one farmer in the valley who is very interested in developing Agritech to support harvesting on small blueberry farms, current technology is only available for large scale farms. Please share the information on this as it comes up.

- Previous discussion with the ADC has identified a desire for at least one in-person meeting per year. Committee members selected to have an in-person meeting in November instead.

b. ACRD System Change Project – H. Shobe

- Last meeting was held on June 12. View the [Final Presentation here](#). Discussion focused on networks and the importance of being strategic when developing to reduce redundancy and competition for resources, supporting high-level tables where members have explicit permission to make decisions for those they represent which is important for policy making, and that networks have a very clear mandate and stick to it.
- There is a lot of excitement that the Ministry of Social Development and Poverty Reduction now has a mandate to support food security and will give the opportunity to engage more with producers and will potentially give producers more voice and avenues to get support for what they need.
- Support engagement with producers by having meetings on the farms as this is the best way to educate.
- Regarding Farmers' Institutes, aiming to develop leadership and organizational capacity from within the farming community is important

to support the organizations themselves instead of having others speak for them.

- c. School District # 70 – H. Zanette
- Last Public SD70 Directors meeting before summer will be held June 25th at Wickaninnish School in Tofino
 - Annual budget was passed at their last meeting.
 - Staff Wellness Committee being set up, idea is to brand it and get staff engaged.
 - New Board and Committee meeting schedule has been committed to for 2025
 - Have adopted the Acceptable Use of Cell Phones, Smart Watches, and Electronic Device Use in Schools Policy, this is a Provincial requirement, the procedure will be posted on the SD70 website soon.
 - Tree Protection Policy is being drafted.
 - Kirsten Nesbitt is new Healthy Schools Manager.

Request from the Chairperson that we invite the SD70 Healthy Schools Manager to an ADC meeting. A. Needham is in contact with her through the Farm to School BC group and will invite her to an ADC meeting when she has settled into her new position.

- d. Alberni Farmers' Institute – L. Aylard
- Participated in the Homestead Market held by Beaver Creek Community Club on June 15, was well attended and many tables from the Alberni Valley and surrounding areas.
 - Represented the BC Cattlemen's Association at an event at Save-On-Foods supporting BC raised beef. Public engagement was great and had many interesting conversations regarding how and where to purchase meats directly from farmers.
- e. Alberni District Fall Fair – A. Siddall
- Currently do not have a convener for Agriculture Education, so that job is falling on Ann's shoulders.
 - Would be very interested to have the Agritech component at the Fall Fair, requested suggestions from the committee.
- Committee suggestions of potential tables for the Agriculture Building:
- New Fiber Guild to participate in the Agriculture Building, could have the whole production from sheep to the multiple products that can come from fleece harvest.
 - Wayne Smith, from Vancouver Island Grain and Milling, with his table-top combine display.
 - Matilda Atleo's traditional foods display would also be an interesting add to the Ag Building.
 - Nitanis Desjarlais also has an interesting Indigenous Food Gathering presentation/display.
 - Farmers' Institute will discuss their involvement in the 2024 Fall Fair Agriculture Building at their next meeting.
- f. Alberni Valley Food Security Society – A. Lewis

- Helped to get Haahuupayak School garden irrigation up and running.
- Helping Joanne get the Hupacasath garden set back up.

L. Aylard left the meeting at 10:46 am

- Summer student has been hired for 2024. Will be updating the [Community Food Offering Guide](#). They will be starting inventory of the meat from the meat cutter's course to be able to distribute to the SD70 Backpack program.
 - Final Grow Local Workshop will be on July 7th, focused on winter gardens.
 - [2024 Grower's Guide](#) is out, has been distributed, and is available digitally as well.
 - Starting to think about Family Farm Day and if anyone in the committee has any ideas of new farms or urban sites that would be interested, please reach out to Anna directly. Potential to have one of the school gardens participate.
- g. 4-H – P. Radcliffe
- Registration is now closed, kids are working hard on their projects now.
 - Provided a petting farm last weekend for the Pediatric Stroke Association Fundraiser and Walk. Part of the 4-H program involves community service and giving back to the community.
 - The Cloverbuds have gone out to the Cox Lake Blueberry Farm and learned from the beekeepers about the importance of pollination.

L. Aylard rejoined the meeting at 10:54 am

- 4-H Club will attend the Coombs Fair in August and the Fall Fair in September
- h. Primary Agricultural Producers
- A. Needham for T. Shannon
 - Shannon Farm - the weather has cooperated this spring for a great silage harvest and grass growth for feed, much better than last year.
 - The Cabin - the Gather & Graze event is well underway with planning, Saturday, July 27 is sold out, and spots are filling up for Friday, July 26. [Menu and poster available here](#). Contact Tanya at thecabin@shannonfarms.ca for more information.
 - L. Aylard – Stonehaven Farm
 - Grass and silage harvest has been very productive this year, not able to do hay yet, but a lot being able to be put away for winter feed.
 - Support for local beef and lamb has been very good, selling out very quickly, with little to no advertising.
- i. Directors Update - F. Boyko

- Advised the committee that a Log Train Trail meeting is being held on Tuesday June 18th at McLeans Mill.
 - Committee discussed that many agricultural producers have property that is adjacent to the trail and utilize the trail to access their water sources and neighbouring properties. Would appreciate better access point signage as are starting to have people parking on private property, potentially blocking equipment from being accessed. Signage regarding respectful use of the trail would also be appreciated, starting to see more garbage. Important that agricultural producers, especially those located on the trail, are included in these decisions.

MOVED: A. Lewis
SECONDED: A. Siddall

THAT the verbal reports a-i be received.

