



**PACIFIC RIM SCHOOL DISTRICT  
PUBLIC BOARD MEETING AGENDA  
Tuesday, April 22, 2025, 5:00 p.m.  
Administration Office Board Office, Port Alberni**

**Pages**

- 1. Call to Order/Land Acknowledgement**  
We acknowledge that we work and learn on the ɥaɥuuli of the Hupačasath (Hupacasath), Huu-ay-aht (Huu-ay-aht), ɥaɥuukʷiɥath (Tla-o-qui-aht), Cišaaɥath (Tseshaht) and the Yuuɥuɥiɥath (Yuu-cluth-aht) Nations.
- 2. Approval of Agenda**  
THAT the Board of Education approve the April 22, 2025 Public Board Meeting agenda as presented.
- 3. Conflict of Interest Declaration**  
Are there any conflicts to declare?
- 4. Adoption of Minutes** 4  
THAT the Board of Education approve the March 11, 2025 Public Board Meeting Minutes as presented.
- 5. Announcements of the Chair**
- 6. Good News from the Schools**
  - 6.1 School Presentation (10 minutes)**  
École Alberni Elementary School
- 7. Trustee Statements**
- 8. Petitions/ Delegations/ Presentations**
- 9. Unfinished Business/ New Business**
- 10. Staff Reports**
  - 10.1 Wellness Center Report (15 minutes)** 8  
Kirsten Nesbitt, Healthy Schools Manager
  - 10.2 Approval of School Calendars (3 minutes)** 22  
James Messenger, Assistant Superintendent  
  
THAT the Board of Education approve the 2026/2027 and 2027/2028 School Calendars as presented.
  - 10.3 France Summer Exchange 2025 (10 minutes)** 23  
Marc Fryer, Director of Instruction - International Education  
  
THAT the Board of Education approve the continuation of the outbound

international student exchange to Nantes, France for the summer of 2025, coordinated in partnership with Nantes Pays de Langue Anglaise (NPLA).

<b>10.4</b>	<b>Spring Fest (10 minutes)</b>	<b>28</b>
	Jaime Hansen, Director of Instruction - Indigenous Education	

<b>10.5</b>	<b>2025/26 Capital Plan Bylaw (5 minutes)</b>	<b>30</b>
	Barbara Ross, Secretary Treasurer	

THAT the Board of Education approve all three readings of the 2025-2026 Capital Plan Bylaw in the April 22, 2025, Public Board Meeting.  
 THAT the Capital Plan Bylaw of the Board for the 2025/26 Capital Plan as approved by the Minister, to include the supported capital project(s) specified in the letter addressed to the Secretary-Treasurer and Superintendent, dated March 25, 2025, is hereby adopted.  
 THAT this Capital Bylaw may be cited as School District Pacific Rim Capital Bylaw No. 2025/26-CPSD70-01.

## **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	XXX Ventilation for Acceptable Air Quality (P)	45
11.1.b	XXX: Integrated Pest Management (P)	47
11.1.c	XXX: Purchasing (P)	48

### **11.2 Policies for Adoption**

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

11.2.a	XXX: Public Interest Disclosure (P)	49
11.2.b	XXX: Head Lice (P)	52
11.2.c	XXX: Purchasing Card (P)	53

## **12. Notice of Motion**

## **13. Correspondence - Action Required**

### **13.1 Ltr of Support - FIFA 2026 Host City**

THAT the Board of Education direct staff through the Superintendent to provide a letter of support for the Organizing Committee for FIFA 2026 Activities in the Alberni Valley to submit an official offer to become a host city for the FIFA 2026 World Cup.

## **14. Correspondence - For Information**

### **14.1 2025-03-11 City of Port Alberni Council Meeting Summary**

### **14.2 2025-04-10 Ltr re: Advisory Planning Commission Meetings**

## **15. External Board Committees**

### **15.1 2025-04-02 Heritage Commission Meeting Minutes**

### **15.2 2024-11-12 ACRD Agricultural Development Committee**

### **15.3 2025-03-10 Alberni Clayoquot School Food Network**

15.4	Alberni Clayoquot Health Network / TOP Table of Partners (Dec 2024/Jan-Mar 2025)	96
16.	Internal District Committees	
16.1	2025-04-08 Policy Committee Meeting Minutes	111
17.	Audience Question Period	
18.	Next Meeting	
	The next regular meeting of the Board of Education will be held on May 27, 2025 at 5:00pm, at the Administration Office Board Room, Port Alberni.	
19.	Adjournment	
	The meeting was adjourned at TIME.	



