



**PACIFIC RIM SCHOOL DISTRICT
PUBLIC BOARD MEETING AGENDA**

Tuesday, January 28, 2025, 5:00 p.m.

Alberni District Secondary School, Port Alberni

Pages

1. Call to Order/Land Acknowledgement

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

2. Approval of Agenda

THAT the Board of Education approve the January 28, 2025 Public Board Meeting Agenda as presented.

3. Conflict of Interest Declaration

Are there any conflicts to declare?

4. Adoption of Minutes

THAT the Board of Education approve the December 10, 2024 Public Board Meeting minutes as presented.

4

5. Announcements of the Chair

6. Good News from the Schools

6.1 School Presentation

Craig McAulay, Principal ADSS

6.2 Governor General Award

Craig McAulay, Principal ADSS

7. Trustee Statements

8. Petitions/ Delegations/ Presentations

9. Unfinished Business

10. Staff Reports

10.1 Amended 2024/25 Capital Plan Bylaw

Paula Mason, Manager of Corporate Services

10

THAT the Board of Education approve all three readings of Capital Bylaw No. 2024/25-CPSD70-03 in the January 28, 2025, Public Board Meeting.

THAT the Capital Plan Bylaw of the Board for the 2024/25 Capital Plan as approved by the Minister, to include the supported capital project(s) specified in the letter addressed to the Secretary-Treasurer and Superintendent, dated January 14, 2025, is hereby adopted.

THAT this Capital Bylaw may be cited as School District Pacific Rim Capital Bylaw No. 2024/25-CPSD70-03.

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 and that the corporate seal of the Board be affixed thereon.

- 10.2 Indigenous Focused Non-Instructional Day** 16
James Messenger, Assistant Superintendent

11. Policy Development

11.1 Policies for Public Consultation

THAT the Board of Education direct staff through the Superintendent to publish the following draft Policies for a 30-day Public Consultation.

- 11.1.a Policy 401: Respectful Workplace (P)
- 11.1.b XXX: Testing Lead in Water (P)
- 11.1.c XXX: Anaphylaxis (P)

11.2 Policies for Adoption

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

- 11.2.a draft 131: District Parents Advisory Council (P) 18
- 11.2.b draft 132: Parent's Advisory Council (P) 19
- 11.2.c draft 200: Executive Committee (P) 20
- 11.2.d draft 210: Superintendent of Schools (P) 21
- 11.2.e draft 220: Secretary Treasurer CFO (P) 22
- 11.2.f draft XXX Custodian Power Outage (P) 23
- 11.2.g draft XXX Employee Accident Injury Procedures (P) 24
- 11.2.h draft XXX New and Young Workers (P) 25
- 11.2.i draft XXX Signing Authority (P) 26
- 11.2.j draft XXX Working Alone (P) 27

12. Notice of Motion

13. Correspondence - Action Required

14. Correspondence - For Information

15. External Board Committees

- 15.1 2025-01-08 Heritage Commission Meeting Minutes 28
- 15.2 Dec 9, 2024 - Jan 8, 2025 Port Alberni Air Quality Council Update 45

16. Internal District Committees

- 16.1 2025-01-07 Finance, Assets and Operations Committee Meeting Minutes 47
- 16.2 2025-01-14 Policy Committee Meeting Minutes 49

17. Audience Question Period

18. Next Meeting

The next regular meeting of the Board of Education will be held on February 25, 2025 at 5:00pm, at Maquinna Elementary School.

19. Adjournment

The meeting was adjourned at TIME.



**PACIFIC RIM SCHOOL DISTRICT
PUBLIC BOARD MEETING MINUTES
December 10, 2024, 5:00 p.m.
Tsuma-as Elementary School, Port Alberni**

Pam Craig - Board Chair
Cynthia Orr - Vice Chair
Cherilyn Bray - Trustee
Janis Joseph - Trustee
Larry Ransom – Trustee (via Teams)
Chris Washington - Trustee
Helen Zanette - Trustee
Tim Davie - Superintendent
Peter Klaver - Assistant Superintendent
Barbara Ross - Secretary Treasurer
Meaghan Girard - Principal, Tsuma-as Elementary School
Stephanie Spring - Vice Principal, Tsuma-as Elementary School
James Messenger - Director of Instruction, Learning and Innovation
Michell Bennett - Director of Instruction, Inclusive Education
Jaime Hansen - Director of Instruction, Indigenous Education
Marc Fryer – Director of Instruction, International Education
Paula Mason - Manager of Corporate Services
Alex Taylor – Acting Director of Operations
Carla Neville - Controller
Ryan Dvorak - ADTU President
Joseph Leskosek - Member of public
Laura Turner - Member of public
Robin Turner - Member of public

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. Approval of Agenda

Moved by: Trustee Bray

Seconded by: Trustee Washington

THAT the Board of Education approve the December 10, 2024 Public Board Meeting as presented. **Carried**



3. **Conflict of Interest Declaration**

There were no conflicts declared.

4. **Adoption of Minutes**

Moved by: Trustee Washington

Seconded by: Trustee Joseph

That the Board of Education approve the November 26, 2024 Public Board Meeting minutes as presented.

Carried

5. **Announcements of the Chair**

Thank you to Tsuma-as for hosting us!

6. **Good News from the Schools**

6.1 **School Presentation (10 minutes)**

Principal Girard provided a wonderful gallery tour, showing the work students have been doing and the learning intentions behind it, highlighting their daily focus on improving literacy and numeracy. Their goal of literacy is to increase the level of students meeting or rising above grade level. In Year 3 of primary literacy (one-on-one targeted for 15 minutes per day) with intervention starting with grade 2 students. The results are soaring. Book Clubs hook kids at various interest levels and keep them engaged in grades 4, 5, 6 & 7.

Vice-Principal Spring discussed how they maintain numeracy as a achievement, with a numeracy rich school environment with interactive board displays. She showed how they incorporate numeracy in lessons such as baking and spoke to the staff professional development day that was spent focusing on numeracy goals.

7. **Trustee Statements**

Trustee Bray thanked Tsuma-as Elementary School for hosting in such a warm way! She gave a shout out to the Junior Girls basketball team 6-0 at Alberni District Secondary School, who remain undefeated as of now. Jan 6 is the next home game. Go Storm!

Trustee Craig mentioned Totem being held next weekend! She thanked everyone for collecting all the non-perishable items last week. The "Grasses to Cedar Bark" is back in operation at the Museum, with a focus on Nuu-chah-nulth culture.



8. Petitions/ Delegations/ Presentations

9. Unfinished Business

10. Staff Reports

10.1 **District Context - Data Discussion Part One (20 minutes)**

The Learning Services Team provided a detailed data-based presentation in the agenda package, with the goal of sparking conversation regarding the work that's being done. This was designed to be the first of a 3-part discussion series, being allocated 20 minutes of this agenda. Director Messenger highlighted how the district is prioritizing Indigenous learners as set out in the *School Act*. Directors Bennett and Hanson were also present to answer questions and open discussion based on the data provided.

There were no questions asked or discussion had.

10.2 **Finance and Operations Update (25 minutes total)**

10.2.a Lead in Water Update (5 minutes)

Acting Director Taylor provided an overview of his report, outlining the Ministry of Education and Child Care's directive, how it came into force and how it's changed. He described corrective actions taken and the implementation of procedures to ensure all requirements are met for future testing/reporting.

10.2.b Funding Requests (5 minutes)

10.2.b.a School Enhancement Program funding request

Acting Director Taylor provided an overview of his report.

Moved by: Trustee Washington

Seconded by: Trustee Orr

THAT the Board of Education direct staff through the Superintendent to request emergent funding from the Ministry of Education and Child Cares School Enhancement Program of \$100,000 to ensure the PRSD can thoroughly and timely address the safety concerns of staff, students and the public.

Carried



10.2.b.b Carbon Neutral Capital Program emergent funding request

Acting Director Taylor provided an overview of his report and answered questions from Trustees.