CARRIED

7. LATE BUSINESS

- a. Request from Pat Deakin to consider sending condolences to Bill Thomson on the recent death of his wife.**

MOVED: L. Aylard
SECONDED: A. Siddall

THAT the Agriculture Development Committee send their condolences, in the form of a gift and/or card, to Bill Thomson on the recent loss of his wife.

CARRIED

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.

9. ADJOURN

The meeting adjourned at 11:08 am.

Certified Correct:

Heather Shobe

Heather Shobe,
Chairperson

Kristin Kerr-Donohue

Kristin Kerr-Donohue,
Administrative Assistant

ACRD Solid Waste Management Plan PUBLIC ADVISORY COMMITTEE

Meeting #6 Summary

MEETING DETAILS



ACRD Board
Office (Port
Alberni)



PRESENT:

John Jack (Chair), Tom Stere (Vice-Chair), Helen Zanette, Terry Deakin, William Severinson, John McNabb, Pam Craig, Paulo Eichelberger, Jodie Frank, Tamara Shulman.

KEY DISCUSSION POINTS

OPTIONS PRIORITY REVIEW

Building on the options review activity from the last PAC meeting, members reviewed the rankings they gave activities based committee prioritization, anticipated public interest, level of effort and diversion potential. The average results were shared with the group, showing which had ranked highest in each level of the waste reduction hierarchy showing what options ranked highest.

Some of the higher rating items included:

- education and behaviour change
- reuse, recycling and construction and demolition collection infrastructure – (especially for the West Coast),
- business and institutions - zero waste initiatives,
- hazardous material collection
- ongoing support and advocacy work related to Extended Producer Responsibility (EPR).

NEXT STEPS



This preliminary ranking of the options provides insight into the most impactful and highest priorities and will inform the work needed to develop proposed strategies and actions for the next phase of the SWMP's development process.

DIVING DEEPER ON OPTIONS

Waste reduction planner Tamara Shulman provided the next iteration of proposed strategies and actions for Committee review and discussion. Each strategy and action was described and rationale for why each is needed was outlined. Best practice visual examples were highlighted throughout.

Rationale for initiatives ranged across environmental, social and economic factors. Examples include the need to lower carbon footprint, reduce impact from landfilling, meet regulatory requirements, ensure equitable and accessible services and mitigate cost increases over time.



Feasibility considerations for each strategy will be mapped out as part of the next phase investigatory work to be completed over the summer. This includes considering current actions; regional best practices; engaging with collaborators and potential new partners; and resource requirements. Opportunities will then be further filtered based on guiding principles, goals and targets and that will be summarized for the fall phase 2 consultation.



ACRD Solid Waste Management Plan PUBLIC ADVISORY COMMITTEE

Meeting #6 Summary

TIMELINE

The timeline for the plan's development is mapped out below and will continue to be fine tuned based on the committee's process and input received.

SPRING/SUMMER 2023
SWMP Initiated Meeting

SEPTEMBER 2023

Project Kick Off and PAC Introduction Meeting

OCTOBER 2023

PAC Meeting #2: System Overview & Guiding Principles
Public Survey #1: Managing Your Waste

NOVEMBER 2023

PAC Meeting #3: Survey Results, Options
Brainstorm, Guiding Principles

FEBRUARY 2024

PAC Meeting #4: Guiding Principles
PAC Meeting #5: Options, Best Practices & Evaluation

SPRING/SUMMER 2024

PAC Meeting #6: Target and Goal Setting by Strategy

FALL 2024

Public Engagement on Draft Strategies and Actions

WINTER 2024/2025

Draft Plan Developed

WINTER 2024/2025

Public Engagement - Draft Plan Review

SPRING 2025

Draft Plan submitted to Province

WE ARE HERE



SITE TOURS:

Committee members visited Port Alberni-based sites including Recycle Matters, the Third Avenue Depot and the adjacent Maker Space and Reuse Centre – all are run by INEO Employment Services and seek to facilitate recycling and reuse while offering employment opportunities for people in the community.

INSPIRATION FROM LET'S TALK TRASH

Tai Ullman of Let's Talk Trash Consulting presented on Qathet's Resource Recovery Centre

where an old incinerator and dump site is in the final stages of being converted into a one-stop shop drop off and education centre for the community. The regional district received a \$6 million federal grant to clean up the site and design a new facility that repurposed abandoned materials where viable (e.g., tires, metal pipe), accentuated the natural setting (riparian area and ponds) and has intake buildings aligned in the order of the pollution prevention hierarchy.



ALBERNI-CLAYOQUOT
REGIONAL DISTRICT





Heritage Commission Meeting
October 2, 2024
Minutes

Location:
AV Museum

Attendees:

ACRD	Penny Cote
City Council	Charles Mealey
Chamber of Commerce	Jolleen Dick
Community Arts Council	Claudia Romaniuk
Community at Large	Colin Schult
Historical Society	Gareth Flostrand
Industrial Heritage	Richard Spencer
Maritime Heritage	Don Jones
McLean Mill	Elliot Drew
School District 70	Pam Craig
Staff	Sheila Perry, Willa Thorpe

Regrets:

Hupačasath First Nation
čišaaʔath (Tseshaht) First Nation

Called to Order: 7:04pm

1. Moved by Pam that the agenda of the October 2, 2024 meeting be approved as amended.
2. Moved by Don that the minutes of the September 4, 2024 meeting be approved as circulated.
3. Introduction – Sheila Perry (Manager of Culture)
4. Old Business
 - a. Train Station – relocating sign and camouflaging utilities boxes
 - i. The Port Alberni station sign has been relocated from the south corner of the building to the west corner and is visible from Harbour Road.
 - ii. The two utilities boxes on the south side of the property have been camouflaged by a perimeter structure of wooden slats (the material and colour are similar to the existing siding).
5. Correspondence – none
6. New Business
 - a. Notice of Motion: Heritage Commission members to bring forward ideas to the November meeting to develop an appropriate land acknowledgement to be included in the agenda and subsequent minutes of each monthly meeting. (Pam Craig)



Heritage Commission Meeting
October 2, 2024
Minutes

7. Reports

a. Community Arts Council

It was a very busy summer, with new hours and some old and some new events. Opening every day for longer hours this summer was certainly a challenge. We are now back to winter hours Tuesday to Saturday 10 am to 4pm.