**PACIFIC RIM SCHOOL DISTRICT  
PUBLIC BOARD MEETING MINUTES  
March 11, 2025, 5:00 p.m.  
Administration Office Board Office, Port Alberni**

Pam Craig - Board Chair  
Cynthia Orr - Vice Chair  
Janis Joseph - Trustee  
Larry Ransom - Trustee  
Chris Washington - Trustee (via Teams)  
Peter Klaver - Superintendent  
Barbara Ross - Secretary Treasurer  
James Messenger - Assistant Superintendent  
Michell Bennett – Director of Instruction, Inclusive Education  
Lynn Brown – Manager of Mental Health  
Jessica Gilchrest – Youth Outreach Worker  
Nick Seredick – Principal, Eighth Avenue Learning Center  
Ryan Dvorak – ADTU President  
Nadine White – CUPE President (via Teams)  
Paula Mason - Manager of Corporate Services

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**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 March 11, 2025 Public Board Meeting Agenda as presented.

**Carried**

**3. Conflict of Interest Declaration**

There were no conflicts declared.

**4. Adoption of Minutes**

**Moved by:** Trustee Joseph  
**Seconded by:** Trustee Bray

THAT the Board of Education approve the February 25, 2025 Public Board Meeting Minutes as presented.

**Carried**

**5. Announcements of the Chair**

**6. Good News from the Schools**

**6.1 School Presentation**

Principal Seredick presented an update on the INEO Employment Services program that over 30 students have accessed, enabling them to walk away with a host of certifications and credits preparing them for the workforce. He spoke to the students having better attendance and punctuality, the ability to converse in a group setting, and more success in a collaborative classroom setting. Local organizations such as Wynans Furniture, the Tseshaht Market and potentially Ryan Pike from Nourish Cowichan are working to provide work experience opportunities for students next year. The 2025 graduation ceremony for anywhere between 55-70 graduates, will be held on June 19, 2025 @ Alberni District Secondary School (Doors open @ 5:30pm/Ceremony at 6:00pm).

**7. Trustee Statements**

Trustee Craig spoke to recent meeting herself and Trustee Zanette had attended, as well as the Ministry of Education and Child Care meetings herself, the Superintendent and the Secretary Treasurer had attended in Vancouver.

**8. Petitions/ Delegations/ Presentations**

**9. Unfinished Business**

**10. Staff Reports**

**10.1 2025/26 Amended Annual Budget (10 minutes)**

**Moved by:** Trustee Orr

**Seconded by:** Trustee Bray

**THAT** the Board of Education approve all three readings of the 2024-2025 Amended Annual Budget Bylaw in the March 11, 2025, Public Board Meeting.

**Carried**

**Moved by:** Trustee Joseph

**Seconded by:** Trustee Bray

**THAT** the Board of Education approve the 2024-2025 Amended Annual Budget Bylaw as presented.

**Carried**

**Moved by:** Trustee Bray

**Seconded by:** Trustee Zanette

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

**Carried**

**10.2 Substance Use and Overdose Safety in BC Schools (20 minutes)**

Director Bennett, Manager Brown and Youth Outreach Worker Ms. Gilcrest presented to the Board answering questions from Trustees, such as but not limited to what experts are involved collaboratively. There are nurses, social workers and outreach workers available through YStar, a harm reduction team through USMA, and resources specific to substance abuse through ADAPS.

**10.3 Literacy Grant - verbal (10 minutes)**

Assistant Superintendent Messenger provided an update to the Board advising that the District has received a professional learning grant in the amount of \$238,867 designed to provide: 1) professional learning for teachers and support staff in the area of evidence-based approaches to literacy development, and 2) literacy information/resources for parents and caregivers. The grant needs to be spent by June 30, 2027, with a spending plan submitted to the Ministry of Education and Child Care by July 15, 2025.