Moved by: Trustee Bray

Seconded by: Trustee Joseph

THAT the Board of Education direct staff through the Superintendent to approve a request for Emergent CNCP Funding from the Ministry of Education and Child Care for \$90,000 to have PRISM conduct the COP study and implement the recommendations in 2025.

Carried

10.2.c BCS FireSmart (5 minutes)

Acting Director Taylor provided an overview of his report.

Moved by: Trustee Bray

Seconded by: Trustee Washington

THAT the Board of Education direct staff through the Superintendent to proceed with the BCS FireSmart Critical Infrastructure Project.

Carried

10.2.d West Coast Transportation update (5 minutes)

Acting Director Taylor provided an overview of his report.

10.2.e School Protection Program (3 minutes)

Controller Neville provided a high-level overview of her report, noting some of the things the district is covered for. A handout was provided to Trustees as well.

10.2.f Statement of Financial Information - verbal (2 minutes)

Secretary Treasurer Ross provided an overview of the Statement of Financial Information (SOFI) report, which will be posted on our website by the end of December.



10.3 Indigenous Focused non-Instructional Day (5 minutes)

Director Messenger provided an overview of the upcoming event. ADTU President Dvorak left the meeting.

11. Policy Development

11.1 Policies for Public Consultation

11.2 Policies for Adoption

11.2.c Criminal Record Review was removed as it's still out for Public Consultation. Laura & Robin Turner left the meeting.

Moved by: Trustee Zanette

Seconded by: Trustee Washington

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

Carried

11.2.a 133: Trustee/Teacher Liaison Committee (P)

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

11.2.c 410: Criminal Record Review (P)

11.2.d XXX: Employee Files (P)

11.2.e XXX: Vacations/Banked Overtime (P)

12. Notice of Motion

13. Correspondence - Action Required

14. Correspondence - For Information

14.1 Board Motion Tracking

15. External Board Committees

16. Internal District Committees

17. Audience Question Period

There were no questions from audience.



18. Next Meeting

The next regular meeting of the Board of Education will be held on January 28, 2025 at 5:00pm, at Alberni District Secondary School.

19. Adjournment

The meeting was adjourned at 5:56pm.

Board Chair

Secretary Treasurer



PACIFIC RIM SCHOOL DISTRICT PUBLIC BOARD MEETING ACTION SHEET

Date: January 28, 2025
To: Board of Education
From: Paula Mason, Manager of Corporate Services
Subject: **Amended 2024/25 Minor Capital Plan - Bylaw**
Attachments: Appendix A – Ministry Response Letter to Annual Five-Year Capital Plan Submission for 2024/25
Appendix B – Capital Plan Bylaw No. 2024/25-CPSD70-03

Background

At the December 10, 2024, Public Board Meeting, the Board of Education directed staff to request emergent funding from the Ministry of Education and Child Care's School Enhancement Program of \$100,000 to ensure the PRSD can thoroughly and timely address the safety concerns of staff, students and the public.

As noted in the Ministry's response letter, the funding has been approved, and the school district should proceed with the suggested plumbing upgrades to mitigate lead in drinking water.

Information

As this approval was a modification to the previously adopted Capital Plan Bylaw No. 2024/25-CPSD70-02, we now need to adopt a new Bylaw, namely Capital Plan Bylaw No. 2024/25-CPSD70-03. Once adopted it will be forwarded to the Capital Management Branch, who will then issue Certificates of Approvals as defined in the Annual Programs Funding Agreement.

As per s. 68 (3) of the *School Act*, a bylaw does not need to be read three times in its entirety.

Recommended Motions:

The motions below MUST be read and voted on individually.

THAT the Board of Education approve all three readings of Capital Bylaw No. 2024/25-CPSD70-03 in the January 28, 2025, Public Board Meeting.

THAT the Capital Plan Bylaw of the Board for the 2024/25 Capital Plan as approved by the Minister, to include the supported capital project(s) specified in the letter addressed to the Secretary-Treasurer and Superintendent, dated January 14, 2025, is hereby adopted.

THAT this Capital Bylaw may be cited as School District Pacific Rim Capital Bylaw No. 2024/25-CPSD70-03.

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 and that the corporate seal of the Board be affixed thereon.



January 14, 2025

Ref: 303968

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

Capital Plan Bylaw No. 2024/25-CPSD70-03

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

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

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

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

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

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

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

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

Facility Name	Program Project Description	Amount Funded by Ministry	Next Steps & Timing
John Howitt Elementary	SEP - Roofing Upgrades	\$350,000	Proceed to design, tender & construction. To be completed by March 31, 2025.
Alberni Elementary	SEP - Interior Construction Upgrades	\$750,000	Proceed to design, tender & construction. To be completed by March 31, 2025.
Alberni District Secondary, Alberni Elementary, Eighth Avenue Elementary, Eric J Dunn Elementary, John Howitt Elementary, Maquinna Elementary, Tsuma-as Elementary, Ucluelet Elementary, Ucluelet Secondary, Wickaninnish Community School, Wood Elementary	SEP – Plumbing Upgrades to mitigate lead in drinking water	\$100,000	Proceed to design, tender & construction. To be completed by September 30, 2025.
Alberni Elementary	CNCP - Electrical Upgrades	\$300,000	Proceed to design, tender & construction. To be completed by March 31, 2025.
Wickaninnish Community School	FIP - Kitchen Equipment and Upgrade	\$100,000	Proceed to design, tender & construction. To be completed by March 31, 2025.
Eric J Dunn Elementary	FIP - Kitchen Equipment and Upgrade	\$100,000	Proceed to design, tender & construction. To be completed by March 31, 2025.
Alberni District Secondary	FIP - Kitchen Equipment and Upgrade	\$15,000	Proceed to design, tender & construction. To be completed by March 31, 2025.

New projects for BUS

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

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

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

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

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

The Capital Bylaw and the APFA must be signed, dated, and uploaded to the District’s submission on MyCAPS. For questions regarding uploading the Bylaw to MyCAPS, please email the Ministry’s Education & Child Care Capital Branch at CMB@gov.bc.ca as soon as possible. Upon receipt the Ministry will issue Certificates of Approvals as defined in the APFA.

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

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

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

The staggered deadlines are intended to provide the Ministry with input required to initiate planning for the next budget cycle, while enabling school districts additional time and flexibility to plan over the summer.

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

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

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

Sincerely,



Damien Crowell, Executive Director
Education & Child Care Capital Branch

pc: Geoff Croshaw, Acting Director, Major Capital Projects, Education & Child Care Capital Branch
Michael Nyikes, Director, Minor Capital Projects, Programs and Finance, Education & Child Care Capital Branch

**CAPITAL BYLAW NO. 2024/25-CPSD70-03
CAPITAL PLAN 2024/25**

WHEREAS in accordance with section 142 of the *School Act*, the Board of Education of School District No. 70 (Pacific Rim) (hereinafter called the “Board”) has submitted a capital plan to the Minister of Education (hereinafter called the "Minister") and the Minister has approved the capital plan or has approved a capital plan with modifications,

NOW THEREFORE in accordance with section 143 of the *School Act*, the Board has prepared this Capital Bylaw and agrees to do the following:

- (a) Authorize the Secretary-Treasurer to execute a capital project funding agreement(s) related to the capital project(s) contemplated by the capital plan or the capital plan with modifications;
- (b) Upon ministerial approval to proceed, commence the capital project(s) and proceed diligently and use its best efforts to complete each capital project substantially as directed by the Minister;
- (c) Observe and comply with any order, regulation, or policy of the Minister as may be applicable to the Board or the capital project(s); and,
- (d) Maintain proper books of account, and other information and documents with respect to the affairs of the capital project(s), as may be prescribed by the Minister.

NOW THEREFORE the Board enacts as follows:

- 1. The Capital Bylaw of the Board for the 2024/25 Capital Plan as approved by the Minister, to include the supported capital project(s) specified in the letter addressed to the Secretary-Treasurer and Superintendent, dated *January 14, 2025*, is hereby adopted.
- 2. This Capital Bylaw may be cited as School District No. 70 (Pacific Rim) Capital Bylaw No. 2024/25-CPSD70-03.

