



**PACIFIC RIM SCHOOL DISTRICT
PUBLIC BOARD MEETING AGENDA
Tuesday, November 26, 2024, 5:00 p.m.
John Howitt Elementary School, Port Alberni**

Pages

- 1. Call to Order/Land Acknowledgement**
We acknowledge that we work and learn on the ḥaḥuuli of the Hupačasath (Hupacasath), Huu-ay-aht (Huu-ay-aht), ḥaḥuukʷiḥath (Tla-o-qui-aht), Ciḥaaḥath (Tseshaht) and the Yuuḥuḥiḥath (Yuu-cluth-aht) Nations.
- 2. Approval of Agenda**
THAT the Board of Education approve the November 26, 2024 Public Board Meeting agenda as presented.
- 3. Conflict of Interest Declaration**
Are there any conflicts to declare?
- 4. Adoption of Minutes** 4
THAT the Public Meeting minutes from September 24, 2024 be approved as presented, and

THAT the Public Meeting minutes from October 22, 2024 be approved as presented.
- 5. Announcements of the Chair**
- 6. Good News from the Schools**
 - 6.1 School Presentation (10 minutes)** 15
Steven Brown, Principal, John Howitt Elementary School
- 7. Trustee Statements**
 - 7.1 Congratulatory Letters re: recent appointments (5 minutes)**
Pam Craig, Board Chair

THAT the Board of Education direct staff through the Superintendent to send congratulatory letters to the Honourable Josie Osborne, to the newly elected Tseshaht Frist Nation's council, to BCSTA's President Trevor Davies, and to the newly elected Minister of Education and Child Care Lisa Beare.
- 8. Petitions/ Delegations/ Presentations**
- 9. Unfinished Business/ New Business**
- 10. Staff Reports**
 - 10.1 Trustee / BCSTA / BCPSEA Reports Placeholder (10 minutes)** 47
Barbara Ross, Secretary Treasurer

10.2	Disposal of Real Property Bylaw (5 minutes)	48
	Paula Mason, Manager of Corporate Services	
10.3	Annual Elections (20 minutes)	51
10.3.a	Annual Election for Chair Barbara Ross, Secretary Treasurer	
	THAT the Board of Education direct staff, through the Superintendent, to destroy the ballots used to elect the Board Chair at the 2024 Annual Board Election.	
10.3.b	Annual Election for Vice-Chair Board Chair	
	THAT the Board of Education direct staff, through the Superintendent, to destroy the ballots used to elect the Board Vice Chair at the 2024 Annual Board Election.	
10.3.c	Committee Appointments Board Chair	
10.4	Operational Plan (5 minutes)	69
	Tim Davie, Superintendent	
10.5	Finance and Operations Update (15 minutes)	
	Barbara Ross, Secretary Treasurer	
10.5.a	Pay Transparency Act Barbara Ross, Secretary Treasurer	83
10.5.b	Professional Development Budgets Barbara Ross, Secretary Treasurer	91
10.5.c	School Budgets Barbara Ross, Secretary Treasurer	92
11.	Policy Development	
11.1	Policies to be sent for 30-day Public Consultation	
11.1.a	XXX: Power Outage Procedure for Custodians (P)	95
11.1.b	XXX: Health and Safety Working Alone (P)	96
11.1.c	XXX: Health and Safety New and Young Workers Orientation (P)	97
11.1.d	XXX: Signing Authority (P)	98
11.1.e	210: Superintendent of Schools / CEO (P)	99
11.1.f	220: Secretary Treasurer / CFO (P)	100
11.1.g	200: Executive Committee (P)	101
11.2	Policies for Adoption	
11.2.a	Tree Protection Policy (P) No feedback has been received.	102
12.	Notice of Motion	

13.	Correspondence - Action Required	
14.	Correspondence - For Information	
14.1	BCSTA Provincial Council Report	
	Please click on the following link to view the October 2024 <u>BCSTA Provincial Council Synopsis</u> .	
14.2	City of Port Alberni Council Summary	103
15.	External Board Committees	
15.1	BCSTA IEC October 25, 2024 Activity Report	117
15.2	2024-09-11 Table of Partners Meeting Minutes	119
15.3	2024-10-16 Table of Partners Meeting Minutes	124
15.4	2024-11-20 Table of Partners Meeting Minutes	130
15.5	2024-09-23 Alberni Clayoquot School Food Network Minutes	138
15.6	2024-08-20 Agricultural Development Committee Meeting Minutes	142
15.7	ACRD Solid Waste Management Plan Advisory Committee Fall 2024	147
16.	Internal District Committees	
16.1	2024-10-01 Finance, Assets and Operations Committee Meeting Minutes	169
16.2	2024-10-08 Policy Committee Meeting Minutes	173
16.3	2024-11-05 Education Committee Meeting Minutes	177
16.4	2024-11-12 Policy Committee Meeting Minutes	180
17.	Audience Question Period	
18.	Next Meeting	
	The next regular meeting of the Board of Education will be held on December 10, 2024 at 5:00pm, at Tsuma-as Elementary School.	
19.	Adjournment	
	The meeting was adjourned at TIME.	



**PACIFIC RIM SCHOOL DISTRICT
PUBLIC BOARD MEETING MINUTES
September 24, 2024, 5:00 p.m.
Bamfield Community School, Bamfield**

Pam Craig - Board Chair
Cherilyn Bray - Vice Chair
Janis Joseph - Trustee
Cynthia Orr - Trustee
Larry Ransom - Trustee (via Teams)
Chris Washington - Trustee
Helen Zanette - Trustee
Tim Davie - Superintendent
Barbara Ross - Secretary Treasurer
James Messenger - Director of Instruction, Learning and Innovation (via Teams)
Michell Bennett - Director of Instruction, Inclusive Education (via Teams)
Paula Mason - Manager of Corporate Services
Robin Schmitt – Vice Principal, Bamfield Community School
Nadine White - CUPE President (via Teams)
Jaslyn Haberl – Coordinator, Bamfield Community School Association

1. Call to Order/Land Acknowledgement

2. Approval of Agenda

Moved by: Trustee Washington

Seconded by: Trustee Bray

THAT the Board of Education approve the September 24, 2024 Public Board Meeting agenda as presented.

Carried

3. Conflict of Interest Declaration

4. Adoption of Minutes

Moved by: Trustee Joseph

Seconded by: Trustee Washington

THAT the Board of Education approve the June 25, 2024 Public Board Meeting Minutes as presented.

5. Announcements of the Chair

Trustee Craig thanked the Bamfield Community School staff for hosting us today, it's so relaxing to be in the fresh air and sunshine!

6. Good News from the Schools

6.1 School Report (10 minutes)

Vice Principal Schmitt provided a beautiful presentation highlighting the students at Bamfield Community School.

7. Trustee Statements

Trustee Zanette: encouraged people to complete the survey that the City of Port Alberni is hosting about City parks and their use.

Trustee Orr: attended the Terry Fox Run at Wickaninnish Community School on Friday. She thanked the Board Chair and the Superintendent for attending the Welcome Back BBQ on Friday and commented that the school field project is looking fantastic, with the community being very excited.

Trustee Joseph: attended Tsuma-as & Alberni Elementary School Open Houses last week - tomorrow's Open Houses will be at EJ Dunn & Maquinna Elementary Schools, then Alberni District Secondary & Wood Elementary Schools on Friday.

Trustee Craig: attended the groundbreaking ceremony at Wood Elementary School's child care, highlighting great work from Director Charbonneau with great guidance from Anne Robinson. She also attended several Terry Fox runs at Alberni Valley schools.

Trustee Ransom: thanked Vice Principal Schmitt for the amazing presentation. He also commented that the Board will continue to advocate for public education during the upcoming provincial election cycle.

8. Petitions/ Delegations/ Presentations

8.1 Bamfield Community School Association (BCSA) Annual Report (10 minutes)

BCSA Coordinator Jaslyn Haberl provided an informative Annual Report.

9. Staff Reports

9.1 2023/24 Auditor's Summary - Approval of Financial Statements (5 minutes)

Secretary Treasurer Barbara Ross introduced Auditors Lenora Lee and Matt Bromley from KPMG, to review the Financial Statements. Ms. Lee provided a few comments from the auditor's Findings Report, which has already been reviewed

with the Board in detail. Trustee Zanette thanked the Secretary Treasurer for holding the Financial Workshop.

Moved by: Trustee Washington

Seconded by: Trustee Bray

THAT the Board of Education of School District No. 70 (Pacific Rim) approved the 2023/24 Audited Financial Statements as presented.

Carried

9.2 2025/26 Minor Capital Plan Submission (5 minutes)

Secretary Treasurer Barbara Ross provided an overview of the submission.

Moved by: Trustee Bray

Seconded by: Trustee Orr

THAT in accordance with provisions under section 142 (4) of the *School Act*, the Board of Education of School District No. 70 (Pacific Rim) hereby approves the proposed 2025/26 Five-Year Minor Capital Plan (Minor Capital Programs) submission.

Carried

9.3 2024/25 Organizational Chart (3 minutes)

Manager Mason presented the organizational chart to the Board. Trustee Washington asked Superintendent about the "empty spots" on the chart and confirmed that the spots will be getting filled. Trustee Zanette recommended the words Board Chair be removed from the top of the chart and replaced with the words Board of Education. Trustee Craig asked Manager Mason how the chart was formed, to which she clarified that although the Board of Education governs the school district, the Board Chair is the public facing representative of the Board. Trustee Bray reiterated how important the role of Board Chair is and recommended that the chart not be revised. Trustee Zanette commented that the name of the Trustee that's in the Board Chair position may change each year, to which Trustee Bray noted that the organizational chart could be amended should the name change. Trustee Craig suggested that Trustee Zanette put forth a motion for the change she wants made. Trustee Orr noted that the chart says Board of Education at the top, so in her opinion it's not an issue as written.

Moved by: Trustee Bray

Seconded by: Trustee Joseph

THAT the Board of Education direct staff, through Superintendent, to publish the 2024/25 Organizational Chart as presented.

Carried

Moved by: Trustee Zanette
Seconded by: Trustee Washington

THAT the Board of Education direct staff, through the Superintendent, to amend the organizational chart by removing the position "Board Chair" and replacing it with the words "Board of Education".

Defeated

9.4 Approval of Framework for Enhancing Student Learning Report (15 minutes)

Director Messenger noted that several members of the Learning Services Team were at the Bamfield Community School today and how nice it is to see so many people visiting the community. The report being presented was a collaborative effort between the whole team, with recommendations from the Ministry team earlier this Spring.

Moved by: Trustee Bray
Seconded by: Trustee Washington

THAT the Board of Education approve the 2024/2025 Enhancing Student Learning Report as presented.

Carried

Moved by: Trustee Bray
Seconded by: Trustee Joseph

THAT the Board of Education direct staff to submit the report to the Ministry of Education and Child Care by September 30, 2024.

Carried

10. Policy Development

10.1 Policies for Public Consultation

Trustee Zanette reminded staff that the recommended adjustments made by the Policy Committee still need to be made before publishing the policy. Trustee Washington thanked the Superintendent and staff for getting this policy done so fast, as Environmental Stewardship is one of the Board's main focus areas.

Moved by: Trustee Zanette
Seconded by: Trustee Orr

THAT the Board of Education direct staff through the Superintendent, to publish the following draft policy for a 30-day public consultation period:

Carried

10.1.a XXX: Tree Protection Policy (P)

10.2 Policies for Adoption

Trustee Washington thanked staff for reviewing so many outdated policies during the last year, noting this is not in the usual course of business.

Moved by: Trustee Zanette

Seconded by: Trustee Washington

THAT the Board of Education adopt the following policies as presented.

Carried

10.2.a Use of District owned vehicles

10.2.b XXX: Equipment and In-Kind Donations (P)

10.2.c Policy 510: Safe, Caring and Orderly Schools

10.2.d Policy 602: Communicating Student Learning

10.2.e XXX: Selection of Learning Resources

10.2.f XXX: International Student Program

11. Notice of Motion

12. Correspondence - Action Required

12.1 National Food Schools Advocacy Letter

Superintendent Davie thanked Manager Mason for preparing the letter. Trustee Zanette highlighted the Board's advocacy for these important programs.

Moved by: Trustee Bray

Seconded by: Trustee Joseph

THAT the Board of Education direct staff through the Superintendent, to send the National Foods Advocacy Letter to our local Member of Parliament, using the template provided by BCSTA.

Carried

13. Correspondence - For Information

- 13.1 2024-09-03 Letter to Families - Minister Singh
- 13.2 2024-09-06 Letter from Minister Singh
- 13.3 2024-09-10 BCSTA - CEO Announcement
- 13.4 2024-09-11 September 30, 2024 National Day for Truth and Reconciliation Walk and Celebration Event
- 13.5 2024-09-13 CoPA Council Committee Appointments
- 13.6 2024-08-29 ACRD Referral Package
- 14. **External Board Committees**
 - 14.1 2024-09-04 Alberni Valley Museum and Heritage Commission Meeting minutes
 - 14.2 2024-06-18 ACRD Agricultural Development Committee Meeting Minutes
 - 14.3 ACRD Solid Waste Management Plan Advisory Committee information
 - 14.4 July 9 - Sept 8, 2024 Port Alberni Air Quality Council Update
- 15. **Internal District Committees**
 - 15.1 2024-09-03 Education Committee Meeting Minutes
 - 15.2 2024-09-10 Policy Committee Meeting Minutes
- 16. **Audience Question Period**

Jaslyn Haberl commented about the letter being sent to the Government asking if there is anything we can share with families asking them to also advocate for the National Foods program. Trustee Craig said that the format being used, although not to be copied, certainly provides the framework for the advocacy...and that individuals could certainly submit them to their local MP.
- 17. **Next Meeting**
- 18. **Adjournment**

The meeting was adjourned at 6:00pm.

Board Chair

Secretary Treasurer



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

Pam Craig - Board Chair
Cherilyn Bray - Vice Chair
Janis Joseph – Trustee (via Teams)
Cynthia Orr - Trustee
Larry Ransom – Trustee (via Teams)
Chris Washington - Trustee
Helen Zanette – Trustee (via Teams)
Tim Davie - Superintendent
Barbara Ross - Secretary Treasurer
Alex Taylor – Acting Director of Operations
Paula Mason - Manager of Corporate Services
Cameron Fraser - Principal, Ucluelet Elementary School
Carly Green – Vice Principal, Ucluelet Elementary School
Nadine White - CUPE President (via Teams)
Ryan Dvorak – ADTU President
Marc Garand – Teacher, Ucluelet Elementary School

1. Call to Order/Land Acknowledgement

2. Approval of Agenda

Moved by: Trustee Bray
Seconded by: Trustee Orr

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

Carried

3. Conflict of Interest Declaration

There were no conflicts declared.

4. Adoption of Minutes

5. Announcements of the Chair

6. Good News from the Schools

6.1 Ucluelet Elementary School (10 minutes)

Principal Fraser provided an overview of how the school startup went for the school, from the perspective of staff, parents and students, highlighting the school's goal to bring the community together with events. He noted the Coyote Mentoring Method, which is used to naturally spark curiosity for learners, without them realizing they're being taught.

7. Trustee Statements

Trustee Craig noted the following items:

- the Pep Rally at Alberni District Secondary School, introducing the new team name "Storm" / "Wiiqsii",
- thanks to the VISTA Planning Committee for their work and special thanks to Paula, Carla, & Hannah,
- the amount of work in schools to honour National Day for Truth and Reconciliation, with specific mention of the Legacy of Hope exhibit held at Ucluelet Secondary School, and
- the King Charles III Coronation Medal as presented by MP Gord Johns to honour elder Grace George at Wickaninnish Community School

8. Petitions/ Delegations/ Presentations

9. Staff Reports

9.1 Board Election (10 minutes)

Moved by: Trustee Washington

Seconded by: Trustee Orr

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.

Carried

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

Secretary Treasurer Ross presented the new Multi-Year Financial Plan to the Board.

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

Secretary Treasurer Ross explained how the 1701 actual count came in lower than projections for September and how we'll be working to balance the budget without drawing on the surplus by December.

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

Acting Director Alex Taylor provided an update on the West Coast transportation services, noting that an RFP will be issued in January 2025. Secretary Treasurer Ross commented that value, safety and efficiencies will be brought to a much higher level.

10. Policy Development

10.1 Policies to be sent for 30-day Public Consultation

Moved by: Trustee Zanette

Seconded by: Trustee Washington

THAT the Board of Education direct staff through the Superintendent, to publish the following draft policies for a 30-day public consultation period:

Carried

10.1.a XXX: Employee Files (P)

10.1.b XXX: Employee Long Service and Retirement Recognition (P)

10.1.c 410: Criminal Record Review (P)

10.1.d 131: District Parent Advisory Council (P)

10.1.e 132: Parent Advisory Council (P)

10.1.f 133: Trustee/Teacher Liaison Committee (P)

10.1.g XXX: Vacations/Banked Overtime (P)

10.2 Policies for Adoption

11. Notice of Motion

12. Correspondence - Action Required

12.1 2024-10-07 Letter re: Crosswalk Signs

Trustee Washington noted that she would bring this to the City of Port Alberni via the Traffic Advisory Committee.

Moved by: Trustee Bray

Seconded by: Trustee Washington

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.

Carried

13. Correspondence - For Information

13.1 2024-10-15 City of Port Alberni Council Summary

It was noted that the location of the Pacific Rim School District's graduation ceremonies is the decision of the school district, not something that's decided municipally. Superintendent Davie will bring the topic of the Youth Parliament to Director Messenger to look into further re: student voice.

14. External Board Committees

14.1 Beaver Creek/River Road Roundabout

Although the information is just in the rumour stage, the concern is the potential disruption of traffic for the Tsuma-as Elementary School.

Moved by: Trustee Washington

Seconded by: Trustee Ransom

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.

Carried

14.2 2024-08-19 Indigenous Education Committee Report

14.3 2024-06-18 ACRD Agricultural Development Committee Meeting Minutes

14.4 2024-04-04 ACRD Solid Waste Management Plan Committee Report

Trustee Zanette noted the survey posted on ACRD's "Let's Connect" with open House dates listed.

14.5 2024-10-02 Alberni Valley Museum and Heritage Commission Meeting Minutes

14.6 2024-09-09 Port Alberni Air Quality Council Update

15. Internal District Committees

16. Audience Question Period

ADTU President Ryan Dvorak asked if the decline in FTE is related to budgeted numbers versus actual numbers? Secretary Treasurer Ross answered the decrease is from projected enrollment.

17. Next Meeting

18. Adjournment

4

Board Chair

Secretary Treasurer

A scenic view of a forested coastline. In the foreground, there are several tall, dark green evergreen trees. The middle ground shows a large body of water, possibly a bay or fjord, with a small island or peninsula visible in the distance. The background consists of rolling mountains under a clear sky.

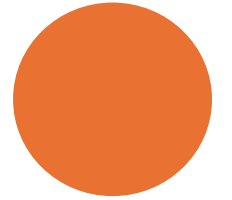
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Citizens of the Forest

Fostering Connections to Nature and
Nuu-chah-nulth Culture.

Vision and Purpose

- The Nature & Culture Club aims to foster a connection between students and nature while promoting cultural awareness and environmental stewardship. Through a combination of nature walks, drumming, and singing Nuu-chah-nulth songs, students will gain an appreciation of Indigenous culture and the natural world around them.



Objectives and Benefits

- Objectives:

- - Enhance cultural awareness and respect for Indigenous heritage.
- - Encourage physical and mental well-being through outdoor activity and mindfulness.

- Benefits for Students:

- - Develops empathy, respect, and a sense of belonging.
- - Builds teamwork and social-emotional skills.
- - Connects students to Indigenous perspectives on land stewardship.



Meeting Structure and Activities

- Twice-Weekly Nature Walks:
 - - Days: Tuesday and Thursday mornings
 - - Focus: Local flora and fauna, environmental stewardship
- Weekly Lunch Meeting:
 - - Activity: Drumming and singing traditional Nuu-chah-nulth songs
 - - Focus: Rhythm, and storytelling through song

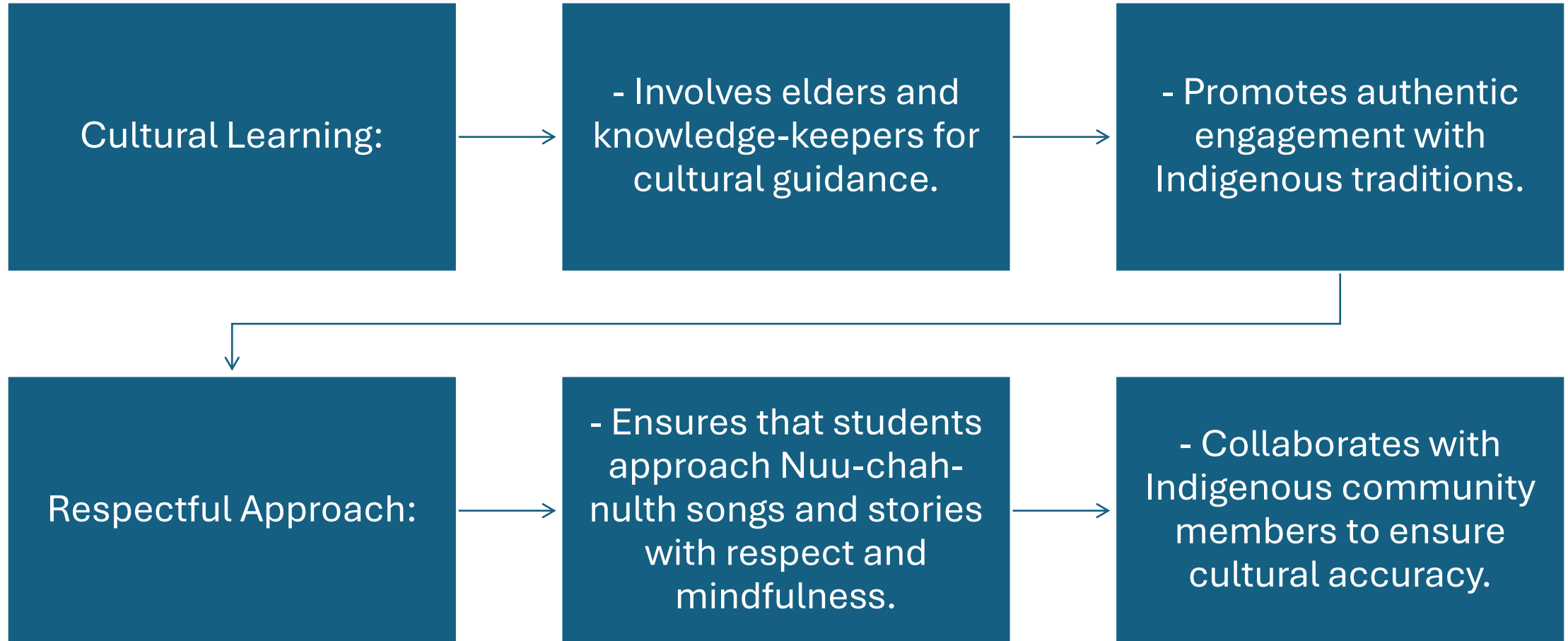
Educational Alignment with Curriculum Goals

- Indigenous Education: Supports understanding of Indigenous knowledge, traditions, and practices.

- Environmental Education: Reinforces ecological awareness and responsibility.

- Social-Emotional Learning (SEL): Builds mindfulness, empathy, and resilience through shared activities.

Supporting Nuu-chah-nulth Traditions



Expected Outcomes

- For Students:
 - - Enhanced cultural and environmental awareness.
 - - Improved social skills and increased confidence.
- For School and Community:
 - - Stronger relationships with Indigenous communities.
 - - A model for inclusive, culturally responsive education.



Why This Club is Important

- Holistic Development:
 - - Supports students' physical, mental, and emotional growth.
- Strengthens Community Bonds:
 - - Bridges school, nature, and community connections.
 - - Encourages respect for diverse cultures and perspectives.

Educational Alignment with Curriculum Goals

- - Indigenous Education: Supports understanding of Indigenous knowledge, traditions, and practices.
- - Environmental Education: Reinforces ecological awareness and responsibility.
- - Social-Emotional Learning (SEL): Builds mindfulness, empathy, and resilience through shared activities.

Vision and Purpose



The Nature & Culture Club aims to foster a connection between students and nature while promoting cultural awareness and environmental stewardship. Through a combination of nature walks, drumming, and singing Nuu-chah-nulth songs, students will gain an appreciation of Indigenous culture and the natural world around them.

Next Steps and Support

- Funding and Resources:
 - - Seeking support for materials (drums, traditional artifacts).
 - - Looking for transportation assistance for nature walks as needed.
- Partnership Opportunities:
 - - Potential collaborations with Indigenous knowledge-holders.
- Evaluation:
 - - Plan to assess student engagement and learning outcomes.

Closing and Q&A

- Thank you for your time and consideration. We welcome any questions and discussions about the Culture Club proposal.

Vision and Purpose

- Vision: The Nature & Culture Club aims to foster a connection between students and nature while promoting cultural awareness and environmental stewardship. Through a combination of nature walks, drumming, and singing Nuu-chah-nulth songs, students will gain an appreciation of Indigenous culture and the natural world around them.



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Citizens of the Forest

Fostering Connections to Nature and
Nuu-chah-nulth Culture



JOHN HOWITT
ELEMENTARY
SCHOOL UPDATE

NOVEMBER 26TH,
2024

School plan update

N.O.I.I.E at Howitt



WE ACKNOWLEDGE THE LAND ON WHICH WE LIVE, WORK, LEARN AND PLAY ARE THE TRADITIONAL TERRITORIES OF THE NUU-CHAH-NULTH PEOPLES, SPECIFICALLY THE HUPAC??ASATH? AND TSESHAHT NATIONS.

- Committed to truth and reconciliation.
- Incorporating Nuu-chah-nulth culture and language
- Each day a focus on iisaak towards all!

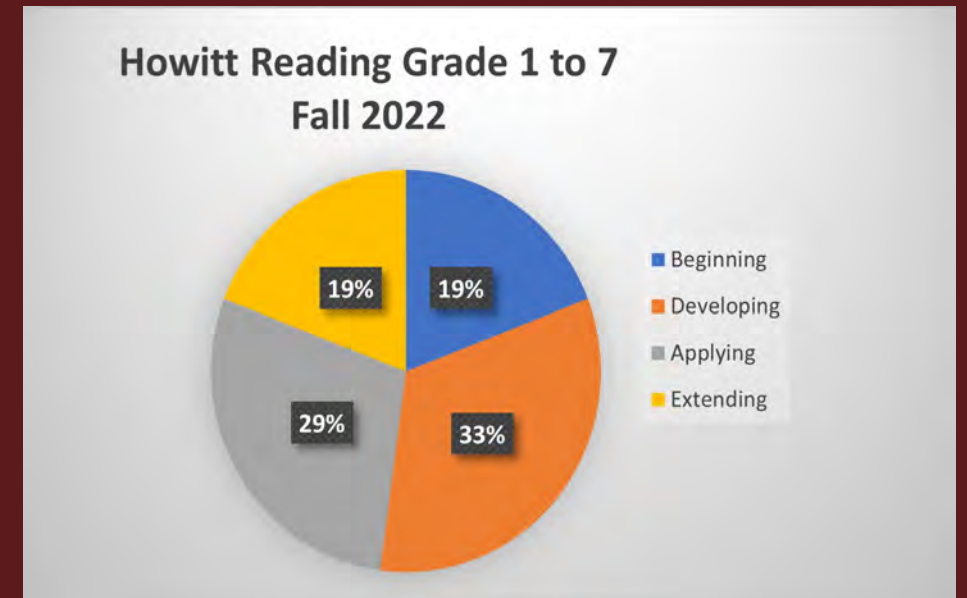
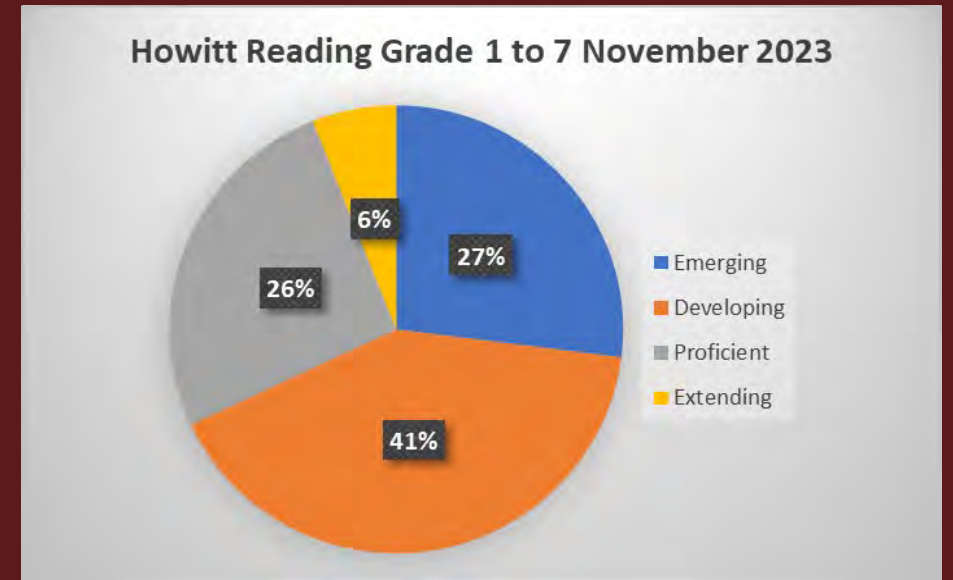
H.E.R.O.E.S. CODE

- At John Howitt Elementary School we believe that our students can be H.E.R.O.E.S! We believe in our school and our larger community. Our philosophy is that our students will meet our **Howitt H.E.R.O.E.S. code (Honest, Encouraging, Respectful, On Time and Ready, Empathic and Safe)**. We believe that by following our school code of conduct we can make John Howitt Elementary a safe, caring, and positive environment to grow and learn.