**11. Policy Development**

**11.1 Policies For Adoption**

**Moved by:** Trustee Zanette

**Seconded by:** Trustee Orr

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

**Carried**

11.1.a 401: Respectful Workplace (P)

11.1.b XXX: Anaphylaxis (P)

11.1.c XXX: Testing Lead in Drinking Water (P)

**12. Notice of Motion**

**13. Correspondence - Action Required**

**13.1 2025-02-27 ACRD Bylaw P1524 - RF24015 Referral Package**

There were no comments.

**14. Correspondence - For Information**

**14.1 Board Motion Tracking**

There were no questions.

**14.2 2025-03-04 Minister's Letter to Board Chairs**

**14.3 2025-02-24 City of Port Alberni Council Meeting Summary**

**15. External Board Committees**

**16. Internal District Committees**

**17. Audience Question Period**

Staff and Trustees answered questions from the audience related to the budget, an RCMP liaison position in schools, and policies for public consultation. ADTU President Dvorak congratulated staff on the balanced budget and looks forward to next year's budget process - Happy Spring Break!

**18. Next Meeting**

**19. Adjournment**

The meeting was adjourned at 6:10pm.

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Board Chair

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Secretary Treasurer



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

**Date:** April 22, 2025  
**To:** Board of Education  
**From:** Kirsten Nesbitt, Healthy Schools Manager  
**Subject:** Healthy Schools Program Assistant Report - tiičmis Wellness Centre at ADSS  
**Attachments:** n/a

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**Background**

The tiičmis Wellness Centre at ADSS supports the Pacific Rim School District’s commitment to equity, wellness, and student success by providing accessible, culturally responsive, and relationship-based care. The Centre has grown into a trusted space where students can access mental health support, physical care, wellness education, and basic needs resources. With the addition of the Healthy Schools Program Assistant in Fall 2024, the Centre has expanded its reach—strengthening partnerships, developing new programs, and deepening its impact on student well-being and school engagement.

**Information**

**tiičmis Wellness Centre Progress Report**

Prepared by Claire Boudreau, Healthy Schools Program Assistant

April 2025

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## Part 1: Introduction

After having the Healthy Schools Program Assistant based out of the tiičmis Wellness Centre at ADSS for just over five months this report intends to demonstrate how this new role and the Wellness Centre is serving ADSS students—particularly those at risk of disengagement and with high support needs. The following sections describe how the School Counsellor, the Healthy Schools Program Assistant, along with the other service providers and school staff work in tandem to support these efforts.

## Part 2: tiičmis Wellness Centre and SD70's Mission, Vision and Values

Grounded in its Strategic Plan, the Pacific Rim School District is committed to fostering equity, relationships with First Nations, student success, mental health, environmental responsibility, and academic growth in safe, welcoming spaces. The *tiičmis* Wellness Centre at ADSS embodies these values, serving as a vital resource for students. This hub provides a wide range of services, including mental health support, physical health care, and wellness education, all designed to meet the diverse needs of students. Working collaboratively with Wellness Workers, Indigenous Support Workers (ISWs), the Metis Student and Family Advocate, and other ADSS staff, the tiičmis Wellness Centre strives to ensure that students have access to stigma-free, culturally sensitive, and holistic care.

## Part 3: Demonstrated Need

The challenges faced by our youth—such as mental health issues, marginalization, and disengagement from school—are not only recognized at the local level but are also reflected in broader studies, such as the BC Adolescent Health Survey.

- Critical Issues:

- Only 56% of Central Vancouver Island youth rate their mental health as good or excellent.
- Nearly one in four students reported self-harming in the past year.
- 21% percent of youth have seriously considered suicide.
- Many students experience stress, loneliness, and a lack of access to mental health services, with only half feeling connected to their school.