Our staffing has changed. We now have one full time and one part time employee on the gallery floor. Angela Skaley our Arts Administrator will be doing more administrative work.

We have two new board members, Amy Mayo, who will be our treasurer, and Mike Hill who has retired here from Victoria where he was in charge of public art.

We have had cameras installed in the gallery and gift shop area and we are still wanting one more in the workshop space.

We are also in the middle of strategic planning.

We had some old events at new venues and new hours and we tried out some new events, with more to come.

1. Teas at the Mill – teas at the McLean Mill site were very successful, considering they were held on a new day, Sunday, new hours, 3 to 5 and a new venue, McLean Mill.

2. Summer camps ran well, thanks to two excellent summer students.

3. Tatiana Masa who is our events coordinator, volunteered her time at the toy run to do a community painting. Angela will finish it and we will auction it at the Mistletoe market.

4. Had the first Crafty Cruise – on September 20th from 6pm until 9pm on the Frances Barkley. This cruise included music and crafts and games plus drinks and pizza. We are going to have another one in 2025.

5. On October 26 and 27 we are having a Dark Arts Market during the Haunted Mill event with ADAPS at McLean Mill. It will operate on the 25th from 3-9pm and on the 26th from 12 to 5pm.

6. Current Exhibit – group exhibit from October 1 to November 2, 2024. Exhibit is titled Transitions, and artists are encouraged to submit works that reflect the theme of transitions, capturing changes both big and small, and personal or communal. All mediums welcome and up to two submissions per artist. Following this exhibit will be the annual Mistletoe Market.



Heritage Commission Meeting
October 2, 2024
Minutes

b. School District


The next Public Board meeting is Tuesday Oct 22, 2024, at Ucluelet Elementary School.

1. BC School Trustee Association has developed an Election Advocacy package for all 60 Boards in the province. All Boards, including Pacific Rim, are writing to each candidate from their individual riding. The three priorities areas for BC Boards are:
 - Recruitment and Retention of Staff.
 - Capital and Deferred Maintenance Funding.
 - Inclusive Education and Student success.
2. The Board Approved the Audited Financial Statement on Sept 24, 2024, at the public meeting in Bamfield. The Board also submitted the 5 Year Minor Capitol Plan and the Enhancing Student Learning Report.
3. The district website now has the draft 'Tree Protection Policy' posted for public consultation.
4. The Board has sent an Advocacy letter to MP, Gord Johns requesting the federal government establish the National School Foods Program as promised.
5. Pacific Rim School District observed the National Day of Truth and Reconciliation on Sept 30. All District schools worked on many different programs throughout September to learn about Indian Residential School Survivors. All School flags flew at half-mast on Sept 30th.
6. Pacific Rim is hosting the 12 districts on Vancouver Island this Friday and Saturday Oct 4 & 5. The presentations will be from the Indian Residential School Survivors. The collection of student art work from students who attended the Alberni Indian Residential School will be on display. Survivors will be in attendance to speak about their experiences and answer questions.



Heritage Commission Meeting
October 2, 2024
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c. Chamber of Commerce



2533 Port Alberni Highway
Port Alberni, BC V9Y 8P2
T: 250-724-6535
office@albernichamber.ca

October 2, 2024

Chamber & Visitor Centre Report to Heritage Commission
Submitted by Jolleen Dick, Chief Executive Officer

Chamber of Commerce

Business Excellence Awards
We are excited to now be accepting nominations and entries for the Business Excellence Awards for 2024! After a hiatus in 2023, we've moved our Business Awards to the Fall season. We look forward to celebrating at our Awards Gala on Friday November 29, 2024 at the Italian Hall and Events Centre.

Categories Include:
Business Excellence Award
Business Investment Award
Chamber Award
Community Builder Award
Gillian Trumper Memorial Youth Award
Sustainability & Stewardship Award
Inclusive Employer Award
Rising Star Award
Customer Service Excellence
Business Innovation Award
Volunteer of the Year – Sponsored by ScotiaBank
Woman of Influence Award – Sponsored by Rabinder Dhillon Mortgages
Indigenous Business Excellence Award – Sponsored by the City of Port Alberni
Creative Spirit Award

Nominations and entries accepted here: <https://albernicc.awardify.io/>

Events
This month we focus on Community Inclusion and have invited speakers to give information on programs and initiatives for supporting employees with disabilities.

Confirmed Guest Speakers: Wolfgang Zimmerman and Bill Brown from Alberni Valley Employment Centre – Work BC

This event offers the perfect platform to connect with local professionals, business owners, and community leaders. Whether you're looking to build new relationships or strengthen existing ones, this breakfast is the ideal setting to fuel your growth and spark fresh collaborations.