READ A FIRST TIME THE *28th* DAY OF *January 2025*;
READ A SECOND TIME THE *28th* DAY OF *January 2025*;
READ A THIRD TIME, PASSED THE *28th* DAY OF *January 2025*.

APPLY CORPORATE SEAL

Board Chair

Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original School District No. 70 (Pacific Rim) Capital Bylaw No. 2024/25-CPSD70-03 adopted by the Board the *28th* DAY OF *January 2025*.

Secretary-Treasurer



PACIFIC RIM SCHOOL DISTRICT PUBLIC BOARD MEETING INFORMATION SHEET

Date: January 28, 2025
To: Board of Education
From: James Messenger, Assistant Superintendent
Subject: January 20th, 2025, Indigenous Focused Non-Instructional Day

Background

The Pacific Rim School District continues to prioritize Indigenous-focused learning by dedicating a non-instructional day to this important area. This initiative reflects the district's commitment to reconciliation and Indigenous education.

A joint planning committee comprised of Indigenous Education Council Representatives, the former District Superintendent, ADTU President, CUPE President, Director of Indigenous Education, Principal and Vice Principals Association President, and Assistant Superintendent collaborated to design meaningful learning opportunities for staff across the district.

Event Overview

The Indigenous Focused Non-Instructional Day took place on Monday, January 20, 2025, across two locations:

1. Wickaninnish Community School:

- Staff from Ucluelet Elementary School, Ucluelet Secondary School, and Wickaninnish Community School gathered for a day of learning, led by the Tla-o-qui-aht Nation.
- This marked a significant shift as the event had previously been hosted in Ucluelet for the past three years.

2. Alberni Valley:

- Schools convened at Alberni District Secondary School, with the day opening under the guidance of representatives from the ɕišaąat? and huupaçaşat? Nations.
- Participants engaged with student voice submissions and spent the afternoon in discussion circles within their respective school or worksite groups.

Planning and Reflection

The collaborative planning process itself was an embodiment of reconciliation, with stakeholder groups and rightsholders working together to shape the learning experience.

Feedback collected at the end of the day will inform planning for the next Indigenous Focused Non-Instructional Day in 2026. A planning committee meeting has already been scheduled for March 3, 2025, to begin preparations. There is strong consensus that starting the planning process earlier will further enhance the event.

Key Takeaways:

- Strong engagement from staff and students.
- Meaningful collaboration with Indigenous partners.
- Opportunities to refine logistics and deepen the learning experience.

Next Steps

- Analyze feedback to identify areas for improvement.
- Continue collaboration with Indigenous partners to enrich the learning content.
- Share insights and recommendations with employee groups and the broader community.

The district remains committed to fostering Indigenous-focused learning and looks forward to building on the successes of this year's event.



131: DISTRICT PARENTS ADVISORY COUNCIL (P)

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

POLICY

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

The Board believes that the purpose of a District Parents Advisory Council is to provide a parents/guardians perspective into the operation of the district and will provide regular opportunities for a representative(s) to report to the Board or to a committee of the Board if such a Council is formed. As an official stakeholder, the DPAC is offered seat(s) on district committees such as policy, finance or budget etc.

DRAFT

RESOURCES AND REFERENCES

Government of British Columbia School Act - Section 8.4



132: PARENTS' ADVISORY COUNCIL (P)

Approved: 87 01 20

Amended: 90 10 02

Reviewed: 18 10 09

Draft: 24 10 08

POLICY

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

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

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

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

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

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

RESOURCES AND REFERENCES

Government of British Columbia *School Act* - Section 8



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)



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



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: EMPLOYEE ACCIDENT/ INJURY PROCEDURES (P)

First Review: 24 11 12

POLICY STATEMENT

The Board of Education wishes to comply with the WorkSafe BC regulations and keep appropriate records of employee accidents and injuries. The Regulations to this Policy direct supervisors and employees to report injuries and to complete the appropriate forms. All accidents/injuries will be referred to the Joint Site Safety Committee for review and possible recommendation.

Resources and References

Pacific Rim School District – 7101: Employee Accident/ Injury Procedures (AP)
WorkSafe BC Occupational Health and Safety Regulations



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*



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)



Heritage Commission Meeting
January 8th, 2025
Minutes

Location:
AV Museum

Attendees:

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

Regrets:

Hupačasath First Nation
čišaaʔath̓ (Tseshaht) First Nation

Called to Order:

1. Moved by Pam Craig that the agenda of the January 6th, 2025 meeting be approved as amended.
2. Moved by Ken Watson that the minutes of the December 4th, 2024 meeting be approved as circulated.
3. Old Business
 - A. Heritage Commission Roles & Responsibilities: The Commission discussed various aspects of diversity as they work towards developing a membership model that embraces inclusion and is representative of today's Port Alberni. More discussion is planned for the next few meetings. Discussion was also had regarding the status of the PRC Master Plan process.

Notice of Motion: The Heritage Commission requests a presentation by City Staff on the section of the plan that pertains to Culture. The Commission also asks when the Commission will receive the opportunity to participate in the consultation process. (Jolleen Dick, Richard Spencer)



Heritage Commission Meeting
January 8th, 2025
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4. Correspondence
5. New Business

- A. Consent Agenda for Member Reports - Discussion regarding the presentation of Member reports was held and the following was determined:

Notice of Motion: A consent agenda process for the presentation of Member Reports will be implemented as well as the addition of an open forum opportunity at the end of the meeting, (Ken Watson, Jolleen Dick)

DRAFT



Heritage Commission Meeting
January 8th, 2025
Minutes

Reports

A. Community Arts Council

Heritage Commission Report
Community Arts Council.
January 8, 2025.

Exhibits:

1. Mistletoe Market was a great success . We haven't yet got the figures.
2. 60 years of Alberni Arts.

January's Exhibit is 60 years of Alberni Arts. The exhibit will explore the past 60 years with a roadmap on the gallery walls, incorporating text, imagery, and drawing. It will be a journey through time starting with the council's inception at the Rollin Arts Centre to its current location at Harbour Quay. We welcome the public to add their comments and drawings on the paper.

The public is invited to peruse a selection of historical newspaper articles and images from the CAC archives.

We are designing a new t-shirt to celebrate the anniversary.

3. Iconic Alberni Exhibit – to support Rotary. Artists can submit their original item from last year, or enter a new one. Again through a community vote, the chosen piece of art will be turned into a puzzle and the artist will get \$500

Events:

1. Learn to weave, January 18 and 19 (sold out) . You can put your name on the waiting list.

2. Children's Arts Festival – Will take place on Family Day, Sunday February 16, 2025 at Gyro Park.

3. Photo shoot fundraiser . January 26, a collaboration between photographer Ali Penko and the Arts Council. Cost is \$40 for a 15 minute session that includes a minimum of 5 headshots.



Heritage Commission Meeting
January 8th, 2025
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B. School District

Pacific Rim School District Jan8, 2025 Heritage Commission Report

The next Public Board Meeting is January 28, 2025 at 5pm at ADSS.

1. Pacific Rim School District announced December 18, 2024, that Superintendent Tim Davie, accepted a position as Superintendent in Cowichan Valley School District. Mr. Davie has served Pacific Rim with distinction and his term will end January 10, 2025. To ensure continuity and stability, we are pleased to announce Assistant Superintendent Peter Klaver will assume the role of Superintendent. Director on Instruction, Learning and Innovation, James Messenger will transition into the role of Assistant Superintendent.
2. Metis Nation British Columbia, Alberni Clayoquot Metis Society and Pacific Rim School District have partnered together to bring new culturally responsive childcare spaces for children and families in Port Alberni. The new facility will be located on the grounds of Maquinna School. A Ground Breaking Ceremony was held Wednesday January 8th, 2025.
3. This is 'Totem Week' in Pacific Rim School District – "It's Kinda a Big Deal" and billed as the 'Event of the Season'. Totem Spirit participants are preparing an unique event with great Basketball, spectacular half -time shows from the ADSS Dance Team, ADSS Pep Band and ADSS Chearleaders.