- Disproportionate Impact on Vulnerable Groups:

Indigenous youth, 2SLGBTQIA+ youth, and students experiencing poverty face even lower levels of belonging and higher rates of mental health challenges. The Wellness Centre sees a lot of these students. These statistics underscore the need for accessible, stigma-free, culturally responsive mental health supports, along with spaces that honor diverse experiences, cultural practices, and trauma-informed approaches.

#### Part 4: Partners

The tiičmis Wellness Centre partners with outside organizations to bring support to the students at the high school, where they meet by appointment & drop-in with counsellors, sexual health nurses, youth outreach workers, peer support, and a dental hygienist. This direct linkage in a dedicated space reduces barriers and increases access to wraparound supports in two significant ways: 1) by meeting youth where they are at, and 2) by creating a space where outside service providers and SD70 employees can converse and collaboratively support youth from various angles. This is a key strategy that the Wellness Centre in its current form is uniquely positioned to implement.

Currently we partner with the following organizations:

- Alberni Drug & Alcohol Prevention Service (ADAPS)
- Sage Haven
- Family Guidance
- AV Hospice society
- Island Health - Youth Short Term Assessment and Response (Y-STAR)
- SD 70 - Integrated Child and Youth Team (ICY)
- Island Health – Youth Sexual Health Clinic
- Uchucklesaht Band
- Dental Hygienist

#### Part 5: Community of Practice Meetings

The Healthy Schools Manager and Healthy Schools Program Assistant collaborate to bring together all tiičmis Wellness Centre service providers for quarterly Community of Practice meetings. These gatherings provide an opportunity to:

- Discuss challenges and successes, ensuring continuous improvement in student support.
- Share resources and best practices, strengthening collaboration among service providers.
- Identify gaps and enhance coordination, creating a more robust, integrated network of support for the youth served.

By fostering open communication and teamwork, these meetings help ensure that students receive the most effective, holistic support possible.

#### Part 6: Free Store

A place where students can access shelf-stable food, toiletries, and essential supplies to take home. To reduce barriers that may come for some to ask to be let into a locked room, we have an open shelf, with some free food, hygiene and clothing items that youth can help themselves to. The free store often brings in youth impacted by poverty, which allows Wellness Centre staff to make connections with students who may not seek out mental health supports, but could benefit from them. Wellness Centre staff make a concerted effort to build a relationship with the youth and explore other potential needs, such as mental health support, cultural connection, or academic assistance. This often results in connecting youth to services within the school, and as needed, with community partners.

#### Part 7: Healthy Schools Program Assistant

Based out of the Wellness Centre, the Healthy Schools Program Assistant strengthens ADSS's wellness initiatives by expanding the Centre's reach and impact, connecting youth to vital resources through various programs and partnerships.

- Program Development

Peer helping:

This spring, the Healthy Schools Program Assistant partnered with the Vancouver Island Crisis Society to bring GRASP Training to ADSS (see appendix.) This series of four, three-hour activity-based workshops helps students develop coping, communication, and listening skills while enhancing mental health knowledge, suicide prevention strategies, self-care techniques, boundary setting, and emotional regulation tools. The training creates a safe and inclusive space for youth from diverse social groups, grades, genders, and cultures to openly discuss challenges, build resilience, and strengthen emotional and mental well-being.

Future opportunities include:

- Continuing collaboration with community organizations, many already represented at the tiicmis Wellness Centre, to further enhance student access to resources and meaningful learning experiences.
- Developing a network of peer mentors at ADSS where older students mentor younger students, fostering leadership and an environment of support in the school.
- Establishing a peer helper group that meets regularly and volunteers within the school and at community events.
- Implementing an annual peer helper training schedule, including GRASP programs, to engage younger students and ensure program sustainability.
- Hosting youth-led support groups, discussions, and workshops based on student feedback and emerging needs
- Working alongside school staff and admin to create an **Independent Directed Study (IDS) program**, allowing students to earn course credits for peer helping work.

Afterschool programs:

In response to student input gathered through surveys, youth-led forums, and teacher feedback, the Healthy Schools Program Assistant is developing afterschool programming that provides opportunities for students to connect outside school hours.