READING RESULTS NOVEMBER 2024

Fall 2023	Fall 2024
27% Beginning	% Emerging
41% Developing	% Developing
26% Proficient	% Proficient
6% Extending	% Extending

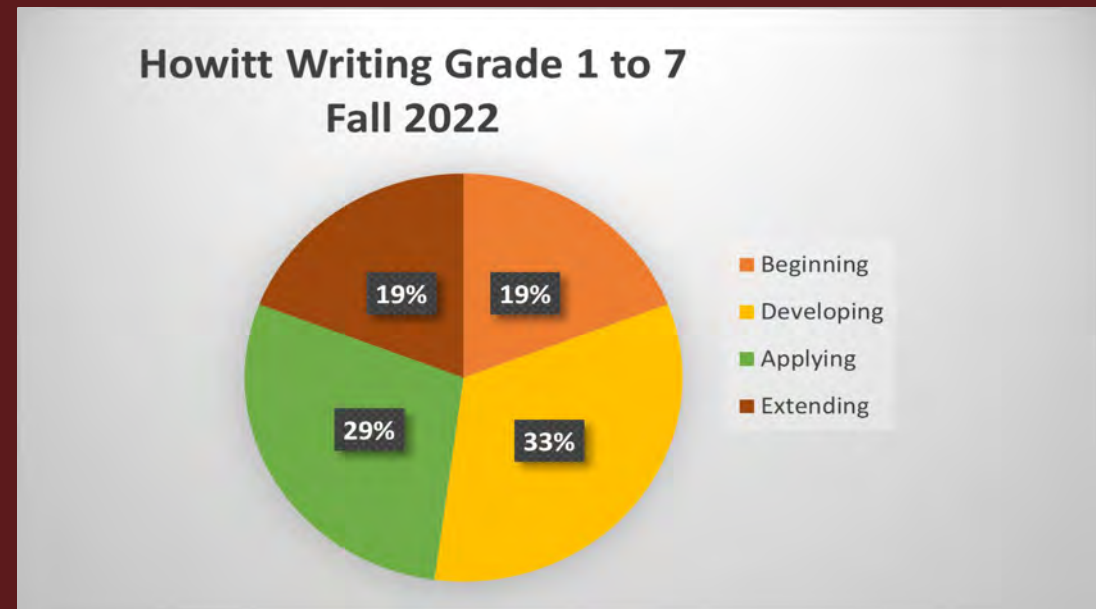
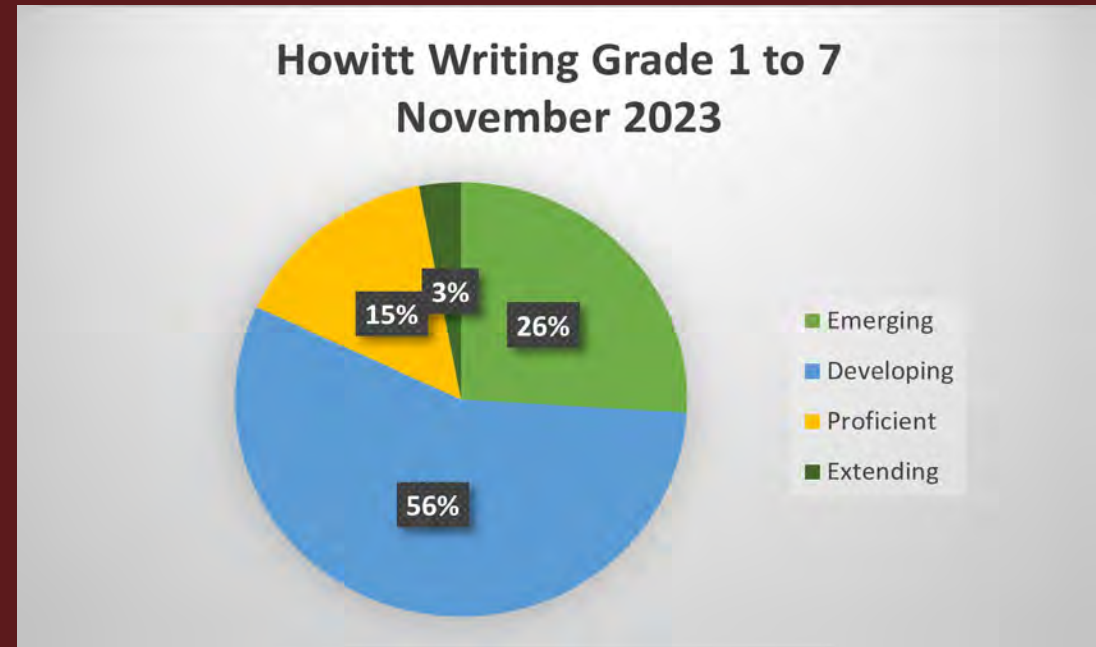


READING AT HOWITT

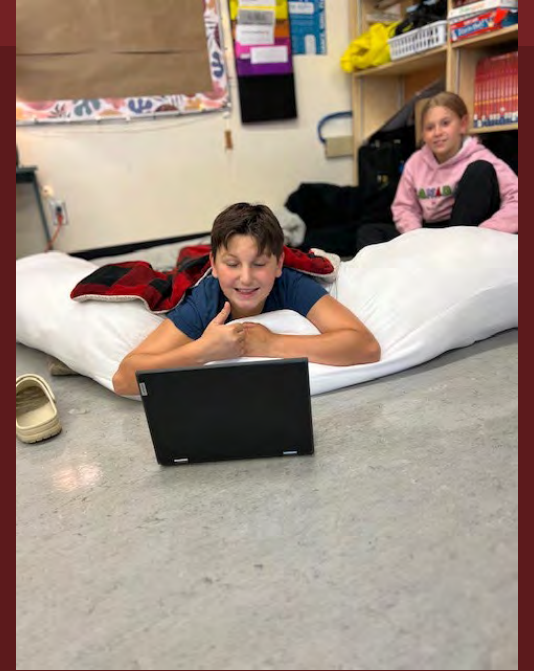
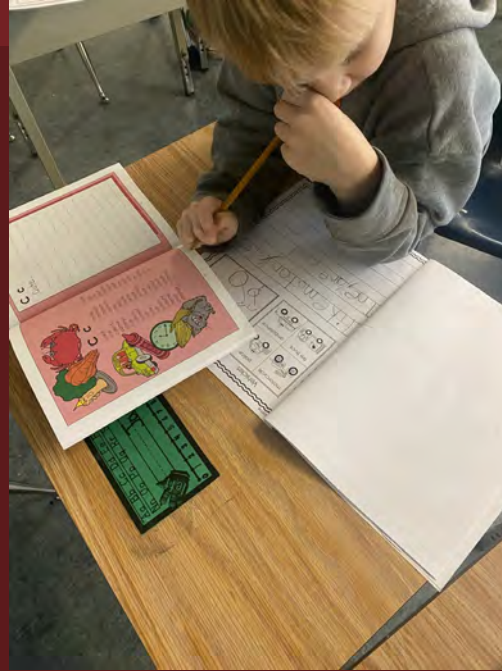


WRITING RESULTS NOVEMBER 2024

Fall 2023	Fall 2024
26% Beginning	% Emerging
56% Developing	% Developing
15% Applying	% Proficient
3% Extending	% Extending



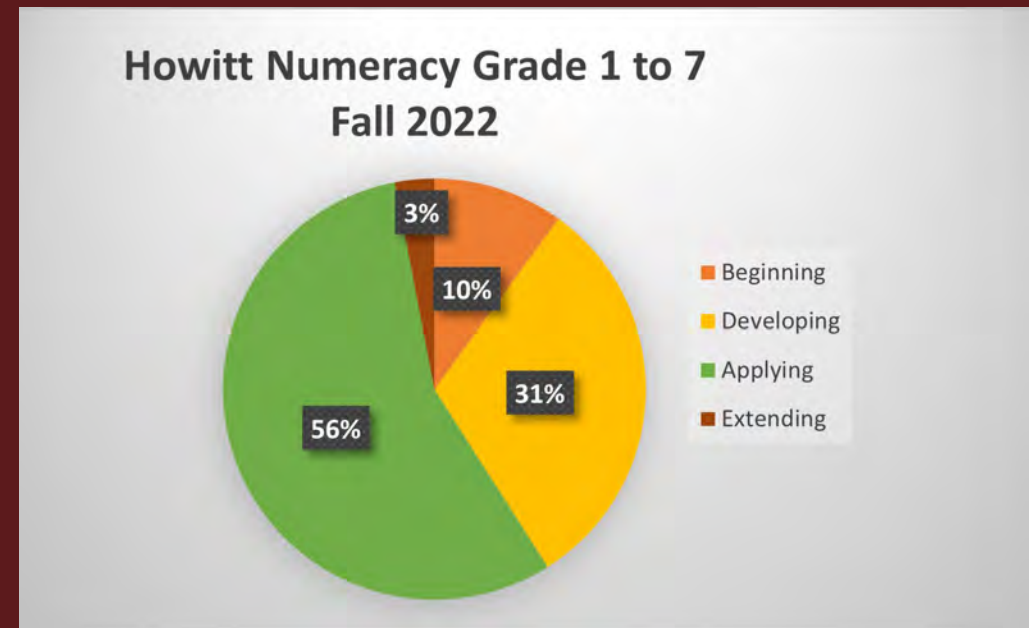
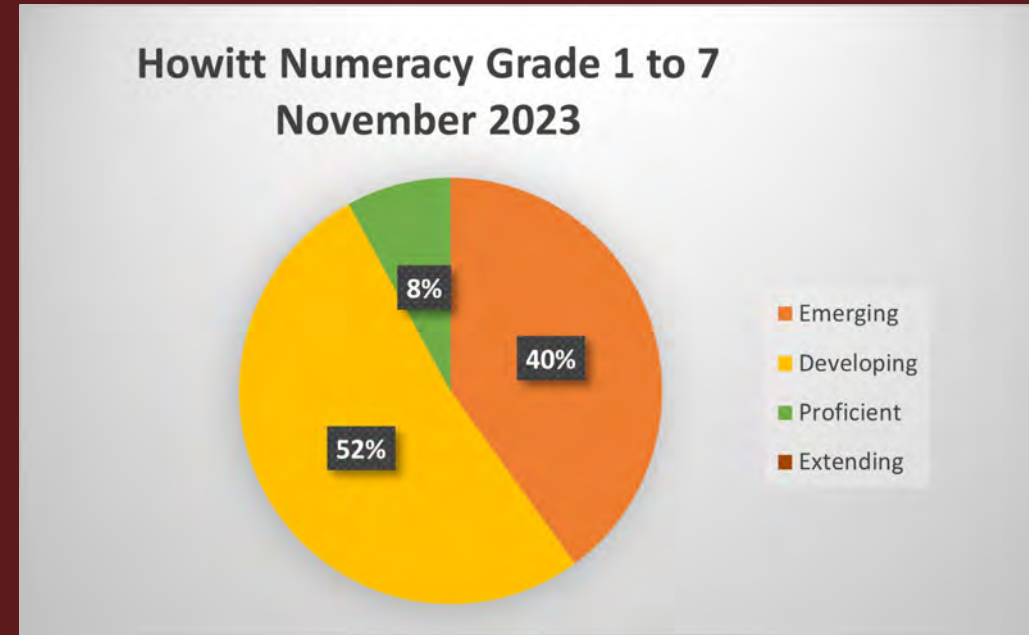
WRITING AT HOWITT



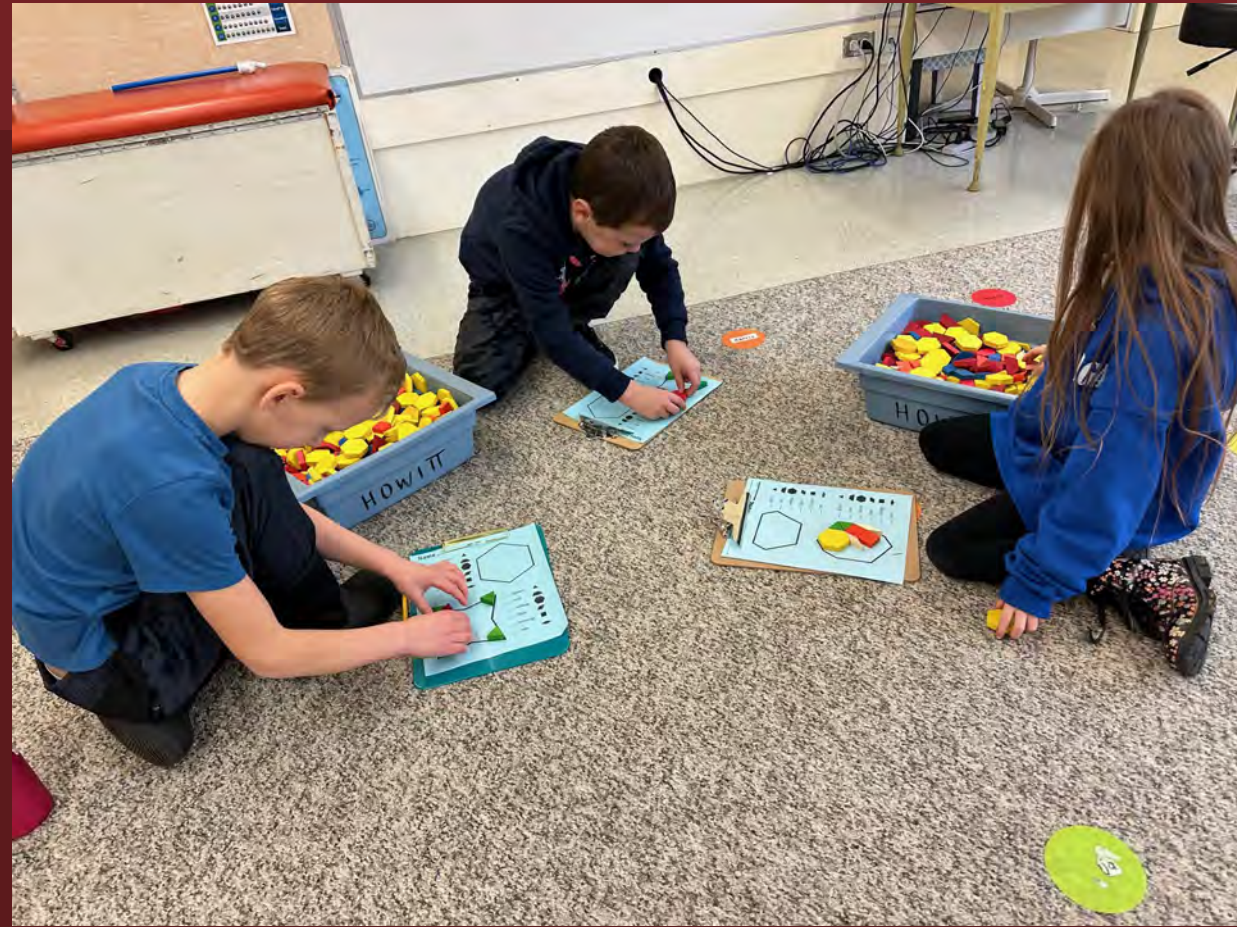
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NUMERACY RESULTS NOVEMBER 2024

Fall 2023	Fall 2024
40% Beginning	% Emerging
52% Developing	% Developing
8% Proficient	% Proficient
0% Extending	% Extending



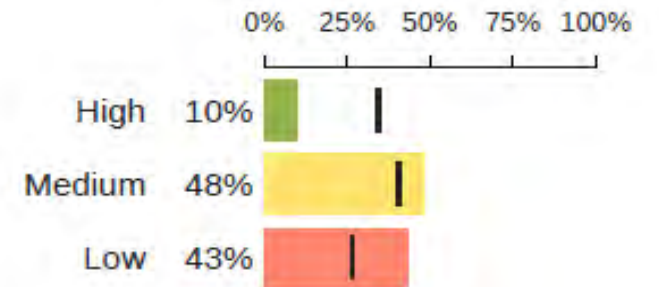
NUMERACY AT HOWITT



HOWITT GRADE 7 STUDENTS 2023-2024 MDI (CURRENT GRADE 8 STUDENTS)

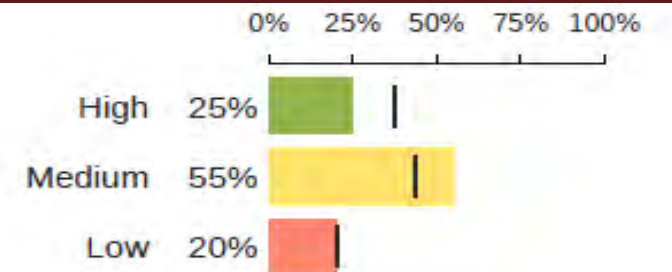
SELF-REGULATION (SHORT-TERM)

Short-term self-regulation is about impulse control. It requires adapting behaviour or emotions to meet an immediate goal. e.g., "I can calm myself down when I'm excited or upset."

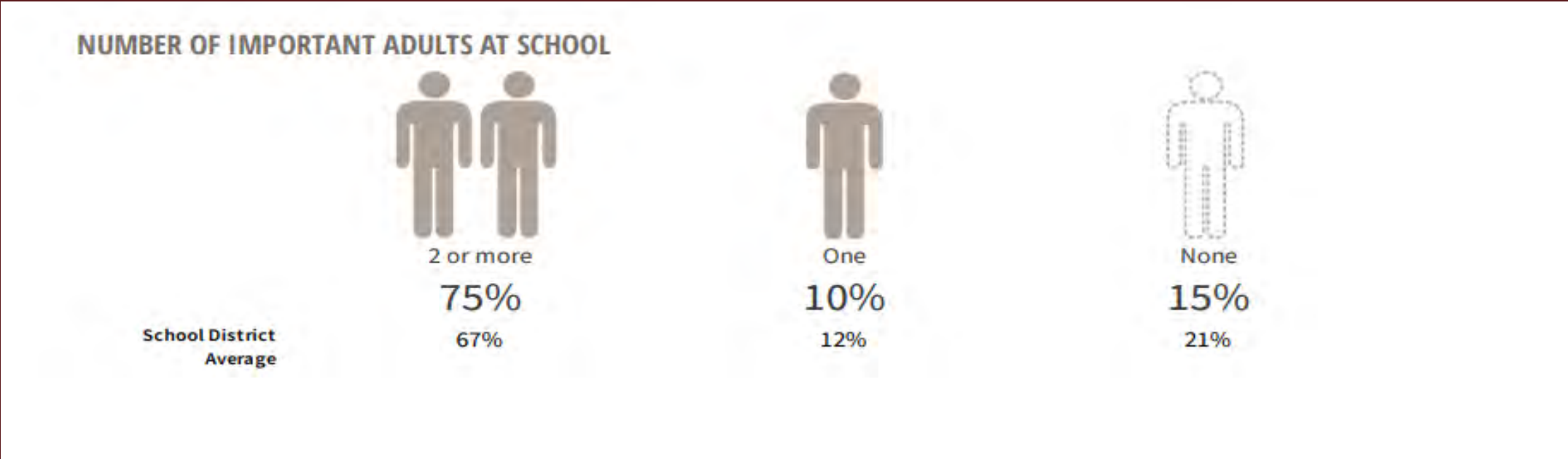


SELF-AWARENESS

Self-awareness is the ability to recognize one's emotions and thoughts while understanding their influence on behaviour. e.g., "When I'm upset, I notice how I am feeling before I take action."



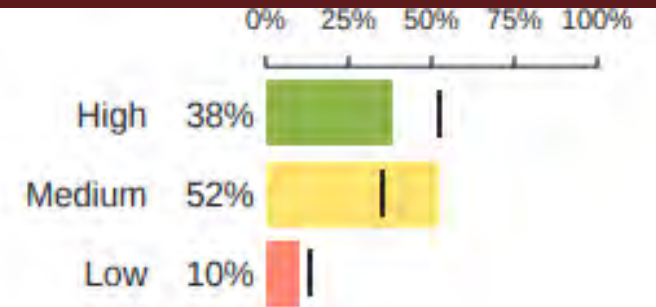
HOWITT GRADE 7 STUDENTS 2023-2024 MDI (CURRENT GRADE 8 STUDENTS)



HOWITT GRADE 4 STUDENTS 2023-2024 MDI (CURRENT GRADE 5 STUDENTS)

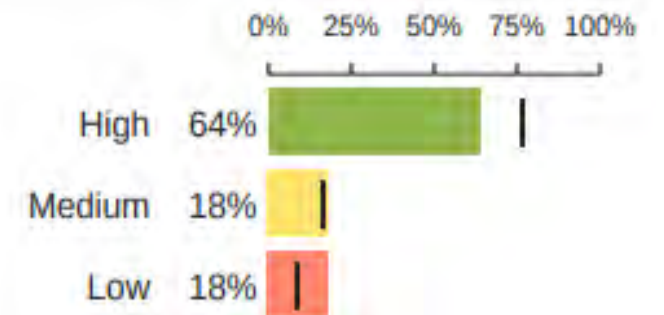
SELF-REGULATION (SHORT-TERM)

Short-term self-regulation is about impulse control. It requires adapting behaviour or emotions to meet an immediate goal. e.g., "I can calm myself down when I'm excited or upset."

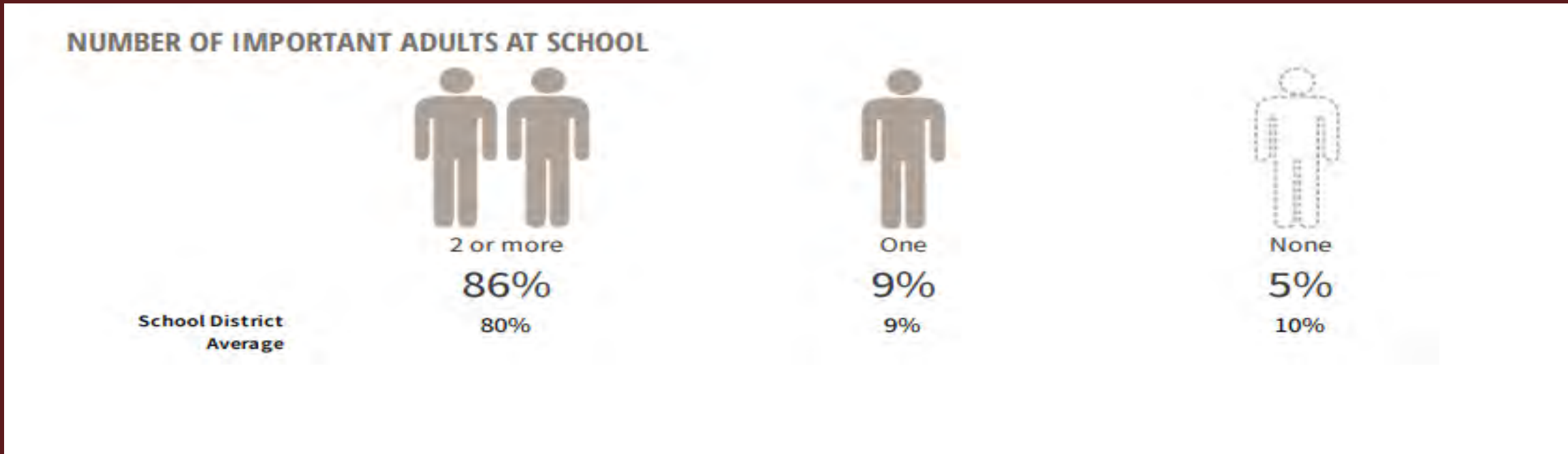


EMPATHY

Empathy is the experience of understanding and sharing the feelings of others. e.g., "I care about the feelings of others."



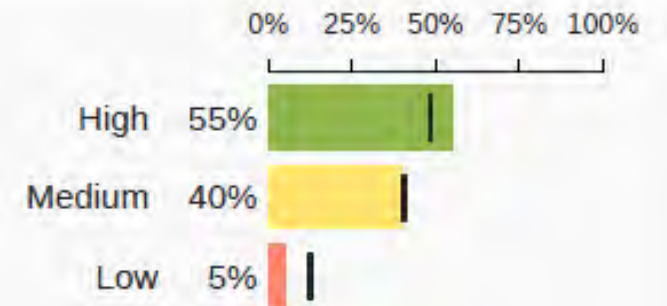
HOWITT GRADE 4 STUDENTS 2023-2024 MDI (CURRENT GRADE 5 STUDENTS)



HOWITT GRADE 4 STUDENTS 2023-2024 MDI (CURRENT GRADE 5 STUDENTS)

OPTIMISM

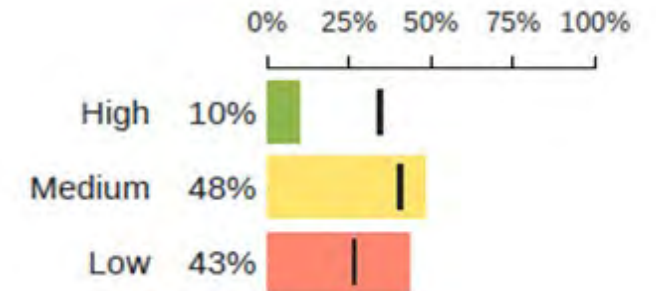
Optimism refers to the mindset of having positive expectations for the future. e.g., "I have more good times than bad times."



HOWITT GRADE 7 STUDENTS 2023-2024 MDI (CURRENT GRADE 8 STUDENTS AT ADSS)

SELF-REGULATION (SHORT-TERM)

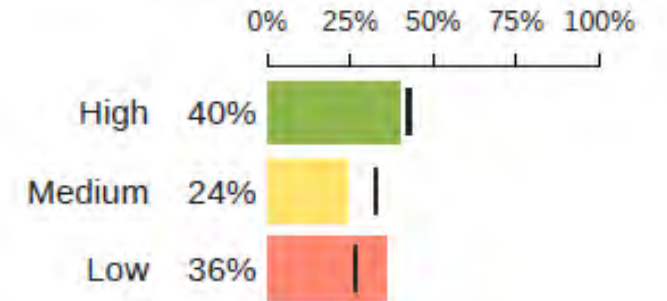
Short-term self-regulation is about impulse control. It requires adapting behaviour or emotions to meet an immediate goal. e.g., "I can calm myself down when I'm excited or upset."



HOWITT GRADE 7 STUDENTS 2023-2024 MDI (CURRENT GRADE 8 STUDENTS AT ADSS)

ABSENCE OF SADNESS

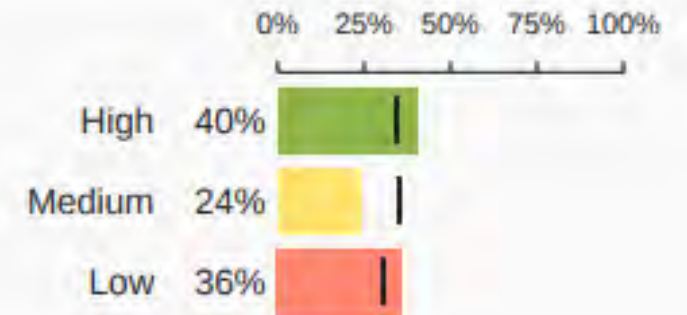
Sadness measures the beginning symptoms of depression. e.g., "I feel unhappy a lot of the time."



HOWITT GRADE 7 STUDENTS 2023-2024 MDI (CURRENT GRADE 8 STUDENTS AT ADSS)

OPTIMISM

Optimism refers to the mindset of having positive expectations for the future. e.g., "I have more good times than bad times."



PACIFIC RIM SCHOOL
DISTRICT BOARD
MEETING: NOVEMBER
26TH, 2024

- Thanks to all School Trustees, Mr. Davie, and District staff for joining us tonight to hear about what is happening at John Howitt Elementary!





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

Date: November 26, 2024
To: Board of Education
From: Barbara Ross, Secretary Treasurer
Subject: Trustee / BCSTA / BCPSEA Reports Placeholder

Information

It has been requested that the following motion be made:

THAT the Board of Education direct staff, through the Superintendent, to submit a request to the Policy Committee that the Board Procedures Administrative Procedure be modified to include a placeholder for Trustee / BCSTA / BCPSEA Reports, for both In-Camera and Public Meeting agendas.



PACIFIC RIM SCHOOL DISTRICT PUBLIC BOARD MEETING ACTION SHEET

Date: November 26, 2024
To: Board of Education
From: Paula Mason, Manager of Corporate Services
Subject: Disposal of Real Property Bylaw

Background

On August 16, 2024, following an extensive public consultation process, the school district received conditional Ministerial approval to dispose of the vacant Craig Road property, adjacent to the former Mount Klitsa Junior Secondary School (Legal description: Lot 11, District Lot 13, Alberni District Plan VIP87124).

The approval authorizes the school district to proceed with a sale to the Tseshaht First Nation. If the sale does not occur, the school district is required to notify the Ministry of Education and Child Care (“the Ministry”) staff, whereupon a further approval process to dispose of the property will be undertaken.

Information

A draft Offer and Agreement to Purchase has been reviewed and revised by the school district’s legal counsel, and the updated document shared with the potential Purchaser for their review. The Tseshaht First Nation has agreed on the purchase price previously set by the Board, with the final revisions being related to subject removal and closing dates. We expect to have the reviewed document back in our office this upcoming week and anticipate being able to confirm the existing draft as the final document, following the Purchaser’s feedback and subsequent board review.

As part of the sale process, geotechnical and environmental investigations have been undertaken on the site property. Additionally, an archaeological assessment is planned, as stipulated in the agreed-upon conditions of sale.

In accordance with the *Disposal of Land or Improvements Order*, boards are required to provide the Ministry with a copy of a final disposal bylaw. As such, and in preparation for finalizing the Vendor’s conditions of sale in the draft Offer and Agreement to Purchase, I bring forward the *Disposal of Real Property Bylaw* for your approval. Once the sale has been completed, notification will be provided to the Ministry, along with the adopted bylaw.

Recommended Motions

THAT the Board of Education approve all three readings of Disposal of Real Property Bylaw No. 2024-1 in the November 26, 2024 Public Meeting of the Board.

THAT this Disposal of Real Property Bylaw may be cited as Board of Education of School District No. 70 (Pacific Rim) Disposal Of Real Property Bylaw No. 2024-1.

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





BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 70 (PACIFIC RIM)
DISPOSAL OF REAL PROPERTY BYLAW NO. 2024-1

WHEREAS section 65 (5) of the *School Act* provides that a board of education may exercise power with respect to the acquisition or disposal of property owned or administered by the board only by bylaw;

AND WHEREAS pursuant to Section 96 (1) of the *School Act*, “land” includes any interest in land, including any right, title or estate in it of any tenure;

AND WHEREAS section 96 (3) of the *School Act* provides that a board of education may dispose of land or improvements, or both, subject to the orders of the minister;

AND WHEREAS section 3 of the Disposal of Land or Improvements Order provides that boards must not dispose of land or improvements by sale and transfer in fee simple or by way of lease of 10 years or more unless such disposal is to another board or an independent school for educational purposes or is approved by the Minister in accordance with section 5 of the Disposal of Land or Improvements Order;

AND WHEREAS section 5 of the Disposal of Land or Improvements Order provides that the Minister may approve, with any terms and conditions, a disposition of land or improvements;

NOW THEREFORE be it resolved that the Board of Education of School District No. 70 (Pacific Rim) hereby authorizes the sale of the property located at Craig Road, Port Alberni, British Columbia, and legally described as Lot 11 District Lot 13 Alberni District Plan VIP87124.

The Board of Education confirms that the property will not be required for future educational purposes in School District No. 70 (Pacific Rim).

This bylaw may be cited as School District No. 70 (Pacific Rim) Disposal of Real Property Bylaw No. 2024-1.

Read a first time this **26th** day of **November, 2024**. Read

a second time this **26th** day of **November, 2024**.

Read a third and final time, passed and adopted this **26th** day of **November, 2024**.

Chair

Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original School District No. 70 (Pacific Rim) Disposal of Real Property Bylaw No. 2024-1 adopted by the Board of Education on this 26th day of November, 2024.

Secretary-Treasurer



PACIFIC RIM SCHOOL DISTRICT PUBLIC BOARD MEETING ACTION SHEET

Date: November 26, 2024
To: Board of Education
From: Barbara Ross, Secretary Treasurer
Subject: 2024-25 Annual Election

Background

At the October 22, 2024 Public Board Meeting, the following motion was carried:

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.

Information

Annual Election for Chair - the position of Chair will be handed over to the Secretary Treasurer to conduct the election for Board Chair:

- Call for nominations, a first, second and third time
- Vote and tally
- Declaration of successful Board Chair

THAT the Board of Education direct staff, through the Superintendent, to destroy the ballots used to elect the Board Chair at the 2024 Annual Board Election.

Annual Election for Vice Chair - the position of Chair will be handed over to the newly elected Board Chair to conduct the election for Board Vice Chair:

- Call for nominations, a first, second and third time
- Vote and tally
- Declaration of successful Board Vice Chair

THAT the Board of Education direct staff, through the Superintendent, to destroy the ballots used to elect the Board Vice Chair at the 2024 Annual Board Election.

Committee Appointments – the Board Chair will conduct elections for the positions of Committees, as per attached Appendix I: Board Procedure (A/P), attached.



XXXX: BOARD PROCEDURE (A/P)

Approved: 24 01 09

In accordance with Policy 110 Board Procedure, the following Administrative Procedures define the framework for the efficient, consistent, fair, orderly, and transparent operation of the District, ensuring that such procedures are consistent with those prescribed in the *School Act*. Included are inaugural procedures, operating procedures for all meetings of the Board and Standing Committees, as well as the duties and responsibilities of the Board Chair and Trustees. Operating procedures for meetings of the Board have been formed based on Robert's Rules of Order.