Heritage Commission Meeting
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C. Chamber of Commerce



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

Heritage Commission Report
January 8, 2025

About the Chamber of Commerce and Visitor Services

The Alberni Valley Chamber of Commerce was formed in 1965 through the amalgamation of the Alberni Board of Trade (1931–1965) and the Port Alberni and District Chamber of Commerce (1912–1965).

In 1982, the community initiated a Tourism Bureau, and the Chamber has provided Visitor Services at the junction of Alberni Hwy and Port Alberni Hwy since July 1, 1983.

The current Visitor Information Centre (VIC) was rebuilt in 2011, and the Chamber owns both the land and the building, ensuring long-term stability and control of this key community asset.

Role of the Visitor Information Centre (VIC)

As part of the Visitor Services Network Program through Destination British Columbia, the VIC plays a vital role in:

- **Supporting Local Businesses:** The VIC promotes and connects visitors to all businesses in the Alberni Valley, not just Chamber members.
- **Enhancing Visitor Experiences:** Providing personalized, high-quality service that digital platforms cannot match.
- **Driving Economic Growth:** Visitors who engage with VICs spend 2.5 times more in the community and are more likely to extend their stay and explore additional locations.
- **Community Hub and Resident Support:** The VIC is not just for tourists. It acts as a community hub, assisting residents with local resources, event information, and services. It also plays a role in introducing new residents to the community and encouraging people to move to the Alberni Valley.
- **A Reliable Resource During times of Crisis:** during unexpected events and times of need, providing essential support to both visitors and residents providing up to date information on Wildfires, Road Closures, and Natural Disasters.
- **Tourism Data Collection:** Capturing visitor numbers, seasonal trends, and frequently asked questions to inform planning and resolve common inquiries.

BC Visitor Services Network Statistics Program

As a member of Destination BC's Visitor Services Network Program, we record visitation statistics using Destination BC's statistics portal. Year-over-year reports can be accessed on the platform, and further context is available by contacting: Destination BC CommunityVisitorCentres@DestinationBC.ca or Port Alberni VIC info@portalbernivisitorcentre.ca

2024 Visitor Data Overview up to December 13, 2024

- Hours (in-person): Total of 1,761 hours
- # of Visitors: Total of 9,482 visitors
- # of Parties: Total of 5,372 parties
- # of Buses: Total of 12 buses
- Peak Season Impact (July-September):
 - 53.5% of visitors served during this period (5,072 visitors).
 - Peak visitation occurs between 10 AM and 2 PM, influenced by traffic, road conditions, and ferry schedules.

Respectfully conducting our business on the unceded traditional territory of the Hupačasath and Tseshaht [cišaa'atš] First Nations.



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

- Overnight Stays: Of 2,060 groups, 415 groups reported staying more than one night. (Note: Length of stay is tracked through direct engagement, which excludes those using site facilities without staff interaction.)

Visitor Centre Stats:

	Q3		October		November		December	
	Visitors	Parties	Visitors	Parties	Visitors	Parties	Visitors	Parties
2024	3,783	2,150	541	332	319	227	124	77
2023	4,461	2,279	585	335	309	197	220	160
2022	3,166	1,848	420	272	350	271	216	154
2021	5,040	3,001	799	495	408	276	237	180

Visitor Centre Site Update:

December was a quiet month on the Visitor Centre front. Most of our visitors were Alberni Valley residents taking advantage of our Red Dot Sale, in preparation for the holidays. The Visitor Centre was closed from December 21st until January 6th.

Chamber of Commerce Update:

It's a new year and we are billing for annual renewals. We look forward to welcoming back all our members and recruiting new members. We have an exciting event calendar firming up to engage and connect the business community.

Upcoming Events:

Chamber Luncheon: Local Businesses & Film Production Partnerships

Wed, Jan 22, 12:00 PM – 1:30pm

Curious about the opportunities film productions can bring to your business or the community? Join us for this engaging luncheon, featuring experts from the [Vancouver Island North Film Commission](#):

- Brandon Lepine**, Regional Production Services Manager, brings firsthand experience in connecting communities with film production opportunities.
- Jane Victoria King**, Location Scout with the Director's Guild of Canada and Assistant Set Decorator (IATSE 891), offers unique insights into location selection, set preparation, and the production process.

Learn how to attract film productions, prepare your site and business, and navigate the process to maximize economic benefits. Gain insider knowledge on how our region can support the magic of filmmaking while boosting our local economy.

Chamber Governance Workshop with Theresa Kingston

Tue, Jan 28, 1:00 PM – 4:30pm

Join us for a 3-hour Governance Workshop designed for board members, volunteers, and staff of non-profit and volunteer organizations. This session will equip you with essential knowledge and skills to strengthen your board's performance and organizational impact.

Respectfully conducting our business on the unceded traditional territory of the Hupačasath and Tseshahst [cišaał'atš] First Nations.



Heritage Commission Meeting
January 8th, 2025
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D. McLean Mill



McLean Mill National Historic Site Update, Jan 8, 2025

Prepared by Elliot Drew

After the full steam ahead pace over the past few months, December was relatively calm while scaling back the site into winter mode. Final paperwork and financial pieces were readied for the end of 2024. Next season's planning is now earnestly underway. The major long-term questions around the City's vision still linger. We continue to prepare and plan for multiple outcomes, in advance of council's decision regarding the property.

The log haul has been reinforced and access to the lower Mill walkway restored. This will make touring by guests though the Mill Site much more interesting, safer and straightforward.

We welcomed Bollywood to the Mill on Dec 14th, 2024. True Roots Production company of Surrey, BC did a single day film shoot on site, complete with musical numbers. We extend a huge thank you to Pat Deakin, City of Port Alberni Economic Development Manager, for working with us to facilitate this exciting project.

Our calendar of events continues to fill with 2025 through 2026 with booking requests. Many of our Community partners are planning to return in 2025. Some new events are being created to increase greater opportunities to share this remarkable and beautiful space. There are 10 weddings booked for next season. We hope to add a couple more in the new year.





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- E. Historical Society – No report for December.

DRAFT



Heritage Commission Meeting

January 8th, 2025

Minutes

F. Industrial Heritage Society



January 8th, 2025 Report to the Heritage Commission

1. Santa's Steam Express was a sold-out hit seeing 2,800 passengers and the return of the #7 Steam Locomotive. We are extremely thankful to all our sponsors, supporters and volunteers for making this event a huge success.
2. The IHS held a Christmas Art Show & Market at the IHC on December 7th. The market was very successful seeing a great turnout and 21 vendors in attendance. This market was featuring Guest Artists Michael Dean and Dan Gray – Vancouver Island Scenes
3. On December 18, volunteers celebrated the 20th anniversary of the Industrial Heritage Center with a Christmas dinner at Smitty's Restaurant. The Logging Crew had their Christmas Dinner at Smitty's Restaurant on December 4th.
4. On December 21st, a "Pop-up Market" was held at the I.H.C. for last-minute Stocking stuffers.
5. Open Hours at the I.H.C. in December were 9 a.m.-11 a.m. Monday to Friday
9 a.m.-2 p.m. on Saturdays.
As well as walk-in visitors, one Guided tour of I.H.C. and APR Roundhouse.
6. The Scoop on Port Alberni has done a couple of promotional clips on the I.H. C. recently. One on the 1913 "McLaughlin" and one to advertise our Winter Open Hours.
7. Bookings have started coming in for children's visits to I.H.C. - two Daycare groups are already booked for January.
8. Memberships can now be renewed for 2025. Anyone wanting to renew a membership or become a member of the WVIIHS can do so by visiting the Industrial Heritage Center during open hours or going online to www.ihsportalberni.ca/membership.

Respectfully Submitted by,

Richard Spencer, Vice-President
Western Vancouver Island Industrial Heritage Society



Heritage Commission Meeting

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G. Maritime Heritage Society



Port Alberni Maritime Heritage Society January 8, 2025 Report to the Heritage Commission

Current Hours

The Gallery and the Lighthouse are now closed for the winter and will reopen with regular public hours on April 1st. Tours may still be arranged with our Facility Coordinator, Dale Gross, by contacting him at the below noted contact information.