- Our "Adulting 101" workshop series invites community facilitators to educate students on essential life skills, such as:
  - A financial advisor covering budgeting, responsible credit card use, and financial goal setting.
  - A dietitian providing guidance on nutrition, grocery shopping, and meal planning.
- Our "ADSS Afterschool Club", which began in February 2025, involves doing activities based directly on youth interest that fosters connectedness and relationship-building
  - *Pal-entine's* Button-making where we made pronoun pins and used other designs that celebrated friendship. Multiple students asked for another button-making day
  - Board Games
- Our "Cultural Connections" workshop series invites Metis and Nuu-Chah-Nulth community members to share cultural practices with ADSS students, aiming specifically to engage the Indigenous youth at the school. Workshops include:
  - Drum-making (19 deer skin drums needed)
  - Dreamcatchers, Finger Weaving and Beading (with Metis Family and Student Advocate)

These workshops and activities provide students with valuable skills, cultural enrichment, and a deeper sense of belonging within the school community.

- Grant Writing

To expand and sustain these impactful programs, the Healthy Schools Program Assistant actively pursues funding opportunities. Working alongside the Healthy Schools Manager, recent grant applications include:

- Vancouver Foundation - Transforming Systems Grant – funding request up to \$100,000/year for 5 years
- Island Health – Youth Resilience Grant – up to \$50,000
- AV Community Foundation – up to \$5,000

- Coordinating the Wellness Centre & Free Store

Acting as an administrative liaison between ADSS and its partners, the Healthy Schools Program Assistant manages office space scheduling, special requests, and logistics within the Wellness Centre. Additionally, the Healthy Schools Program Assistant oversees the **Free Store**, ensuring donations reach students in need—whether they are experiencing poverty or simply require a little extra support that day.

- Building New Partnerships

In collaboration with the Healthy Schools Manager, the Healthy Schools Program Assistant actively seeks new partnerships to enhance the services and resources available at the Wellness Centre, further enriching the student experience at ADSS.

## Part 8: School Counsellor

Since 2020, the School Counsellor based in the tiičmis Wellness Centre has been a cornerstone of student support, particularly for those with high social and emotional needs. With specialized training in working with at-risk youth and a strong rapport with the student body, the School Counsellor provides students with a consistent, trusted adult in a safe and welcoming space. This role is especially vital for students struggling with poor attendance, intensive behavioral challenges, and serious mental health concerns (*Category R & H*).

Beyond one-on-one counselling sessions, the School Counsellor has cultivated an environment where students feel deeply supported—even those who have transitioned out of regular counselling often return to check in when they need reassurance. This ongoing connection speaks to the trust, relationships, and sense of belonging fostered within the Wellness Centre.

Like the Healthy Schools Program Assistant, the School Counsellor serves as a bridge between the school and external service providers, ensuring students have access to the support they need. However, the School Counsellor also plays a unique role in facilitating collaborative care and a wraparound service—working confidentially with counsellors, healthcare professionals,

and community services to identify trends, recognize service gaps, and create a coordinated approach to student well-being.

#### Part 9: Lunch Club

The School Counsellor and the Healthy Schools Program Assistant, with regular visits from the ICY Peer Support Worker, have established an informal “Lunch Club” where students and staff can share a meal, connect, and engage in meaningful conversations. The gatherings often begin with a simple “How is everyone doing today?”—a question that naturally leads to deeper discussions.

Topics range from lighthearted chats, like favorite anime characters, to more complex conversations about boundary setting and consent. Many of the youth who visit the Wellness Centre are openly discussing subjects that they might otherwise only explore within their peer groups, rarely with adults. *The ease with which they engage is a testament to the importance of consistent, supportive staff—especially one trained to navigate these sensitive topics, like the School Counsellor. This welcoming, low-barrier environment helps students feel heard, supported, and empowered to seek guidance when they need it most.*

#### Part 10: Location and Staffing

The tiičmis Wellness Centre has become a trusted, non-judgmental space that plays a vital role in supporting at-risk students. Our approach prioritizes strong, trusting relationships, ensuring students feel safe, heard, and empowered as they navigate their challenges. The physical location of the Centre is also a key factor in its success.