TYPES OF MEETINGS

1.0 REGULAR MEETINGS (PUBLIC MEETINGS)

- 1.1 A Regular meeting will normally be held once per month from September to June inclusive. Regular meetings may be rescheduled by the Chair, provided the Board meets no less than once every 3 months.
- 1.2 All Regular meetings of the Board shall be open to the public and no person shall be excluded except for improper conduct. If in the opinion of the Board, the public interest so requires, the Board may order a meeting or part thereof to be closed to the public.
- 1.3 The order of business at all Regular meetings, unless varied by motion, shall be as follows:
 1. Call to Order/Land Acknowledgement
 2. Approval of Agenda
 3. Conflict of Interest Declaration
 4. Adoption of Minutes
 5. Announcements of the Chair
 6. Good News from the Schools
 7. Trustee Statements
 8. Petitions/Delegations/Presentations
 9. Unfinished Business
 10. Staff Reports
 11. Policy Development (with sub-categories)
 12. Notice of Motion
 13. Correspondence – Action Required
 14. Correspondence – For Information
 15. Internal District Committees
 16. External or Community Committees
 17. Audience Question Period
 18. Next Meeting
 19. Adjournment

2.0 IN CAMERA MEETINGS

- 2.1 The Board may convene In-Camera meetings without the public present to discuss private issues dealing with individual students, individual employees, land, labour, litigation, negotiation, or other matters as recommended by the Superintendent or their designate.



2.2 No Trustee or staff shall disclose to the public the proceedings of an In-Camera meeting, except as may be required by law, unless a resolution has been passed by the Board to allow such disclosure.

2.3 The order of business at all In-Camera meetings, unless varied by motion shall be as follows:

1. Call to Order/Land Acknowledgement
2. Approval of Agenda
3. Conflict of Interest Declaration
4. Adoption of Minutes
5. Announcements of the Chair
6. Trustee Statements
7. Petitions/Delegations/Presentations
8. Unfinished Business
9. Emergent Issues
10. Staff Reports
11. Executive Committee Reports
12. Correspondence – Action Required
13. Correspondence – For Information
14. Next Meeting
15. Adjournment

3.0 SPECIAL MEETINGS

3.1 A Special meeting of the Board may be called by the Chair or, upon written request of a majority of the trustees, may be called by the Secretary Treasurer. No business other than that for which the meeting is called shall be conducted at the meeting.

3.2 Written notice of a Special meeting and an agenda shall be sent electronically to each trustee at least 48 hours in advance of the meeting.

3.3 The order of business at Special meetings shall follow the usual meeting type order for that meeting. (i.e., Special In-Camera meeting, Special Regular meeting)

4.0 INAUGURAL AND ANNUAL MEETINGS

INAUGURAL MEETING

4.1 After the general local election of trustees, the Secretary Treasurer must convene a first meeting of the Board as soon as possible and in any event within 30 days from the date that the new Board begins its term of office.

4.2 At the inaugural meeting the Board shall elect a Chair and may elect a Vice-Chair from among its members. The interim Chair of the Inaugural meeting shall be the Secretary Treasurer until such time as the Board Chair has been elected.

4.3 The interim Chair shall announce results of trustee elections and confirm that new trustees have completed the declaration as required by the *School Act*, following which the Board Chair shall be elected.



4.4 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 drawing lots.

4.5 Once the Chair has been elected, they assume the seat and proceed with the election of a Vice-Chair in the same manner as set out in section 4.4.

CHAIR/VICE-CHAIR

4.6 Where at the inaugural meeting following the general election, the Board determines not to elect a Vice-Chair, the Chair shall appoint trustees to serve as Vice-Chair on an equal-time, rotating basis.

4.7 The Chair shall preside over all Public meetings of the Board but may vacate the chair in order to enter debate or propose or second a motion. The Vice-Chair shall preside over all In-Camera meetings, and in the absence of the Chair or when the Chair temporarily vacates the chair during the meeting.

4.8 In the event that neither the Chair nor the Vice-Chair is able or willing to take the chair, the presiding officer shall be such person as the Board may elect for that meeting.

4.9 The presiding officer shall vote at the same time as other members of the Board.

ANNUAL MEETING

4.10 The Board, may serve Notice of Motion that the intent is to bring a motion forth for discussion and vote at the next Regular Meeting of the Board, requesting that an election for Chair or Vice-Chair be held at the following Regular meeting of the Board, and an election shall then be held.

4.11 The Board, at the annual meeting, shall elect a Chair and may elect a Vice-Chair from among its members, using the process defined in section 4.2 – 4.5.

4.12 Each year at the annual meeting, 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. The Board Chair will then name Committee Members, Chairs and Vice-Chairs.

5.0 STANDING COMMITTEE MEETINGS

5.1 Standing Committees, (Education Committee, Finance, Operations and Assets Committee, and Policy Committee as listed in Appendix 1) have their scope and powers established by the Board on an annual basis, are made up of designated Trustees and representatives from partner groups, meet on a regular basis, and retain any powers and oversight responsibilities until the Board changes or disbands the Committee.



- 5.2** Non-Voting Members: Any member who can attend a Committee meeting and participate in its proceedings at the discretion of the Committee, but cannot move motions, vote or be part of quorum.
- 5.3** The primary purpose of all Committees shall be to act in an advisory capacity to the Board. Unless specific powers have been delegated by the Board the power of all Committees shall be limited to making recommendations to the Board and shall not include that of acting on behalf of the Board unless specifically authorized by Board motion for individual issues.
- 5.4** Standing Committee Meetings are not open to members of the public, however minutes from these meetings are available for public consumption as part of the Regular Meeting Minutes packages.
- 5.5** The following forms the Membership of the Standing Committees:
- 5.5.1 All seven trustees – **Voting Members**
 - 5.5.2 Superintendent, or delegate – **Non-Voting Members**
 - 5.5.3 Secretary-Treasurer, or delegate - **Non-Voting Members**
 - 5.5.4 Other Executive leadership staff as topics require - **Non-Voting Members**
 - 5.5.5 By invitation, one representative from each of the following to serve on the committee in a consultative and advisory capacity (**Non-Voting Members**):
 - 5.5.5.1 Local Principals and Vice Principals Association (PVPA)
 - 5.5.5.2 Alberni District Teachers Union (ADTU)
 - 5.5.5.3 Canadian Union of Public Employees (CUPE) Local 727
 - 5.5.5.4 District Parent Advisory Council (DPAC)
 - 5.5.5.5 Nuu-Chah-Nulth Tribal Council (NTC) or other Indigenous representative
- 5.6** The order of business at the Education Committee meetings and at the Finance, Operations and Assets Committee meetings, unless varied by motion shall be as follows:
- 1. Call to Order/Land Acknowledgement
 - 2. Introductions
 - 3. Approval of Agenda
 - 4. Petitions/Delegations/Presentations
 - 5. Unfinished Business
 - 6. Emergent Issues
 - 7. Staff Reports
 - 8. Next Meeting
 - 9. Adjournment
- 5.7** The order of business at the Policy Committee meetings, unless varied by motion shall be as follows:
- 1. Call to Order/Land Acknowledgement
 - 2. Introductions
 - 3. Approval of Agenda
 - 4. Unfinished Business
 - 5. Emergent Issues



6. New or Revised Draft Policy
7. New or Revised Draft Administrative Procedures
8. Policies to be sent to the Board for Approval to go to Public Consultation
9. Policies/Admin Procedures out for Public Consultation
10. Forward to next Public Board Meeting for Adoption
11. Completed Business
12. New Business
13. Future Policies/Administrative Procedures
14. Next Meeting
15. Adjournment

6.0 MEETING PROCEDURES

RULES OF ORDER - REGULAR (PUBLIC) MEETINGS AND IN-CAMERA MEETINGS

- 6.1 The rules and practices of the Roberts Rules of Order shall, so far as applicable and unless otherwise indicated in this Administrative Procedure, govern all meetings of the Board. In all cases, the *School Act* will not be violated.
- 6.2 The Chair shall preside over all meetings of the Board. In the absence of the Chair, the Vice-Chair, or, in the absence of both the Chair and the Vice-Chair, some member of the Board, to be appointed by the Board, shall preside.
- 6.3 Should the Chair, during any meeting of the Board, desire to leave the chair for the purpose of taking part in debate or for any other reason acceptable to a majority of the trustees present, the Chair shall call on the Vice-Chair to fill their place until the Chair resumes the seat, or in the absence of the Vice-Chair, or some other member of the Board. Any member occupying the chair temporarily shall discharge all the duties and enjoy the rights of the Chair.
- 6.4 No questions shall be determined by the Board unless upon motion of a Trustee, seconded by another Trustee.
- 6.5 At all meetings of the Board, all questions shall be decided by the majority of the votes of the trustees present, by way of a show of hands. When a trustee who is eligible to vote does not raise a hand, the vote is deemed to be in the affirmative. In the event of an equality of votes, the motion shall be deemed to be in the negative.
- 6.6 Every Trustee present at a meeting of the Board, when a question is put, shall vote thereon, except that of a Trustee who may be abstaining from voting. The Chair shall have the right to vote and must vote in the case of an equality of votes.
- 6.7 No member shall have more than one vote on any question.
- 6.8 Notwithstanding section 6.6 above, every Trustee present at a meeting of the Board shall vote on all questions which by the provisions of the *School Act* shall be decided by a vote of the majority of all the members of the Board.



6.9 The Chair shall declare the result of all votes.

6.10 When the Chair or other presiding officer is called on to decide a point of order to practice, the Chair shall give their decision and state the rule applicable to the case. An appeal from the ruling of the Chair shall be seconded and shall be decided by a majority of the members of the Board present. When the ruling of the Chair is appealed against, the Chair shall, without debate, put the question in the following words: "Shall the ruling of the Chair be sustained?" and the Chair shall have the right to state their reasons for the decision given.

6.11 No Trustee shall leave the Board meeting before the close of the session without notifying the Chair.

RULES OF ORDER – STANDING COMMITTEE MEETINGS

6.12 The rules and practices of the Roberts Rules of Order shall, so far as applicable and unless otherwise indicated in this Administrative Procedure, govern all meetings of the Standing Committees. In all cases, the *School Act* will not be violated.

6.13 The Chair shall preside over all meetings of the Committee. In the absence of the Chair, the Vice-Chair, or, in the absence of both the Chair and the Vice-Chair, some member of the Committee, to be appointed by the Committee, shall preside.

6.14 Should the Chair, during any meeting of the Committee, desire to leave the chair for the purpose of taking part in debate or for any other reason acceptable to a majority of the members present, the Chair shall call on the Vice-Chair to fill their place until the Chair resumes the seat, or in the absence of the Vice-Chair, or some other member of the Committee. Any member occupying the chair temporarily shall discharge all the duties and enjoy the rights of the Chair.

6.15 Per s. 50 of Roberts Rules of Order, in a Standing Committee the same informalities and modifications of the regular rules of parliamentary procedure generally prevail as are listed for Small Boards.

6.16 Per s. 49 of Roberts Rules of Order, Procedure of Small Boards, the rules governing such meetings are different from the rules that hold in other assemblies, in the following respects:

- Members are not required to obtain the floor before making motions or speaking, which they can do while seated
- Motions need not be seconded
- There is no limit to the number of times a member can speak to a question, and motions to close or limit debate generally should not be entertained
- Informal discussion of a subject is permitted while no motion is pending
- Sometimes, when a proposal is perfectly clear to all present, a vote can be taken without a motion's having been introduced. Unless agreed to by unanimous consent, however, all proposed actions of a board must be approved by vote under the same rules as in other



assemblies, except that a vote can be taken initially by a show of hands, which is often a better method in such meetings

- The chair need not rise while putting questions to vote
- The chair can speak in discussion without rising or leaving the chair; and, subject to rule or custom within the particular board, usually can make motions and usually votes on all questions.

6.17 No questions shall be determined by the Committee unless upon motion of a Committee member.

6.18 At all Standing Committee meetings, all questions shall be decided by the majority of the votes of the members present, by way of a show of hands. When a member who is eligible to vote does not raise a hand, the vote is deemed to be in the affirmative. In the event of an equality of votes, the motion shall be deemed to be in the negative.

6.19 Every member present at a Standing Committee meeting, when a question is put, shall vote thereon, except that of a member who may be abstaining from voting. The Chair shall have the right to vote and must vote in the case of an equality of votes.

6.20 No member shall have more than one vote on any question.

6.21 Notwithstanding section 6.6 above, every voting member present at a Standing Committee meeting shall vote on all questions which by the provisions of the *School Act* shall be decided by a vote of the majority of all the voting members of the Board.

6.22 The Chair shall declare the result of all votes.

6.23 When the Chair or other presiding officer is called on to decide a point of order to practice, the Chair shall give their decision and state the rule applicable to the case. An appeal from the ruling of the Chair shall be seconded and shall be decided by a majority of the members of the Committee present. When the ruling of the Chair is appealed against, the Chair shall, without debate, put the question in the following words: "Shall the ruling of the Chair be sustained?" and the Chair shall have the right to state their reasons for the decision given.

6.24 No Trustee shall leave the Committee meeting before the close of the session without notifying the Chair.

7.0 COMMITTEE OF THE WHOLE

7.1 When, during a Regular or In-Camera Meeting, the Board has to consider a subject which it does not wish to refer to a specific Committee, and yet where the subject matter is not well digested and put into proper form for its definite action, or when, for any other reason, it is desirable for the Board to consider a subject with all the freedom of an ordinary Committee, it is the practice



to refer the matter to the "Committee of the Whole" by making the following motion, "THAT the Board of Education do now resolve itself into a Committee of the Whole, to take under consideration ("insert topic....."). The entire Board is then resolved into a Committee under a Chair that may be a trustee other than the regular Chair. Its purpose is to facilitate discussion by ameliorating the rules applicable in a formal session and enter into an informal discussion.

7.2 If the motion is adopted, the Chair immediately calls another member to the chair, and takes their place as a member of the Committee. When the Committee is through with the consideration of the subject referred to it, or if it wishes to adjourn, the following motion is made "THAT the Committee rise and report to the Board of Education, (insert the result of the proceedings....)." specifying the result of its proceedings.

7.3 As soon as this motion is adopted the presiding officer takes the chair, and the Chair of the Committee, having resumed his place in the Regular or In-Camera Meeting, rises, addresses the Board Chair, and says: "The Committee of the Whole has had under consideration (describes the resolution or other matter) and has directed me to report.....(insert the result of the proceedings)."

8.0 QUORUM

8.1 The quorum for a meeting shall be a majority of trustees holding office at that time (4).

8.2 A trustee who is unable to attend a meeting in person may participate by electronic means (Teams/Zoom). A trustee participating by electronic means may fully participate in the meeting, be counted in the quorum, and vote.

8.3 At the appointed time for commencement of a meeting the presiding officer shall ascertain that a quorum is present before proceeding to the business of the meeting. If a quorum has not been made within 15 minutes after the appointed time, the meeting shall stand adjourned until the next Regular meeting date or until another meeting has been called.

8.4 After a meeting has commenced, if notice is drawn to a lack of quorum, the presiding officer shall ascertain whether there is a lack of quorum and, if so found, adjourn the meeting to a time certain or to the next Regular meeting date.

8.5 When voting, the majority of the members present shall pass motions.

9.0 ABSENSE

Per s. 52(2) of the *School Act*, if a Trustee is continuously absent from Board meetings for a period of 3 consecutive months, unless the absence is because of illness or with the leave of the board, the office of the member is deemed to be vacant and the person who held the office is disqualified from holding office as a trustee until the next general school election.



10.0 AGENDAS

- 10.1** All meeting agendas, as well as supporting materials intended to brief trustees about items included on the agenda, shall be prepared by the Secretary Treasurer, or their designate, and made available to the Trustees on Friday afternoons prior to the Board or Committee Meetings being held on the following Tuesday.
- 10.2** Regular Meeting and Special Meeting (if not a Special In-Camera Meeting) agendas will be made available to the public by being posted on the Pacific Rim School District's website, on Friday afternoons prior to the Meeting on the following Tuesday.
- 10.3** Regular Meeting , Special Meeting (if not a Special In-Camera Meeting) and Standing Committee Meeting agendas will be sent electronically to partners listed above in sections 5.5.5.1 – 5.5.5.5.
- 10.4** Changes to the agenda may be made by way of an affirmative amended approval motion, at the beginning of any meeting.

11.0 MEETING NOTICE

- 11.1** At the first Public Board Meeting of each school year, the Board of Education shall adopt a Public Board Meeting Schedule for the school year. This schedule will be made available to the public by being posted on the Pacific Rim School District's website.
- 11.2** Any additional Regular meetings scheduled throughout the school year, or any changes to the adopted Public Board Meeting Schedule, must have notice given by way of being posted on the Pacific Rim School District's website, no later than 48 hours prior to the meeting start time.
- 11.3** Trustees, and the partners listed above in sections 5.5.5.1 – 5.5.5.5 when applicable, must be provided notice of any changes to the adopted Public Board Meeting Schedule, or additional meetings scheduled, no later than 48 hours prior to the meeting start time.

12.0 MINUTES

- 12.1** The Secretary Treasurer, or their designate, shall ensure that the minutes of meetings are legibly recorded. Such minutes shall be concise and detail the proceedings of the Board/Committee, but not the contents of speeches.
- 12.2** Meeting minutes shall show trustees present, listed in the following order: Chair, Vice-Chair, West Coast Trustee and alphabetical by last name for all remaining members. Trustees present by electronic means and trustees absent shall also be recorded.
- 12.3** The minutes shall be certified as correct by the Secretary Treasurer, or another employee designated under s. 72(b) of the *School Act*. Electronic signatures for the Secretary Treasurer and Board Chair shall be applied following the meeting at which the minutes are adopted.



- 12.4** Except for minutes of a meeting from which persons other than trustees or officers of the Board, or both, were excluded, the minutes shall be open for inspection at all reasonable times by any person, who may make copies and extracts on payment of a fee set by the Board.
- 12.5** Regular Meeting and Standing Committee minutes shall be adopted monthly by the Board at a Regular Meeting. In-Camera Meeting minutes shall be adopted monthly at an In-Camera Meeting. Special Meeting minutes shall be adopted at the next Special Meeting of its kind, which may not be monthly.
- 12.6** Once adopted, Regular Meeting minutes will be made available to the public by way of being posted on the Pacific Rim School District's website.
- 12.7** If the Secretary Treasurer is unable to attend a meeting or if the meeting concerns the work performance or employment of the Secretary Treasurer, the Board may designate another employee of the Board to attend the meeting in place of the Secretary Treasurer at the meeting.
- 12.8** Meetings of the Board may be electronically recorded to provide an accurate record of the meeting. Recordings will be destroyed after the minutes have been adopted.

13.0 PETITIONS/DELEGATIONS

- 13.1** Petitions/Delegations may be received at Regular, In-Camera, Special and Standing Committee meetings. A Delegation differs from a Petition in that there is no specific request to the Board/Committee.
- 13.2** Unless there is an urgent matter, Petition/Delegation requests must be submitted to the Secretary Treasurer or their designate, no less than 14 days prior to the meeting date. Requests must include the name(s) of the presenters, the general nature and viewpoint of the petition/delegation, all printed or visual materials, and the specific action requested if any. Copies of the written petition/delegation will be brought to the Chair/Vice-Chair at the agenda setting table for review. If approved, the person(s) seeking the meeting time will be advised at which meeting date and time they will present.
- 13.3** On approval of the Board Chair, emergent petitions arising after noon on the Wednesday preceding the Board meeting, may be presented at the Board meeting. The petition must be submitted in writing to the Board when making the presentation.
- 13.4** The Board Chair may limit the number of petitions/delegations to be presented at any single meeting. Petitions/Delegations are directed to the Board of Education as a corporate body, not individual trustees. Petitions/Delegations are not accepted from individuals or entities soliciting business from the Board.
- 13.5** Petitions/Delegations shall be limited to ten minutes unless the Chair, prior to the commencement of the presentation, approves an extended timeframe.



- 13.6** The Board will hear the petition, ask questions for clarification, and refer the subject to the Unfinished Business/New Business section of the agenda.

14.0 EMERGENT ISSUES

Issues needing urgent attention that arise after the agenda setting has taken place shall be brought to the Chair and Vice-Chair of the meeting, and the Superintendent for their consideration. If approved the item will be added to the Emergent Issues item of the agenda.

15.0 AUDIENCE QUESTION PERIOD

- 15.1** Under the Regular Meeting agenda item Audience Question Period, questions may be put to the Chair, or through the Chair to any member or officials of the Board, relating to any matter connected with the agenda of the day.

- 15.2** No question, once decided by the Board, shall be reconsidered, or rescinded during the same calendar year in which the said question was decided unless:
- a. By order of the majority of the votes of the members present and voting, and
 - b. The motion for any such reconsideration or rescission is brought by a Trustee who voted on the prevailing side when the motion was first adopted or rejected.

Provided, however, that nothing in this section shall be construed as depriving any Trustee, who was not a Trustee at the time a decision was reached on a resolution from moving the reconsideration or rescission of such resolution in the same calendar year.

- 15.3** The Audience Question Period is not to be used as a political forum, or for furthering presentations by delegations, or to deal with matters that should properly be dealt with through other channels. Questions or inquiries which deal with or reflect upon the personal or professional attributes of Trustees or District staff will not be recognized. The Chair may direct any questions to District staff to respond to.

16.0 RESOLUTIONS, POLICY STATEMENTS, BYLAWS

All matters shall be dealt with by resolution, policy statement or bylaw.

16.1 RESOLUTIONS

A resolution shall have only one reading.

16.2 POLICY STATEMENTS

Policy and Administrative Procedure Development shall be governed by Policy 113.



16.3 BYLAWS

The following matters shall be resolved by bylaw:

- a) where required by the *School Act*; and
- b) amendments to bylaws.

The following procedure shall be followed when presenting a bylaw:

- a) A bylaw shall have three readings prior to its adoption
- b) A bylaw shall not be given more than two readings at any one meeting unless the members of the board who are present at the meeting unanimously agree to give the bylaw all three readings at that meeting
- c) A reading of a bylaw may, if a written or printed copy of a bylaw is in the possession of each trustee and is available to each member of the public in attendance at the meeting at which the bylaw is to be read, consist of a description of the bylaw by
 - (a) its title, and
 - (b) a summary of its contents.
- d) Following adoption of a bylaw, the Secretary Treasurer and the Board Chair shall certify the document by signing it, and the corporate seal shall be affixed to it.

17.0 PRESS RELEASES AND PUBLICITY

17.1 Public communications concerning incidents/events which may occur in the conduct of the school district, and which may result in publicity shall be issued from the School Board Office. Principals shall advise the Superintendent of Schools immediately by telephone of details of such incidents and shall submit a full written report immediately thereafter.

17.2 All matters that have a significant legal or political implication shall be brought to the attention of Board members as soon as practicable.

17.3 The Board Chair or their designate, shall be the spokesperson on behalf of the Board.

18.0 CORRESPONDENCE

18.1 All correspondence shall be date stamped upon arrival.

18.2 Correspondence to an individual Trustee in a sealed envelope marked "Private and Confidential" is forwarded unopened to the Trustee.

18.3 Correspondence to an individual Trustee and not marked "Private and Confidential" is opened by the Secretary Treasurer or their designate. The Secretary Treasurer or their designate will forward it to the Trustee, and may provide a staff response, or place it on the next Board agenda.

18.4 Correspondence to The Board of Education is opened by the Secretary Treasurer or their designate. The Secretary Treasurer or their designate will either place the correspondence on the next Board



agenda or copy the correspondence to each Trustee with the response prepared by staff or copy the correspondence to each Trustee.

- 18.5** General mail, advertisements and business solicitations which are directed to the Board, but do not require specific action as determined by the Secretary Treasurer or their designate, are routed to the appropriate staff member or discarded.

19.0 ADJOURNMENT

- 19.1** As per s. 41 Roberts Rules of Order, where Regular (Public) and In-Camera meeting agenda topics have not been heard by the end of the scheduled allotted meeting time, the item currently being discussed will be finished, put to a vote, or referred back to staff for more information, and the meeting will be adjourned. The remaining unheard agenda topics will be heard at the next Regular (Public) or In-Camera Meeting.

- 19.2** As per s. 41 Roberts Rules of Order, where Standing Committee meeting agenda topics have not been heard by the end of the scheduled allotted meeting time, the item currently being discussed will be finished, put to a vote, or referred back to staff for more information, and the meeting will be adjourned. The remaining unheard agenda topics will be heard at the next Standing Committee Meeting.

20.0 ESTABLISHMENT OF COMMITTEES

Committees are established as necessary by the Board (see s. 4.12) and are listed in Appendix I.

21.0 STANDING COMMITTEES

- 21.1** The Board shall have three (3) Standing Committees as follows:
- a) Education Committee
 - b) Finance, Operations and Assets Committee
 - c) Policy Committee
- 21.2** The purpose of the Education Committee shall be to discuss and make recommendations to the Board of Education on matters related to general education directions and to provide regular reports to the Board on education programs, services and learning outcomes.
- 21.3** The purpose of the Finance, Operations and Assets Committee shall be to discuss and make recommendations to the Board of Education on matters related to finance, business, facilities, and operations.
- 21.4** The purpose of the Policy Committee shall be to discuss and make recommendations to the Board of Education on matters related to policy and administrative procedures.
- 21.5** Standing Committees shall be governed by Policy 110 Board Procedures and XXXX: Board Procedures Administrative Procedure.



22.0 LIAISON/DISTRICT COMMITTEES

As need arises, the Board may authorize the formation of an advisory or liaison Committee for such purposes as it may deem necessary. These Committees shall provide regular updates on their meetings and activities to the Board or to the appropriate Standing Committee as provided by each Committee's terms of reference. Their processes are not subject to Policy 110 Board Procedures or XXXX: Board Procedures Administrative Procedure.

23.0 EXTERNAL COMMITTEES

- 23.1** As soon as is practicable following its Annual Meeting each year, the Board shall name members of the Board as representatives to such Joint Committees, Organizational/Agency Boards/Commissions, Representative Meetings and External Bodies as it deems necessary to effectively represent the interests of the Board and to discharge its business.
- 23.2** Board member representatives to Other Bodies may express their personal views, engage in discussion, problem resolution and generation of proposals and recommendations but shall provide no advice or recommendation on behalf of the Board or commit the District to adopt any recommendation, allocate resources or take any action that has not been approved by the Board.
- 23.3** Board member representatives to Other Bodies shall provide a brief written report, or meeting minutes, to the Board following each meeting of the Other Body .

24.0 AD HOC COMMITTEES

- 24.1** As need arises, the Board may appoint Ad Hoc Committees for such purposes as it may deem necessary, and the Chair of the Board shall designate one of the members of the Board as Chair.
- 24.2** Ad Hoc Committees shall include the Superintendent or designate(s) and may include other non-Board members, as well as Board members.
- 24.3** Each Ad Hoc Committee may provide regular updates on its meetings and activities to the Board and, at the conclusion of its work, shall present a final written report to the Board.
- 24.4** Ad Hoc Committee terms of reference shall be determined by the committee and their processes are not subject to Policy 110 Board Procedures or XXXX: Board Procedures Administrative Procedure. Unless otherwise directed by the Board, Ad Hoc Committees are dissolved as soon as they have presented their final written report to the Board.

25.0 IMPROPER CONDUCT

- 25.1** The chair or other member presiding at a meeting of the board may expel from the meeting a person, other than a trustee, who the presiding member considers guilty of improper conduct.
- 25.2** A majority of the trustees present at a meeting of the board may expel a trustee from the meeting for improper conduct.



- 25.3** A person who disturbs, interrupts, or disquiets the proceedings of a meeting of a board commits an offence.

26.0 CONFLICT OF INTEREST

- 26.1** The Board of Education (the “Board”) directs its members not only to adhere to all laws regarding conflicts of interest but also to be alert to situations that have the appearance of a conflict of interest and to avoid actions that might be detrimental to themselves or to the Board.
- 26.2** A Trustee, in accordance with Section 58 (1) (b) of the *School Act*, must abstain from voting in the event that he or she has a conflict of interest by reason of having a pecuniary interest in a matter.
- 26.3** A Trustee is responsible for declaring themselves to be in a conflict of interest. The trustee shall make such a declaration in an open meeting prior to the Board’s discussion or debate on the issue subject to the declaration and the minutes shall reflect the declaration.
- 26.4** In an open meeting the trustee may remain in the meeting and not participate. In a Closed Session the Trustee must remove themselves from the meeting for the duration the item subject to the declaration is being addressed.
- 26.5** A trustee who has declared a conflict and does not participate in debate but is present shall be counted for the purposes of quorum.

27.0 ELECTRONIC MEETING ATTENDANCE

For Trustees/Members attending and/or participating in meetings by electronic means (Teams/Zoom only) the following shall apply:

- 27.1** Trustees/Members must identify themselves prior to the meeting being called to order and will be counted as part of quorum, if considered a voting member. Their attendance by electronic means will be recorded in the meeting minutes.
- 27.2** They must advise the person presiding over the meeting if they need to leave the meeting. This will be recorded in the meeting minutes.
- 27.3** Trustees/Members must keep their camera on throughout the duration of the meeting. They must not attend with blurred or other such virtual backgrounds in place.
- 27.4** Trustees/Members must mute their microphones unless called on to speak by the person presiding over the meeting and must eliminate background noise as much as possible if attending electronically.
- 27.5** Trustees/Members must identify others who are in the room with them if attending electronically.
- 27.6** Trustees/Members attending a Closed meeting electronically, must ensure that no other person is in



the same room as the member during the meeting and that no other person can observe or hear the meeting.

- 27.7** Trustees/Voting-members must clearly raise their hand when moving or seconding a motion and must again clearly raise their hand to cast their vote.
- 27.8** If a quorum is lost, due to a Trustee/Member leaving the meeting or experiencing technical difficulties, the meeting must be adjourned until such time as quorum is re-established, with a maximum waiting time of fifteen (15) minutes. If a quorum is not lost, due to a Trustee/Member leaving the meeting or experiencing technical difficulties, the meeting will continue uninterrupted.
- 27.9** To attend meetings electronically from Outside of Canada, the following procedure must be in place:
- 27.9.1** While travelling, school district business of any kind may only be accessed using a district-provided device, usually a laptop.
 - 27.9.2** Prior to traveling outside of the country, advise the school district's IT team of the country you will be travelling to/through, as they need to install the SD70 (Virtual Private Network)VPN on the device, and then ensure the country is enabled in the VPN system.
 - 27.9.3** To use the VPN, connect to the internet, then connect to SD70's VPN. Once connected, you can then proceed to engage in school district business as needed. This will protect district programs and their contents from cyber-attack.

Resources:

Policy 110 Board Procedure

The *School Act*

Roberts Rules of Order

BCSTA's Guide to Legislation s.53.1

Vancouver School Board Policy Handbook – Board Operations

School District No. 68 (Nanaimo-Ladysmith) 2.0 Governance and Management

Procedure Bylaw Guide: For B.C.'s Local Governments



Approved: 01 09 11

Amended: 02 11 26

Amended: 14 11 02

Amended: 18 05 08

Amended: 23 12 12

APPENDIX I: XXXX: BOARD PROCEDURE (A/P)

COMMITTEE STRUCTURE

1. STANDING COMMITTEES

- 1.1 Education Committee
- 1.2 Policy Committee
- 1.3 Finance, Operations and Assets Committee

2. LIAISON COMMITTEES

- 2.1 BC Public School Employers' Association (BCPSEA) Representative Council
- 2.2 BC School Trustees Association (BCSTA) Provincial Council/Vancouver Island School Trustees Association (VISTA)
- 2.3 Labour Management (Canadian Union of Public Employees, Management)

2. DISTRICT COMMITTEES

- 2.1 Indigenous Education Committee
- 2.2 Teacher Pro D
- 2.3 Support Staff Education Advisory Committee (SSEAC)
- 2.4 District Parents' Advisory Council (DPAC)
- 2.5 Occupational Health & Safety (In-Camera)
- 2.6 Teacher/Trustee Liaison Committee

3. EXTERNAL/COMMUNITY COMMITTEES

- 3.1 Port Alberni Advisory Planning Commission
- 3.2 Port Alberni Museum and Heritage Commission
- 3.3 Port Alberni Advisory Traffic Committee
- 3.4 Agriculture Development Committee of the Alberni-Clayoquot Regional District (ACRD)
- 3.5 City of Port Alberni
- 3.6 Clayoquot Biosphere Trust
- 3.7 District of Ucluelet
- 3.8 District of Tofino
- 3.9 Alberni Clayoquot Health Network
- 3.10 Solid Waste Management Plan Advisory Committee



PACIFIC RIM SCHOOL DISTRICT PUBLIC BOARD MEETING INFORMATION SHEET

Date: November 26, 2024
To: Board of Education
From: Tim Davie, Superintendent
Subject: Operational Plan Update

Background:

In June 2023, the Pacific Rim School District Board of Education passed motion for adoption of the 2023-2024 to 2027-2028 Board Strategic Plan. This document, which was derived through extensive online and face-to-face consultation, outlines Core Values, Mission, and Vision of the district, along with five Key focus areas and specific goals the Board intends to see achieved over the lifespan of this plan.