Sailpast Opening

On the evening of December 15th the lit-up Lighthouse was open to the public during the annual "Sailpast" sponsored by the Blue Marlin Inn. Hot chocolate and treats were served to help folks keep warm as they watch the well decorated boats go by. Approximately 100 people attended. Thanks to Chris Duncan, Bob Cole, Geo Monrufet and Dale Gross for decorating up the Lighthouse and organizing this event.

Spring Gallery Display

We are excited to announce that in the spring our Gallery will be hosting the "Aquaculture" exhibit currently on display at the AV Museum. The is a professionally curated exhibit created by Ingenium - Canada's Museums of Science and Innovation. Thanks to Sheila Perry and Sylvia Gross at the AV Museum for arranging our hosting of this display with the folks at Ingenium.

Lighthouse Painting

An RFQ was sent to several local painting contractors requesting bids to undertake exterior painting of the Lighthouse in the spring of 2025. Four contractors came to the Lighthouse to inspect the work needed and so far we have one quote in hand.

Contact Information

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

Respectfully Submitted

Ken Watson, PAMHS President



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H. City Council



CITY COUNCIL MEETING SUMMARY

An information report summarizing the Regular meeting of Council held December 9, 2024. These are not the official minutes. For more information, please contact the Corporate Services department at 250.723.2146 or email: corp_serv@portalberni.ca.

■ **DELEGATIONS**

25-Year Employee Recognition Award

Shawn Bourgain, Manager of Recreation Services recognized Miki Schwarz, Aquatic Programmer on her 25 years of employment with the City.

■ **UNFINISHED BUSINESS**

Five Year Financial Plan Q&A Summary

Summary of questions and responses as it relates to the 2025 – 2029 Financial Planning process. For more information, including how to participate in the Financial Plan process visit: www.letsconnectpa.ca/city-budget-planning

Echo Aquatic Centre Operations

Council accepted the report as information, and asked Administration to provide further information on the ability to expand operating hours to include Saturday evenings and Sundays within the 2025 Financial Plan budget.

Nuisance Abatement Bylaw | Escalating Cost Recovery Structure

Council authorized the Bylaw Services department to strengthen its existing cost recovery structure related to the "City of Port Alberni Nuisance Abatement 2008, Bylaw No. 4705" by implementing two new fines, which will be included in "Bylaw Offence Notice Enforcement Bylaw, 2016, Bylaw No. 4929" as follows:

- \$500.00 fine for violations of Section 3(1): Cause/permit nuisance on real property;
- \$175 fine for violations of Section 3(2): Cause/permit nuisance in public.

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

Council supported the Liquor Primary License application for The Next Level operating at B-4963 Angus Street.

■ **BYLAWS**

"City of Port Alberni 2024-2028 Financial Plan Amendment Bylaw No. 5097-1, 2024"

was adopted. The amendment is provided to consolidate all changes made through Council resolution in 2024 within the 2024 – 2028 Five Year Financial Plan.

"Fire Control Bylaw No. 5122, 2024"

Third reading of the bylaw was rescinded. Council then provided third reading to the bylaw as amended to exclude Schedules A & B. Final adoption of the "Fire Control Bylaw No. 5122, 2024" will be considered at the next Regular Council meeting.

The Fire Control Bylaw grants authority to the Fire Chief and other members of the Port Alberni Fire Department (PAFD), indemnifies members of the PAFD, specifies the services provided, and sets out rules for residents, owners and developers pertaining to fire safety.

Nuisance Abatement Bylaw No. 4705-3, 2024"

Council rescinded third reading of this bylaw in order to make amendments to include additional violation fines. Third reading was then provided, as amended.

Upon adoption this bylaw will reflect current language for the definitions, wording about prohibition on both private and public places, and an updated fee schedule.

■ **CORRESPONDENCE**

2025 AVICC AGM 2nd call for Resolutions

Council received correspondence from AVICC providing information for the 2025 AGM and Convention resolution notice submission process and call for nominations to the Executive Committee.

Council received their correspondence summary which included letters from:

- a. BC Economic Development Association | 2025 BC Economic Summit
- b. The Village of Nakusp | Emergency Room Closures
- c. Alberni-Clayoquot Regional District | MOU for Long Beach Airport
- d. Contract Management Committee Secretariat | Deployment of Body Worn Cameras
- e. Association of Vancouver Island and Coastal Communities | Media Advisory – Watershed Security and Land Conservation Issues



Heritage Commission Meeting January 8th, 2025 Minutes

- f. Ministry of Post Secondary Education and Future Skills | Grants in Lieu of Property Taxes for Post Secondary Institutions
- g. Island Health | Health Impacts of the Winter Season
- h. Alberni Valley Museum and Heritage Commission | Minutes of October 2 & November 6, 2024

▪ **REPORT FROM IN-CAMERA**

Council released for public consumption that Councillor Mealey will be temporarily withdrawing from his status as Board Director [Council liaison] on the Alberni-Clayoquot Care Society.

Council released for public consumption direction that should there be a supportive referendum for the proposed new Aquatic Centre, Russell Field would be the designated location as determined in conjunction with the Alberni-Clayoquot Regional District.

▪ **NEW BUSINESS**

2025 Meeting Schedules

Council approved the 2025 Meeting schedules. Meeting schedules can be found on the City website at www.portalberni.ca

Council Appointments | Internal and External Committees & Commissions

Council reviewed a listing of all internal and external committees and commission in advance of making 2025 appointments at its next Regular meeting.

Council appointed Mayor Minions (allocated 5 votes) and Councillor Haggard (allocated 5 votes), to the positions of Director of the Alberni-Clayoquot Regional District with alternates (in order) as follows: Councillor Patola, Councillor Solda, Councillor Dame, Councillor Mealey

Community Investment Program | 2025 Recommendations

Council authorized the 2025 Community Investment Program Committee recommendations including operational approvals of up to five years for local events where staff deem it appropriate and where there is support from the event provider.

Council also approved the updated Committee Terms of Reference.

Authorize Council Registration | 2025 Conferences

Council considered an overview of 2025 conferences and authorized the following as per Travel Policy No. 3009-2:

Councillor Haggard and Councillor Patola (as alternate) to participate in the 80th Annual Truck Loggers Association [TLA] Convention, taking place January 15-17, 2025 in Vancouver, BC.

Councillors Patola and Solda to participate in the annual BC Economic Development Association [BCEDA] 2025 BC Economic Summit taking place May 12-15, 2025 in Penticton, BC.

Up to five members of Council to participate with the Mayor in the Federation of Canadian Municipalities 2025 Annual Conference and Trade Show taking place May 29 – June 1, 2025 in Ottawa, Ont.

The Mayor and Councillors Haggard, Solda, and Dame to participate in the Vancouver Island Economic Alliance [VIEA] Summit taking place October 28, 29, 30, 2025 in Nanaimo, BC.

Council additionally made motion to consider annual attendance in the BC Not-for-Profit Housing Association Housing Central event, with next years' conference taking place November 17-19, 2025. Discussion on this will take place at future regular meetings of Council.

Council Code of Conduct

Council referred discussion on the Council Code of Conduct Bylaw to the next Committee of the Whole meeting.

FX Nite Club | Change to Hours of Liquor Service [Outside Service Hours]

Council made resolution to opt out of providing input on the Change to Hours of Liquor Service application for the FX Nite Club operating at 3131 3rd Avenue.

Motion to Reduce Expenditures for the 2025 Port Alberni Budget

Council directed Administration to verify and provide reasonable approximations of the following amounts:

Adjustment of the following service levels:

- Park Maintenance savings of \$116,000
- Horticulture savings of \$439,000
- Visitor Centre savings of \$104,000
- Alberni Pacific Railway savings of \$60,000
- IHS collections savings of \$42,000
- McLean Mill savings of \$202,000
- ACRD contributions to City benefits
 - a. Recreation facilities \$503,461
 - b. Economic Development \$15,000
 - c. Marine Access \$10,000
 - d. Parks Spaces \$10,000
- Fire Department savings of \$357,000
- Community Policing savings of \$163,000
- Bylaw Department savings of \$60,522
- Multiplex Arena savings of \$227,000

A reduction in optional service levels that may also produce a net benefit in capital resources, Opportunities to increase revenues through non-tax sources including but not limited to:

- Civic campground \$400,000
- Pay per use fees at market rates for all facilities
- Enforcement and collection of industrial and commercial bylaw violations \$10,000
- Cost recovery sale of utilities (water/sewer/etc.)