[Tickets available here.](#)



Heritage Commission Meeting
October 2, 2024
Minutes



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All Candidates Meeting for Provincial Election

- o Candidates from the three parties have been invited to participate.
- o Two were unavailable for the date planned and we are considering rescheduling depending on candidate response and availability.
- o Rules & Regulations have been established for the traditional debate format.
- o We will not proceed if there is not enough MLA candidate participation to hold the event.

All Candidates for City of Port Alberni By-Election planning is underway for the election on December 14, 2024. Rules & Regulations have been established for the traditional debate format.

The Alberni Clayoquot Economic Resiliency Project funded by Island Coast Economic Trust

- Held a workshop on June 24th with stakeholders to review the focus groups and report to date
- Final report package is in progress and expected this week for initial review and feedback.

Visitor Centre

At the beginning of this year, 4VI was hired as an interim measure to fill the gap of having a full-time dedicated Visitor Centre Manager. Throughout this contract, we updated a few key materials here at the Visitor Centre:

- 2024 Port Alberni Training Manual
- Volunteer Ambassador Handbook
- Alberni Valley Business and Activity Database
- Distribution and Intake for Vacation Guides database and ordering
- Free Brochure Guides database
- Familiarization Tours Guide

With the new position of Visitor Services Coordinator established this September, we look forward to planning during these winter months to improve our services for the 2025.

General Updates

- o We hired four students for the summer season under the Canada Summer Jobs program and they worked full-time throughout the summer.
- o In the summer (July and August) we are open 7 days a week
- o From September 1 onwards, we are open 5 days a week from 10am to 4pm.

Visitation Trends

June and July continued our trend of increased visitor traffic from last year. Following last month, most of our visitors were from other BC communities, and we have also seen an uptick in European visitors. We primarily saw same-day visitors, but we are steadily seeing an increase in 2-night stays as well. The most requested information was for surrounding maps/directions; however, we saw quite an increase in visitors coming in to shop in our gift shop, as well as requests for adventure and recreation.

August was our busiest month this season, with many more visitors spending a few days sightseeing in our community, before moving along to the West Coast. Going through September, we maintained steady numbers



Heritage Commission Meeting
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throughout most of the month, with most of our visitors being from Europe. We have now started to notice a slight decline in visitors towards the end of the month, as the rain has started picking up again.

Statistics Summary for the Port Alberni Visitor Centre

	Q2		July		August		September	
	Visitors	Parties	Visitors	Parties	Visitors	Parties	Visitors	Parties
2024	2,635	1,517	1,135	674	1,437	817	TBD	TBD
2023	2,166	1,007	1,668	855	1,591	782	1,202	642
2022	1,949	1,214	1,204	621	853	571	1,109	656
2021	1,417	1,005	1,667	962	2,101	1,238	1,208	801

Source: <https://www.networkstats.tourismbc.com/>

Giftshop:

We are slowly chipping away at our goal of re-vamping the Visitor Centre merchandise, and stickers, postcards, magnets and t-shirts have been our best-selling categories. We'd like to bring in new shelving and racking systems, to make our items easier for our visitors to navigate and find.


We are excited to continue finding more local vendors to partner with, and to display the best that Port Alberni has to offer. We welcome items from local businesses and creatives.

We have consignment options available too, please contact 250-724-6535 or office@albernichamber.ca to inquire.



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d. McLean Mill



McLean Mill National Historic Site Update, Oct 2, 2024
Prepared by Elliot Drew

The One Mile Production has been the focus for September and will continue to be so for October as well. This production is a huge boon for the Mill and the Community. An estimated 1.4 million dollars will be injected into our economy and building a presence with the film industry can only bring good things in promoting our Site and community. With the Site closed in preparation of shooting we have not stats to share this month. However, we are still honouring our commitments which means I have been extremely busy working logistics and making sure our other users are receiving everything we promised them.

The big news of the month was our part in hosting the Port Alberni Port Authority and their guests during the Ports conference on Sept 18th, 200 visitors gathered at the Mill to learn about our heritage, enjoy a traditionally prepared Salmon dinner and witness a truly moving cultural exhibition by the Tseshah First Nation.

September 25th saw the Mill welcome back BC Forest Service to celebrate National Forest Week. Over 250 SD70 Grade 5 students endured heavy rain and filled the Mill Site to learn about this precious natural resource. It was amazing to see this event return in earnest after being downsized for the pandemic and despite the weather the kids seem to really enjoy being back at McLean Mill.

We hosted 2 weddings on the 7th and the 28th which went off perfectly and will host our final wedding of the season over this weekend. While we are still seeing inquires for 2025 rentals are slower this year as the affordability crunch has forced people to rethink where they are spending their pennies. We will be looking at this a lot in the coming months to strengthen our value proposition as we move forward with 2025 planning.

As always, we are proud of our role in sharing our site and our heritage with all our visitors.

IMPORTANT DATES:

Sept 2, 2024 – Oct 22, 2024	One Mile Productions – Movie Shoot
Oct 5, 2024	Wedding

e. Historical Society – no report



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f. Industrial Heritage Society



October 2, 2024 Report to the Heritage Commission

Apologies but I have been tied up at work and haven't had time to prepare a thorough report. The Alberni Pacific Railway was able to continue to operate in September due to a high interest in both locals and visitors. In September, we were able to open the Waterfront run along harbour road, with financial help from a Private Donor and Island Corridor Foundation, as well as in-kind support from Warbrick Contracting and AV Little Digger & Hauler. We finished our season on September 29.

On September 19 we had our first train charter in 6 years for the Ports Canada Conference hosted by the Port Alberni Port Authority for a tour of the Waterfront. We also built a railroad display in the APR Railyard for the visitors.