In alignment with the Board’s Strategic Plan, the district Learning Services Leadership Team has created a corresponding annual Operational Plan that identifies key initiatives which emphasizes objectives to support priority learners as identified by the Ministry of Education Enhancing Student Learning Team: Indigenous students, Children and Youth in Care, and Students with diverse abilities or disabilities.

The Operational Plan is a “living” document and will specify:

- Specific strategies/actions (programs, activities, and interventions) that will be implemented to address each goal.
- Department and person(s) responsible or accountable for each action.
- How progress will be measured or indicators of success.
- Data collection references (qualitative, quantitative, or street level).
- Budget implications (one-time or on-going).

The district Learning Services Leadership Team will provide bi-annual progress updates in November and April of each year. The Superintendent will provide an annual report

by June 30th of each year, which will measure progress against the goals outlined in the Strategic Plan, recommended corrective steps in areas where performance may not be meeting Actions, and next-step strategies where scaffolding to progressive action is to occur.

Update:

As noted in June 2024, members of the District Learning Service Leadership Team engaged with “intentionality” in meetings through the summer months to co-develop the 2024-2025 District Enhancing Student Learning Report and 2024-2025 Operational as part of our annual progress cycle. These documents should reflect horizontal and vertical alignment with the Pacific Rim Board of Education Strategic Plan.

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- Specific strategies/actions (programs, activities, and interventions) that will be implemented to address each goal.
- Department and person(s) responsible or accountable for each action.
- How progress will be measured or indicators of success.
- Data collection references (qualitative, quantitative, or street level).
- Budget implications (one-time or on-going).

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by June 30th of each year, which will measure progress against the goals outlined in the Strategic Plan, recommended corrective steps in areas where performance may not be meeting Actions, and next-step strategies where scaffolding to progressive action is to occur.

The attached spreadsheet reflects implementation of action steps that have been taken by the District Learning Service Leadership Team towards advancement of work towards achieving the Board’s goals.

Strategy	Strategic Plan Focus Area	Identified Gap or Problem	Strategy Effectiveness	Adjustments and Adaptions	Metrics to Measure Impact	Owner or Lead	Start and Due Dates	Status (G, Y, R, B)
What targeted actions are being taken?	What Strategic Plan focus area(s) align with this strategy?	What gap or problem does this strategy aim to address? Why was this particular strategy chosen?	Based on quantitative and qualitative data (including feedback from engagement), how effectively has this strategy addressed the identified gap or problem?	How will we move forward accordingly?	How will we measure the impact of our strategies?	Identify the action owner or lead	Enter the start and due dates for the actions	Green - implementation Yellow - in progress Red - needs attention Blank - not yet due
Support for the Board of Education in Co-Governance and Reconciliation	Indigenous Learner Success and Relationships with First Nations Student Achievement	-Need to implement Bill 40, DRIPA, BC Tripartite Education Agreement, and Truth and Reconciliation Calls to Action. -Persistent performance gaps across all measures (lower completion rate, disproportionate students in alternate programs and adult dogwood recipients). -Indigenous peoples have the right to self-determination (DRIPA).	- Rightsholder feedback confirms this strategy is foundational to our progress. - Reflects our core belief: "Nothing about us without us." - Continuous reflection ensures our actions align with this commitment.	- Progress is being made through regular consultations and joint initiatives with the Indigenous Education Council. - More systematic gathering of qualitative feedback from the IEC regarding their thoughts on our process and progress is needed.	- Hosting of engagement meetings. - Documented and measurable progress towards Co-Governance. - Qualitative and quantitative feedback from rightsholders and stakeholder groups.	T. Davie	- November '22 to August '25	
Strategy	Strategic Plan Focus Area	Identified Gap or Problem	Strategy Effectiveness	Adjustments and Adaptions	Metrics to Measure Impact	Owner or Lead	Start and Due Dates	Status (G, Y, R, B)
Co-Creation and Monitoring of Enhancement Agreements	Indigenous Learner Success and Relationships with First Nations Student Achievement	-Persistent performance gaps across all measures (lower completion rate, disproportionate students in alternate programs and adult dogwood recipients).	- We are in the beginning stages of measuring impact. Initial focus has been on foundational relationships. - Feedback from rightsholders and IEC indicates the need to strengthen partnerships	- Drafting of the agreement is underway. - Regular updates and feedback loops established. - Further adaptations and adjustments to Indicators of Success data collection and use implemented in 24/25.	- Feedback and engagement with rightsholders and IEC. - Enhanced Indigenous Student Achievement measures as evidenced by the HAWD Report, FSAs, District Assessments, Indicators of Success, Learning Updates,	J. Hansen	There is uncertainty if we will continue. There is a feeling that the IEC will have more of an impact with annual goals.	

		-Need to cocreate supports and interventions. -Developing with Indigenous partners joint strategy to eliminate gaps. (TRC Call to Action)	to ensure educational programs meet Indigenous students' needs. -Initial efforts to strengthen relations have formed the foundation (formed committee and working group) for moving forward.		Performance Indicators, and Graduation Rates. - Collection and analysis of qualitative data through student voice initiatives.			
Strategy	Strategic Plan Focus Area	Identified Gap or Problem	Strategy Effectiveness	Adjustments and Adaptions	Metrics to Measure Impact	Owner or Lead	Start and Due Dates	Status (G, Y, R, B)
Implementation of Learning on the Land Programs at ADSS and USS.	Student Achievement Mental Health and Social-Emotional Well-being Indigenous Learner Success and Relationships with First Nations	- Focus on in-risk students showing decreasing engagement. - Prioritize Indigenous CYIC and students with disabilities and diverse abilities. -Indigenous peoples have the right to practice and revitalize their cultural traditions and practices (DRIPA). -Graduation rate gap and adult dogwood a concern.	Rightsholders, IEC and Culture Council have been engaged and consulted with throughout the development of these programs.	- Staffing and resources have been allocated to start these programs in September 2024. - Evidence of success will include improved student attendance, successful grade-to-grade transitions, improved graduation rates, and pre/post program student surveys.	- Indicators for Success for Students in Program. - Early indicators include improved attendance rates and successful grade-to-grade transitions. - Qualitative data collected through student voice.	D. Maher J. Messenger	2024-09-03	
Strategy	Strategic Plan Focus Area	Identified Gap or Problem	Strategy Effectiveness	Adjustments and Adaptions	Metrics to Measure Impact	Owner or Lead	Start and Due Dates	Status (G, Y, R, B)
Increasing Indigenous Student Voice Initiatives	Indigenous Learner Success and Relationships with First Nations Student Achievement	-Persistent performance gaps for Indigenous students particularly those living on reserve. -Indigenous individuals particularly children have the right to all levels and forms of education of the state without discrimination (DRIPA).	-Use of student voice on Indigenous non-instructional day demonstrated power to drive change. -USS' "Street Data" CoP project, initiated from insights in the Aboriginal HAWD report and engagement feedback, has uncovered barriers in	- Further initiatives have been planned and incorporated into several school plans. - Budget allocated to facilitate expanded District student voice initiatives.	- Increased student engagement and participation in student voice initiatives. - Utilization of student input to inform new strategies, incorporated into School and District Plans.	J. Hansen	Hope to have first Indigenous student voice meeting January 2025	

	Mental Health and Social Emotional Well-being		Math and Science. Adjustments based on this feedback are already yielding positive results.		-Measurable improvements in student achievement metrics. -Reduction in the achievement gap.			
Strategy	Strategic Plan Focus Area	Identified Gap or Problem	Strategy Effectiveness	Adjustments and Adaptions	Metrics to Measure Impact	Owner or Lead	Start and Due Dates	Status (G, Y, R, B)
Creation of Inclusion, Diversity, Equity and Accessibility (IDEA) Student Voice Committee	Student Achievement Mental Health and Social Emotional Well-being Safe, Welcoming and Modern Learning Environments	-Persistent performance gaps for students with disabilities or diverse abilities, CYIC, and Indigenous students. - Accessibility barriers identified through community and parent feedback (DAAT).	- Initial planning and consultation began last year; this is the first year of implementation. - Accessibility gap analysis has been launched. -This initiative is in its infancy and feedback suggests this will improve student achievement results for students with disabilities or diverse abilities, CYIC, and Indigenous Students.	- Resources allocated to complete the gap analysis. - Formation of an implementation plan for the Student IDEA Committee. - Evidence of success will include student participation in gap analysis, input informing actions, and improved achievement and well-being. ✓ Reviewing McCreary Data ✓ McCreary Visit – student full day forum ✓ Admin Presentation	- Active student participation in the gap analysis process. - Student input driving actions to remove accessibility barriers. - Utilization of SLS, MDI, YDI, McCreary Survey, and Preventure data to track progress. - Reduction in the achievement gap for students with disabilities or diverse abilities, CYIC, and Indigenous Students.	M. Bennett -IDEA Comm -DAAT	Nov 2024-Sept 2025	
Strategy	Strategic Plan Focus Area	Identified Gap or Problem	Strategy Effectiveness	Adjustments and Adaptions	Metrics to Measure Impact	Owner or Lead	Start and Due Dates	Status (G, Y, R, B)
Maintain focus on continuous improvement with more frequent focused conversations and data dives.	Student Achievement Indigenous Learner Success and Relationships with First Nations	-Current achievement results are below the provincial average across most measures, highlighting the need for strategic adjustments. -Our recent Focused Conversation with the Ministry Team, along with the June 2024	- This is the first year of explicit implementation. - Conversations are designed to enable honest, informed, evidence-based decisions leading to targeted interventions and improved outcomes. - Increased accountability and	-To support this initiative, we have developed a structured plan for focused conversations on critical areas, including instructional planning, literacy and numeracy strategies, differentiation for designated and	-Key success indicators will include confirmed discussions and observable adjustments/adaptations based on these conversations. -Improved alignment and more effective data utilization as reported in	Learning Services Leadership Team (LSLT)	2024-08-22	

	Mental Health and Social Emotional Well-being	School Plan Reviews, emphasized the need for more frequent and focused conversations and data dives with our school administrators regarding their school plans.	alignment to equip administrators and teachers for effective planning.	Indigenous students, and District Assessments. - Monthly reviews with school administrators to ensure sustained focus and continuous improvement. - Regular meetings to strengthen alignment between District Strategic Plan, School Plans, and professional growth plans.	the School Planning Review. -Long-term indicator: improved student achievement measures.			
Strategy	Strategic Plan Focus Area	Identified Gap or Problem	Strategy Effectiveness	Adjustments and Adaptions	Metrics to Measure Impact	Owner or Lead	Start and Due Dates	Status (G, Y, R, B)
Continue Numeracy Professional Learning Series and nurture District Numeracy Network.	Student Achievement	- Current numeracy achievement levels indicate the need to focus on Numeracy and adapt strategies	While qualitative improvements have been noted, efforts are being made to better integrate these strategies into daily practice. In the 2024/2025 school year we will continue to offer a professional learning series with Carole Fullerton and collaborative marking sessions will be offered to help strengthen teacher's assessment practices.	- Continued professional learning through the 2024/2025 school year. - Budget allocated for professional learning series and collaborative marking sessions. -Funds allocated to supported Numeracy Inquiry projects.	- Leading indicator – Participation and engagement in professional learning series. Feedback collected. -Improved numeracy results as measured by FSA, Grad Assessments, District Assessments, Indicators for Success, Learning Update Performance Indicators and Graduation Rate.	J. Messenger	2024-09-03	
Strategy	Strategic Plan Focus Area	Identified Gap or Problem	Strategy Effectiveness	Adjustments and Adaptions	Metrics to Measure Impact	Owner or Lead	Start and Due Dates	Status (G, Y, R, B)
Renew the focus on district-wide literacy practices by establishing a literacy-focused professional	Student Achievement	- District Literacy Results Below Provincial Average: - 2023/2024 District Literacy FSA results are below Provincial	-Over the last decade or more each school has created their own literacy focus. The trend with our literacy results indicates there is a need to adapt our strategy.	- Budget set and professional learning series scheduled. - District Resource Teachers, in collaboration with a consultant from POPEY,	- Leading indicator – Participation and engagement in professional learning series. Feedback collected. -A clearly articulated and consistent approach to	J. Messenger	2024-09-03	

learning community.		Average across all measures.	-MOECC's Early Literacy Initiatives is well aligned with our need to establish a more consistent approach to literacy across our District.	guiding this work. - Further direction from the Ministry of Education and Child Care expected. -Funds allocated to supported Literacy Inquiry projects. -Resources to support gathering and use of District Assessment data.	literacy intervention across District. -Improved literacy results as measured by FSA, Grad Assessments, District Assessments, Indicators for Success, Learning Update Performance Indicators and Graduation Rate.			
Strategy	Strategic Plan Focus Area	Identified Gap or Problem	Strategy Effectiveness	Adjustments and Adaptions	Metrics to Measure Impact	Owner or Lead	Start and Due Dates	Status (G, Y, R, B)
Universal Design for Learning (UDL) Professional Learning Series	Student Achievement Mental Health and Social Emotional Well-being Safe, Welcoming and Modern Learning Environments	Current data regarding students with diverse abilities and/or disabilities indicates a need to implement strategies and practices that provide effective access points for learning. Building skills in our classroom and resource teachers will assist in enhancing our instructional strategies.	- First year of implementation. -Feedback from ISTs and administration has revealed a need and interest to support more consistent UDL practices. - Research supports improved classroom strategies and planning for diverse learners.	- Focus on professional learning in UDL strategies. - Ongoing support from Jennifer Katz and District Resource Teachers. - Professional learning scheduled through 24/25 with plans to continue for 2-3 years. -Funds allocated to support UDL Inquiry Projects.	- Leading indicator – Participation and engagement in professional learning series. Feedback collected. -Observable increase in the use of UDL strategies as reported by school leaders. -Improved literacy results as measured by FSA, Grad Assessments, District Assessments, Indicators for Success, Learning Update Performance Indicators and Graduation Rate.	M. Bennett	Oct 28/24	
Strategy	Strategic Plan Focus Area	Identified Gap or Problem	Strategy Effectiveness	Adjustments and Adaptions	Metrics to Measure Impact	Owner or Lead	Start and Due Dates	Status (G, Y, R, B)
Improved Kindergarten Transitions for Indigenous children	Indigenous Learner Success and Relationships with First Nations	- EDI data indicates that Indigenous children exhibit higher rates of developmental vulnerability compared to their non-Indigenous peers.	Staffing Changes: The second year of having an Early Years Manager for Indigenous Children/Early Years Navigator has yielded positive results, although staffing interruptions in	- Outreach Expansion: Continue offering one day per week of StrongStart outreach in Opitsaht and Hitacu. - We have increased the involvement of	Leading Indicators: -Family and community feedback on outreach programs and services.	M. Bennett K. Charbonneau J. Hansen	2024-10-15	

	<p>Student Achievement</p> <p>Mental Health and Social Emotional Well-being</p>	<p>- CHEQ data suggests that Indigenous children in the Pacific Rim may not be receiving early learning experiences that are culturally relevant and supportive of their identities.</p> <p>- There is a call to develop culturally appropriate Early Childhood Education programs for Indigenous families, as highlighted by the Truth and Reconciliation Commission (TRC).</p> <p>- Low participation rates in StrongStart, Ready Set Learn, and Kindergarten Day events, with higher attendance at Pop Up Plays in community settings.</p>	<p>year one impacted full implementation. The position remained vacant for part of the year, which slowed some outreach efforts and program development.</p> <p>Adaptation and Continuity:</p> <p>-To ensure continued support and outreach to Indigenous families, the district created a CUPE Early Years Transition Facilitator role to fill the gap and maintain momentum. This role will allow for continued engagement with families and the successful implementation of key strategies despite staffing challenges.</p> <p>Program Impact: - Evidence suggests increased attendance and participation in early learning and kindergarten transition programs, demonstrating the effectiveness of outreach efforts and the adaptability of the team.</p>	<p>StrongStart Educators in Kindergarten classrooms to enhance the transition process, particularly for Indigenous children and families. StrongStart Educators, drawing on their expertise in early childhood education and the strong, culturally responsive relationships they have established with Indigenous families, will provide targeted support during the first six weeks of school. This extended presence in the classroom is designed to foster a sense of continuity and cultural safety, ensuring that Indigenous children and families experience a smoother, more supportive transition into Kindergarten.</p> <p>- Additional Outreach Sites: Added bi-monthly StrongStart outreach in Macoah and plan to offer weekly outreach in Tseshaht and Hupacasath nations..</p> <p>- Increased Family</p>	<p>-Participation rates in outreach initiatives and events.</p> <p>Community service provider feedback on transition process and collaboration to support incoming Kindergarten students.</p> <p>- Assess how well the StrongStart targeted transition support aligns with the cultural needs of Indigenous children and families, using surveys or interviews with both educators and families to ensure culturally safe practices are in place.</p> <p>Measures of Success:</p> <p>- Track improvements in the EDI vulnerability rates for Indigenous children, focusing on areas such as physical health, social competence, emotional maturity, language and cognitive development, and communication skills. A decrease in the percentage of children identified as vulnerable in</p>			
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				<p>Engagement: Increase outreach to families on reserve through the Early Years Manager for Indigenous Children/Early Years Navigator, emphasizing personalized connection and support.</p> <p>- Community Engagement: Continue to offer Pop Up Play opportunities both on and off reserve, at unique locations and during evenings and weekends, to engage families who do not typically participate in traditional StrongStart programs. Increased contact with community supports-collaboration and consultation to gather feedback about supports and transition process into Kindergarten. Discussion of needs coming and potential support a year ahead for incoming Kindergarten cohort.</p> <p>-Cultural Integration: Implement an Elder-in-Residence program within childcare and early learning programs</p>	<p>these domains will indicate positive developmental progress and improved outcomes for Indigenous children.</p> <p>-Increased engagement in StrongStart, Ready Set Learn, and other transition programs.</p> <p>- Increased cultural relevance and higher levels of family satisfaction in early learning programs, as reflected in CHEQ feedback</p>			
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				<p>to support culturally relevant practices and perspectives.</p> <p>-Language and Traditions: Integrate Nuu-chah-nulth and Michif languages, cultural teachings, and traditions into early learning and Kindergarten programs. This will help ensure that Indigenous children’s cultural identities are honored and supported throughout their learning journey.</p> <p>-Inclusive Events: Offer Ready Set Learn events in February and April at community sites, incorporating Nuu-chah-nulth and Michif languages, music, and food to ensure a welcoming environment for all families.</p> <p>- Transportation Support: Provide transportation options to remove barriers for families accessing programs and events.</p> <p>- Community Partnerships: We</p>				
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				actively connect, collaborate, and partner with local Indigenous organizations and communities to support early years and kindergarten transition initiatives. These partnerships provide valuable resources, cultural insights, and community support to ensure that early learning programs are culturally relevant and responsive to the needs of Indigenous children and families. - Staffing Adjustments: In response to the unsuccessful filling of the Early Years Manager for Indigenous Children/Early Years Navigator position, we have created a CUPE Early Years Transition Facilitator role to continue the vital outreach efforts to families.				
Strategy	Strategic Plan Focus Area	Identified Gap or Problem	Strategy Effectiveness	Adjustments and Adaptions	Metrics to Measure Impact	Owner or Lead	Start and Due Dates	Status (G, Y, R, B)
Continue support for and expansion of Chaputs Partnership Program.	Student Achievement Indigenous Learner Success	-Persistent performance gaps for CYIC, and Indigenous students. (In District 80% of CYIC are Indigenous. Approx	- 24/25 is second year. -Collaborative work of District Principal Learning and Innovation.	-Expand the program to more schools. -Adapt the program to include other cultural contexts.	- Lead Indicator – participation rates and requests for program.	D. Maher M. Bennett	2024-09-03	

(Partnership with USMA Child Services Agency)	and Relationships with First Nations Mental Health and Social Emotional Well-being	17% of Indigenous students have been in care at some point) -Indigenous peoples have the right to practice and revitalize their cultural traditions and practices (DRIPA).	-Positive feedback from the partnership and engagement from students and staff. -Promotes cultural pride and practical skills.	-Build systems and capacity in others to sustain the program's success.	- Feedback systematically gathered from students & stakeholders. - Indicators for Success for Students in Program. -Reduction in achievement gap for CYIC.			
Strategy	Strategic Plan Focus Area	Identified Gap or Problem	Strategy Effectiveness	Adjustments and Adaptions	Metrics to Measure Impact	Owner or Lead	Start and Due Dates	Status (G, Y, R, B)
Continue support for and expansion of Elders in School Program.	Student Achievement Indigenous Learner Success and Relationships with First Nations Mental Health and Social Emotional Well-being	-Persistent performance gaps across all measures (lower completion rate, disproportionate students in alternate programs and adult dogwood recipients). -Need to cocreate supports and interventions. -Take measures in order for Indigenous children to have access to education in their own culture and language (DRIPA).	-24/25 will be the third year this program has been implemented. -Improvements made each year through feedback and engagement. -Several school plans report the Elders in schools program supporting self-regulation and promoting cultural pride and engagement.	-Mental health dollars have been allocated equitably to schools. -Terms of Reference co-created with IEC to help build shared understanding and commitment.	-Leading Indicator – Elders in School Program accessed consistently by all schools. -Documented impact of Elders on school climate through feedback. -Enhanced student achievement rates.	J. Hansen	2024-09-03	
Strategy	Strategic Plan Focus Area	Identified Gap or Problem	Strategy Effectiveness	Adjustments and Adaptions	Metrics to Measure Impact	Owner or Lead	Start and Due Dates	Status (G, Y, R, B)
Continued oversight and adjustments to Alternative Referral Process	Indigenous Learner Success and Relationships with First Nations Student Achievement	-Indigenous students disproportionately represented in alternate programs. -Adjusted graduation rate reveals achievement gap is even larger for Indigenous students. -Rightsholders and community	-24/25 will be the third year of implementing a more guided alternate referral process. -Process is refined through feedback and consultation. -Final quantitative data is not yet available but we have reduced the rate of	- Continue refining referral process. - Staffing and budget support for early intervention (BRIDGE Program). - Launch BRIDGE with two cohorts.	- Lead Indicator – improved Indicators of Success (attendance, academic, SEL) for students enrolled in program. - Student voice feedback. - Reduced referrals to alternate programs. - Improved student achievement rates.	M. Bennett P. Klaver J. Messenger J. Hansen	2024-09-03	

		engagement compels us to take targeted and measurable steps to address the disproportionate representation of Indigenous student in our alternative programs and increase our dogwood graduation rates for Indigenous students.	students graduating with an adult dogwood. -Some concerns raised regarding delayed entry. A good process ensures the right placement for students.		-Final outcomes: Increased graduation rates and a decrease in adult graduation rates.			
Strategy	Strategic Plan Focus Area	Identified Gap or Problem	Strategy Effectiveness	Adjustments and Adaptions	Metrics to Measure Impact	Owner or Lead	Start and Due Dates	Status (G, Y, R, B)
Continue to Develop Resources for supporting students who are vulnerable or in risk and disengaged from school.	Mental Health and Social Emotional Well-being	-Data indicates increasing numbers of students who are vulnerable or in risk. -Indigenous students overrepresented in this subpopulation. -Designed to target youth who are involved in negative peer interactions that have the potential to lead to individual or group criminal behaviours and/or exploitation. -Remove barriers to education by helping to stabilize and re-engage students with their education.	- Provides targeted support through FIT and ICY teams. - Fosters strong relationships with students and families. - create meaningful relationships with students, caregivers and community support through a collaborative framework that is trauma-informed and culturally safe.	- Funding resources secured outside of operational dollars. - Actively hiring to complete teams. - Ongoing work within schools and communities. - ICY Clinical Counsellor holds an active caseload. ✓ * Service provider presentations (BCAHS) ✓ Addition of YPSW –ISY ✓ Added funding for Preventure ✓ Sharing of resources with staff groups (ERASE – trauma informed guide) ✓ Situation Table	-Strengthened connections with school. -Improved adherence to education plans, attendance, graduation rates, and academic performance -Increased positive community involvement. - -Regularly accessing additional community services.	M. Bennett P. Klaver J. Hansen	2024-09-03	



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

Date: November 26, 2024
To: Board of Education
From: Barbara Ross, Secretary Treasurer
Subject: Pay Transparency Act

Information

In May 2023 the *Pay Transparency Act* was passed.

As the Pacific Rim School District does not have 1,000 or more employees, we are not required to report in 2024, but will be expected to report annually, starting November 1, 2025.

Staff will collaborate to discuss what modifications need to be made to our processes and systems to ensure that we are ready to report and to ensure that the privacy of individuals is maintained.

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Pay Transparency Act

Preparing pay transparency reports



September 11, 2024 | By email: 6 pages

Overview

Pursuant to the *Pay Transparency Act*, employers with 1,000 or more employees are required to publish a first annual pay transparency report by November 1, 2024. This reporting requirement will apply to employers with 300 or more employees next year (by November 1, 2025) and to employers with 50 or more employees by the following year (by November 1, 2026).

For the purposes of the reporting requirement, “employees” includes full-time, part-time, and casual employees. Based on this definition and EDAS data for the 2022-2023 school year, BCPSEA identifies that the following school districts are required to prepare an annual pay transparency report by November 1, 2024:

School District No. 5 (Southeast Kootenay)	School District No. 44 (North Vancouver)
School District No. 22 (Vernon)	School District No. 45 (West Vancouver)
School District No. 23 (Central Okanagan)	School District No. 57 (Prince George)
School District No. 27 (Cariboo-Chilcotin)	School District No. 60 (Peace River North)
School District No. 33 (Chilliwack)	School District No. 61 (Greater Victoria)
School District No. 34 (Abbotsford)	School District No. 62 (Sooke)
School District No. 35 (Langley)	School District No. 63 (Saanich)
School District No. 36 (Surrey)	School District No. 67 (Okanagan Skaha)
School District No. 37 (Delta)	School District No. 68 (Nanaimo-Ladysmith)
School District No. 38 (Richmond)	School District No. 71 (Comox Valley)
School District No. 39 (Vancouver)	School District No. 73 (Kamloops-Thompson)
School District No. 40 (New Westminster)	School District No. 75 (Mission)
School District No. 41 (Burnaby)	School District No. 82 (Coast Mountain)
School District No. 42 (Maple Ridge-Pitt Meadows)	School District No. 83 (North Okanagan-Shuswap)
School District No. 43 (Coquitlam)	School District No. 93 (CSF)

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Privacy considerations

BCPSEA previously advised school districts on collecting gender information for the purposes of preparing pay transparency reports, including the requirement to do a privacy impact assessment pursuant to Section 69 of the *Freedom of Information and Protection of Privacy Act* (FIPPA).

Preparing pay transparency reports involves the use and disclosure of employee personal information and, like the collection of gender information, is subject to FIPPA. Under FIPPA, school districts must protect personal information from unauthorized access, use or disclosure.

BCPSEA recommends school districts designate a data team of one or more employees to prepare pay transparency reports in order to limit access to employee personal information (ideally, the same data team used to collect gender information). Data teams should review privacy requirements (per FIPPA and the privacy impact assessment) prior to preparing pay transparency reports.

Pay Transparency Reporting Tool

Government has developed a [Pay Transparency Reporting Tool](#) to assist employers in preparing pay transparency reports.

Using the Pay Transparency Reporting Tool requires a Business BCeID, which school districts should already have for the purposes of reporting exempt compensation information through Labour Information Gathering and Executive Reporting (LIGER). If your school district does not currently have a Business BCeID, please go to www.bceid.ca to register.

The information needed to use the Pay Transparency Reporting Tool is broken down into two parts: Employer Information and Employee Information.

Employer Information

Upon logging into the Pay Transparency Reporting Tool, school districts will be asked to provide the following information:

- **Employer Name & Address**
This information should be entered automatically based on BCeID account information.
- **North American Industry Classification System (NAICS) Code**
Select: [61 Educational Services](#)
- **Employee Count Range**
Select: [1000 or more employees](#)
- **Reporting Year**
Select: [2024](#)
- **Time Period**
Select: [July 2023](#) to [June 2024](#)

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School districts will also be invited to provide an Employer Statement to give general information about the employer. This field is optional.

School districts will also be invited to provide Data Constraints to identify limitations, constraints or dependencies that may explain employee information. While this field is also optional, BCPSEA recommends including the following statement:

Gender data used in this report was collected on a voluntary basis through an employee survey. Individuals who did not respond to the survey have been categorized as “Prefer not to say/Unknown”.

Employee Information

The following employee information should be collected from your school district’s local Human Resources Information System (HRIS) database:

- **Gender Information**
- **Hours Worked**
- **Ordinary Pay**
- **Special Salary**
- **Overtime Hours**
- **Overtime Pay**
- **Bonus Pay**

The employee information must be recorded into a comma separated value (CSV) file. A sample CSV report is available for download through the Pay Transparency Reporting Tool.

Gender Information

Gender information should be entered as a single character marker as follows:

- M = Man
- W or F = Woman
- X = Non-Binary
- U = Unknown

Note: If your school district was unable to collect gender information or if the response rate to the collection of gender information was 30% or less, you may wish to use birth sex information as a proxy and replace the recommended statement under Data Constraints with one of the following as applicable:

The school district was unable to collect gender information and so has used birth sex information as a proxy for the purposes of this report. The school district intends to collect and use gender information for the 2025 reporting year.

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OR

The school district made best efforts to collect gender information. Collection of gender information is voluntary, and a significant portion of employees (NTD %) did not respond. The school district has therefore opted to use birth sex information as a proxy for the purposes of this report. The school district intends to collect and use gender information for the 2025 reporting year.

Hours Worked

Hours Worked means the number of hours attributable to an employee's salary.

- Hours Worked includes periods of leave where the employee is paid at 100% of their salary, such as statutory holidays, vacation or sick leave.
- Hours Worked includes work beyond regularly scheduled hours for which additional compensation is paid at the regular rate.
- Hours Worked excludes Overtime Hours (hours of work for which overtime pay at 1.5x or more was received).

BCPSEA recommends the following approach to calculating Hours Worked:

- For teachers, use instructional hours.
- For hourly staff, use hours worked.
- For salaried staff with defined hours of work, use the defined hours of work.
- For salaried staff with undefined hours of work such as Principals, managers and executives, use 2080 hours (based on 40 hours per week and 52 weeks per year).

Ordinary Pay

Ordinary Pay means money paid (before deductions) for Hours Worked.

- Ordinary Pay includes pay received for periods of leave where the employee is paid at 100% of their salary, such as statutory holidays, vacation or sick leave.
- Ordinary Pay includes pay received for work beyond regularly scheduled hours where additional compensation is paid at the regular rate.
- Ordinary Pay includes premiums that are not overtime pay or an allowance, such as acting pay, lead-hand or first-aid attendant premiums, and shift premiums.
- Ordinary Pay excludes:
 - Overtime Pay
 - Benefits
 - Allowances, including for accommodation, transportation, materials, meals, or remote work
 - Reimbursement for employment-related expenses
 - Severance pay or termination pay
 - Vacation or flex time payouts when not taken as leave, and
 - Retroactive payments for commitments outside the reporting period

The Pay Transparency Reporting Tool will automatically calculate an hourly pay rate for each employee by dividing Ordinary Pay by Hours Worked.

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Special Salary

Special Salary is to be used in rare circumstances where an employee is paid a lump sum for work with no set number of hours.

- Special Salary excludes:
 - Ordinary Pay
 - Benefits
 - Allowances, including those for accommodation, transportation, materials, meals, or remote work
 - Reimbursement for employment-related expenses
 - Severance pay or termination pay
 - Vacation or flex time payouts when not taken as leave, and
 - Retroactive payments for commitments outside the reporting period

School districts should not have any Special Salary to report.