Heritage Commission Meeting January 8th, 2025 Minutes

- Alternate power generation

Council also directed Administration to conduct a comprehensive review of operational services that are not deemed core services, with the objective of identifying options to reduce operational budgets to include, but not be limited to, the following considerations:

1. Maintenance Reductions: Assess potential reductions in the maintenance of public buildings, recreational fields, green spaces, gardens, boulevards, street cleaning, and trails.
 2. Facility Operations: Evaluate the feasibility of closing City facilities or reducing service hours, including extended closures of the Multiplex during summer months, as well as a review of hours for City Hall, the Planning and Engineering Building, Echo Centre, Museum, and Community Safety Building.
 3. Overtime Analysis: Investigate overtime expenditures across all departments, with a particular focus, but not limited to, the Fire Department and other departments for non-essential call-ins and casual coverage.
 4. Policy Adjustments: Explore any necessary changes in policy that may lead to a reduction in service levels or adjusted standards that could lower operational costs.
 5. Museum Budget Review: Provide a detailed report on the Museum's budget with recommendations for reducing the overall level of service being provided.
 6. Economic Development Budget: Analyze the Economic Development budget to ensure all expenditures are strategically aligned with the City's financial sustainability goals, focusing on reportable projects and potential reductions.
 7. Program Evaluation: Review all programming to identify those that do not cover costs, with suggestions for adjustments or eliminations.
 8. Revenue Recommendations: Propose any changes to City revenue structures that may alleviate budget pressures for Council consideration.
 9. Operational Cost Savings: Suggest additional operational cost-saving measures that Administration identifies as feasible to reduce service levels in non-core areas.
- Administration will report back to Council in January with detailed options and recommendations for reducing operational service levels effectively.

■ QUESTION PERIOD

N. Anderson
Spoke in support of making amendments to the Council Code of Conduct and providing public an opportunity to provide input.

■ COUNCIL MEETINGS

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

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

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

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

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

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

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

■ MEETINGS AT A GLANCE

Thursday, December 19th

12:00 pm | Advisory Planning Commission
Council Chambers

Wednesday, January 8th

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

Monday, January 13th

2:00 pm | Regular Council
Council Chambers

Tuesday, January 14

6:00 pm | Committee of the Whole
Council Chambers



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I. Regional District

ALBERNI-CLAYOQUOT REGIONAL DISTRICT

KEEPING YOU CONNECTED

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

OCTOBER 9 AND 23 MEETINGS

GRANT TO SUPPORT EMERGENCY PREPAREDNESS
Support was provided for the grant funding application to the Community Emergency Preparedness Fund - Volunteer and Composite Fire Departments Equipment and Training for the purchase of forest firefighting equipment and training.

SWMP MOVES FORWARD WITH MORE OUTREACH
The Board endorsed the Solid Waste Management Plan (SWMP) Update and Public Engagement Plan and directed staff to include additional outreach for individual rural areas to discuss diversion options for organics and recycling.

LOOKING INTO FEES AT AV REGIONAL AIRPORT
Direction was provided to staff to investigate landing and aircraft parking fees at Alberni Valley Regional Airport.

NEW FACE ON LIBRARY BOARD OF TRUSTEES
Director Boyko was appointed to the Vancouver Island Regional Library Board of Trustees for 2025, and Director Cote was appointed as the alternate Director.

OPEN HOUSE COMING FOR WATERWORKS DISTRICT
The Cherry Creek Waterworks District Conversion Study final report will be presented to the community at an Open House scheduled for 6 pm on November 6, 2024, at the Cherry Creek Community Hall.

TAX EXEMPTIONS HANDED OUT
A tax exemption was provided for Alberni Valley Golf Club and the Long Beach Recreation Cooperative for 2025, and the 2025 Tax Exemption Bylaw No. F1168 was adopted.

PERMITS
Will be considered at a future meeting subject to notifying neighbouring properties:

- Development Variance Permit: DVD24004-Sproat Lake

Permits issued:

- Temporary Use Permits: TUP19006-Sproat Lake, TUP24007-Sproat Lake
- Development Variance Permits: DVC24010-Long Beach

REZONING AND BYLAWS

- Rezoning Applications:
 - RD23017 - Sproat Lake (Bylaw P1498 Zoning Text Amendment Bylaw and Bylaw P1499 Zoning Atlas Amendment Bylaw were adopted)
 - RD23016 - Sproat Lake (Bylaw 1506 Sproat Lake Official Community Plan Amendment Bylaw, Bylaw P1507 Zoning Text Amendment Bylaw and Bylaw P1508 Zoning Atlas Amendment Bylaw were adopted)
 - RE24006 - Beaver Creek (Bylaw 1511 Zoning Atlas Amendment Bylaw was adopted)

LETTERS OF SUPPORT

- Huu-ay-aht First Nations to support their proposed Visitor and Cultural Centre project application through the Rural Economic Diversification and Infrastructure Program
- BC Geographical Names Office, Heritage Branch to support the proposal to rename MacKenzie Beach to "tinwis"
- Green Inclusive Community Buildings Program Review Committee supporting Yuulu?i?ath? Government's Youth and Elder Community Centre Project

BOARD OF DIRECTORS

<p>Chair: John Jack Huu-ay-aht First Nations</p> <p>Councillor Debbie Haggard City of Port Alberni (vice-chair)</p> <p>Director Bob Beckett Electoral Area "A" Bamfield</p> <p>Director Fred Boyko Electoral Area "B" Beaufort</p>	<p>Director Vaida Siga Electoral Area "C" Long Beach</p> <p>Director Penny Cote Electoral Area "D" Sproat Lake</p> <p>Director Susan Roth Electoral Area "E" Beaver Creek</p> <p>Director Mike Sparrow Electoral Area "F" Cherry Creek</p>	<p>Mayor Sharie Minions City of Port Alberni</p> <p>Councillor Tom Stere District of Tofino</p> <p>Mayor Marilyn McEwen District of Ucluelet</p> <p>Councillor Kirsten Johnsen Toquaht Nation</p>	<p>Councillor Moriah Cootes Uchucklesaht Tribe Government</p> <p>Levana Mastrangelo - Executive Legislator Yuulu?i?ath? Government</p> <p>For more information, visit the ACRD Website (www.acrd.bc.ca) or contact the Manager of Administrative Services at 250-720-2731 or e-mail hzenner@acrd.bc.ca.</p>
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250-720-2700 www.acrd.bc.ca 3008 Fifth Ave. @ACRDgov



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ALBERNI-CLAYOQUOT REGIONAL DISTRICT

KEEPING YOU CONNECTED

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

OCTOBER 9 AND 23 MEETINGS

LOOKING AT OPTIONS TO KEEP COSTS DOWN

Staff were directed to investigate options to reduce credit card payment processing fees.

THREE NEW FIRE INSPECTORS

Following the new Fire Safety Act the Board designated the Regional Fire Services Manager, Beaver Creek Volunteer Fire Department Fire Chief and Sproat Lake Volunteer Department Fire Chief as the Fire Inspectors and Investigators for ACRD.

FINANCIAL REPORT

The ACRD Board of Directors received the semi-annual financial report.

CONTRACTS AND AGREEMENTS:

- Development Approvals Program contract was awarded to McElhanney Ltd. for an eight-month term.
- Beaver Creek Water System-Alternative Water Source Feasibility contract was awarded to McElhanney Ltd. For an eight-month term.
- ACRD Office Building Feasibility contract was awarded to Waymark Architecture for a 12-month term.