Work is now complete cleaning out and repainting the Boxcar which had been burnt by vandals years back and graffitied. Unfortunately, just last weekend our Logging Crew Speeder was broken into and parts stolen from the interior.

We are in the planning stages of multiple off-season events which we hope to begin marketing very soon for both the APR and IHC

In September, Members took the Rayner & Bracht to Jamie Bracht's Celebration of Life

We are currently prepping to take part in the Haunted Mill Hosted by ADAPS on October 26th, as well as the CO-OP Community Day on October 4th.

The Truck Show was successful seeing over 1000 guests!


Unfortunately, we did not receive community gaming grant – so we are currently exploring other funding possibilities, especially for projects at the IHC

The IHC is currently open 9-11am Monday-Friday and 9-12noon on Saturdays, as well as tours by appointment – We are seeing shoulder season visitors show up to visit the centre and check out the trucks and displays.



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g. Maritime Heritage Society



Port Alberni Maritime Heritage Society
October 2, 2024 Report to the Heritage Commission

Fall Season Open Hours
Our summer season has now ended as our summer staff have either returned to school or have gone on to other commitments. The Gallery and the Lighthouse are now open from 11:00 am to 2:00 pm Tuesday through Thursday and from 9:30 am to 1:30 pm Friday and Saturday, at least until the Saturday before Thanksgiving. Tours may be arranged with our Facility Coordinator, Dale Gross, by contacting him at the below-noted contact information.

Children's Programming
Our Facility Coordinator will be working with the Alberni Valley Museum's Education Curator to develop children's maritime programs which can be given to school groups during the Fall, Winter and Spring months.

Lighthouse Upgrade
The society raised a total of \$44,600 for our Lighthouse Upgrade project. Our iconic Lighthouse now looks beautiful with new white metal siding and red trim, the fallen-down gutter has been re-installed, the broken sign has been fixed and our HVAC, which ceased operating on July 1, provides cooling and heat. Come have a look! We have approximately \$6,000 of unspent funding which we will use to paint the upper portion of the Lighthouse. This, however, will not happen until the Spring of 2025 when painting contractors will be willing to take on an exterior painting contract.

September Tour
On Tuesday September 17th our Facility Coordinator gave a tour of the Gallery & the Lighthouse to a group from Vancouver which came specifically to visit our two little pocket museums. They departed with a tremendous amount of knowledge and thoroughly enjoyed their visit.

Visitors During September
Our visitor count during the past month, consistent with prior years, was very low. During the 1st half of September, 31 people signed our guest book. Possibly, more came through the door, but I could not find the statistics. From September 17th to the 30th, 70 toured the Ken Hutcheson Gallery while 58 visited the Lighthouse.


Contact Information

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



Heritage Commission Meeting
October 2, 2024
Minutes

h. City Council



CITY COUNCIL MEETING SUMMARY

An information report summarizing the Regular meeting of Council held September 23, 2024. These are not the official minutes. For more information, please contact the Corporate Services department at 250.723.2146 or email: corp_serv@portalberni.ca.

- BYLAWS**
"Housing Agreement (5130 Argyle Street), Bylaw No. 5114" was adopted. This bylaw is a condition of a Development Variance Permit for a Housing Agreement in support of below-market rental apartments located at 5130 Argyle Street.
- CORRESPONDENCE**
Tseshah First Nation | National Day of Truth & Reconciliation
Council authorized the expenditure of Community Investment Program funding to support Tseshah First Nation with event support to include tent rentals and provision of traffic control services for the National Day of Truth and Reconciliation walk taking place on Monday, September 30, 2024 from 10:00 am to 12:00 pm starting from Alberni District Secondary School to the Tseshah Maht Mahs Gymnasium. For more information, contact the Tseshah First Nation, Engagement Coordinator at leanne.airs@tseshah.com
Council also received their correspondence summary which included letters from:
 - a. Ministry of Emergency Management and Climate Readiness | Upcoming Provincial Election
 - b. Alberni-Clayoquot Regional District | Keeping you Connected July/August 2024
 - c. Island Health | Medical Health Officers' Newsletter September 2024
 - d. Forest Enhancement Society of BC | Fall 2024 Accomplishments Update
 - e. Royal Canadian Legion | Remembrance Day Poppy Campaign & Flag Raising
 - f. Alberni Valley Museum and Heritage Commission Minutes | June 5, 2024
- REPORT FROM IN-CAMERA**
Council released for public consumption direction that staff work with ACRD staff to develop a preferred option for aquatic centre locations and options of operational models for the new aquatic centre.

Council released for public consumption Notice of its Intent to enter into a Licence of Occupation Agreement between the City of Port Alberni and Alberni Brewing Company effective January 1, 2024 for a period of five years in the amount of \$1312.00 per year plus GST, for the purpose of occupying an area of the Lands to provide for restaurant or café tables and chairs and serving stations.

- NEW BUSINESS**
Update on Master Planning
Council directed staff to amend the "City of Port Alberni 2024-2028 Financial Plan Bylaw No. 5097, 2024", allocating \$100,000 from the Water Reserve Fund to the Water Master Plan budget for 2025 to support continuation of the Master Plan program.
- Echo Aquatic Centre Study**
Council received a report from the Director of Parks, Recreation and Culture regarding the potential for expansion (renovation) of the Echo '67 Aquatic Centre compared to the current feasibility study for a new build.
- 2024 By-Election Contract Services & Appointment of Chief and Deputy Election Officers**
Council authorized the Mayor and Corporate Officer to enter into an agreement with Panneton & Associates Ltd. to conduct the 2024 By-Election.
Council, pursuant to Section 58(1) and (2) of the Local Government Act, appointed Mark Brown of Panneton & Associates Ltd. as Chief Election Officer and Mark Panneton and Sara Darling, Director of Corporate Services as Deputy Chief Election Officers effective September 26, 2024 for the administration and conduct of the 2024 Local By-Election to be held December 14, 2024.
- Procurement Summary | January to June 2024**
Council received the Procurement Summary for the period January to June 2024 outlining contracts awarded in excess of \$100,000.