Overtime Hours

Overtime Hours means the number of hours attributable to Overtime Pay (based on a rate of pay that is at least 1.5 times the usual rate of pay, see below).

- Overtime Hours includes time worked on a statutory holiday if the rate of pay is at least 1.5 usual rate of pay (not including statutory pay).
- Overtime Hours excludes work for which the employee is compensated with time-in-lieu or banked hours.
- Overtime Hours excludes work beyond regularly scheduled hours where additional compensation is paid at the regular rate.

Only hourly staff and salaried staff that are overtime eligible should be eligible for Overtime Hours. Teachers, Principals, managers, and executives should not be eligible for Overtime Hours.

Overtime Pay

Overtime Pay means money paid to an employee for hours worked in excess of the employee's usual hours of work where the rate of pay is at least 1.5 the usual rate of pay.

- Overtime Pay includes pay for time worked on a statutory holiday if the rate of pay is at least 1.5 times the usual rate of pay (not including statutory pay).
- Overtime Pay excludes statutory pay, being the baseline entitlement to a regular day's pay for a statutory holiday, which should be included in Ordinary Pay.

Bonus Pay

Bonus Pay means additional remuneration not attributable to working additional hours.

Bonus Pay includes incentive pay attributable to:

- Performance or productivity
- Profit sharing
- Commissions

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- Referrals bonuses
- Signing bonuses

The only circumstance where school districts may need to report Bonus Pay is for new teachers receiving pre-employment hiring incentives (as authorized by BCPSEA through approved initiatives).

Additional resources

The information in this document has been adapted from the government [guidance document](#).

For more information on pay transparency reporting requirements:

- [Pay Transparency Laws in BC](#)
- [Guidance for preparing pay transparency reports](#)

For more information on collecting gender information:

- [Gender and Sex Data Standard](#)
- [Guidelines to the Gender and Sex Data Standard](#)

Next steps

Publish pay transparency reports by November 1, 2024

Employers with 1,000 or more employees are required to publish annual pay transparency reports by Nov. 1, 2024. Pursuant to Section 7 of the *Pay Transparency Act*, the report must be published on a publicly accessible website maintained by or on behalf of the employer. The pay transparency report must continue to be available until the next pay transparency report is published.

Ongoing collection of gender information

School districts should plan to securely collect and store gender information from new employees and develop a secure process to allow existing employees to update their gender information on an ongoing basis. Please refer to BCPSEA's previous communication regarding Collecting Gender Information for more information.

Pay transparency reports for employers with 300 or more employees

Employers with 300 or more employees are required to begin publishing annual pay transparency reports by Nov. 1, 2025. BCPSEA will update and reissue instructions for school districts in advance of this date, though affected school districts may wish to undertake the collection of gender information in the fall. Please refer to BCPSEA's previous communication regarding Collecting Gender Information for more information.

Questions

Chris Beneteau, Executive Director
Employee Relations & Sector Initiatives
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Dora Eng, Manager
Information & Data
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Pay Transparency Act

Email template to school district staff

On May 11, 2023, the Government of British Columbia passed the *Pay Transparency Act* in an effort to help close the gender pay gap in B.C. Pursuant to this legislation, School District No. XX (NAME), as an employer with 1,000 or more employees, is required to start posting annual pay transparency reports by November 1st of each year.

Our pay transparency report is available on our school district website. The information contained in the report is based on pay data from school year 2023-2024 (July 1, 2023, to June 30, 2024). The report compares average hourly pay of a man to average hourly pay of a woman and a non-binary person. It is aggregate data and does not compare pay data at the individual job level.

This first report serves as a benchmark for improvement and a baseline to track progress and measure the success of future initiatives aimed at improving pay equity at all levels of the organization. We are committed to undergoing further analysis to better understand the results and identify areas to be addressed.

If you have any questions, please contact [enter contact information for responsible individual / department].



PACIFIC RIM SCHOOL DISTRICT PUBLIC BOARD MEETING INFORMATION SHEET

Date: November 26, 2024
To: Board of Education
From: Barbara Ross, Secretary Treasurer
Subject: 2024-25 Professional Development Budgets

Information

The District maintains budgets for Professional Development in four areas, based on contractual obligations / policies and budget availability:

- Teachers – based on Article F.20 of the collective agreement for 0.2% of Category 6, maximum step, per FTE at September 30th, plus a 65% allocation for additional FTE at February 1st – estimated at \$53,000 per year.
- Trustees - \$36,000 based on policy and budget.
- Principals / Vice Principals - \$45,000, based on individual contract language.
- Exempt / Excluded employees – approximately \$50,000 per year, dependent upon start and end dates for positions and individual contract language.

Schools and Departments may also have professional development budgets managed at their level and in their separate budgets.

Budgets for Professional Development largely fall under the Operating Fund, unless the associated position is paid for by Special Purpose Funds.



PACIFIC RIM SCHOOL DISTRICT PUBLIC BOARD MEETING INFORMATION SHEET

Date: November 26, 2024
To: Board of Education
From: Barbara Ross, Secretary Treasurer
Subject: 2024-25 School Budgets

Background

Staff previously reported that a number of budget reductions would be implemented as we closed the funding gap on our 2024-25 Amended Annual Budget.

Information

One of the strategies includes the reduction to school budgets for supplies and services.

Based on the 1701 count at September 29, 2024, and on the staffing allocations for principals, vice-principals and teachers in the schools, the District calculates a school allocation of \$811,872. 10% of that is \$81,187. At this time, the 10% reduction will be considered a holdback.

We will continue to make every effort to ensure that reductions do not affect the classroom. School Principals and Vice-Principals are aware that further funds may be allocated once our funding announcements are distributed in mid-December, and we have more certainty on our revenues. School budgets may also be adjusted to reflect surpluses from 2023-24, if possible.

2024-25 School Budgets

School		ADSS	DES	TES	USS	AES	BCS	HES	MES	WCS	WES	UES	VAST	CE	CHOICES	TOTALS
CC		1	2	4	5	6	7	18	20	24	25	26	27	28	28	
PVP		4.0000	2.0000	2.0000	2.0000	2.0000	1.0000	1.0000	2.0000	2.0000	2.0000	2.0000	1.4000			23.4000
FTE Teacher		70.0190	13.5000	18.2900	16.5600	22.6100	2.9900	11.7600	15.7700	15.4700	12.0900	12.4800	7.0000	2.0000	2.0000	222.5390
1701 Students	HC	1,279.0000	254.0000	336.0000	252.0000	380.0000	47.0000	190.0000	300.0000	239.0000	234.0000	237.0000	141.0000	122.0000	52.0000	4,063.0000
	FTE	1,300.5625	254.0000	336.0000	252.6250	380.0000	47.0000	190.0000	300.0000	239.0000	234.0000	237.0000	141.0000	7.0000	19.2500	3,937.4375
International Program Students	HC	24.0000			2.0000											26.0000
	FTE	24.0000			2.0000											26.0000
Indigenous Program Students	HC	431.0000	109.0000	73.0000	99.0000	94.0000	38.0000	40.0000	108.0000	90.0000	90.0000	64.0000	90.0000		1.0000	1,327.0000
	FTE	441.5625	109.0000	73.0000	101.0000	94.0000	38.0000	40.0000	108.0000	90.0000	90.0000	64.0000	90.0000		1.0000	1,339.5625
Telecommunicaton																
	- per PVP	600	600	600	600	600	600	600	600	600	600	600	600	600	600	
	- allocation	2,400	1,200	1,200	1,200	1,200	600	600	1,200	1,200	1,200	1,200	840	-	-	14,040
Instructional Supplies																
	- per HC Student	145	95	95	145	95	95	95	95	95	95	95	95	95	95	
	- per FTE Teacher	200	200	200	200	200	200	200	200	200	200	200	200	200	200	
	- allocation	202,939	26,830	35,578	40,142	40,622	5,063	20,402	31,654	25,799	24,648	25,011	14,795	11,990	5,340	510,813
Office Supplies																
	- per PVP	500	500	500	500	500	500	500	500	500	500	500	500	500	500	
	- allocation	2,000	1,000	1,000	1,000	1,000	500	500	1,000	1,000	1,000	1,000	700	-	-	11,700
Learning Resources																
	- per HC Student	35	25	25	35	25	25	25	25	25	25	25	30	30	30	
	- allocation	45,605	6,350	8,400	8,890	9,500	1,175	4,750	7,500	5,975	5,850	5,925	4,230	3,660	1,560	119,370
Curricular Travel																
	- per HC Student	10	10	10	15	10	15	10	10	15	10	15	10	10	10	
	- allocation	13,030	2,540	3,360	3,810	3,800	705	1,900	3,000	3,585	2,340	3,555	1,410	1,220	520	44,775
Extra-Curricular Travel																
	- per HC 1701 Student	10	10	10	15	10	15	10	10	15	10	15	10	10	10	
	- allocation	12,790	2,540	3,360	3,780	3,800	705	1,900	3,000	3,585	2,340	3,555	1,410	1,220	520	44,505
Emergency Supplies																
	- per HC Student	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
	- allocation	1,303	254	336	254	380	47	190	300	239	234	237	141	122	52	4,089
West Coast Factor																

School	ADSS	DES	TES	USS	AES	BCS	HES	MES	WCS	WES	UES	VAST	CE	CHOICES	TOTALS
CC	1	2	4	5	6	7	18	20	24	25	26	27	28	28	
- per HC Student				10		10			10		10				
- allocation	-	-	-	2,540	-	470	-	-	2,390	-	2,370	-	-	-	7,770
Indigenous Supplies															
- per HC IP Student	30	30	30	30	30	30	30	30	30	30	30	30	30	30	
- allocation	12,930	3,270	2,190	2,970	2,820	1,140	1,200	3,240	2,700	2,700	1,920	2,700	-	30	39,810
Indigenous Programs															
- allocation	2,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	15,000
TOTAL SCHOOL BUDGET	294,997	44,984	56,424	65,586	64,122	11,405	32,442	51,894	47,473	41,312	45,773	27,226	19,212	9,022	811,872
previous year	277,256	42,418	58,077	64,713	66,867	10,641	35,435	53,916	49,083	40,799	43,931	40,024	1,692	3,856	788,708
incr (decr)	17,741	2,566	(1,653)	873	(2,745)	764	(2,993)	(2,022)	(1,610)	513	1,842	(12,798)	17,520	5,166	23,164
Full Allocation	294,997	44,984	56,424	65,586	64,122	11,405	32,442	51,894	47,473	41,312	45,773	27,226	19,212	9,022	811,872
Less: 10%	29,500	4,498	5,642	6,559	6,412	1,141	3,244	5,189	4,747	4,131	4,577	2,723	1,921	902	81,187
Revised Allocation	265,497	40,486	50,782	59,027	57,710	10,264	29,198	46,705	42,726	37,181	41,196	24,503	17,291	8,120	730,685



XXX: POWER OUTAGE PROCEDURES FOR CUSTODIANS (P)

First Review: 24 11 01

POLICY STATEMENT

The Board of Education recognizes its responsibility under the *School Act* to keep district schools in session for students and staff for all prescribed school days according to its annual school calendar.

The Board also understands that circumstances may arise whereby it may become inadvisable to have students and/or staff in school for reasons of adverse weather or power outages. The Board authorizes the Superintendent of Schools to decide whether schools should be in session or remain in session when extraordinary/emergent weather or power outages arise. Emergency disaster procedures are considered separately from adverse weather or power outages and are outlined in AP 7000.

Resources and References

Pacific Rim School District – XXXX: Power Outage Procedures for Custodians (AP)

Pacific Rim School District – 3000: School Closure – Adverse Weather & Power Outage (AP)



XXX: HEALTH AND SAFETY WORKING ALONE (P)

First Review: 24 11 01

POLICY STATEMENT

The Board of Education has the responsibility to provide and maintain a safe working environment for all its employees.

The Board also understands that circumstances may arise where staff may be working alone for unseen circumstances or as the nature of their employment. The Board wants to ensure the District meets their obligations to protect workers who may be working alone by complying with Occupational Health and Safety Regulations as defined by WorkSafe BC.

Resources and References

- Pacific Rim School District – XXX: Power Outage Procedures for Custodians (P)
- Pacific Rim School District – XXXX: Power Outage Procedures for Custodians (AP)
- Pacific Rim School District – 3000: School Closure – Adverse Weather & Power Outage (AP)



XXX: HEALTH AND SAFETY NEW AND YOUNG WORKER ORIENTATION (P)

First Review: 24 11 01

POLICY STATEMENT

The Board of Education has the responsibility to provide and maintain a safe working environment for all its employees.

The Board understands that New and Young Workers are at a greater risk of workplace injuries. The Board wants to ensure the District meets their obligations to protect New and Young Workers by complying with Occupational Health and Safety Regulations as defined by WorkSafe BC.

Resources and References

Pacific Rim School District – XXXX: Health and Safety New and Young Worker Orientation (A/P)
WorkSafe BC



XXX: Signing Authority (P)

draft: 24 11 12

PURPOSE

The purpose of this policy is to establish clear guidelines for signing authority within the Pacific Rim School District, ensuring all financial and contractual commitments comply with the BC *School Act* and maintain accountability, transparency, and prudent stewardship of public funds.

POLICY STATEMENT

Under the authority of the British Columbia *School Act*, the Board of Education delegates specific signing authority to designated personnel within Pacific Rim School District to approve financial transactions, contracts, and agreements on behalf of the District. This delegation is designed to streamline operations while maintaining oversight and accountability.

RESOURCES AND REFERENCES

Sections 22, 23, of the *School Act*



210: SUPERINTENDENT OF SCHOOLS/CEO (P)

Approved: 00 02 08
Amended: 01 01 09
Amended: 16 11 22
Amended: 24 11 12

Policy

The Superintendent of Schools is the Chief Executive Officer of the Board and the educational leader of the district. The Superintendent has specific authority, responsibility and duties under the *School Act* and Regulations.

Per British Columbia *School Act* Part 3, Division 1, Section 22

(1) A Board must appoint a superintendent of schools for the school district who, under the general direction of the Board,

(a) has general supervision and direction over the educational staff employed by the board of that school district,

(b) is responsible

(i) to the board, for improvement of student achievement in that school district,

(ii) for the general organization, administration, supervision and evaluation of all educational programs provided by the board, and

(iii) for the operation of schools in the school district, and

(c) must perform other duties set out in the regulations.

(2) A board may appoint one or more assistant superintendents of schools to perform those duties assigned by the superintendent of schools for that school district.

REFERENCES AND RESOURCES:

Pacific Rim School District Board Policy 114: Board Delegation of Authority
Pacific Rim School District XXXX: Superintendent of Schools CEO (AP)
School Act Part 3, Division 1, Section 22



220: SECRETARY-TREASURER/CFO (P)

Approved: 00 02 08

Amended: 16 11 22

Amended: 24 11 12

Policy

Reporting to the Superintendent, the Secretary - Treasurer is an Executive Officer of the Board of Education and is Chief Financial Officer of the District. The Secretary Treasurer has specific authority, responsibility and duties under the *School Act* and Regulations.

Per British Columbia *School Act* Part 3, Division 1, Section 23

- (1) A board must
 - (a) appoint a secretary treasurer of the board, and
 - (b) arrange for the bonding of the secretary treasurer in an amount the board considers adequate.
- (2) The secretary treasurer of a board is its corporate financial officer and must perform those duties set out in the regulations.

REFERENCES AND RESOURCES:

Pacific Rim School District XXX: Signing Authority (P)
Pacific Rim School District XXXX: Signing Authority (AP)
School Act Part 3, Division 1, Section 23



200: EXECUTIVE COMMITTEE (P)

Approved: 86 10 07
Amended: 16 11 22
Amended: 05 10 22
Amended: 24 11 12

POLICY

The Pacific Rim Board of Education encourages regular professional discourse between members of the Pacific Rim Management Team, representatives of the local Unions (Alberni District Teachers' Union and Canadian Union of Public Employees Local 727), and representative(s) of the Pacific Rim Principals and Vice Principals Association.

REFERENCES AND RESOURCES

Pacific Rim School District XXXX: Executive Committee (AP)



POLICY STATEMENT

The Board of Education (the Board) recognizes its role and responsibility as stewards of the environment. The Board recognizes that trees are integral to the environment, add character to our communities, and are valued by its constituents, staff and students. Trees improve the landscape of district facilities and schools and provide many other benefits including:

- a healthy environment, by filtering air pollutants and stabilizing soil on slopes
- improved grounds, with more privacy and shelter from wind, sun and rain
- and, economic savings, by helping reduce energy costs.

The Pacific Rim School District places significant value on the trees that grace our community, and desires to ensure that trees are removed only when absolutely necessary, with appropriate consultation, and only with the proper approval.

DRAFT

Resources and References

Abbotsford School District Administrative Procedure 521: Tree Removal
NEW: Environmental Stewardship Policy (Pacific Rim School District)
XXXX: Tree Protection (AP) (Pacific Rim School District)
City of North Vancouver Tree Protection Bylaw 7671

Paula Mason

From: City of Port Alberni <sara_darling@portalberni.ca>
Sent: Tuesday, October 29, 2024 4:51 PM
To: Paula Mason
Subject: October 29, 2024 Council Summary

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— CITY OF —
PORT ALBERNI



City Council Meeting Summary

October 28, 2024

An information report summarizing the regular meeting of Council held on October 28, 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

Office in Charge | R.C.M.P

Inspector K. Bruce provided introductions as the new Officer in Charge for the City of Port Alberni R.C.M.P. Detachment.

BYLAWS

Parks, Recreation and Culture Facilities Fees and Charges Bylaw No.

5106, 2024 was referred back to a Committee of the Whole meeting to permit further discussion. Council directed staff to prepare a letter to the Alberni-Clayoquot Regional District requesting that the ACRD and City engage in a discussion regarding equitable regional contributions for recreation services.

"City of Port Alberni Revitalization Tax Exemption Program, Bylaw No. 4824" and **"City of Port Alberni Commercial Revitalization Tax Exemption Program, Bylaw No. 4898"** were repealed by Council.

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

"Animal Control and Pound Bylaw No. 5117, 2024" was introduced and given first, second and third reading. Upon adoption this amending bylaw will allow for a permanent dog tag that is renewed on an annual basis.

CORRESPONDENCE

Vancouver Island Regional Library

Pursuant to the *Library Act*, Council reappointed Councillor Patola as the City's representative and Councillor Haggard as the alternate representative to serve on the VIRL Board of Trustees for a term ending December 31, 2025.

Stolen Child BC Productions Inc.

Council authorized an exemption to the 'Noise Control Bylaw 2009, No. 4718' to permit the filming of 'The Stolen Child' on Golden Street on October 28, November 1, 4, 8, 12 and 14, 2024 until 10:30 pm.

Alberni Valley Food Security Society

Council directed staff to prepare a letter of support to the Alberni Valley Food Security Society to accompany their grant application to the federal government "Local Food Infrastructure Fund" in order to purchase an AgriKit to be situated on City-owned lands known as the 'Community Garden' presently leased by the Society, subject to the City not incurring any associated financial costs and that the initiative meets zoning regulations.

Council also received their correspondence summary which included letters from:

1. Alberni-Clayoquot Regional District | Invites Public Input on Waste Reduction Plan
2. Alberni-Clayoquot Regional District | Keeping you Connected September 2024
3. Alberni-Clayoquot Regional District | Sarita River Washout
4. Various Ministry Letters | Follow up to the 2024 UBCM Convention Meetings
5. Advisory Planning Commission Meeting Minutes | January 18 & June 20, 2024

NEW BUSINESS

Long Shot Events Inc.

Council directed staff to prepare a letter of support to Long Shot Events Inc. for

their proposed Alberni Shores event.

Coastal Restoration Society

Council directed staff to prepare a letter of support to Coastal Restoration Society for construction of a vessel recycling facility subject to the Society receiving endorsement from the Tseshaht and Hupacasath First Nations.

City Involvement in Local Events

Council directed staff to move the First Night and Polar Bear Swim events to the collaborative event category for 2024. Staff will engage with the appropriate organizations to begin planning.

Council further directed that staff bring forward recommendations to permit operational approvals of up to five years for local events and that staff prepare a report recommending potential changes to the Community Investment Program Terms of Reference including exploring multi-year approvals and a provision that for-profit or private organizations organizing local fundraising events where proceeds will provide community benefit will have the same access as non-profit organizations to the Community Investment Program.

Interim Housing Needs Report 2024

Council received the Interim Housing Needs Report in accordance with section 585.31 of the *Local Government Act* and directed staff to develop the 2042 Official Community Plan in consideration of the Interim Housing Needs Report as required by section 473.1(2) of the *Local Government Act*.

UBCM Grant | 2024 Asset Management Planning Program

Council provided support for an application to the UBCM 2024 Asset Management Planning program to enhance the integration of asset management planning with long-term financial planning and amended "*City of Port Alberni 2024 - 2028 Financial Plan Bylaw No. 5097, 2024*" by allocating \$15,000 towards the UBCM Asset Management Planning program in 2024 from Other Common Services.

Grant Application | Rural Economic Diversification and Infrastructure Program

Council provided support for an application to the Economic Capacity stream of the Rural Economic Diversification and Infrastructure Program [REDIP] and amended "City of Port Alberni 2024 – 2028 Financial Plan Bylaw No. 5097, 2024" by allocating \$50,000 from Economic Development in 2025 and 2026 to be utilized as matching funds for the grant request of \$100,000.

BC Housing Central Conference

Council authorized Councillor Dame to participate in the BC Housing Central Conference taking place November 18 – 20, 2024 in Vancouver, BC.

QUESTION PERIOD

J. VanDusen | Echo Sunshine Club

Requested clarity regarding the proposed Parks, Recreation and Culture fees and charges bylaw as it pertains to the Echo Sunshine Club.

L. Johnson

Inquired regarding the proposed Parks, Recreation and Culture fees and charges bylaw as it relates to the Aquatic Centre and requested an update on Aquatic Centre staffing challenges.

D. Steinhauer

Inquired regarding the potential for re-opening the Aquatic Centre on Sundays.

M. Shelton

Inquired regarding the proposed Parks, Recreation and Culture fees and charges bylaw as it relates to the Aquatic Centre.

B. Randalls

Inquired regarding the reduction in Aquatic Centre operational hours.

J. Leskosek

Inquired regarding the Question Period process, Quay to Quay Pathway maintenance and crosswalk timing at the Tebo Avenue and Johnston Road intersection.

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
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MEETINGS AT A GLANCE

Wednesday, November 6th

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

Tuesday, November 12th

2:00 pm – Regular Council
Council Chambers

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Paula Mason

From: City of Port Alberni <sara_darling@portalberni.ca>
Sent: Wednesday, November 13, 2024 5:10 PM
To: Paula Mason
Subject: November 12, 2024 Council Summary

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— CITY OF —
PORT ALBERNI



City Council Meeting Summary

November 12, 2024

An information report summarizing the regular meeting of Council held on November 12, 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 Communications

The Director of Corporate Services welcomed Alicia Puusepp back to the City in the role of Manager of Communications.

Alberni-Clayoquot Regional District | Solid Waste Management Plan

J. Frank, Solid Waste Project Coordinator provided an update on the Solid Waste Management Plan process. For more information and to provide input please visit <https://www.letsconnectacrd.ca/swmp>

UNFINISHED BUSINESS

Five Year Financial Plan Q&A Summary

The Director of Finance presented a summary of questions and responses as it relates to the 2025 – 2029 Financial Planning process.

BYLAWS

“Animal Control and Pound Bylaw No. 5117, 2024” was adopted. This amending bylaw will allow for a permanent dog tag that is renewed on an annual basis.

“Official Community Plan Amendment (3830 5th Avenue) Bylaw No. 5094” and **“Zoning Bylaw Amendment (3830 5th Avenue) Bylaw No. 5113”** were read a third time. Prior to Council considering final adoption, a “no-build” restrictive covenant must be registered on title at 3830 5th Avenue until an additional parking lot is constructed at 4841 Redford Street.

“Zoning Amendment (4691 Gertrude Street), Bylaw No. 5112” was given third reading and final adoption. This bylaw will enable expansion of the Beaver Creek Home Center building at 4691 Gertrude Street.

CORRESPONDENCE

Alberni-Clayoquot Regional District | UBCM Community to Community Grant

Council directed staff to provide a letter in support of the Alberni-Clayoquot Regional District grant application for the UBCM Community to Community grant funding program for the purpose of engaging with local governments, including First Nations in the region to develop policies, procedures, and programs that would foster equitable employment in local government.

Alberni-Clayoquot Regional District | FireSmart Grant 2025 – 2027

Council agreed to provide approval for the Alberni-Clayoquot Regional District (ACRD) to apply to the Union of BC Municipalities – Community Resiliency Investment program under the FireSmart Community Funding & Supports initiative and authorized the ACRD to apply for, receive, and manage grant funding on behalf of the City of Port Alberni.

Alberni Clayoquot Métis | Louis Riel Day

Council authorized the request to fly the Métis flag at City Hall on November 16th in recognition of Louis Riel Day through to November 18th.

2025 AGM and Convention | Association of Vancouver Island and Coastal Communities [AVICC] Resolution Notice and Submission Process

Council received correspondence from the AVICC regarding the resolution notice and submission process process for the 2025 AGM and Convention.

Council also received their correspondence summary which included letters from:

1. Alberni-Clayoquot Regional District | Keeping you Connected October 2024

2. Alberni-Clayoquot Regional District | Franklin River Road Fire Protection Service Area
3. Huu-ay-aht First Nations | Sarita River Fatal Accident
4. Various Ministry Letters | Follow up to the 2024 UBCM Convention Meetings
5. Innovation, Science and Economic Development Canada | Prime Minister's Awards for Teaching Excellence
6. BC Hydro | Community ReGreening Program

PROCLAMATIONS

On behalf of the Ministry of Children and Family Development Council proclaimed the month of November 2024 as '**Adoption and Permanency Awareness Month**' in Port Alberni.

NEW BUSINESS

The Next Level | Liquor Primary License – B-4963 Angus Street

Council postponed consideration of the Liquor Primary License application for The Next Level operating at B-4963 Angus Street to the December 9th Regular meeting to permit staff to conduct a mail out to area residents inviting comment on the application.

Council further directed that owner of The Next Level enter into a Good Neighbour Agreement with the City of Port Alberni prior to renewal of a business license.

OCP and Zoning Bylaw Amendment | 15th Avenue and Montrose Street

Council directed staff to introduce the proposed OCP and Zoning amendment bylaws following adoption of the 2042 Official Community Plan for a portion of the City-owned property located at 15th Avenue and Montrose Street.

QUESTION PERIOD

J. Leskosek

Inquired regarding the public engagement process for the Official Community Plan update.

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MEETINGS AT A GLANCE

Monday, Nov 18th

6:00 pm – Committee of the Whole
Council Chambers

Thursday, Nov 21th CANCELLED

12:00 pm – Advisory Planning Commission
Council Chambers

Monday, November 25th

2:00 pm – Regular Council
Council Chambers

Tuesday, November 26th

9:30 am – Audit Committee
Council Chambers

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INDIGENOUS EDUCATION COMMITTEE

REPORT

25 October 2024

IEC Activity Report

The Indigenous Education Committee (IEC) convened on October 25th to discuss critical issues related to Indigenous education and strategize upcoming initiatives to strengthen collaboration within the committee. The meeting also featured an introduction to Trevor Davies, the incoming CEO of BCSTA.

Director Watson, representing the BCSTA Board of Directors, provided an update on the board's recent activities, including the outcomes of the recent BC provincial election, which saw several active school board trustees elected to the Legislative Assembly of British Columbia. Addressing concerns regarding Indigenous content at past Canadian School Boards Association (CSBA) events, President Broady reaffirmed BCSTA's commitment to enhancing Indigenous content, with members of the IEC actively participating in the planning of the upcoming CSBA event in Whistler, BC, in 2026. Director Watson further provided updates on the ongoing initiatives of the Climate Action Working Group and the Capital Working Group.

Mr. Gordon Li from the Professional Learning Committee (PLC) provided an overview of the

preparations for the upcoming Trustee Academy and AGM, highlighting the importance of incorporating Indigenous perspectives into the professional development sessions. The IEC is committed to amplifying Indigenous voices at these events to ensure that Indigenous education remains a focal point. Additionally, the IEC expressed a desire for continued collaboration with the PLC to support their efforts in creating successful BCSTA events.

The meeting also covered plans for the upcoming Trustee Knowledge Series, focusing on land-based learning, Bill 40 success stories, Indigenous student leadership, and Local Education Agreement (LEA) success stories. To effectively manage these topics, the IEC has established four subcommittees, each dedicated to one of these key areas, allowing for focused efforts and meaningful contributions.

The session concluded with a review of the current IEC strategic plan and underscored the importance of aligning the IEC's objectives with the broader strategies of BCSTA to ensure Indigenous education remains a top priority in future initiatives.

Looking back at previous meetings, the IEC had sessions on August 19th and 20th, where Trustees Jules and Nelson were re-elected as co-chairs. The committee also engaged with

INDIGENOUS EDUCATION COMMITTEE

REPORT

presentations from Dr. Charles Ungerleider, Mr. Tim Davie, and Dr. Crystal Gail Fraser on co-governance, strategic planning, and residential school denialism. Additionally, a follow-up meeting with FNEC and the Ministry of Education and Child Care on August 26th addressed the impact of Bill 40 on school districts, focusing on declining completion rates, literacy and numeracy gaps, and high absenteeism.

Call Out Questions

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

Your 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)

Table of Partners Minutes

Wednesday, September 11 @ 10:00 am

Tofino Community Hall Multi-Purpose Room

Members: Marcie DeWitt, ACHN Coordinator

Toni Buston – CFRC Coordinator/CBYF Youth Facilitator

Ellen Froot, Sage Haven

Mollie Law, Victim Services, RCMP

Rachelle Cole, BCEHS

Brooke Wood, CBT

Helen Zanette, Trustee, SD70

Regrets: Penny Cote, ACRD EA “D” Director

Deb Haggard, CPA Councillor

Vaida Siga, ACRD EA “C” Director

Shawn Anderson, Councillor, District of Ucluelet

Alisha Pauling, Island Health

Debra Hamilton, ADAPS Youth and Family Services

Natasha Dumont, Island Health

Jaslyn Haberl, Bamfield Community School

Tish Bernard, Physiotherapist, Island Health

Michell Bennett, SD70

Lesley Wright, Literacy Alberni Society

Guests: Faye Missar, Community Health Promoter, Island Health

Paivi Abernethy, Manager Healthy Environments Island Health

Jasmine Lee, Regional Healthy Built Environment, Island Health

Erin Kostashuk, Elementary School Counsellor, West Coast

Patricia Sieber, Seaview Seniors Housing Society

Kelsey Wallace, Recreation Programmer, District of Tofino

Ben MacKay, Recreation Programmer, District of Tofino

Barb Gudbranson, Recreation Programmer, District of Ucluelet

Karyn Bernard, Public Health Clinician, West Coast, Island Health

Karen Neuwirth, Community Social Worker, Tofino General Hospital

Jillian Duggan, Active Care Social Worker, Tofino General Hospital

Torie Tennant, Care Transition Liaison Nurse Tofino General Hospital

Hanne Brunwiler, Outreach Therapy

Hugo LeFrancois, Nuu-chah-nulth Youth Warrior Family

Ricardo Manmohan, Nuu-chah-nulth Youth Warrior Family

Ethan Joseph, YFN Youth Support Worker and Warriors Coordinator

Mollie Law, RCMP Based Victim Services Coordinator

Samantha Hackett, West Coast Multiplex Society and Tofino Long Beach Chamber of Commerce

Erika Goldt, Clayoquot Biosphere Trust
Anne Weeks, Postpartum Doula, West Coast Postpartum Support
April Nelson, Acting Coordinator West Coast Mental Health and Substance Use, Island Health
Tarni Jacobsen, Executive Director, Pacific Rim Hospice and Better at Home
Rayna Jacobson, RN, West Coast Mental Health and Substance Use, Island Health
Kathleen Stuart, Family Social Worker, WCRS
Caitlin Pitre, Community Outreach, WCRS
Mary Ruff, Work BC Tofino/Ucluelet and Ucluelet and Area Child Care Society
Jill McQuaid, Housing Manager, West Coast Community Resources Society
Laurie Hannah, ED, WCRS
Keah Stanhope, Port Alberni CMHA Outreach
Anna Allen – USMA
Leah Austin – District of Tofino Rec Dept
Justice Manson – Literacy Coordinator, CFRC

ACRD Staff: Sarah McEachern, Administrative Assistant

1. **Acknowledgement**

The coordinators acknowledged the Traditional Unceded territories of the Tla-a-qui-aht people where the meeting was taking place and encouraged participants to acknowledge the territories which they were coming from.