MEETINGS

Board of Directors - November 13, 1:30 pm - followed by the Regional Hospital District Meeting - ACRD Board Room/Zoom

Beaver Creek Water Advisory Committee - November 14, 10 am - ACRD Board Room/Zoom

Board of Directors - November 27, 1:30 pm - ACRD Board Room/Zoom

Board meetings are typically held in the ACRD boardroom and virtually. Join by:

1. Attend in person at the ACRD boardroom
2. Apply to appear as a delegate
3. Register to participate in a Board or Committee meeting via Zoom Webinar
4. Submit questions or comments on an agenda to responses@acrd.bc.ca
5. Visit the Regional District website at www.acrd.bc.ca for further details on public participation in meetings.



HAVE YOUR SAY ON PLANS TO REDUCE WASTE



Review and weigh in on the ACRD's proposed strategies to reduce solid waste in the region by 35% by 2035. Attend an Open House or take part in an online survey to have your say.

SHARE YOUR FEEDBACK

Attend an Open House

📍 **Wednesday, Nov. 6, from 5 - 7 pm**
Beaver Creek Community Hall

📍 **Thursday, Nov. 7, from 5 - 7 pm**
Sproat Lake Community Hall

📍 **Wednesday, Nov. 13, from 5 - 7 pm**
Cherry Creek Community Hall

Take Part Online

Complete the survey at letsconnectacrd.ca/swmp before November 20 and enter to win one of three \$50 gift certificates to a local retailer or restaurant in the Alberni Valley, West Coast and Bamfield.

LEARN MORE AT: letsconnectacrd.ca/swmp or call, 250-720-2700



**COMPLETE
THE SURVEY**
Enter to win.



Heritage Commission Meeting
January 8th, 2025
Minutes

J. Community at Large

January Activities Around Town

Regular Community Events/Meetings

- Skysong Community Choir meets @ Char's every Tuesday from 6-8pm
- Grief Care Sundays @ 2pm @ Southside Church of the Nazarene
- CCO Blind meets 10am first Wednesday of each month @ Abbeyfield
- TOPS meets @ RCL Tuesdays 8-10am
- Spirit Square Farmers Market Saturdays 9-12 at Harbour Quay
- AV Coin Club 3rd Thursday @ 7pm craft room A @ Echo Centre
- AV Rock and Gem Club meet 1st Sunday @ 2pm at the Clubhouse Tebo RD
- AV Grief Care Group Sundays 2-3pm @ Southside Comm Church of the Nazarene
- AV Museum – Knit Nights Thursdays 6-8pm
- Golden Oldies Car Club – 1st Thursday @ RCL 7pm
- AV Photography Club 2nd and 4th Wednesdays @ Abbeyfield House 7pm
- Skysong Community Choir @ Char's every Tuesday 6-8pm
- Postpartum and Baby Group 1030-12 – Meet and engage with other postpartum families, all pieces of the family are invited – Bi-weekly Nov 13/27/Dec 11

9,10,11 – TOTEM 69 Tournament

11 – Houseplant Pop-Up sale 10-2 4951 Benjamin Rd (Leave Her Wild)

- PA Chess Club – Game Meet Up 3-6pm 5262 Argyle, bring your own boards.

13 – Snowed in Comedy Tour @ The Capitol 730pm

16 – Launch Your Business for 2025: Strategy, Innovation and Success, Event by Valley Vibe

18 – Glow into 2025 Mystic Fair – BW Barclay 10am

- Nananiqsu Loonie Toonie 10am – Huu Ay Aht Dev. Corp
- Club Classic FunSpiel – AV Curling – noon

22 – PA Screen Time Workshop - Event by [PacificCARE - CCRR Program](#) 6-730 – this is a series running Jan 22, 29, Feb 5 and 12

25 – Robbie Burns Night @ Echo Community Centre 5pm

Feb 3 – Winter Baseball Training – AES 6-8pm



Heritage Commission Meeting
January 8th, 2025
Minutes

K. Museum

AVM | 2024 AT A GLANCE

HOURS OPEN TO PUBLIC:	1,976	
GENERAL ATTENDANCE:	15,944	(Note: Education Coordinator position vacant 11/23 – 04/24, hence programming negatively impacted through
PROGRAMS:	146	
INSTRUCTIONAL HOURS (STRUCTURED LEARNING):	2,121	
OBJECT CARED FOR:	~5,400	
REPOSITORY AGREEMENTS:	7	(Parks Canada – includes Indigenous artefacts)
VOLUNTEER HOURS:	2,121	(Value: \$76,257; Stats Can - \$33.40/hr)
TEMPORARY EXHIBITIONS:	6	

TEMPORARY EXHIBITION TITLE	CATEGORY
<i>The Ones We Met: Inuit Traditional Knowledge and the Franklin Expedition</i>	First Nations History
<i>Steven Lewis Foundation Quilt</i>	Visual Art
<i>Art Show all that moves us (Community Collaborations with Art Rave)</i>	Visual Art
<i>AIRS Survivor Paintings</i>	First Nations Art
<i>Aquaculture: Farming the Waters</i>	Science/Natural History
<i>November 11th Remembered (Permanent Collection).</i>	History

UPCOMING PROGRAMS:

INTO THE VAULTS: EMILY CARR (Behind the Scenes Tour with Kirsten Smith, Collections Curator | JAN 23 @ 6:30 PM
 KNITTERS DROP IN | JAN 2, 16, 30 @ 6 PM
 SPINNING & FIBRE DROP IN | JAN 9, 23 @ 6 PM
 NEW: MUSEUM MINIS! - CHINESE NEW YEAR – SNAKES! (AGES 2+) | JAN 23 @ 10AM
 NEW: DISCOVER THE HALFYARD DOLLS (AGES 8-13) | JAN 18 @ 10:30AM

UPCOMING EXHIBITIONS:

POSTCARD PERSPECTIVES: 1908 views of Port Alberni | COMING FEB. 2025
 RESIST (FIBRE ARTS) | COMING MARCH 2025

Hupačasath First Nation – no report

L. čišaaʔath (Tseshah) First Nation – no report

6. Next Meeting

A. February 5th, 7pm (AV Museum)

7. Moved by Pam Craig to adjourn at 8:49 pm.

Public education highlights

- March through December visitor traffic data for AQC web page
 - Our radio PSAs began running in March
 - From March through December, the average number of users per month has been double the overall monthly average going back to 2022¹
- Radio PSA continuing on the air for July through January (and possibly through February)
 - Subject: building do-it-yourself air cleaners
 - Listeners are directed to content on AQC web page on ACRD website covering how to create safer air zones at home during a smoke event, and other important information
- Received December PSA play statistics from Island Radio
 - Total PSA plays in December = 24
 - Plays during weekday afternoon drive (preferred) = 8

Advocacy highlights

- Mosaic-Catalyst cooperation in transfer of forestry wood waste
 - AQC has requested further detail from Catalyst about their needs, constraints, and sensitivities relating to wood waste transfers from Mosaic
 - It is hoped that AQC might be able to facilitate an ongoing series of such transfers that would be beneficial for Catalyst, Mosaic, and air quality in the ACRD
- Air quality concerns about possible shipbreaking industry in Port Alberni
 - We have requested advice from Nick Davey (ENV) relating to the possibility of Canadian Maritime Engineering bringing shipbreaking operations to Port Alberni
 - With possible air quality impacts in mind, we would like to understand what regulations and best practices apply to this sort of enterprise

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

Other highlights

- In the past month, our PurpleAir network of air quality monitors has been stable
 - Since spring, the Port Alberni PurpleAir network has diminished from 10 working monitors (20 channels) to the current set of 7 monitors (13 channels)
 - The damaged monitor from the Cherry Creek fire hall has been returned and will be tested by AQC to assess its future usability
 - The TMS Hector monitor, which has given inconsistent/unreliable data for many months, has been offline since November 28th
 - Work is underway to find suitable sites for monitor installations, with priority on Cherry Creek and higher population density zones (see Special Update issued November 12-13)
- Airshed Management Plan (AMP)
 - As we work to complete a revised draft of the AMP, we have requested additional advice from Nick Davey about necessary standards and steps such as ensuring First Nations involvement