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Renewal of Temporary Use Permit | 3665, 3675, 3689 4th Avenue

Council authorized the Director of Corporate Services to sign a three-year extension of the Temporary Use Permit to permit up to 30 temporary shelter units located at 3665, 3675 and 3689 4th Avenue.

Council further authorized the Mayor and Director of Corporate Services to sign a three-year lease agreement with the Port Alberni Friendship Centre to accommodate the temporary shelter.

Liquor and Cannabis Regulation Branch Applications

Council opted out of providing comment on the following applications:

- Alberni Brewing Company [4630 Adelaide Street] Outdoor Patio
- Capital Theatre [4904 Argyle Street] Change to hours of Liquor Service

When a local government opts out of providing comment, the LCRB undertakes public consultation and review on behalf of the local government.

Bus Benches

Council inquired regarding recent removal of bus benches in the community. The CAO noted that the contract with the current provider has been terminated and thus removal of some benches has occurred. The City is in the process of developing City-wide park, memorial and pedestrian bench standards in conjunction with a placement strategy.

Union of BC Municipalities Convention

Council directed that staff prepare letters of thanks and request follow-up meetings and action items as applicable in response to the 36 Minister and Ministry staff meetings held at the UBCM Convention, September 16 – 20 in Vancouver, BC.

▪ **QUESTION PERIOD**

N. Anderson

Inquired regarding the senior's advocacy resolution endorsed at UBCM, By-election candidate process, fee for Alberni Brewing Company lease agreement, and process for local government land acknowledgements.

▪ **COUNCIL MEETINGS**

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

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

- Attend in-person in City Hall, Council Chambers, located at 4850 Argyle Street
- Livestream @ www.portalberni.ca
- Join online or by phone using MS Teams

Regular Council meetings are held at 2:00 pm on the second and fourth Monday of each month. All meeting recordings are posted on the City website for viewing.

Complete Council agendas including all correspondence and reports are available at portalberni.ca. Generally, these are posted the Friday before each Regular Council meeting and are archived on the site.

The Council Summary is prepared following each regular Council meeting and posted on the City's website. You can also visit the City website and sign up to receive summaries delivered directly to your inbox.

For more information related to Council meetings, including how to participate, please visit www.portalberni.ca/council. You may also contact the Corporate Services department at 250.723.2146 or email corp_serv@portalberni.ca.

▪ **MEETINGS AT A GLANCE**

Wednesday, September 24th

Connect with your City Open House
6:00 – 8:00 pm
Echo 67th Centre

Tuesday, October 1st

9:30 am – Audit Committee
Council Chambers

Wednesday, October 2nd

7:00 pm – Alberni Valley Heritage Commission
Alberni Valley Museum

Tuesday, October 15th

2:00 pm – Regular Council
Council Chambers



Heritage Commission Meeting
October 2, 2024
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i. Regional District



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

KEEPING YOU CONNECTED

Highlights from the Alberni-Clayoquot Regional District (ACRD)
Board of Directors Meetings - July/August 2024

JULY 24 & AUGUST 28 MEETINGS

MOMENT OF SILENCE
The Board of Directors conducted a moment of silence in memory of Gerard Janssen, former Alberni MLA, and John Douglas, City of Port Alberni Councillor. It was also an opportunity to acknowledge the tragic plane crash that occurred at the Long Beach Airport on July 18, 2024.

COMMUNITY ACTION TEAM PRESENTS
The Port Alberni Community Action Team presented the Blueprint of Transformative Strategies to the Toxic Drugs Catastrophe. The Board of Directors will consider appointing a Director to the Port Alberni Community Action Team at a future date.

GRANT FUNDING APPLICATIONS
The Board of Directors supported the grant funding applications to the Housing Accelerator Fund Program for the ACRD to create conditions to increase housing supply in the region and to NETP Special Projects funding application for Project Management regional training.

BAMFIELD SEWER REFERENDUM THIS FALL/WINTER
East and West Bamfield Sewer Referendums will occur this Fall/Winter 2024. The Board appointed the General Manager of Administrative Services as the Chief Election Officer and Manager of Administrative Services as the Deputy Chief Election Officer. The Board also completed three readings of Bylaw No. E1065, East Bamfield Sewer Collection System Establishing Bylaw, Bylaw No. F1163, East Bamfield Sewer Collection System Loan Authorization Bylaw, Bylaw No. E1066, West Bamfield Sewer Collection System Establishing Bylaw, Bylaw No. F1164, West Bamfield Sewer Collection System Loan Authorization Bylaw and approved the referendum questions and synopsis.

LETTERS FROM THE BOARD

- A letter of land use concurrence will be issued for Rogers Communications File: W3579 noting that the ACRD supports the cell tower location in Beaver Creek.
- A letter of support to Alberni Valley Makerspace for their application to CleanBC Plastics Action Fund.
- A letter of support to Hualay-ah First Nations supporting their grant application to the British Columbia Community Workforce Response Grant to deliver a Wildfire Crew Member Training Program in Anaclic.
- A letter of support to Clean Coast Clean Waters Initiative Fund for cleanup scheduled for September 11-18 at five locations on the Bamfield Peninsula.