The ACHN and CFRC coordinators gave a brief introduction to the networks and welcomed the new CFRC coordinator to the role.

2. **INTRODUCTIONS**

Participants shared their names, communities they work with and roles around the circle.

3. **COMMUNITY UPDATES**

Participants shared updates and information about programs as they thought of them.

a. **Toni – CFRC/CBYF Youth Update Highlights:**

- Will be scheduling meetings an online and in-person for meeting for Winter. Working to reach out to and plan for the upcoming Youth Working group, Harm Reduction group, coming together forum in the spring. Might be an October meeting to discuss Early Years literacy work. Has secured grants to continue CBYF role. Hopes to do a Youth Conference in November. Foundry update.

b. **Rachelle Cole, BCEHS Update Highlights:**

- 2 new full-time positions have been filled. Back at full capacity and will have more community para medicine up and running in the Spring.

- c. **Helen Zanette, SD70 Update Highlights:**
- Keep an eye on the School District website. Posts for mental health addictions, seniors information, and a new rotating meeting schedule.
- d. **Caitlin Pitre, WCRS Update Highlights:**
- Funding from CBT, critical incident management team. Handing out posters for training. Up to 30 seats available. Groups and individual.
- e. **Brooke Wood, CBT and Divisions of Family Practice Update Highlights:**
- Vital grants have been announce and able to fund some great community projects. Community Prosperity funds have also been announced. Happy to be able to fund the youth proposal with \$50,000 for a 2-year project.
 - Divisions is working with Ministry of health for 5 positions. 3 doctors are coming. Housing in Ucluelet needed.
- f. **Laurie Hannah, WCRS Update Highlights:**
- Social Enterprise: Ukee Re - Use It – Welcome to the Neighborhood Party was well received. AGM will take place on September 26, 2024 at Hotel Zed. Anonymous reporting of sexual Assault program running. Applied for grant to BC Housing for 5 unit place.
- g. **Erika Goldt, Clayoquot Biosphere Trust Update Highlights:**
- Living Wage will be updated in the fall. Looking at single parents' average wage and families of 4. Looking into logistics of getting food to people in need. Please contact if you can help.
- h. **Ricardo Manmohan, Nuu-chah-nulth Youth Warrior Family Update Highlights:**
- Port Alberni Warrior programing received funding. Using Icelandic Prevention Model for building youth resilience. Successful in Mill application. Medicine and food security work will continue into the fall. Looking into logistics of getting food moved up North as people are struggling.
- i. **Tarni Jacobsen, Pacific Rim Hospice and Better at Home Update Highlights:**
- Grief Group coming up, will be over Zoom. New grief worker starting in October. Provided updates on finding a home for a wind box and what the project will entail and Warm Meal program.
- j. **Patricia Sieber, Seaview Seniors Housing Society Update Highlights:**
- Forest Glen has been having monthly lunches with seniors to network with what their needs are. Workshops are starting in March. Currently one on Fraud Awareness, and Digital Literacy is coming up. There are plans for a Story Telling workshop. Hopes to start a Caregiver Support Group.
- k. **Samantha Hackett, West Coast Multiplex Society and Tofino Long Beach Update Highlights:**
- Actively seeking grants and letters of support

- l. Anne Weeks, Postpartum Doula, West Coast Postpartum Support Update Highlights:**
- Free drop in program for parents and infants. Booking guest speakers, please reach out if you want to speak. Discussed expansion on Post Prenatal services.
- m. Ben MacKay, District of Tofino Update Highlights:**
- Discussed Parks and Recreation Master Plan. Workshop on Autism Awareness coming up.
- n. Anna Allen – USMA Update Highlights:**
- Discussed about 3 streams they offer: clinical, behavior and cultural programs. Referrals take 1-2 weeks. Looking for opportunities that can help their team develop more.
- o. April Nelson, West Coast Mental Health and Substance Use, Island Health Update Highlights:**
- New Intake Nurse has finished training. Early recovery group in the fall was not well attended. Would like to run again in the Spring. Forensic Nurses are available on the Coast. Virtual treatment can be attended from home (20 hours a week for 4 weeks) that will help reduce barriers. Touched on psychosis.
- p. Paivi Abernethy, Healthy Environments, Island Health Update Highlights:**
- Discussed “HealthADAPT proposal for ACRD”. Applying for funding to implement and requesting letters of support
- q. Jasmine Lee, Regional Healthy Built Environment, Island Health Update Highlights:**
- Discussed Edible Trees Grant.
- r. Justice Manson– CFRC Literacy Coordinator Update Highlights:**
- Literacy Funding increased after years of stagnant funding. Looking at early years programing and supports. Talked about focal points.
- s. Marcie DeWitt, ACHN Coordinator Update Highlights:**
- Discussed it was a busy Summer with on going meetings, Strategic Plan, an opportunity with Tamarac Institute to attend the Victoria Forum. Working actively on poverty reduction, equity and Transit service implementation.
- t. Kelsey Wallace, Ben MacKay, and Leah Austin, District of Tofino Update Highlights:**
- Last March, the Smile program was started and they are looking for help with Chefs. Received a new grant for the program.

4. TOFINO COMMUNITY HEALTH PRIORITIES

a. Regional & Member Updates

Marcie DeWitt called out for Tofino Community Health Priorities.

Food Bank and Food Security:

- There was expressed interest in having a Food Bank in Tofino. Topics such as physical locations, Gift Cards/Vouchers, and distribution were discussed. Patricia Sieber mentioned Forest Glen might have space and to contact Chris.
- Christmas hampers were mentioned and to start thinking of preparation for them now.

Concerns for Youth and Children:

- It was expressed that there are no programs for children with disabilities available.
- For youth, there is a noticed need for speech therapy, counsellors, and a dedicated youth space.

5. MEETING ADJORNED

The meeting adjourned at 12:00 pm.

Table of Partners Minutes

Wednesday, October 16, 2024 @ 9:30 am

Via Zoom on-line meeting

- Members:** Marcie Dewitt, ACHN Coordinator
Penny Cote, ACRD EA "D" Director
Debra Hamilton, Executive Director ADAPS
Natasha Dumont, Island Health
Shawn Anderson, District of Ucluelet, Councillor
Tish Bernard, Physiotherapist, Island Health
Rachelle Cole, BCEHS
Helen Zanette, Trustee, SD70
Vaida Siga, ACRD EA "C" Director
Ellen Froot, Sage Haven
Jaslyn Haberl, Bamfield Community School
- Regrets:** Lesley Wright, Literacy Alberni
Mollie Law, RCMP
Michell Bennett, SD70
Deb Haggard, CPA Councillor
Brooke Wood, CBT
- Guests:** Jane Osborne, BC Community Response Network
Toni Buston, West Coast Youth Engagement Facilitator
Angeline Street, Community Action Team Coordinator
Faye Missar, Community Health Promoter, Island Health
Tiana Lewis, M'akola Development Services
Jenna Hildebrand, M'akola Development Services
Andrew Scanlan-Dickie, Turner Drake & Partners
- ACRD Staff:** Kristin Kerr-Donohue, Administrative Assistant
Amy Anaka, Planner
Cynthia Dick, General Manager of Administrative Services

1. CALL TO ORDER

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

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

2. APPROVAL OF AGENDA

The Agenda for October 16, 2024 meeting was approved with the addition of an in-camera portion.

3. IN-CAMERA

Moved: Penny Cote

Seconded: Vaida Siga

THAT the meeting be closed to the public and the ACHN Coordinator.

CARRIED

The meeting was closed to the public and the ACHN Coordinator at 9:36 am

The meeting was reopened to the public and the ACHN Coordinator at 9:52 am

4. APPROVAL OF MINUTES

The Minutes of the September 18, 2024 meeting were approved.

5. ELECTORAL AREAS HOUSING NEEDS ASSESSMENTS - M'AKOLA DEVELOPMENT SERVICES AND ACRD PLANNERS

The representative, J. Hildebrand, from M'akola Development Services reviewed the Housing Needs Assessment project and gave a brief overview of the company and the projects they have worked on.

The representative from Turner Drake & Partners, Andrew Scanlan-Dickie, provided an overview of the company and the previous projects they have worked on.

J. Hildebrand reviewed the changes to Housing Needs Reports and what the new report will include. OCPs and Bylaws will all need to be updated to reflect the results of the Housing Needs Report.

Project goals are:

1. Meeting New Provincial Requirements
2. Recommendations: Current Context and Population Growth
3. Bill 44 Requirement – legislation enacted aiming to facilitate housing supply and increased density.

A. Scanlan-Dickie reviewed the initial data results including:

- Historical population growth
- Anticipated population growth, 2021-2041
- Income, before-tax household median income, 2021, and change from 2016-2021 (No data for Bamfield as is suppressed due to the size of the community)
- Homeownership Attainability, based off BC Assessment data, historical median dwelling price versus estimated affordable dwelling price by household family type in all Electoral Areas.
- Rental Market, no data available outside of the City of Port Alberni, but city trends do have an impact on adjacent communities.
- Core Housing Need, CMHC Core Housing Need metric measures whether a household's living situation does not meet any of the three following criteria:
 - o Adequacy – dwelling's state of repair
 - o Suitability – prevalence of overcrowding
 - o Affordability – less than 30% of before tax income

- Anticipated Demand, standardized methodology supplied by the Province of BC that accounts for:
 - o Current demand
 - o Projected demand
 - o Demand buffer – not enough to “meet” demand, need additional units to restore balance and improve affordability.
- Distribution of Demand, based off estimates, 72% of dwellings may be met by market housing, 18% may be required to be met by below-market housing, 10% deeply affordable.

Discussion followed regarding the data and projections vs the actual reality in communities. Specific topics mentioned:

- Low wages in a tourist economy. The lower 10% needs to have increased wages in tourism driven economies. Many of the Electoral Areas are affected by this.
- Desirability of areas and how it is included in the data.
- Properties that are included in the ALR and question regarding allowable density in the ALR. The projections do not include zoning or anything different at a regional level. The municipalities can work on this at the regional level by updating the OCP to reflect the needs identified in the report.
- How infrastructure can handle the increase in units suggested in an area.

A. Anaka, ACRD – EA Directors Meeting this afternoon will be discussing the Interim Housing Needs Report and the second phase, including engagement in 2025.

6. ACHN REPORTS

a. Coordinator Update

Marcie DeWitt reported on activities that she was involved in since the previous meeting, as outlined in the agenda package.

Highlights:

- Using new Logic Model portions for monthly evaluations. Separating out reporting on Network Development and Communications and Engagement to properly reflect internal and external representation reporting.
- Attended the Annual Community Health Network gathering with Island Health staff. Our region was the only who had a representative from the Regional District in attendance.
- Continuing to work on regular items such as poverty reduction and updating the logic model.

7. ACHN UPDATES

a. Strategic Plan Draft

Request for review and feedback on the 2024 Strategic Plan, reach out to Marcie if any changes needed.

b. Tamarack Membership Renewal

Different format this year, includes combined memberships at two levels, “champion” or “activator” membership. CBYF has provided \$1500 towards this membership fee until 2025.

Moved: Ellen Froot
Seconded: Rachelle Cole

That the ACHN provide the funding to have the coordinator purchase a Champions Membership with Tamarack.

CARRIED

c. Executive Committee Members

Updated language in the Executive Package. Ellen Froot and Penny Cote have joined the Executive Committee. There is room for 3-5 others to be part of this committee.

Motion to add Rachelle Cole to the Executive Committee – carried.

Deborah Hamilton discussed her support of the Executive Committee. Suggests that this be a quarterly meeting.

Motion to add Deborah Hamilton to the Executive Committee – motion carried.

d. September Info Items

- **Island Health Contract Updates & Implications**

The new contract includes new language. Discussion has been had regarding updating the ACRD MOU and the language included in this. Potentially being updated in winter of 2025.

- **ACHN Fall Tasks and Priorities**

The coordinator reviewed the strategic plan finalization, table of partners membership drive starting in October, contract updates and budget discussions, and upcoming ACHN work including network development and ongoing collaborations, building equity toolkit presentations and communications, and updating poverty reduction data and info/fact sheets for recommendation areas.

e. Communities Building Youth Futures, report included in agenda package.

Jaslyn Haberl:

- First Youth Leadership meeting in the community. Planning Field Trips and working on dates for Youth Peer Support Training being planned with ADAPS.
- Regular programs are going very well, hosted a successful Terry Fox Run.
- Community Film Screening of Yinta, a documentary on the Wetsuwetin activists, promoting anti-racist and anti-colonial learnings.
- Working with Huu-ay-aht FN to plan a field trip, for October 25, to pumpkin patch in Port Alberni, will be learning about farming and composting and making pumpkin planters.

Toni Buston:

- Youth Leadership Group is very active, great members. Planning for the year, doing some fundraising, participating in school engagement, and holding meetings regarding youth needs in the region.
- Planning to host Youth Leadership Conference in the spring of 2025. Original plan was for an event this fall; however schedules are too busy with back to school and extra-curriculars beginning.
- Youth Working Group held in September, current priority is to get a coordinated position between the different organizations.

Updated Membership Application will be sent out with the meeting minutes. If any feedback, please reach out to Marcie.

8. INFORMATION ITEMS

a. Regional & Member Updates

Jane Osborne:

- Working with the United Way on Senior Healthy Aging CORE.
- Healthy Aging Summit coming up in the Lower Mainland, November 5-7.
- Request to the Network on workshop ideas regarding transportation and equity for her role with the Community Based Senior Services Leadership Council.

Jaslyn Haberl:

- 12th Annual Fundraiser, Oysters Authors and Ale Event being hosted on November 7th, in Bamfield. Lots of local food and beverage products, silent auction, and local and invited talent sharing their writing and poetry.
- Looking to hire an assistant, posting will be out shortly.

Ellen Froad:

- Recently attended a play, Dissolve, about date-rape. Looking to get interest in Bamfield and the West Coast communities to host.

Natasha Dumont:

- Working on her master's program, focusing on Health Policy and Inclusion, and the multiple social determinants of health policy.
- Public Health is focusing on the fall vaccination campaigns. Vaccination clinics coming up. Communicable disease clinics coming, more screening and treatment for Syphilis, which has been an ongoing concern for over a year now.
- Working on hiring a 2nd Public Health Nurse, temporary position for maternity leave coverage.
- Community Health Outreach team has been very active, doing screening for HIV and other STIs and education campaigns.

Discussion regarding ability to book flu and covid vaccine appointments, and vaccination clinic dates, Bamfield scheduled for October 30.

Debra Hamilton:

- Foundry update scheduled for the November meeting.

Tish Bernard:

- New Manager of Community Care, Sam Barrowcliff.
- Continuation of demands in the hospitals and emergency department.
- Timberline seniors housing has opened in the Alberni Valley, private assisted living. Seems to be really focused on encouraging community environments and activities.

Rachelle

- Last year the West Coast Resource Society, with funding through Clayoquot Biosphere Trust, did some in-community Critical Incident Stress Management (CISM) training through the Justice Institute. Group Re-certified this year, with the International Critical Incident Stress Foundation. New members joined the training as well to grow the CISM

capacity in the communities and nations on the West Coast. For individuals and smaller groups that have been involved in a stressful event, who aren't part of an already covered group or community, this allows for support to be activated with a quick response.

- This group meets monthly to debrief.
- Presenting today at the Ucluelet Emergency Network meeting.
- Will present at another ACHN Meeting, potentially early 2025.

9. MEETING ADJORNED

The meeting adjourned at 11:28 am.

The next meeting of the Table of Partners will be held Wednesday, November 20, 2024, at 9:30 am.

DRAFT

Table of Partners Minutes

Wednesday, November 20, 2024 @ 9:30 am

Via Zoom on-line meeting

Members: Marcie DeWitt, ACHN Coordinator
Penny Cote, ACRD EA "D" Director
Deb Haggard, CPA Councillor
Ellen Froom, Sage Haven
Mollie Law, Victim Services, RCMP
Natasha Dumont, Island Health
Tish Bernard, Physiotherapist, Island Health
Helen Zanette, Trustee, SD70

Regrets: Debra Hamilton, ADAPS Youth and Family Services
Vaida Siga, ACRD EA "C" Director
Rachelle Cole, BCEHS
Jaslyn Haberl, Bamfield Community School
Brooke Wood, CBT
Shawn Anderson, Councillor, District of Ucluelet

Guests: Angeline Street, Community Action Team Coordinator
Jane Osborne, BC Community Response Network

ACRD Staff: Kristin Kerr-Donohue, Administrative Assistant
Alyssa Spencer, Administrative Assistant

1. CALL TO ORDER

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

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

2. APPROVAL OF AGENDA & MINUTES

The Agenda for the November 20, 2024 meeting was approved.

The Minutes of the October 16, 2024 meeting were approved.

3. ACHN Mission, Vision, Values

The Coordinator reviewed the newly adopted ACHN Mission, Vision, and Values with the network.

4. ACHN Reports

a. Coordinator Update

Marcie DeWitt reported on activities that she was involved in since the previous meeting, as outlined in the agenda package.

Highlights:

- Multiple meetings in October and November; Continuum of Care, Community Stakeholders, Community Health Network gatherings.
- Completed final draft of Strategic Plan to be presented to the network, thanks to the editors who reviewed.
- Number of network meetings, in person for some.
- Community of practice, anti-racism, and western community leads poverty reductions.
- Attended Engage Fest conference organized by Tamarack Institute.
- Prepared the ACHN Table of Partners Recruitment package for distribution.

5. ACHN Updates

a. Strategic Plan

The Coordinator reviewed the final draft of the ACHN Strategic Plan. The network members provided their input on the plan, minor formatting change suggested.

Moved: P. Cote

Seconded: M. Law

THAT the Alberni-Clayoquot Health Network adopt the 2024 Strategic Plan as amended.

Carried

b. Draft Budget

The coordinator reviewed the draft budget, noting that the Island Health funding contract still to be signed.

Moved: P. Cote

Seconded: E. Froot

THAT the Alberni-Clayoquot Health Network recommend that the ACRD Board of Directors adopt the ACHN Budget, with an annual CPI adjustment published.

Carried

c. Executive Committee Meeting Update

Discussed the Coordinator Contract rates and the Island Health contract as well as next steps for the Network. The Island Health contract is expected to be signed this month, will go to the ACRD Board of Directors for final approval. RFP process will begin once the Island Health contract has been signed. Memorandum of Understanding with ACRD will be updated to match the current contract language. Presenting to the ACRD Hospital District Board at the December 12 meeting. Will review how the Health Network works and the programs they are involved in. During the previous ACHN In-Camera meeting it was decided that the coordinator rate be increased to \$120,000, however while in discussion regarding budgets, the coordinator decided \$110,000 with an annual CPI increase allowed for budgeting ongoing network activities.

d. Communities Building Youth Futures

Youth work and engagement has been very active. Jaslyn providing a lot of grief and other support to the Barclay communities, many losses in the last few months.

Marcie DeWitt acknowledged the recent loss of Bob Baden and his participation in the Table of Partners.

6. INFORMATION ITEMS

a. Regional & Member Updates

Mollie Law:

- Meeting on sexual assault response was very well attended and successful, potential for educational funding and other connections which will come from this for action and protection going forward.

Jane Osborne:

- BC Community Response Network Regional Mentors next focus is on hoarding, raising awareness and providing education on how to respond to hoarding cases. Requesting feedback from the Network Members to see if hoarding is an issue in their areas. The network discussed the challenges with hoarding cases and the current supports that are available in these cases.

Tish Bernard:

- Opportunity this week to meet with a local teacher and 3 First Nations youth who are starting a Warriors Program for young men in Port Alberni. This will be a multi-nation program and hoping to get more traction that way. Hoping to begin before the end of 2024.
- Port Alberni will no longer have an Occupational Therapist as of next week, 2 open positions. This will affect anyone looking to be fitted for accommodations and other health services to be accessed.

Discussion regarding the lack of medical practitioners in the region. Currently the West Coast does not have Occupational, Physical, Speech, or Pediatric Therapists. The lack of therapy services will have many negative consequences on the communities.

Jane Osborne will be following up with Tish Bernard, Mollie Law, and Marcie Dewitt to bring these stories to the next BC Rural Health Network meeting.

Something for the network to look at with other tables and continue to highlight as additional barriers between ministries and systemic challenges emerge.

Helen Zanette:

- School districts are also struggling with a lack of support services.
- BC Schools Board of Trustees are petitioning the Provincial Government for more rural and remote supports.
- SD70 organized a Youth Service Presentation around the McCreary Centre Society's 2023-2024 Report. The report gathers information from youth aged 12-18 surrounding physical health, mental health, and substance use.

Penny Cote:

- Attended update on the HealthCare Summit. There is a new program where a 4th year medical student will be presenting to the students promoting health care education programs and providing information on credit programs that can go towards graduation.

- There is also a group of local doctors who have organized to attract new doctors and other medical practitioners to Port Alberni to fill positions that are open.
- West Coast General Hospital is currently operating on a week-to-week basis for staffing and open hours, this has a trickle-down effect on all care providers. Request for more information regarding requests going to the ACRD Board of Directors, to be able to properly support the requests.

Marcie Dewitt:

- Approached by the Homelessness Association of BC to participate in the 2025 Point-in-Time Homeless Count in the Alberni Valley. The count will be held on April 30, 2025. A variety of activities will be held, in community surveys, phone surveys, magnet event at Friendship Centre, possibly a magnet event for youth, and connection with outreach organizations in the Alberni Valley. More information will come out in 2025.

Penny Cote:

- The ACRD Board of Directors have approved the Island Health Contract, so that will be signed soon. RFP will go out for the coordinator position shortly.

Marcie Dewitt:

- Warriors Program through CBYF funding has been very popular on the West Coast for many years and is very exciting to be starting in the Alberni Valley. Looking to connect staff at CBC to the program and other Indigenous youth programs. Angeline, previously at CBYF/Tamarack, is with CBC now doing work on their Indigenous content and is looking to put together some music workshops and presentations.

7. MEETING ADJORNED

The meeting adjourned at 11:08 am.

The next meeting of the Table of Partners will be held Wednesday, December 18, 2024 at 9:30 am.

ALBERNI CLAYOQUOT HEALTH NETWORK TABLE OF PARTNERS 2024 – CALL FOR MEMBERS

SUMMARY

The Alberni Clayoquot Health Network is a mechanism for citizens working and living in the Alberni Clayoquot Regional District to come together and speak with a collective voice on health issues and share ideas and resources to build healthier communities. The Network aims to improve health and well-being and focus on the social determinants of health. Learn more and download the ACHN’s Strategic Plan, at www.achn.ca.

The Table of Partners is a leadership table that provides guidance to the Health Network and acts as a key liaison with Alberni Clayoquot Regional District and Island Health. The Alberni Clayoquot Health Network’s Table of Partners members commit to a two year term. To ensure consistency, half the seats will expire every December. Members wishing to continue are encouraged to reapply and new applications will be sought from community members meeting the criteria outlined in the following package.

If you are actively engaged in community building and social health issues in the region, this may be the right opportunity for you to contribute to the ACHN. Please read the following document carefully, fill out the attached application form, and submit to:

ACHN Coordinator

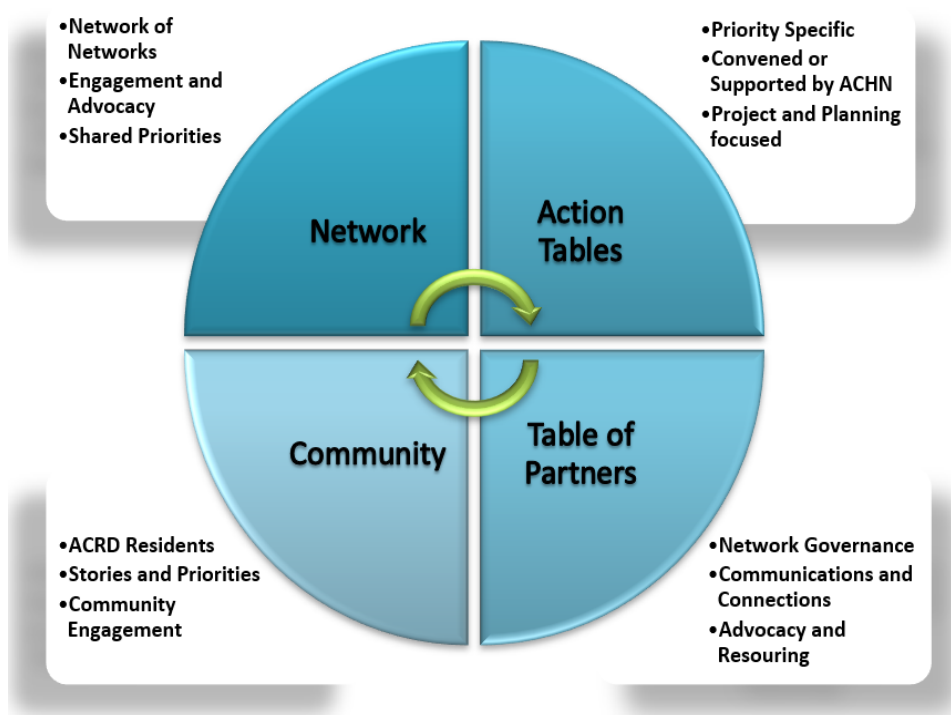
achn@acrd.bc.ca

By 4:00 pm on December 6th, 2024

BACKGROUND

Local Health Area 70 is the third largest health area on Vancouver Island. This geographically diverse area spans 6904 km² with three municipalities, ten Nuu-chah-nulth First Nations and six electoral areas within the Alberni Clayoquot Regional District (ACRD). The ACRD hosts a population of over 30,000 people.

The geography of this region challenges organizations and communities to do things differently. The regional health network model presents a unique opportunity for the region to unite, addressing priorities around social indicators which no one community or organization can do in isolation. The Alberni Clayoquot Health Network (ACHN) leverages the strengths of regional assets to ensure equitable participation throughout the region. We strive to increase participation in conversations by developing meaningful relationships and processes, examining solutions which address regional needs and stimulate innovative solutions.



HOW TO GET INVOLVED

The purpose of the ACHN is to network like-minded organizations, agencies, and networks that are already working to improve community health, we “network the networks”, to better support the work you are already doing. Rather than create additional work, meetings or duplicate what you do best we would like to meet you where you are to assist in providing supports to work more effectively as a region. To do this we aim host or support regional **network development** through participation in other regional networks, learning events, planning events and/or networking events – based on community engagement. We convene new and support existing **action tables** related to strategic priorities of the ACHN on issues which no one community, organization or group can take on independently. Lastly, we have a **Table of Partners**, our leadership table to help us expedite decisions and leverage resources.

TABLE OF PARTNERS – CALL FOR MEMBERS

The Table of Partners is a small group of decision makers and regional representatives tasked with directing the work of the Alberni Clayoquot Health Network. This Table meets once monthly between September and June to contribute expertise, time, energy, and other resources to help guide and direct the overall work of the health network. We strive to ensure membership is reflective of the region, its unique communities and priorities. Members are expected to share expertise, tools and best practices to bring information from the ACHN to their own organization/key community contacts, and vice versa.

We are currently recruiting for the Table of Partners. Recognizing the time commitment for this work as well as the emphasis on regional priorities we are seeking applications from individuals based on the following criteria. We prioritize applications from underrepresented communities in our region as well as new perspectives not represented at the table.

- **Commitment to meetings.** Ability to attend of the Table of Partners meetings to the best of their ability 10 months out of the year. Meetings are on the third Wednesday of the month from 9:30 to 12:00 in the ACRD Board Room or online by Zoom.
- **Term.** Can commit to a two year term.
- **Endorsement to participate.** From their organization, agency or government to participate.
- **Fit with mandate.** Ideally holds a position with a mandate to serve multiple communities and/or areas of focus with in the region.
- **Voice.** Can provide regional context and knowledge.
- **Influence.** Can help influence, leverage or allocate resources.
- **Knowledge.** Is informed and involved with regional community development initiatives and social indicators of health.

INTERESTED?

Let us know a little bit about you by filling out the following questions. Please do not hesitate to get in touch with the ACHN Coordinator, Marcie DeWitt at achn@acrd.bc.ca, 250.726.5019, if you have questions or require more information!

Don't forget there are a variety of ways to participate, let us know if you have interest in hearing about upcoming opportunities and action tables. We will add you to our mailing list to ensure you get up to date information!

We look forward to our ongoing working relationship, building healthy communities and taking action on shared priorities

APPLICATION

Name: _____

Title and Organization: _____

Do you have, or can you get, endorsement from your organization to participate?
 Yes No Will Confirm

The Table of Partners places emphasis on the ability of members to commit to monthly meetings. Can you attend monthly meetings? Yes No Will Confirm

Can you commit to the Table of Partners for 2 years? Yes No Will Confirm

Please note that at this time the ACHN does not provide a stipend or travel expenses. Would this be an impediment for your participation? Yes No Will Confirm

Phone: _____ Email: _____

How can you help inform, influence, leverage or allocate resources with the AHCN? Please describe: _____

Communities you work with: _____

What is your role with in your organization or community and how do you see as a benefit to the ACHN? _____

Tell us a little about your interest and experience in community health and development: _____

Deadline for applications is December 6th, 2023 please ensure we receive your information by 4:00 pm to achn@acrd.bc.ca Thank you for your interest!

Alberni Clayoquot School Food Systems Working Group - Minutes

Date: Monday, September 23rd, 3:15-4:30

Follow-up Items:

- Amy, Anna, and Kirsten to continue discussions about potential collaboration on cold storage infrastructure grants. Overlap of needs between school district meal programming, AVFSS gleaning program and ACRD emergency planning.
- Tessa to reach out to teachers from previous learning circles and invite them to join the school food network meetings.
- Tessa, Anna and Amy to coordinate perennial planting workshops at EJ Dunn, 8th Avenue Learning Center and one more school site as part of the TD grant project.
- Tessa, Katie and Toni to offer support to Ucluelet Elementary School garden later in fall when there is readiness

Topic	Minutes
Community Updates	<p>Island Health – Emily Dunbar</p> <ul style="list-style-type: none"> • Emily Dunbar not present to share updates <p>Alberni Valley Food Security Society – Anna Lewis</p> <ul style="list-style-type: none"> • Excited to plan school garden project with TD grant funds • Daycare connected to Dry Creek Community Garden • Great Family Farm Day with lots of school-aged children participating • Connecting to the SD70 Land-based learning program <p>Tofino Community Food Initiative – Katie Miles</p> <ul style="list-style-type: none"> • Focusing on continuing to do what TCFI is doing well, and not expanding programming • Interest from teachers at Ucluelet Elementary for support with the school garden, but waiting to engage in conversations until after school settles into the year flow • TCFI programming will continue at Wickaninnish Elementary facilitated by Paula. There is programming everyday of the week, including afterschool programs, classroom programming and the intergenerational gardening program. • October 5th – harvest celebration at the school! <p>Alberni Clayoquot Regional District – Amy Needham</p> <ul style="list-style-type: none"> • Working on a food security project focused on emergency planning • Working on agricultural water planning project that could result in creating lessons applicable to facilitation at a community garden or school garden • City of Port Alberni is undergoing a Parks Master Plan (currently in the process of drafting the plan). Encouraging people to give feedback on the importance of kids’ use of space, and learning and food on public spaces. Add your voice here: https://www.letsconnectpa.ca/prcmp <p>Nuu-Chah-Nulth Tribal Council – Jen Cody</p> <ul style="list-style-type: none"> • Just starting connecting to schools in community • Previously focusing more on daycares • Working on new food programming related to food distribution – similar to the Good Food Box

- Open to collaborating on opportunities to connect to schools

Communities Building Youth Futures – Toni Buston

- CBYF role has shifted due to end of three-year national funding, but secured new grants to keep role in Ucluelet.
- Focus on engaging and empowering youth, focusing on high school youth and the transition in and out of high school.
- Also working on youth programming for the District of Ucluelet and those the Coastal Family Resource Coalition.
- Connects work to gardening projects when possible

Farm to School BC – Tessa Stiven

- F2SBC is shifting from how they offer support across the province. F2SBC is expanding from Animators supporting ‘hubs’ to Coordinators supporting regions, following the boundaries of the Health Authority regions. On the Island, the Central Island Region (SD68, SD69 and SD70) is now the Island Region including support for all school districts across the Island. This shift will support more sharing of best practices between school districts.
- F2SBC launches their annual grants October 1st. K-12 schools across can apply for up to \$1,000 in funding for their next farm-to-school initiative. More info here: <https://farmtoschoolbc.ca/grants/>

SD70 Healthy Schools Manager – Kirsten Nesbitt

- New position, started on May 30th
- Supporting food programming across SD70
- Updates:
 - Bamfield Community School Association will continue to be contracted for school meals in Bamfield
 - Wickaninnish PAC will continue to be contracted for meals at Wickaninnish Elementary
 - Ucluelet Elementary and Secondary will receive meal and snacks from Nourish Cowichan
 - Nourish Cowichan is providing meal and snacks to all schools in Port Alberni.
 - Hot food service to these schools will be rolled out gradually
 - Renovating kitchen at EJ Dunn to become centralized kitchen for Nourish Cowichan in SD70
 - Most breakfast programming is staying the same as there are different models in each school which are working (ex. Breakfast Club, Read and Feed). ADSS breakfast program needs new volunteer coordinator as Mel Burton has stepped down
 - Changing how students sign up for meals to reduce clerical and parental burden and reduce stigma. There is now a one-time permission form to opt into program and there is an option to offer a financial donation to Nourish Cowichan
- Kirsten welcomes inquiries about school food and encourages people to reach out to her. Kirsten has priority to be connected on a local level.