##### Current Benefits:

- The Centre offers a comfortable and private environment where students feel safe to seek help
- The **School Counsellor and Healthy Schools Program Assistant** ensure continuity of care, fostering strong, consistent relationships with students.
- Its proximity to a main school entrance/exit creates a natural point of intervention, offering students one last opportunity for support before leaving school and a “soft landing” for those who need help transitioning between home and school.

*Example 1:* Students experiencing anxiety about using the main entrance of the school, are often met at the side entrance, near the Wellness Centre by staff so they can ground themselves before heading to class (on time).

*Example 2:* A suspended student requested to visit the Wellness Centre for food before leaving. While there, they also took home warm socks and stocked up on food—critical resources given their precarious living situation.

- The Centre's **location near the Echo Fieldhouse and bleachers** provides **better access to some of the school's most at-risk youth**, increasing opportunities for outreach and engagement.

#### Part 11: Social Emotional Behavioral Support

Currently, the tiičmis Wellness Centre has become an unofficial but essential emotional and behavioral support space within the school. Wellness Workers, teachers, and ISWs frequently refer students who need a quiet place to self-regulate before returning to class. While this was not the original intention of the space, it highlights a critical gap in support services at ADSS and the growing need for a designated space where students can calm down, reset, and receive guidance.

This level of social-emotional support would not be possible without dedicated, full-time staff. The Healthy Schools Program Assistant and School Counsellor work together to provide this much-needed service, and it requires an investment of time and resources. Without the Wellness Centre serving as a calming, supportive environment, the school would likely see lower classroom attendance, as dysregulated students struggle to return to learning. As well as an increase in students leaving the building, disengaging from school entirely. The ongoing need for this safe wind-down space underscores its impact on student well-being, school retention, and overall learning success.

#### Part 12: Conclusion

This report highlights the effective, integrated support system provided by the tiičmis Wellness Centre, demonstrating the significant impact of having both the Healthy Schools Program Assistant and School Counsellor based in this space. Together, they create a balanced and essential support system:

- The Healthy Schools Program Assistant not only develops and delivers wellness programming but also plays a crucial role in coordinating the administrative operations of the Wellness Centre—ensuring smooth scheduling, managing resources like the Free Store, and maintaining partnerships that expand student support.
- The School Counsellor provides specialized mental health support, working directly with students facing significant social-emotional challenges. This consistent presence fosters trust, stability, and a critical bridge between students and external mental health services.

Students at ADSS rely on the tiičmis Wellness Centre for discreet, compassionate, and relationship-based support. Its integration with the Healthy Schools Program Assistant, School

Counsellor, community partners, Indigenous Support Workers (ISWs), school staff, and administration creates a coordinated and accessible pathway to wellness services. This collaborative approach ensures that students — particularly those with significant social-emotional needs — receive consistent, low-barrier support that is vital to their well-being and success in school



## Appendix 1: GRASP at ADSS

**Facilitators:** Lyndsay Wells and Niel Cutler, from Vancouver Island Crisis Society

**Coordinator:** Claire Boudreau

**Attendance:** 13 students (in grades 9-11)

### Spring 2025 - Overview

**GRASP: Growth, Resilience, Acknowledgement, Suicide Awareness, Prevention and Personal Planning** is a fun and interactive program presented in Vancouver Island schools for students Grades 8 to 12 interested in learning skills to be effective peer helpers. Topics include self-awareness, communication, healthy relationships, boundary setting, community resources, suicide awareness, and how to access help for others. Participants receive a **GRASP Certificate of Completion**, which not only strengthens their resumes but also equips them with essential life skills.

### DAY 1 – Communication Skills – February 24, 2025

Lyndsay and Niel excel at creating a safe and open space for discussion. The session began with introductions, land acknowledgments, and an interactive “campfire” activity. This symbolic exercise fostered a sense of connection, emphasizing how fire represents safety, illumination, and the courage to explore one’s inner struggles.