EMERGENCY RESOLUTION GOING TO UBCM
An emergency resolution will be submitted to UBCM to call upon the Minister, the Commissioner, and Canadian Coast Guard management to immediately halt any plans to shut down light stations and maintain the essential levels of staffing at these and all stations on the entire coast of BC and that this matter be in addition referred to the Federation of Canadian Municipalities for their immediate consideration. The Board will be seeking support from AVCC for this resolution and to secure a meeting with the Premier at the upcoming UBCM Convention in September. A letter will also be written to the Department of Fisheries and Oceans requesting that Camanah Point and Pachena Point lighthouses remain staffed.

BOARD OF DIRECTORS

Chair: John Jack Hualay-ah First Nations	Director Valda Siga Electoral Area "C" Long Beach	Mayor Shara Minions City of Port Alberni	Councillor Moriah Coates Uchuckwilt Tribe Government
Councillor Debbie Haggard City of Port Alberni (vice chair)	Director Penny Cote Electoral Area "D" Spool Lake	Councillor Tom Stern District of Tofino	Leyana Mastrangelo - Executive Legislator Yuulup'itah Government
Director Bob Beckett Electoral Area "A" Bamfield	Director Susan Roth Electoral Area "E" Beaver Creek	Mayor Marilyn McIwain District of Ucluelet	For more information, visit the ACRD Website (www.acrd.bc.ca) or contact the Manager of Administrative Services at 250 723 2731 or email board@acrd.bc.ca
Director Fred Boyle Electoral Area "B" Beaufort	Director Mike Sparrow Electoral Area "F" Cherry Creek	Councillor Kirsten Johnson Tŕoquah't Nation	

250 723 2733 www.acrd.bc.ca 3004 Fifth Ave. @ACRDgov



Heritage Commission Meeting
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j. Community at Large

October 2024

- Skysong Community Choir meets @ Char's every Tuesday from 6-8pm
- Grief Care Sundays @ 2pm @ Southside Church of the Nazarene
- CCO Blind meets 10am first Wednesday of each month @ Abbeyfield
- TOPS meets @ RCL Tuesdays 8-10am
- Spirit Square Farmers Market Saturdays 9-12 at Harbour Quay
- AV Coin Club 3rd Thursday @ 7pm craft room A @ Echo Centre
- AV Rock and Gem Club meet 1st Sunday @ 2pm at the Clubhouse Tebo RD
- AV Grief Care Group Sundays 2-3pm @ Southside Comm Church of the Nazarene
- AV Museum – Knit Nights Thursdays 6-8pm

October Activities Around Town

3rd – Mt Klitsa Garden club 7pm Echo – Cedar Room

4th – Learn to Curl At AVCC 7-8pm Equipment provided

- Chamber Breakfast @ Smittys PA 8-10am

5th – Alberni Co-Op Community Day @ Glenwood Centre, family activities, free BBQ lunch

- Transitions Exhibit @ Grove Art Gallery 1-3pm – capturing the dynamic change in PA – meet the artists
- Oktoberfest BC Burn Fundraiser @ Kinsmen – Five Acre Shaker 1-10pm
- Pumpkin Patch Tours @ Arrowvale Campground 1030-330

6th – Harvest Market @ Shannin Farms 10-2

- MUC OFF – Cross on the Rock – Race#3 – racing at PA Fairgrounds

8th – Retired Loggers Coffee Social @ Steelworkers on Montrose 1-3pm

- AV Community Bands fall startup: AV Concert Band @ ADSS 630-740 and Harbour City Big Band from 745-855 New members welcome
- All Candidates Meeting @ ADSS Theatre 1015-1130 – live streamed on YouTube
- Marine Life near PA, talk and slide show @ Christian Reformed School 7pm, event by AV Nature Club

10th – BC Forests and Forestry at the Crossroads: Fil and Talk, and Forest Walk @ Italian Hall 630, then Oct 11th Forest Walk – event by Sierra Club and Silvicola



Heritage Commission Meeting
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12th Crystal and Spirit Fair 10-5 BW Barclay

12th – Free Kids Costume Event @ 3245 7th Ave 130-30pm – choose a gently used costume, all donated by the community

15th – All-Candidates Meet and Greet @ Char's 4pm

17th – VI Pro Wrestling @ PA Maht Mahs gym Mission Rd 630pm

19th – Leave Her Wild Witches market 4-7pm – a Magical night, tarot readers and a healer...shop while you're there.

- Merkules at the KCC 7pm-2am
- Newcomers Meet Up! @ Bare Bones 5pm

20th – Pumpkin Festival @ Dry Creek Community Garden 1-3pm, free kids activities, snacks and info about growing and preserving pumpkins

26-27th – Dark Arts Market @ McLean Mill 36pm Sat and 12-5 Sunday. Spooky artisans plus fall-themed market, creepy mocktails and candy apple bar

26th – Halloween Dance @ PA Italian Hall 730-1am

- Halloween Beerfest @ BS Rugby Club 7pm – evening of competition, partake in classic beer games with your team., team of 4 or more

28th – Healing Hearts – a bereavement support group 630pm @ Kuu-U's Crisis Line Society

Nov 2-3 – Holiday Winter Market @ Glenwood 10-5 and 10-4

k. Museum

- Sheila Perry, our Manager of Culture, joined us on October 1.
- The Aquaculture travelling exhibit opens on October 3 and is on display until Jan. 5.
- The Truth and Reconciliation event that featured art by Residential School survivors was well attended; 81 students viewed the pieces on September 27, and 125 members of the public on September 28.
- Our re-vamped birthday parties are well-subscribed; 8 parties are scheduled so far this fall.
- Our first walking tour was a great success; another session at the Greenwood cemetery will run on October 5 from 10am – 11:30am.