In the pipeline

- Develop questions/comments for the technical review phase of Catalyst's permit application
- Review National Pollutant Release Inventory data on Catalyst emission components
- Develop wildfire preparation and mitigation strategies, including emergency alerts
- Study public clean air refuge options, using input from Island Health's May 2024 letters
- Enhance outreach to expand AQC and AAQS membership and engagement
- Promote the benefits to ACRD residents of buying an air quality monitor (with AQC help)
- Assess potential air quality effects of possible new shipbreaking industry in Port Alberni
- Compare how PMFLA vs OBSCR guidance is applied on managed lands (see 08dec2024 Update)
- Update AQC Terms of Reference document
- Continued work to have a venting index produced specific to the Alberni Valley
- Request increased enforcement of burning bylaws outside the City of Port Alberni
- Explore additional public education through vehicles such as utility bill inserts



PACIFIC RIM SCHOOL DISTRICT
FINANCE, OPERATIONS AND ASSETS COMMITTEE MEETING MINUTES
January 7, 2025, 4:00 p.m.
School Board Office, Port Alberni

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

1. Call to Order

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

2. Introductions

3. Approval of Agenda

Moved by: Trustee Craig

Seconded by: Trustee Orr

THAT the Board of Education approve the Finance, Operations & Assets Committee Meeting agenda for January 7, 2025 as presented.

Carried

4. Petitions/Delegations/Presentations

5. Unfinished Business

6. Emergent Items

7. Staff Reports



7.1 2024-25 Amended Annual Budget

Secretary Treasurer Ross provided an overview of each department's funding/staffing allocations, explaining the difference between EAs and PAs, noting that training is offered to all, that departmental budgets have been reduced, that funding announcements are delayed (likely due to the election) probably until mid/late January, and that although our goal is to contribute back to the surplus, we have forecasted a deficit.

7.2 Custodial Allocations

Acting Assistant Director of Operations Goode reviewed the custodial allocations, in consultation with staff, external contractor Joel Palmer and the CUPE/ADTU presidents, to ensure the areas that custodians clean are fair and equitable reducing fatigue, burnout, injuries etc.

7.3 2024/25 Operations Department Review Update - verbal (5 minutes)

Secretary Treasurer Ross has a call with Joel Palmer this upcoming week, who is busy finalizing the report. There should be a first draft by the end of January.

7.4 2024/25 Capital Funding Update (5 minutes)

Acting Director of Operations Taylor outlined the Certificates of Approval (COAs) noted in the attached report and provided a progress update on each one, noting that we're staying under budget but are trying to maximize the work accomplished to use all the budget provided.

7.5 2025/26 Enrolment Projections Process Update (5 minutes)

Secretary Treasurer Ross noted that'll we project enrolment in February 2025, that we need to be ultra careful this year, and will use this to begin to build the preliminary budget for next year, seeking feedback from principals before presenting.

8. New Business

9. Correspondence - For Information

10. Next Meeting

11. Adjournment

Board Chair

Secretary Treasurer



**PACIFIC RIM SCHOOL DISTRICT
POLICY COMMITTEE MEETING MINUTES
January 14, 2025, 4:00 p.m.
School Board Office, Port Alberni**

Pam Craig - Board Chair
Cynthia Orr - Vice Chair
Cherilyn Bray - Trustee
Janis Joseph - Trustee
Larry Ransom – Trustee (via Teams)
Chris Washington - Trustee
Helen Zanette - Trustee
Peter Klaver - Superintendent
James Messenger - Assistant Superintendent
Barbara Ross - Secretary Treasurer
Kirsten Nesbitt – Healthy Schools Manager
Alex Taylor -Acting Director of Operations
Michell Bennett - Director of Instruction, Inclusive Education
Paula Mason - Manager of Corporate Services
Ryan Dvorak - ADTU President

1. Call to Order/Land Acknowledgement

The Chair acknowledged that we work and learn on the ḥaḥuʉli of the Hupačasath (Hupacasath), Huu-ay-aht (Huu-ay-aht), ʕaʕuukʷiʕath (Tla-o-qui-aht), Čiśaaʕath (Tseshaht) and the Yuuʕuʕiʕath (Yuu-cluth-aht) Nations. Welcome to our new Superintendent and Assistant Superintendents.

2. Introductions

3. Approval of Agenda

Moved by: Trustee Craig

Seconded by: Trustee Bray

THAT the Board of Education approve the January 14, 2025 Policy Committee Meeting Agenda as presented.

Carried

4. New or Revised Draft Policy

4.1 401: Respectful Workplace (P)

Director Bennet provided a quick overview of her report. Trustee Zanette asked if the line "Inclusion of other people based on the principles of human rights legislation" should be changed to read "Inclusion of other people based on the principles of the BC Human Rights Code". Housekeeping item that the Committee would like to see made. Mr. Klaver suggested



having the BC Human Rights Code referenced at the bottom of the policy. Moved to Board for public consultation approval.

4.2 Testing Lead in Water (P)

Acting Director Taylor referred table to page 6 to capture policies for capturing the testing of lead in the water. There were no questions. Moved to Board for public consultation approval. ADTU President Dvorak asked if there's an obligation to publish sample results publicly? Yes, there is a Ministerial requirement which is noted in the Admin Procedure.

4.3 Anaphylaxis (P)

Manager Nesbitt noted that AP 5200 will need to have an amendment made to cross reference this Policy. She noted it is worth having a separate one document to specifically address anaphylaxis versus the general medical treatment of students. Changes to be made are:

1. change the word "child" to "student"
2. add (P) to title.
3. Add reference to AP 5200 in References & Resources section.
4. "parental involvement" to "parental/guardian".

Moved to Board for public consultation approval.

5. New or Revised Draft Administrative Procedures

5.1 XXXX: Parent/Guardian Code of Conduct (AP)

Director Bennett provided an overview of her report. ADTU President Dvorak requested a formal consultation process around this Admin Procedure.

Trustee Zanette felt the wording in the background section is confusing. In the Core expectations of conduct - use word "required" and eliminate words "such as"

Last line says "this does not resolve the issue" is unnecessary as it feels like you're talking down to the person - suggests that "respecting others privacy and ..." This should be revised on Infographic as well.

Last line - add "social media platforms" to this.

Align with format of other Admin Procedures.

Complaint process - clarify the Policy and Admin Procedure name as the numbers are going to change

On info graphic - in top blurb add - "and on social media"



5.2 Testing Lead in Water (AP)

Acting Director Taylor presented his draft documents for review. The following edits should be made:

1. Change word "fountains" to "water sources"
2. Remove current digits and change to "max allowable concentration"
3. When results are received Operations does a walkthrough with Admin re: which sources have failed. Add a line to that effect.

Notification requirements and resulting forms of communication to the school community and the public, as required by the Ministry of Education and Child Care, were explained.

5.3 Anaphylaxis (AP)

Manager Nesbitt noted she had received some feedback not yet reflected in the draft document, done as part of her research. She will be making further edits to the document, including clarifying language around staff, and adding an appendix plan as set out by Food Allergy Canada.

6. Policies to be sent to the Board for Approval to go out to Public Consultation

7. Policy/Admin Procedure out for Public Consultation

8. Forward to next Public Board Meeting for Adoption

- 8.1 draft 131: District Parents Advisory Council (P)
- 8.2 draft 132: Parent's Advisory Council (P)
- 8.3 draft 200: Executive Committee (P)
- 8.4 draft 210: Superintendent of Schools (P)
- 8.5 draft 220: Secretary Treasurer CFO (P)
- 8.6 draft XXX Custodian Power Outage (P)
- 8.7 draft XXX Employee Accident Injury Procedures (P)
- 8.8 draft XXX New and Young Workers (P)
- 8.9 draft XXX Signing Authority (P)
- 8.10 draft XXX Working Alone (P)

9. Completed Business

10. New Business

11. Correspondence - For Information



12. **Future Policy/Administrative Procedures**
13. **Next Meeting Date**
14. **Adjournment**

Board Chair

Secretary Treasurer