### Key Activities & Takeaways:

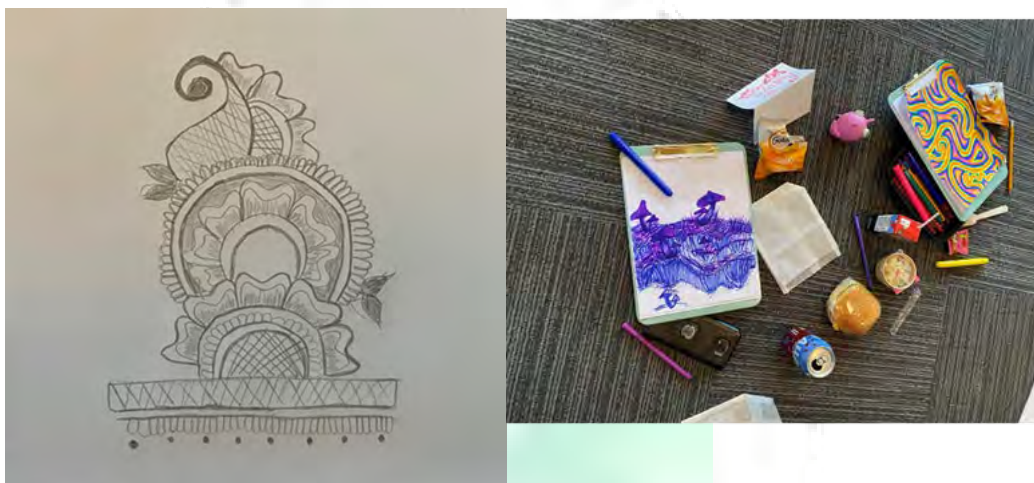
- **GRASP’s Collaborative Playlist:** Youth from different schools contribute to an ongoing playlist, fostering a sense of community across Vancouver Island. Music is also used during breaks as a tool for mental well-being.
- **“Cross the Line” Exercise:** This activity illustrated shared struggles and reduced feelings of isolation. Students stepped forward in response to progressively deeper questions, from “Who plays an instrument?” to “Who knows someone who has seriously considered suicide?” The safe space encouraged vulnerability and meaningful sharing.
- **Empathy vs. Sympathy Discussion:** The group explored the importance of genuine connection when supporting others. One student asked a particularly insightful question: “What if you don’t know where they’re coming from? How can you help?”

This sparked an engaging discussion on how active listening and validation can still occur without needing to share the same experiences.

Throughout the session, students demonstrated deep engagement by asking thoughtful questions and sharing openly. The facilitators successfully guided them in developing communication skills essential for peer support and personal growth.

## DAY 2 – Mental Health Awareness Day – February 25, 2025

The session focused on self-awareness and emotional well-being, providing tools for students to assess and manage their mental health.



### Key Topics & Activities:

- **The “Staircase of Mental Health”** was introduced as a tool for checking in with oneself. Students reflected on their emotional state each morning to gauge their capacity for the day. For example, recognizing if they’re at a 2 (low energy) might mean avoiding emotionally demanding tasks.
- **The Masks We Wear:** A discussion explored the roles and facades people adopt to navigate daily life. While these “masks” can serve as a form of self-protection, it’s equally important to have trusted individuals with whom we feel safe being our authentic selves.
- **Unplanned Discussion on COVID-19:** The conversation about masks naturally led to a broader discussion about social isolation and struggles of the pandemic. Students were eager to share their experiences, highlighting the deep impact of that time. This spontaneous discussion served as a powerful moment of collective processing and healing.

The session provided a space for students to reflect on their mental health, personal resilience, and the importance of supportive connections.

### DAY 3 – Healthy Relationships and Boundary Setting – March 4, 2025

The session focused on how to differentiate between healthy and unhealthy relationships within our families, friend groups and other social settings.