l. Hupačasath First Nation – no report

m. čišaaʔatḥ (Tseshahḥ) First Nation – no report



Heritage Commission Meeting
October 2, 2024
Minutes

8. Next Meeting
 - a. November 6, 7pm (AV Museum)

9. Moved by Colin to adjourn at 8:44pm.

Public education highlights

- Radio PSA continuing on the air for summer and fall (July through October)
 - Subject: building do-it-yourself air cleaners
 - Listeners are directed to content on AQC web page on ACRD website covering how to create safer air zones at home during a smoke event, and other important information
- Received September PSA play statistics from Island Radio
 - Total PSA plays in September = 24
 - Plays during weekday afternoon drive (preferred) = 7
- March through September visitor traffic data for AQC web page
 - The average number of page users per month has been up since the PSAs began running in March (at least double the monthly average going back to 2022¹)
 - For the period May-September 2024, the number of page users was nearly 5 times the historical average for those months

Advocacy highlights

- Catalyst Paper Port Alberni meeting and tour: 26 September 2024, 1-3pm
 - Thank you to Catalyst attendees: Keith Ellwood, General Manager; Wayne Dube, Utility Manager; Aiden Martin, Utilities Superintendent; Michel Farell, Energy Manager; Ashley Popovich, Environment Manager
 - Thank you to AQC attendees: Mike Sparrow, ACRD; Nick Davey², ENV; Todd Patola², City of Port Alberni; Keith Wyton, AAQS; Bernie Wyton, AAQS; Pam Craig, School District 70; Arne Elias, AAQS; Judy Carlson, AAQS; Ken McBride, AQC
 - Key takeaways:
 - Smoke from the hog fuel boiler stack is often not noticeable, even though this boiler runs nearly 24-7-365 (generally <3 restarts/yr)
 - Emission reduction includes electrostatic precipitator technology
 - Processed logs, mostly hemlock, are used primarily (~95%) for chips (fibre), with the rest used for hog fuel
 - Chloride salts in ocean-transported logs are one source of the chlorine involved in production of furans in the hog fuel boiler
 - Tire-derived fuel (TDF) is used October through March to maintain combustion temperatures in the hog fuel boiler
 - Total boiler fuel is 12% fossil fuel, most of which is fossil gas in the gas boiler and TDF in the hog fuel boiler
 - See Attachment 1 (presentation slide deck) and Attachments 2 and 3 (tour group photos)
 - Initial reaction to the event has been positive, with the meeting, the presentation, and the tour broadly viewed as informative and helpful in facilitating dialog
- ENV confirmed that AQC will be involved in the technical review phase of Catalyst's permit application (which may begin this winter) and we are preparing to participate

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

² Virtual attendance via Microsoft Teams

- Communications regarding slash-pile burning (SPB)
 - Communications with the Managed Forest Council have been initiated

Other highlights

- In September 2024, the Province released its State of BC's Air Quality Report for 2019-21³
 - The PM_{2.5} fine particulate values for Port Alberni during that time period were:
 - Annual (Canadian standard = 8.8 µg/m³ or lower⁴):
 - Observed = 8.2 µg/m³
 - Adjusted (excluding Canada-US regional wildfire smoke) = 7.7 µg/m³
 - 24-hour (Canadian standard = 27 µg/m³ or lower³)
 - Observed = 23 µg/m³
 - Adjusted (excluding Canada-US regional wildfire smoke) = 20 µg/m³
 - This placed Port Alberni at the Orange Management Level (OML) – “Prevent CAAQS Exceedance” – for that time period; 9 other BC communities were at OML
 - Port Alberni has been at OML since 2012, except when it was at the Red Management Level – “Achieve CAAQS” – from 2013 to 2016⁵
- The Airshed Management Plan draft is being revised and updated based in part on discussion with Nick Davey last June
- In recent months, our PurpleAir network of air quality monitors has suffered setbacks
 - The monitor on 14th Avenue failed and is irreparable
 - The Cherry Creek monitor has been offline for 2 months and is being investigated
 - Bush Road: Channel A failed on July 28th; Channel B seems functional
 - Cyril Place seems similar to Bush Road
 - The Bush Road and Cyril Place monitors are to be investigated
 - Inspection and remedial actions taken on TMS Hector monitor; still not functioning
 - A new monitor (non-AQC) has appeared on the PurpleAir map on Elstow Road
 - Since spring, the Port Alberni PurpleAir map has gone from 10 working monitors (20 channels) to the current set of 6 monitors (~10 channels)
 - Work will continue to plan next steps, including possible new monitor installations

In the pipeline

- Develop wildfire preparation and mitigation strategies, including emergency alerts
- Study public clean air refuge options, using input from Island Health's May 2024 letters
- Continued work to have a venting index produced specific to the Alberni Valley
- Request increased enforcement of burning bylaws outside the City of Port Alberni
- Explore additional public education through vehicles such as bill inserts

³ https://www2.gov.bc.ca/assets/gov/environment/air-land-water/air/reports-pub/air-zone-reports/2019-2021/air_zone_report_2019_2021.pdf

⁴ <https://www.env.gov.bc.ca/soe/indicators/air/fine-pm.html#:~:text=PM2.5%20levels%20are%20calculated,%C2%B5g%2Fm3%20or%20lower.>

⁵ https://www2.gov.bc.ca/assets/gov/environment/air-land-water/air/reports-pub/air-zone-reports/2018-to-2020/georgia_strait_air_zone_report_2018_to_2020.pdf

National Day for Truth & Reconciliation