SD70 Trustee – Helen Zanette

- Reminder that people can join public board meetings virtually on the Pacific Rim

	<p>School District website</p> <ul style="list-style-type: none"> • Reminder that there are great resources on the school district website, including a variety of mental health resources: https://www.sd70.bc.ca/page/1266/what-we-offer • Board of Education has drafted a National Food Advocacy letter to MP Gord Johns to express support of the federal investment in school food • In November, trustees can get redistributed to sit on different community committees
<p>Working Group Updates</p>	<p>Updates on TD Friends of Environment Grant</p> <ul style="list-style-type: none"> • Funding approved: \$6225.00 • Project will focus on perennial planting in gardens at EJ Dunn, EALC and one additional school • AVFSS will offer 5 workshops throughout the year at each school to support the planting and build knowledge and capacity at the schools • ACRD will help with plant selection and garden design for each school • Discussion about ensuring there is adequate watering infrastructure at schools selected for perennial plantings • Discussion of the value of engaging parents in school gardens (as exemplified at Ecole des Grand Cedres) <p>Upcoming grants to share</p> <ul style="list-style-type: none"> • Farm to School BC Grants <ul style="list-style-type: none"> ○ K-12 schools across can apply for up to \$1,000 in funding for their next farm-to-school initiative. More info here. • Farm to Cafeteria Canada Seed Grants <ul style="list-style-type: none"> ○ Grants valued between \$500 and \$3,000 to improve school food environments. Applications open until October 21st. More info here. • NutritionLink grants <ul style="list-style-type: none"> ○ Grants valued between \$2000 to \$10000 to support food literacy projects. Applications open until September 30th. More info here. • Local Food Infrastructure Fund <ul style="list-style-type: none"> ○ support projects that strengthen community food security through food production-focused activities for equity-deserving groups. Applications open October 1st -31st. More info here. ○ Conversation about need for cold storage for AVFSS gleaning program, and school food distribution. Potential to collaborate on this grant. SD70 has submitted at FIP grant for the potential of purchasing cold storage units • School Food Infrastructure Fund <ul style="list-style-type: none"> ○ For organizations to further re-distribute funds ○ More info here <p>Working Group Projects for 2024-2025 School Year</p> <ul style="list-style-type: none"> • Second annual school garden work bee spring ProD <ul style="list-style-type: none"> ○ Interest from group to continue planning and hosting this ProD • Perennial planting at EJ Dunn, EALC and third site

<p>Structure of Group</p>	<p>Schedule</p> <ul style="list-style-type: none"> Continue bi-monthly meetings, 4th Monday from 3:15-4:30 for 2024-2025 school year (Sept, Nov, Jan, March, May) <p>Minutes</p> <ul style="list-style-type: none"> Formal minutes to be taken and provided to the SD Board via the Public Meetings Packages. Tessa will send minutes out to group within one week of the meeting. Group will have one week to review minutes and approve them, before they are shared with the SD70 Trustee <p>Group Name</p> <ul style="list-style-type: none"> Members present voted on group name. Decided to change group name to: Alberni Clayoquot School Food Network
<p>Wrap-up</p>	<p>Next Meeting – November 25th, 2024, 3:15-4:30</p>



Alberni-Clayoquot Regional District

MINUTES OF THE AGRICULTURAL DEVELOPMENT COMMITTEE MEETING HELD ON TUESDAY, AUGUST 20, 2024, 9:30 AM

Via Zoom

MEMBERS

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

PRESENT:

Pat Deakin, City of Port Alberni

Thom O'Dell, Ministry of Agriculture & Food

Erika Goldt, Coastal Food Roundtable, Eat West Coast

Anna Lewis, Alberni Valley Food Security Society

Tanya Shannon, Shannon Farms

Lisa Aylard, Alberni Farmers' Institute, Stonehaven Farm

REGRETS:

Heather Shobe, Chairperson, Eden Tree Farm

Ann Siddall, Alberni District Fall Fair Association

Helen Zanette, SD70 Trustee

Patty Radcliffe, 4H

Kaley Ruel, Island Health

Cecilia Addy, Port Alberni Port Authority

Jen Cody, Nuu-chah-nulth Tribal Council

Bob Collins, Arrowvale Farm

Victoria Lake, Effingham Oyster

Alex Taylor, Shelter Farm

Claire Boudreau, Spirit Square Farmers Market, Shelter Farm

STAFF PRESENT:

Amy Needham, Sustainability Planner

Kristin Kerr-Donohue, Administrative Assistant

Note: Quorum was not achieved for this committee meeting; therefor meeting was held for information purposes.

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

<https://www.acrd.bc.ca/events/20-8-2024/>

1. CALL TO ORDER

The Chairperson called the meeting to order at 9:31 am.

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

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

Introductions - Committee Members and Staff via Zoom.

2. APPROVAL OF AGENDA

3. DECLARATIONS

4. MINUTES

5. PETITIONS, DELEGATIONS & PRESENTATIONS

- a. **Ione Smith, Project Manager, Upland Agricultural Consulting introducing the ACRD Food Security Emergency Planning and Agricultural Water Plan Projects.**

The Consultant highlighted the consulting team working on the projects, provided an overview of the two projects, and what they will focus on during each phase.

The consulting team will be engaging with local governments, agricultural producers and food system organizations on several occasions, for both projects, between September 2024 and February 2025.

The presentation can be found on the ACRD webpage here:

https://www.acrd.bc.ca/dms/documents/2024-agendas/presentation_upland_agricultural_consulting.pdf

6. CORRESPONDENCE

- a. **BC GOVERNMENT NEWS**
Automation, Robotics Help Farmers Strengthen Food Security
- b. **INVASIVE SPECIES COUNCIL OF BC**
Invasive Species Strategy for British Columbia 2024-2028
- c. **AGRISERVICE BC**
Islands Edition – Regional Newsletter – August 2024
- d. **TOFINO COMMUNITY FOOD INITIATIVE**
Impact Report 2023
- e. **CARIBOO CARBON SOLUTIONS**
Vancouver Island Private Land Restoration

P. Deakin joined at 9:48 am.

7. REPORTS

- a. Alberni-Clayoquot Regional District – A. Needham
- Fall Fair Agriculture Table Volunteering
A. Needham requested committee members reach out to her if they are interested in volunteering at the ACRD Agricultural Table at the Fall Fair between Sept 5-8. A. Lewis is the general contact for the Agriculture Building.
 - Met with Hupacasath First Nation for potential to use farm on Beaver Creek Rd for a greenhouse growers' program through North Island College. Awaiting further information to clarify student eligibility requirements to take the program, as well as funding sources available.
 - Met with BC Centre for Agritech Innovation group regarding engagement at events on Vancouver Island. Potentially later in the Fall. Also requested they present to the ADC as a delegation in October.
 - Island Health has a Climate Change and Health Department. Focus is on how climate adaptation relates to the public's health. Met with consultant, Savannah Barrett, who is currently mapping out social assets that exist for climate security. Request for members to reach out with any climate initiatives Savannah might be interested in. Contact A. Needham for more information.
- b. City of Port Alberni – P. Deakin
- Joining with A. Needham to meet with BC Centre for Agritech Innovation and TerraForma Systems who have a smart and scalable composter for organic waste. Will be discussing processing of organic seafood waste at the Dock+.

T. O'Dell left the meeting at 9:56 am.

- c. Ministry of Agriculture & Food - T. O'Dell via Zoom Chat
- Knowledge and Technology Transfer Program
Registration opens September 9 and is now first come, first served. Up to \$7,500 per activity, intended for hands-on learning activities such as (but not limited to) field days, community farm tours and short courses. Up to \$1,500 per activity intended for Subject Matter Expert for (SME) activities such as (but not limited to) industry expert presentations, conferences, community gatherings and annual general meetings.
<https://www2.gov.bc.ca/gov/content/industry/agriculture-seafood/programs/knowledge-transfer-events>
 - Agricultural Water Infrastructure Program
Assessments, Engineering Studies or Plans (Stream 3) has launched. More information can be found here:
<https://iafbc.ca/agriculture-water-infrastructure-program/stream3/>
 - B.C. On-Farm Technology Adoption Program:
<https://www.innovatebc.ca/programs/bc-on-farm>

- This program provides a 65% cost-share reimbursement from a minimum of \$1,000 to a maximum of \$100,000 to farms who adopt innovative technology that can improve labour efficiency.
- Upcoming irrigation workshops dates to be determined, will be held in Duncan and Courtenay.
 - Island Agriculture Show will be held February 2 & 3, 2025
Planning for presentations happening now. Ideas for talks or workshops can be sent to Thom.odell@gov.bc.ca
- d. Alberni Farmers' Institute – L. Aylard
- No meetings over the summer. Will be arranging a meeting with members to discuss volunteering at the Fall Fair.
- e. Alberni District Fall Fair – A. Siddall
- A. Lewis is overseeing the Agricultural Education portion. There is a sign-up sheet for volunteering, reach out to A. Lewis for more information.
 - Old MacDonald's Farmyard is being renamed to Old Farmer Bill's Farmyard and will be relocated next to the 4-H Barn. 4-H will be overseeing the farmyard.
 - There will be a kid zone and Yukon Dan Gold Panning next to the Agricultural Building with a clear path into the building this year.
 - Mount Klitsa Garden Club will be situated at the entrance to the building.
- f. Alberni Valley Food Security Society – A. Lewis
- Gleaning is well underway with over 2000lbs of produce gleaned. Always looking for more homeowners to host a pick.
 - Anna is coordinating the Fall Fair agriculture building and volunteer bracelets. Connect with her if you are wanting to volunteer for a shift. ACRD, Spirit Square Farmers' Market, Fiber Guild, Klitsa Garden Club, and Alberni Valley Food Security Society (AVFSS) will all be in the building.
 - Family Farms Day scheduled for Sept 15, 2024. Seven sites participating this year. Information will be going up on AVFSS and ACRD websites as it comes available.
- g. Spirit Square Farmers' Market
- Members commented that the Children's Market held on August 17 was well attended. Lots of different products being sold and will become a more regular event.
- h. 4-H – P. Radcliffe
- Project meetings have continued over the summer where members learn about their specific projects and work with their animals.
 - Beef project members have been very active, two members attended and showed their project animals at the Coombs Fair and did very well considering this was their first show. Two other members showed at the Coombs Fair with Poultry and Cavy (guinea pig) projects.
 - Cloverbuds (6-8 year olds) learned about home safety, biosecurity on farms, beef cattle and toured the Coombs Fair.
 - Plans are underway for all members to show at Alberni District Fall Fair and hopefully have the Dairy Bar open and possibly run a petting farm area.

- Active recruitment campaign this fall for 4-H for 2025 to attract more new members.
- i. Primary Agricultural Producers
 - L. Aylard - Stonehaven Farm has been very busy and beef is selling faster than they can process it.
 - T. Shannon – Shannon Farms held their Gather and Graze event again this year with a second night added. Hosted 187 people over the two nights with majority of produce locally sourced. 2025 tickets are mostly pre-sold already from attendees of 2024 event. On-farm market being held on August 20. Hosting a less formal, appetizer night, Heifers & Hors D’oeuvres, on September 7.
 - A. Lewis – Sproat Starts Farm has sold out of everything, including fall starters. Seeing an increase in interest from people looking to extend their growing season.

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 was adjourned at 10:13 am.

Certified Correct:

Tanya Shannon

Tanya Shannon,
Vice-Chairperson

Kristin Kerr-Donohue

Kristin Kerr-Donohue,
Administrative Assistant

ACRD Solid Waste Management Plan



Phase 2

Fall 2024

Our Solid Waste Management Plan

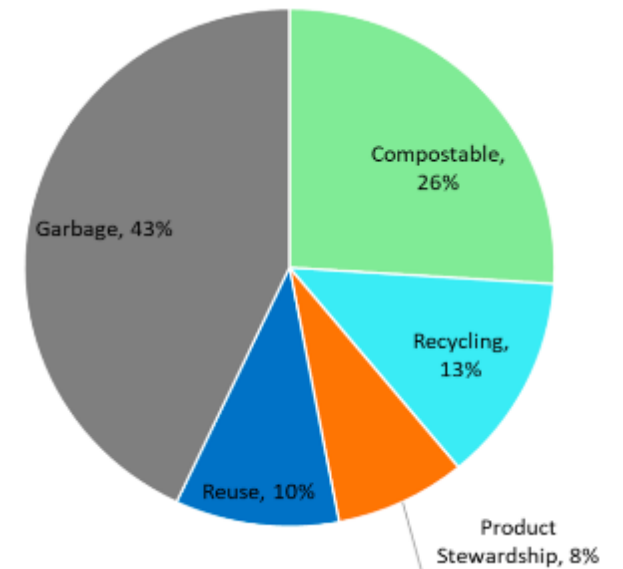
- ▶ The Alberni-Clayoquot Regional District is updating their Solid Waste Management Plan, a long-term plan that will outline how we reduce waste properly manage throughout the region for the next 10 years.
- ▶ This plan includes municipalities, electoral areas and First Nations communities.



Why do we need a Solid Waste Management Plan?

- ✓ It outlines how a regional district will manage solid waste (including reduction and diversion) for the next 10 years
- ✓ It identifies the programs and infrastructure we need to reduce the amount of waste we send to landfill and optimize system efficiency to manage costs over time
- ✓ The Province of BC's Environmental Management Act mandates solid waste management plans for all regional districts in BC

What's in our garbage?



57% of what goes in the garbage could be reused, recycled or composted



Process/Timeline

2023

- 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

2024

- FEBRUARY 2024 – PAC Meeting #4: Guiding Principles
PAC Meeting #5: Options, Best Practices
- SPRING/SUMMER 2024 – PAC Meeting #6: Options and Evaluation PAC Meeting #7: Target and Goal Setting by Strategy
- FALL 2024 – PAC Meeting #8: Target and Goal Setting Finalization and Engagement Planning Public Engagement on Draft Strategies and Actions

2025

- WINTER 2024/2025 – Draft Plan Developed
- WINTER 2024/2025 – Public Engagement - Draft Plan Review
- SPRING 2025 – Draft Plan submitted to Province



Accomplishments to date



Advisory Committee

12-member group of First Nations, local government and community members from across the region



Technical Committee

First Nations, provincial, local government members, waste management engineers and environmental specialists



Identifying Gaps in Service

Surveys, meetings, tours and learning from the public to identify gaps in service across the region.



Key Milestones



GUIDING PRINCIPLES: The advisory committee created meaningful principles to guide decisions and planning.



GOALS AND TARGETS: The advisory committee set goals and targets to support the guiding principles.



ENGAGEMENT: The public has engaged and provided feedback that has helped guide the process.



STRATEGIES: Eight draft strategies have been developed to guide solid waste management planning ahead.



Guiding Principles

The ACRD guiding principles use the Nuuchah-nulth Sacred Principles as a framework for addressing respect, taking care, and recognizing everything is one for people and the land.

ʔiisaak (iisaak)

1

Utmost Respect

Personal and collective respect for the community and its people, traditional knowledge, the natural world, the metaphysical world, and other peoples and communities.

- a. We are responsible and accountable for how we make, consume, and dispose of things in a fiscally responsible way.
- b. We are leaders in how we provide solutions to address waste reduction, diversion and solid waste management strategies.
- c. We protect and regenerate the natural environment, lands and natural systems.

ʔuuʔaafuk (uu-a-thluk)

2

Taking Care of

In this context, this is about taking care of present and future generations, as well as taking care of self and the resources provided by the land and the natural world.

- a. We are creating a community that prioritizes using the waste prevention hierarchy to manage materials and products – through system and behaviour changes that set norms and habits and add convenience.
- b. We support circular economy and low carbon footprint approaches for rethinking and redesigning products for durability, reuse and recycling.
- c. We ensure the costs and benefits of change are distributed equitably among communities and across generations.

hišuk ʔiš ʕawaak

3

(Hish-uk ish ts'a-walk)

Everything is One

A notion of the interconnected, interdependent, and reciprocal relationship between the people, the land and the wider world(s) in a physical, spiritual and social sense.

- a. We think across systems, places and generations to deliver accessible, equitable and inclusive outcomes.
- b. We recognize the connections between wasting valuable resources disposed of as garbage and other environmental, social and economic issues, including climate change and biodiversity.
- c. We use a collaborative approach for education and advocacy to work across generations and build trust.
- d. We recognize the wide range of social situations, geography and other factors that influence perspective and should inform how education offerings and programs may need to be adapted.



Goals & Targets



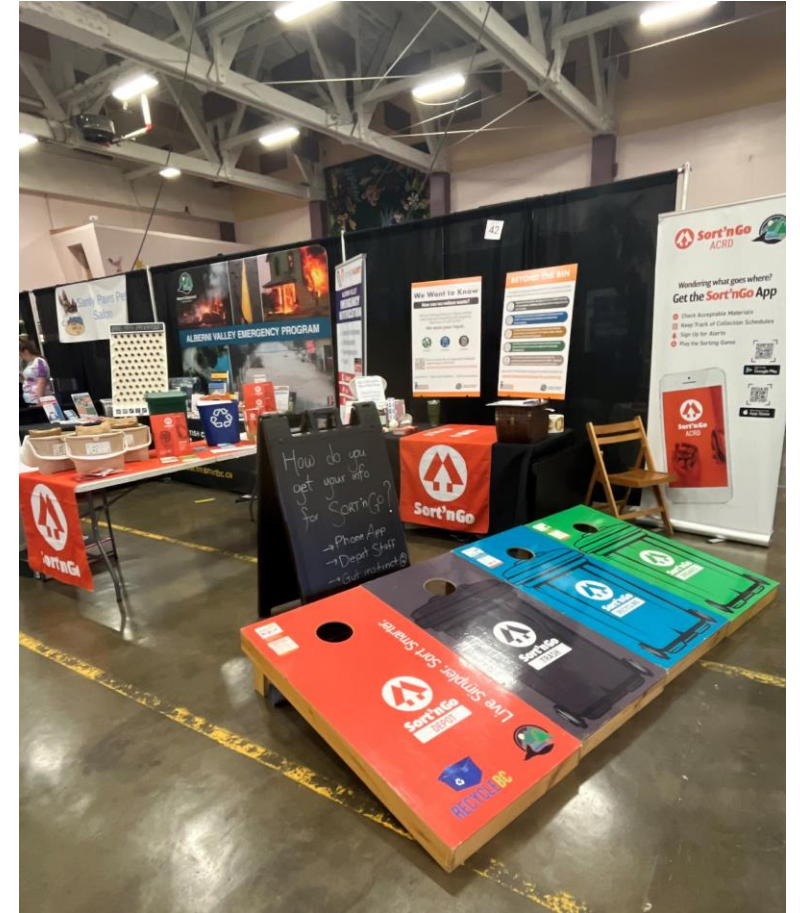
The ACRD goals and targets for the plan support the guiding principles and measure plan success.

Goals

- 1. Social Equity and Local Economy:** Provide inclusive (equitable and accessible) opportunities across all solid waste systems and programs in ways that provide local economic benefits through social procurement.
- 2. Environmental:** Avoid impacts from solid waste collection and disposal facilities that negatively impact local ecosystems.
- 3. Education:** Create effective and accessible education to all audience types to promote waste reduction and diversion services and programs.
- 4. Economic:** Make financially responsible decisions using waste reduction and diversion initiatives to offset more costly disposal systems over time.

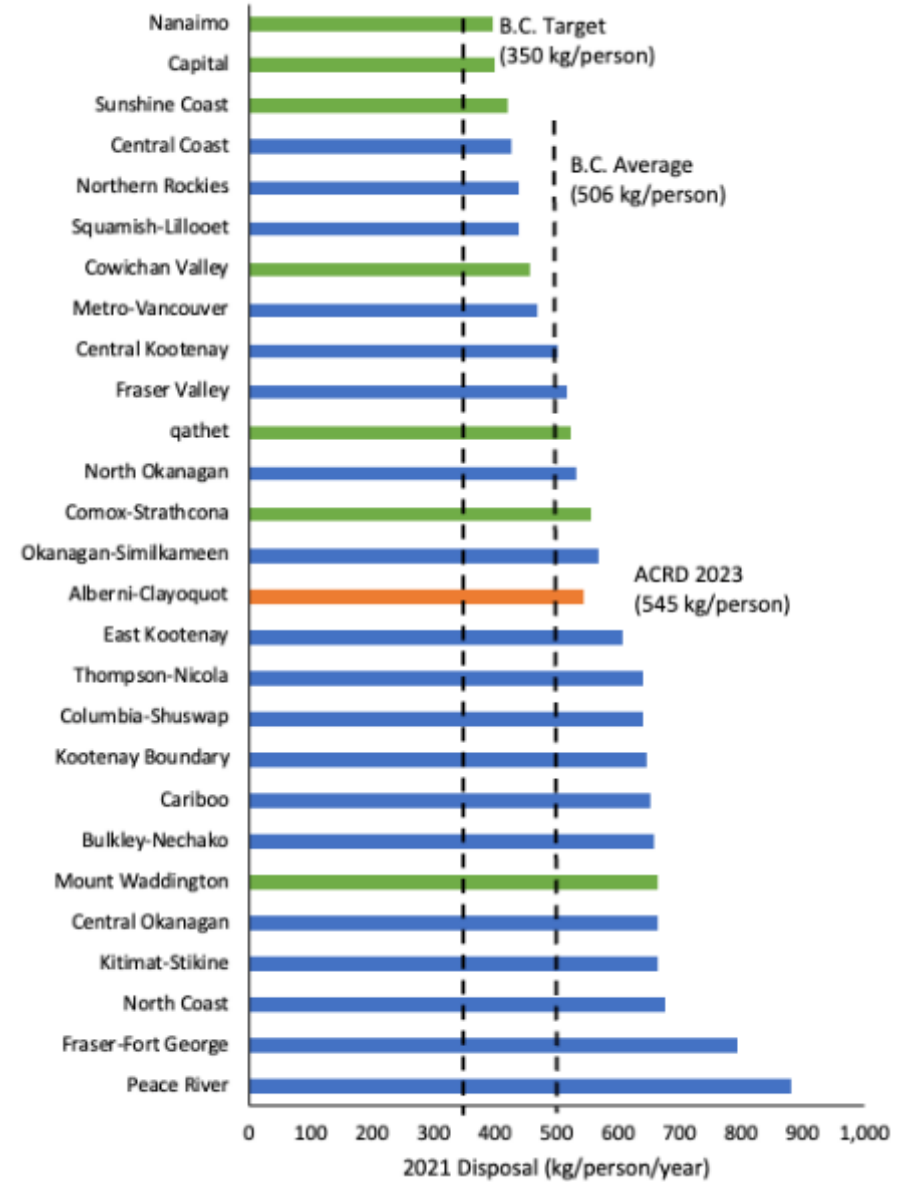
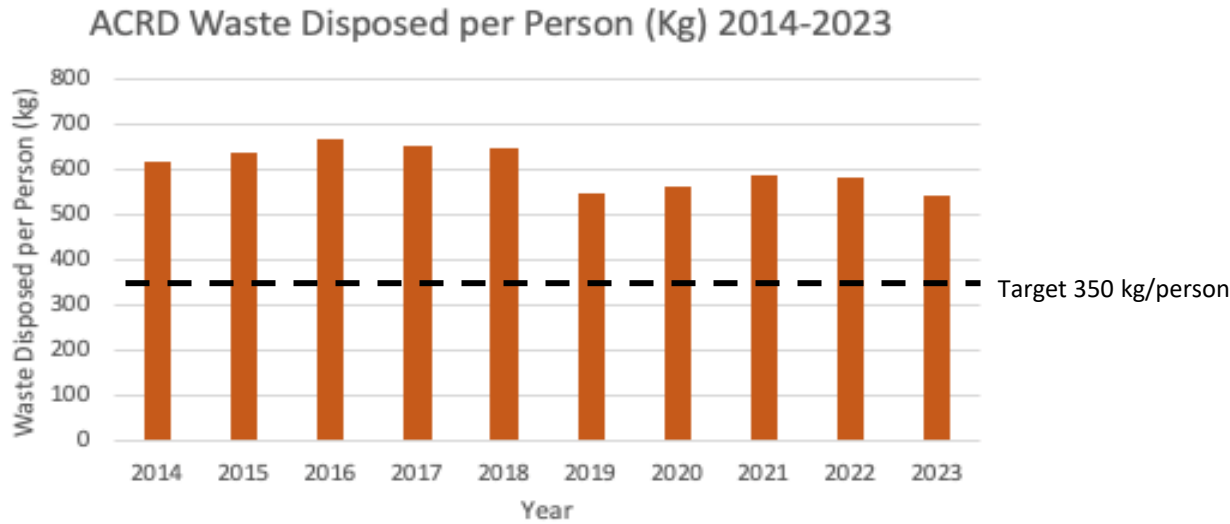
Targets

- The ACRD aims to take care of people and the land by using resources wisely. The ACRD encourages community members to reduce, reuse and recycle to get the most out of their products and reduce their carbon footprint.
- To measure progress towards goals, the ACRD disposal target is 350kg per person per year to landfill by 2035, which aligns with the provincial disposal rate target.

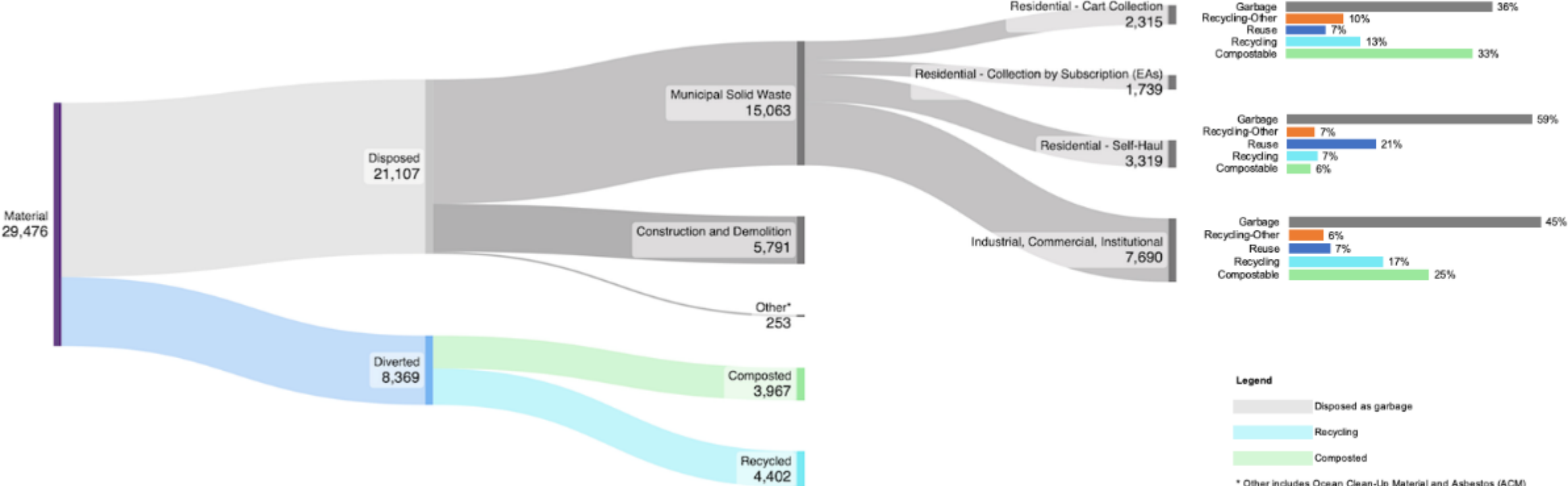


Targets: Per Person Disposal

- ACRD: 540 kg/person/year (2023)
- BC Average: 506 kg/person/year
- BC Target: 350 kg/person/year



What waste goes where



Strategies

With the foundations of guiding principles and public priorities to guide them, the Advisory Committee has identified eight proposed strategies, with suggested actions.

1

Foundational Strategy
– Plan and Implement
Education and
Behaviour Change
Program Across
Strategies 2-8

2

Establish/Expand
Resource Recovery
Centres and Eco-Depots

3

Develop Business and
Organization Zero
Waste Program

4

Establish Organics
Management
Infrastructure and
Operations in Remote
and Indigenous
Communities

5

Establish Multi-Stream
Diversion Programs

6

Reduce, Reuse
and Divert Construction
and Demolition
(C&D) Material
(Built Environment)

7

Expand Other Material
and Product End of Life
Management

8

Ensure Proper
Residual Management



All strategies require strong education and behaviour change programming across sectors. Educational materials and engagement are the foundational building blocks for changing attitudes and shifting behaviours. The ACRD will engage partners in the strategy development including municipalities, First Nations, business and tourist associations, School District 70 and others as identified.



ISSUE/OPPORTUNITY

We can work together to make best use of our existing and new programs, including reuse and repair. Over 45% of our carbon footprint is from the stuff we use. Setting new norms and habits ensures we make the most of our reduction and diversion programs.



ACTIONS

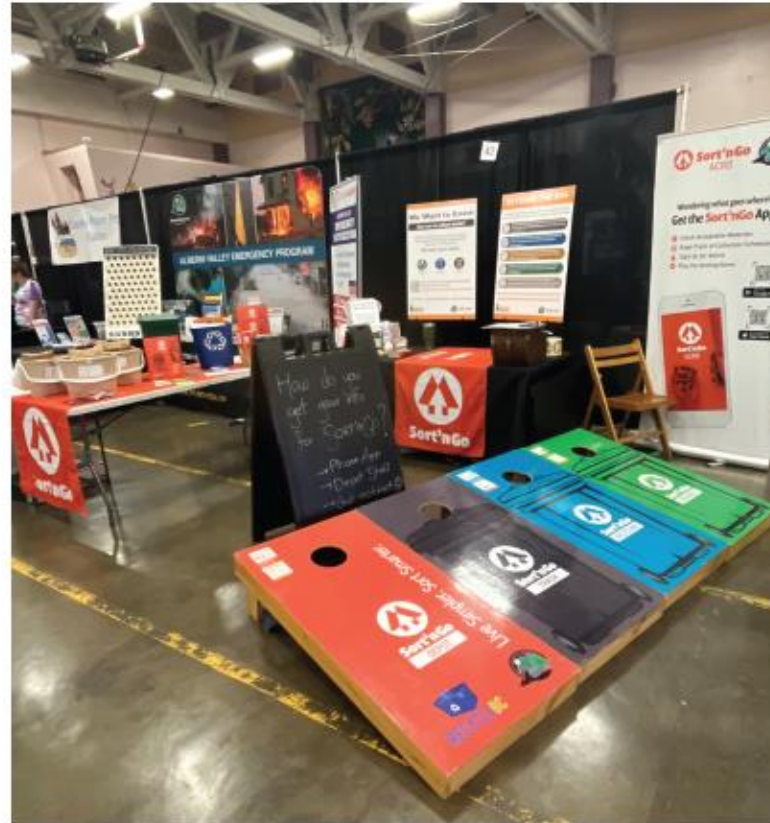
Develop an Education and Behaviour Change Strategy and Implementation Plan

Include actions across sectors over time with dedicated resources.

Implement Waste Reduction and Diversion Education and Behaviour Change Program

Programs to support reuse, repair, food waste prevention and diversion program participation across existing and new programs.

Engaging community champions within First Nations and other communities across sectors.



DIVERSION POTENTIAL

LOW MEDIUM HIGH

- Critical to support using programs

OPERATIONAL IMPACTS

LOW MEDIUM HIGH

- Staff oversight

FINANCIAL IMPLICATIONS

LOW MEDIUM HIGH

- Plan development (\$50,000), education contracts per current norms (\$100,000)



2 Establish/Expand Resource Recovery Centres and Eco-Depots

We will build upon and align re-use and recycling services in each watershed (Re-Everythingery Mall, accessible depots), including education centres at each primary watershed site, while maintaining existing infrastructure and services over time.



ISSUE/OPPORTUNITY

We can improve the number and range of products diverted from the waste stream while making re-use and recycling more accessible to people in urban, remote, rural and Indigenous communities.



ACTIONS

Establish West Coast Infrastructure and Services

Establish a 're-everythingery' one-stop, drop and shop to optimize waste reduction and diversion. Factor in land needs, operations and infrastructure upgrades, and highest and best use of materials to meet the above goals.

Expand Alberni Valley Infrastructure and Services

Maintain and build upon Sort'nGo Centre, 3rd Avenue Depot and other potential new space to support reduction and diversion.



ACTIONS (cont.)

Expand Bamfield and Salmon Beach Infrastructure and Services (Remote)

One-stop, drop and shop transfer station including organics drop off and processing.

Support Indigenous Eco-Depots

Support additional development and access where depot and transfer sites are not already in place.



DIVERSION POTENTIAL

LOW MEDIUM HIGH

- Varies, higher for larger facilities, all add access to diversion

OPERATIONAL IMPACTS

LOW MEDIUM HIGH

- Staff project management and support

FINANCIAL IMPLICATIONS

LOW MEDIUM HIGH

- Varies, new facilities will require grant funding, existing facility priority capital costs are budgeted through ACRD 2024-2028 Adopted Financial Plan



3 Develop Business and Organization Zero Waste Program

Use education, policy and community partnerships to develop a zero-waste program for the business sector; civic partners will lead by example with waste minimization and diversion practices.

ISSUE/OPPORTUNITY

More than 60% of the waste stream is from commercial and institutional sources.

ACTIONS

Develop and Implement Policy Tools to Minimize and Divert Waste

- Consider disposal bans and mandatory waste source separation bylaws.
- Education haulers, businesses and public sector.
- Advocate for senior government policy change.

Create Education Materials, Business Recognition and Engagement Events

- Turnkey education signage and how-to toolkits by subsector.
- Highlight success online by business, consider an annual awards event per best practice examples (e.g., Banff).
- Engage key collaborators periodically for waste reduction-related events.

ACTIONS (cont.)

Initiate Training and Mentoring Support for Businesses and Organizations

Offer site visits for waste audits, system setup, and periodic monitoring at businesses and institutions.

Provide Zero Waste Innovation Grants and Incentives

Small grants programs to create initiatives.

Expand Initiatives to Minimize and Divert Civic Waste

Optimize systems to minimize waste and promote diversion across regional district buildings – with ongoing measurement against targets. Collaborate with municipal and First Nations to offer initiatives across public spaces in the region.



DIVERSION POTENTIAL



- Diverts high percentage of remaining waste stream

OPERATIONAL IMPACTS



- Staff oversight

FINANCIAL IMPLICATIONS



- Annual mini-grant funding (\$30,000), one-time program and policy launch support (\$50,000) and materials development (\$50,000)



4

Establish Organics Management Infrastructure and Operations in Remote and Indigenous Communities

Establish a food scraps drop-off and in-vessel onsite composting for accessible organics management across the region.



ISSUE/OPPORTUNITY

More than 33% of residential garbage could be composted. We can reduce landfill methane (a greenhouse gas 28 times more potent than carbon dioxide) and improve access to food scraps recovery.



ACTIONS

Establish Bamfield and Salmon Beach Transfer Station Organics Management

Establish a food scraps drop-off and in-vessel onsite composting. Seek ways to use finished compost in garden demonstration area or for other local uses.

Expand Indigenous Organics Management

Support additional food scrap drop-off and in-vessel onsite composting in partnership with interested Indigenous communities.



DIVERSION POTENTIAL



- Supports equitable access to diversion

OPERATIONAL IMPACTS



- Staff support

FINANCIAL IMPLICATIONS



- Bamfield and Salmon Beach sites are budgeted through ACRD 2024-2028 Adopted Financial Plan



5 Establish Multi-Stream Diversion Programs

Establish or improve the baseline of diversion programs for rural single-family homes and multi-family homes, outdoor public spaces; reinforce with mandatory source separation requirements.

ISSUE/OPPORTUNITY

Increase diversion and access to recycling and food scraps programs

ACTIONS

Expand Rural Single Family Diversion Opportunities
Evaluate best options to expand diversion access for rural communities as the ACRD moves to source separation requirements.

Develop Multi-Family Recycling and Food Scraps Program
Add multi-family recycling and food scraps collection, pursue Recycle BC incentive.

ACTIONS (cont.)

Establish Public Space Multi-Stream Recycling
Outdoor public space recycling with partners (e.g., Parks Canada, municipalities, First Nations).

Support Zero Waste Events
Support event zero waste practices through education and policy.



DIVERSION POTENTIAL



- Supports equitable access to diversion

OPERATIONAL IMPACTS



- Staff coordination

FINANCIAL IMPLICATIONS



- Varies, funding needed will depend on how actions are implemented (rural single family) and partner contributions (for public space and zero waste events). ACRD will support municipal-led multi-family with education support (\$10,000)



6

Reduce, Reuse and Divert Construction and Demolition (C&D) Material (Built Environment)

Support ways to reduce, reuse and recycle built environment materials during construction, renovation and demolition phases.



ISSUE/OPPORTUNITY

Reduce emissions, extend landfill life and lower our carbon footprint. Avoid and divert waste through design and foster re-use of materials



ACTIONS

Promote 'Resource Smart' Building Design, Deconstruction and Home Relocation

Support education and programs for low carbon building practices (e.g., modular structures, green building products).

Support education and programs for reuse including incorporating recovered materials and home moving.

Support Policy for C&D Materials Management – Onsite Construction

Initiatives and regulatory tools e.g., deconstruction and building permit bylaws requiring waste separation.



ACTIONS (cont.)

Expand Infrastructure and Services for C&D Materials Management – ACRD Solid Waste Management Facilities

Increase capture for existing construction items, explore other items to reuse and/or divert.



DIVERSION POTENTIAL



- Diverts high percentage of remaining waste stream

OPERATIONAL IMPACTS



- Staff oversight

FINANCIAL IMPLICATIONS



- One-time promotion (\$10,000), capital costs to be funded through Strategy 2



7 Expand Other Material and Product End of Life Management

Seek ways to responsibly manage hazardous materials (not in existing Extended Producer Responsibility [EPR] programs), bulky items, ongoing and new EPR products, disaster debris, illegal dumping and ocean plastics for highest and best use and utilizing safe disposal practices

ISSUE/OPPORTUNITY

Keep hazardous and bulky items out of the landfill. Minimize pollution in the watershed. Prepare for disaster debris and enhance use of new and existing hazardous materials recovery programs.

ACTIONS

- Expand Hazardous Materials Collection (Non-Extended Producer Responsibility [EPR] Items)**
Collect hazardous materials not currently captured through EPR programs.
- Incentivize Large Item Management**
Add incentive and support for collecting large items via self-haul or periodic collection.
- Enhance EPR Program Access and Usage**
Augment EPR access and usage for existing and new programs.

ACTIONS (cont.)

- Develop Disaster Debris Management Plan**
Create a management plan for disaster debris.
- Mitigate Illegal Dumping and Support Oceans Plastic Management**
Continue to support efforts to mitigate illegal dumping and collect oceans plastic.



DIVERSION POTENTIAL



- Priority products for keeping out of landfill (e.g., hazardous and large/bulky items)

OPERATIONAL IMPACTS



- Staff oversight

FINANCIAL IMPLICATIONS



- Low overall, occasional large item event (\$10,000)
- Medium for hazardous materials given disposal setup (\$150,000) and annual hauling (estimated \$150,000) at two sites



8 Ensure Proper Residual Management

Manage residuals responsibly for each wasteshed.

ISSUE/OPPORTUNITY

Extend landfill life and develop long-term disposal options (Alberni Valley - in collaboration with Tseshaht First Nations), including reducing environmental impact.

ACTIONS

Develop Long Term Disposal Options (Alberni Valley)
Seek long term Alberni Valley disposal options in collaboration with Tseshaht First Nation.

Complete Landfill Capital Projects
Several initiatives are being pursued to maintain, monitor and close landfill spaces to ensure compliance with provincial regulations.

Complete Landfill Capital Projects AV

- Phase 1 closure NE portion Stage 1, 2025-2030
- Phase 1 closure NE portion Stage 2, after 2030

ACTIONS (cont.)

Complete Landfill Capital Projects WC

- Include leachate system upgrades with provincial regulation compliance.
- Phased progressive closure N, 2029-2035
- Leachate system upgrades, 2026-2028
- Organics processing facility (Phase 2)



DIVERSION POTENTIAL

LOW MEDIUM HIGH

- Not applicable

OPERATIONAL IMPACTS

LOW MEDIUM HIGH

- Staff oversight

FINANCIAL IMPLICATIONS

LOW MEDIUM HIGH

- Capital costs are budgeted through ACRD 2024-2028 Adopted Financial Plan



Share your Feedback

Attend an Open House



Port Alberni Athletic Hall

Thurs, Oct. 17, Public Session: 5 – 7 pm



Ucluelet Community Hall

Mon, Oct. 28, Resident Session: 5 – 7 pm Business Session: 8:30 – 10:30 am



Tofino: Tues. Oct. 29

Community Hall: Resident Session: 5 – 7 pm
Tofino Legion: Business Session: 9 – 11 am



Beaver Creek Community Hall

Wed. Nov. 6, 5 – 7 pm



Sproat Lake Community Hall

Thurs. Nov. 7, 5 – 7 pm



Cherry Creek Community Hall

Wed. Nov. 13, 5 – 7 pm

Complete the survey: letsconnectacrd.ca/swmp

- Open to November 20
- Enter to win one of three \$50 gift certificates

Learn more at
letsconnectacrd.ca/swmp
or call 250-720-2700

Next Steps

FALL 2024

After the Phase 2 Engagement period ends, we will summarize your feedback and report back to the Solid Waste Public Advisory Committee. Results will be available at letsconnectacrd.ca/swmp



WINTER 2024/2025

The Committee will consider your feedback this winter as they develop a draft plan.



WINTER 2024/2025

The draft plan will be reviewed and brought to the community for another round of engagement and go to the ACRD for approval.



SPRING 2025

The ACRD's draft Solid Waste Management Plan will be submitted to the Province.





Thank you

letsconnectacrd.ca/swmp





**PACIFIC RIM SCHOOL DISTRICT
FINANCE, OPERATIONS AND ASSETS COMMITTEE MEETING MINUTES
October 1, 2024, 4:00 p.m.
School Board Office, Port Alberni**

Pam Craig - Board Chair
Cherilyn Bray - Vice Chair
Janis Joseph - Trustee
Cynthia Orr - Trustee
Larry Ransom - Trustee
Chris Washington - Trustee
Helen Zanette - Trustee
Tim Davie - Superintendent
Barbara Ross - Secretary Treasurer
Peter Klaver – Assistant Superintendent
Michell Bennett - Director of Instruction, Inclusive Education
James Messenger – Director of Instruction, Learning & Innovation
Alex Taylor - Acting Director of Operations
Paula Mason - Manager of Corporate Services
Carla Neville, Controller (via Teams)
Nadine White – CUPE President
Ryan Dvorak - ADTU President
Sean Peterson, PVPA Representative

1. Call to Order/Land Acknowledgment

2. Introductions

3. Approval of Agenda

Moved by: Trustee Craig

Seconded by: Trustee Joseph

THAT the Board of Education approve the Finance, Operations & Assets Committee Meeting agenda for October 1, 2024, as presented.

Carried

4. Petitions/Delegations/Presentations

5. Unfinished Business

6. Emergent Items

7. Staff Reports

7.1 Audited Financial Statement Results (10 minutes)

Secretary Treasurer Ross provided a report to the Committee, noting that the Financials were approved last week and posted on the district's website, that the Multi-Year financial plan was due and was filed today, and that WCB may go up due to sick day usage. The Board requested clarification on the last point, to which Ms. Ross explained that if you call a casual to see if they're available to work and they're sick, the employer must pay for 5 days that they're sick. This legislation came into effect a couple of years ago but has not been funded by the Ministry. the Board asked Ms. Ross look into how much this is costing our district.

7.2 Steps To Balance the Amended Annual Budget (10 minutes)

Secretary Treasurer Ross reviewed the steps being taken to balance the budget, including taking a deep look at absence management, not filling vacant positions without looking at whether they need replacing in the same way, overtime/banked time/callout costs etc. Our goal is to build an amended annual budget that draws nothing from the surplus this year, and the need to rebuild our Contingency Reserve which should be 1-3% of our expenses. Final results from the 1701 will come in December.

7.3 Operations, Maintenance and Transportation Department Review (5 minutes)

Secretary Treasurer Ross reviewed plans for the upcoming departmental review, noting that Joel Palmer of Palmer Management Consulting was selected as the successful contractor through the RFP process. The review started in July, with site visits coming up in October. CUPE President Nadine White asked what's the next intention after Operations Department review? Ms. Ross said likely the IT department, then the Finance department, then Director Bennett's department. Ms. White asked if anyone other than CUPE members were being looked at, to which Ms. Ross clarified that all departments are being looked at, with no specific groups being targeted. Superintendent Davie noted the importance of right-sizing our district in general, to maximize efficiencies, in line with previous work that was done to compare our district against other districts of similar size.

7.4 Cyber Security (10 minutes)

Director Messenger provided an overview of his report, answering questions including but not limited to, how targeted threats impact the education system, funding for new programs offering better protection against cybersecurity, that we will be updating practices/guidelines, and educating around the safe use of Artificial Intelligence (AI) in accordance with Ministry guidelines.

7.5 Operations Department Project Update (20 minutes)

Acting Director Taylor provided an update on the Operations department, including how he provides a high-level summary for the leadership team weekly. He highlighted the following projects:

- The Alberni District Secondary School (ADSS) turf field is at end of its useful life. We are still trying to determine funding as it doesn't fall under minor capital requests.
- The FIT program is funding the ADSS cook pit, we are currently sourcing a place to put it.
- Moving of the portable to ADSS is behind on timelines due to a change that came through last week re: fire hydrant requirements.
- The gender-neutral washroom at ADSS is complete.
- Alberni Elementary School's flooring had the bulk of the work done over the Summer, more will be done in Christmas and Spring Break.
- An RFP will be going out soon for the lighting upgrade, which is part of the carbon-neutral capital plan.
- The kiln room project at Bamfield Community School has been started but the kiln still needs to be picked up.
- The Anderson Avenue storage facility is empty, to get the building fit for sale.
- The Board Office sign has been installed.
- An online auction page will be launched soon, so equipment that's not fit for our current use can be sold online.
- The Board Office roof access is being relocated.
- The HVAC project at Board Office is 99% complete.
- Replacement of the vinyl on a stairway at Board Office is about to be done.
- Renovations at EJ Dunn Elementary School's kitchen should be wrapped up by November. This space will be the hub for the newly formed Nourish food program.
- Tofino Ballfield has been blasted and grubbed, the District of Tofino is currently laying rock/sand/grass, estimated completion date is end of October.
- The flagpole will be getting installed at Ucluelet Secondary School (USS).
- We have applied for minor capital funding to turn EV charging stations at ADSS into pay-per-use charging stations.

- We are working to improve the low water pressure at USS.
- Wickaninnish Community School's kitchen upgrade - new appliances are in, and we are moving Sea cans
- Tofino Daycare trees – we will be working with community to find better replacements

7.6 Accessibility Audit RFP (10 minutes)

Director Bennett provided an overview of the Accessibility Audit RFP. Five bids were received, with one company presenting two bid options. All bids have been reviewed and scored, with the information being presented to the IDEA Committee for review and scoring as well. There are two particularly competitive bids, Acting Director Taylor has requested a timeline from both companies to assist us to choose the best one for the district and then move with initial meetings. As the Board was instrumental in approving the AFG funding submission, they have the option to provide input also. They directed Director Bennett to just go ahead and choose the successful bidder, then report out once chosen.

8. New Business

9. Correspondence - For Information

10. Next Meeting

11. Adjournment

The meeting was adjourned at 4:52pm.

Board Chair

Secretary Treasurer



**PACIFIC RIM SCHOOL DISTRICT
POLICY COMMITTEE MEETING MINUTES
October 8, 2024, 4:00 p.m.
School Board Office, Port Alberni**

Pam Craig - Board Chair
Cherilyn Bray - Vice Chair
Janis Joseph - Trustee
Cynthia Orr – Trustee (via Teams)
Larry Ransom – Trustee (via Teams)
Helen Zanette - Trustee
Tim Davie - Superintendent
Barbara Ross - Secretary Treasurer
Peter Klaver – Assistant Superintendent
Trisha Wilson – Manager of Human Resources
Nadine White – CUPE President (via Teams)
Sean Peterson, PVPA Representative

1. Call to Order/Land Acknowledgement

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

2. Introductions

3. Approval of Agenda

Moved by: Trustee Bray

Seconded by: Trustee Craig

THAT the Board of Education approve the October 8, 2024 Policy Committee Meeting Agenda as presented.

Carried

4. New or Revised Draft Policy

4.1 XXX: Employee Files (P)

This policy shall be moved to the Board for approval to go out for a 30-day public consultation period.

4.2 XXX: Employee Long Service and Retirement Recognition (P)

This policy shall be moved to the Board for approval to go out for a 30-day public consultation period.

4.3 410: Criminal Record Review (P)

Trustee Zanette: Removal of practicum section - criminal record act already requires it, so there's no need.

This policy shall be moved to the Board for approval to go out for a 30-day public consultation period.

4.4 131: District Parent Advisory Council (P)

Trustee Zanette: include the word "parents/guardians" in opening statement - DPAC should be recognized as a stakeholder.

2nd line: take sentence from page 28 out of AP and move to Policy highlighting DPAC representative "As an official stakeholder, the DPAC is offered seat(s) on district committees such as policy, finance or budget etc."

This policy shall be moved to the Board for approval to go out for a 30-day public consultation period.

4.5 132: Parent Advisory Council (P)

Trustee Zanette: add wording "parent/guardian" instead of just parent. Show of hands for parent/guardian/caregiver versus parent/guardian - parent/guardian stands.

This policy shall be moved to the Board for approval to go out for a 30-day public consultation period.

4.6 133: Trustee/Teacher Liaison Committee (P)

This policy shall be moved to the Board for approval to go out for a 30-day public consultation period.

4.7 XXX: Vacations/Banked Overtime (P)

This policy shall be moved to the Board for approval to go out for a 30-day public consultation period.

5. New or Revised Draft Administrative Procedures

5.1 4000: Employee Files (AP)

Trustee Craig: does this mean we had the wrong procedure previously, mixing personnel and payroll files together? yes.

Trustee Zanette: what if a position no longer exists, should we make wording more generic such as Assistant Superintendent (or designate)? In this case, no.

- 5.2 **4050: Vacations/Banked Overtime (AP)**
Trustee Zanette: page 19 #3 - should read "leave of absence", not "request for leave". Can we update some of the examples on page 21 to be more current than examples from 1987?
- 5.3 **4031: Employee Long Service and Retirement Recognition (AP)**
- 5.4 **XXXX: Criminal Record Review (AP)**
Proper formatting / spelling errors need to be corrected.
Trustee Zanette: Shouldn't it be to protect staff as well as students? No, it's to protect students.
Discussion was had regarding the process for volunteers, but the process was not changed.
- 5.5 **XXXX: District Parent Advisory Council (AP)**
Trustee Zanette: page 29 - 3.2: 3.2 Representation from the District Parents' Advisory Council shall be provided the opportunity to meet with the Board's standing committees upon prior request. Please change to reflect the language from 5.5.5.4 of the Board Procedure Policy.
- 5.6 **XXXX: Parent Advisory Council (AP)**
- 5.7 **XXXX: Trustee/Teacher Liaison Committee (AP)**
- 5.8 **4030: Retirement (AP)**
- 6. **Policies to be sent to the Board for Approval to go out to Public Consultation**
- 7. **Policy/Admin Procedure out for Public Consultation**
 - 7.1 **XXX: Tree Protection (P)**
- 8. **Forward to the next Public Board Meeting for Adoption**
- 9. **Completed Business**
 - 9.1 **Policy 602: Communicating Student Learning (P)**
 - 9.2 **XXX Selection of Learning Resources Policy (P)**
 - 9.3 **XXX: Equipment and In-kind Donations (P)**
 - 9.4 **Policy 510: Safe, Caring and Orderly Schools (P)**
 - 9.5 **XXX: Use of School District-owned Vehicles (P)**
 - 9.6 **XXX: International Student Program (P)**
- 10. **New Business**

11. **Correspondence - For Information**
12. **Future Policy/Administrative Procedures**
 - 12.1 **Policy 500: Student Admission and School of Choice**
 - 12.2 **Student Admission and School of Choice (A/P)**
 - 12.3 **AP 3110: School Volunteers**
 - 12.4 **5017: CyberSafety**
 - 12.5 **Off-site Experience / Field Trip (AP)**
 - 12.6 **340: Accumulated Operating Surplus (AP)**
 - 12.7 **341: Budget Development, Monitoring and Reporting (AP)**
13. **Next Meeting Date**
14. **Adjournment**

The meeting was adjourned at 4:45pm.

Board Chair

Secretary Treasurer



**Pacific Rim School District
Education Committee Meeting Minutes
Tuesday, November 5, 2024, 4:00 pm
School Board Office, Port Alberni**

Pam Craig – Board Chair
Cherilyn Bray – Vice Chair
Cynthia Orr – West Coast Trustee (Virtual)
Janis Joseph – Trustee
Larry Ransom – Trustee
Christine Washington – Trustee
Helen Zanette – Trustee
Tim Davie – Superintendent
Peter Klaver – Assistant Superintendent
Barbara Ross – Secretary Treasurer
Michell Bennett – Director of Instruction – Inclusive Education
James Messenger – Director of Instruction – Learning and Innovation
Marc Fryer – Director of International Education and Newcomers
Katherin Charbonneau – Director of Early Learning and Childcare
Kirsten Nesbitt - Healthy Schools Manager
Dave Maher – District Principal
Greg Freethy – District Lead for Career Education Programs
Ryan Dvorak – ADTU President
Sean Petersen – PVPA President
Hannah Fletcher – Executive Assistant Human Resources

1. Call to Order/Land Acknowledgment

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

The Chair acknowledged that we work and learn on the ɥaɥuʉi of the Hupačasath (Hupacasath), Huu-ay-aht (Huu-ay-aht), ʕaʔuukʷiʔaɥ (Tla-o-qui-aht), Cišaaʔaɥ (Tseshaht) and the Yuuʉuʔiʔaɥ (Yuu-cluth-aht) Nations.

The Chair acknowledged the passing of Murray Sinclair, who was a leader in Indigenous Truth and Reconciliation.

The Chair noted, November is adoption month.

2. Introductions

3. Approval of Agenda

Superintendent Davie entered the room at 4:01 pm.

Moved by: Trustee Craig
Seconded by: Trustee Bray

THAT the Education Committee Meeting agenda for November 5th, 2024, be approved as presented.

Carried

4. Petitions/Delegations/Presentations

5. Unfinished Business

6. Emergent Issues

7. Staff Reports

7.1 Learning on the Land Update (15 minutes)

District Principal, Dave Maher, presented his update for Learning on the Land and responded to questions from Trustees.

7.2 Career Education Update (10 minutes)

Mr. Freethy, District Lead for Career Education Programs, presented his update on the Career Education Programs. Mr. Freethy and Director of Instruction, Learning and Innovation, James Messenger, responded to questions from Trustees.

7.3 Healthy Schools Update (15 minutes)

Healthy Schools Manager, Kirsten Nesbitt, presented the Healthy Schools Update and responded to questions from Trustees.

7.4 BCAHS Central Island Information (5 minutes)

Director of Instruction, Inclusive Education, Michell Bennett, presented the BC Adolescent Health Survey (BCAHS) Information session event and responded to questions from Trustees.

Director Bennett is hoping to bring the feedback received from the youth and service provider, McCreary, to the Board in the future.

Mr. Freethy, District Lead, left the meeting at 4:49 pm.

7.5 FESL Update (10 minutes)

Director of Instruction, Learning and Innovation, James Messenger presented his update for the Framework for Enhancing Student Learning (FESL) report. Director Messenger noted, the Ministry of Education and Childcare is now referring to the FESL as the Enhancing Student Learning Report (ESLR). Director Messenger responded to questions from Trustees.

7.6 International Education Update (5 minutes)

Director of International Education and Newcomers, Marc Fryer, presented his update on the International Education Program and responded to questions from Trustees.

7.7 Learning Services Team Update (10 minutes)

Director of Instruction, Inclusive Education, Michell Bennett, presented the update on behalf of the Learning Services Team and responded to questions from Trustees.

7.8 Superintendent Update - School Visits (5 minutes)

Superintendent Davie did not present his update as the meeting was out of time.

8. Correspondence - For Information

Superintendent Davie advised the Education Committee that the District is flying the flag at half-mast to honor the passing of Murray Sinclair.

9. Next Meeting

The next Education Committee meeting will be held on February 4th, 2025, at 4:00 pm, at the Administration Building.

10. Adjournment

The meeting was adjourned at 5:16 pm.

Board Chair

Secretary Treasurer



**PACIFIC RIM SCHOOL DISTRICT
POLICY COMMITTEE MEETING MINUTES
November 12, 2024, 4:00 p.m.
School Board Office, Port Alberni**

Pam Craig - Board Chair
Cherilyn Bray - Vice Chair
Janis Joseph – Trustee
Cynthia Orr - Trustee (via Teams)
Larry Ransom – Trustee (via Teams)
Helen Zanette – Trustee
Tim Davie - Superintendent (via Teams)
Peter Klaver – Assistant Superintendent
Barbara Ross - Secretary Treasurer
Carla Neville, Controller
Alex Taylor – Acting Director of Operations
Paula Mason - Manager of Corporate Services
Nadine White – CUPE President

1. Call to Order/Land Acknowledgement

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

2. Introductions

3. Approval of Agenda

Moved by: Trustee Bray

Seconded by: Trustee Craig

THAT the Board of Education approve the November 12, 2024 Policy Committee Meeting Agenda as presented.

Carried

4. New or Revised Draft Policy

4.1 XXX: Power Outage Procedures for Custodians (P)

Acting Director Taylor presented the Policy and answered questions. Trustee Craig was surprised that people are asking, has this always been in place, just

needing brought to the forefront? Memos can go unpassed as we go through different generations of staff, there should be a policy/procedure in place. No changes are needed. Send it to the Board for approval to go out for 30-day public consultation.

4.2 XXX: Health and Safety Working Alone Procedure (P)

Alex presented WorkSafeBC and OH&S requirements for employers applicable to all levels of staff. As such, it's important to have policy and procedure. Send it to Board for approval to go out for 30-day public consultation.

4.3 XXX: Health and Safety New and Young Workers (P)

Send it to Board for approval to go out for 30-day public consultation.

4.4 XXX: Employee Accident / Injury Procedure (P)

Add words "or site safety representative" to the last sentence, following the words "Joint Site Safety Committee". Send it to Board for approval to go out for 30-day public consultation.

4.5 XXX: Signing Authority (P)

Send it to Board for approval to go out for 30-day public consultation.

4.6 210: Superintendent of Schools / CEO (P)

Check that all revision dates have been included on the document. Send it to Board for approval to go out for 30-day public consultation.

4.7 220: Secretary Treasurer (P)

Add references to "Pacific Rim School District XXX: Signing Authority (P)" and "Pacific Rim School District XXXX: Signing Authority (AP)". Change wording in second sentence to read "Chief Financial Officer" not "Corporate Financial Officer". Send it to Board for approval to go out for 30-day public consultation.

4.8 200: Executive Committee (P)

Send it to Board for approval to go out for 30-day public consultation.

5. New or Revised Draft Administrative Procedures

5.1 XXXX: Power Outage Procedures for Custodians (AP)

Under section entitled POWER GOES OUT AFTER ARRIVAL, Single location positions / Multiple location positions, change wording to read "If the power goes out at your workplace ~~when you report to work~~ **during your shift.**"

5.2 XXXX: Health and Safety Working Alone Procedure (AP)

Delete repeated words on page 18 2(a) "that they will be working alone."

- 5.3 **XXXX: Health and Safety New and Young Workers (AP)**
No changes are needed.
- 5.4 **7101: Employee Accident / Injury Procedures (AP)**
Document needs reviewed to have gender neutral language throughout. The Appendices mentioned in section 3.0 Reporting Forms need to be added (by way of link or attachment). Section 1.2.6 needs to be reworded. Section 1.2.8 define/specify what is meant by “Board”. Bring this document forth as educational piece via Director Messenger / Greg Freethy.
- 5.5 **XXXX: Signing Authority (AP)**
No changes are needed.
- 5.6 **XXXX: Superintendent of Schools / CEO (AP)**
Change word “pupil” to “student” if *School Act* agrees with the direction.
- 5.7 **XXXX: Secretary Treasurer (AP)**
Change wording in section 2. to read “Board of Education” not “Board of School Trustees”. Change wording in section 14. to read “Attend ~~School Board~~ all Public, In-Camera and Committee meetings as required.” Add reference to the *School Act*.
- 5.8 **XXXX: Executive Committee (AP)**
No changes are needed.
- 6. **Policies to be sent to the Board for Approval to go out to Public Consultation**
- 7. **Policy/Admin Procedure out for Public Consultation**
 - 7.1 **XXX: Employee Files (P)**
 - 7.2 **XXX: Employee Long Service and Retirement Recognition (P)**
 - 7.3 **410: Criminal Record Review (P)**
 - 7.4 **131: District Parent Advisory Council (P)**
 - 7.5 **132: Parent Advisory Council (P)**
 - 7.6 **133: Trustee/Teacher Liaison Committee (P)**
 - 7.7 **XXX: Vacations/Banked Overtime (P)**
- 8. **Forward to the next Public Board Meeting for Adoption**
- 9. **Completed Business**
 - 9.1 **Policy 602: Communicating Student Learning (P)**

- 9.2 XXX Selection of Learning Resources Policy (P)
- 9.3 XXX: Equipment and In-kind Donations (P)
- 9.4 Policy 510: Safe, Caring and Orderly Schools (P)
- 9.5 XXX: Use of School District-owned Vehicles (P)
- 9.6 XXX: International Student Program (P)
- 10. New Business
- 11. Correspondence - For Information
- 12. Future Policy/Administrative Procedures
- 13. Next Meeting Date
- 14. Adjournment

Board Chair

Secretary Treasurer