#### Key Topics & Activities:

- **10 Most Common Unhealthy Relationship Cues:** The group explored key red flags—intensity, betrayal, possessiveness, deflecting, manipulation, isolation, volatility, sabotage, belittling, and guilt. Students made thoughtful observations, noting how these behaviors often overlap.
- **Open Discussions & Personal Sharing:** Many students engaged in deep, meaningful conversations, sharing personal stories. Most who shared seemed grounded and comfortable, speaking from a place of reflection and healing. One student became visibly emotional during their share. Staff quickly noticed and supported them by connecting them with the school counsellor. The student recovered well and later expressed that the experience was a powerful growth moment—even sharing an interest in becoming a counsellor themselves.

#### Key Learnings for Future Sessions:

1. **Establish Clear Sharing Guidelines Early:** Clearly distinguish between general sharing (e.g., “I’ve dealt with anxiety”) and deep personal disclosures that may evoke emotional distress.
2. **Ensure On-Site Support Availability:** Having trained support staff available is crucial for real-time care when participants need grounding or emotional support.

This session highlighted both the importance and impact of creating a space where youth feel safe to explore difficult topics—balanced with clear structure and support.



### DAY 4 – Asking for Help – April 1, 2025

This session emphasized the importance of both asking for help and recognizing when others may need support. Facilitators framed GRASP participants as both "noticers"—those who can spot when someone is struggling—and "connectors", who help link peers to support.



#### Key Topics & Activities:

- The Power of Asking for Help:**  
 Students watched a powerful clip from *Survivor*, featuring a contestant with Autism who clearly and bravely explains her needs during moments of overwhelm. The clip highlighted how **vulnerability and self-awareness** can strengthen relationships and empower others to support us effectively.
- Roleplay Game – “Emotional Vampires”:**  
 A playful adaptation of *Werewolf*, this game featured “Emotional Vampires” who secretly “overwhelm” peers. A “Trusted Adult” character could intervene and protect others, demonstrating how **trust and connection** can make a big difference. The game



sparked group problem-solving, communication, and reflection on the **value of trusted support systems**.

- **Celebration & Closure:**

The day ended with **costumes, music, and fun photos** to celebrate the group's journey. Each student received a **personalized sticker with affirming words**, and **Certificates of Completion** are being sent out to recognize their commitment and growth throughout the program.

The Spring 2025 GRASP Training at ADSS offered students a powerful opportunity to explore mental health, peer support, and personal growth. With skilled facilitation and a safe, inclusive environment, participants developed valuable communication tools, emotional insight, and resilience. This training not only strengthened their capacity to support others but also deepened their own self-awareness and connection to community resources. The group of student participants is eager to continue this work, and has begun meeting on a weekly basis, under the supervision of the Healthy Schools Program Assistant. Their goals include continuing to support each other, and exploring ways to extend this support to other youth in the school and the community as a whole. They call themselves "The Ripple Effect".





## PACIFIC RIM SCHOOL DISTRICT PUBLIC BOARD MEETING ACTION SHEET

**Date:** April 22, 2025  
**To:** Board of Education  
**From:** James Messenger, Assistant Superintendent  
**Subject:** Additional 2 year School Calendar Approval Following Public Consultation

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### Background

Under the [School Act \(PDF\)](#), Boards of Education have the authority to set calendars for the schools in their districts; following consultation with parents and board employees. Once this is complete, Boards submit their proposed calendars to the Ministry of Education and Child Care for review.

Boards may submit calendars covering up to three consecutive school years.

The school calendar must comply with provincial regulations on minimum instructional hours and provisions outlined in the ADTU collective agreement.

### Discussion

The [2025/2026 calendar](#) has already been approved following public consultation.

The [proposed 2026/2027 and 2027/2028 School Calendars](#) were publicly posted and shared for consultation. In addition, these calendars were reviewed and supported during meetings of the following bodies:

- Indigenous Education Council
- Education Committee
- District Professional Development Committee
- ADTU & CUPE Consultation
- Principal's Meeting

No additional feedback was received through the public consultation process, and there was general support for the proposed calendars.

### Suggested Motion:

THAT the Board of Education approve the [2026/2027 and 2027/2028 School Calendars](#) as presented.



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

**Date:** April 22, 2025  
**To:** Board of Education  
**From:** Marc Fryer, Director of Instruction – International Education & Newcomers  
**Subject:** Student Exchange to Nantes, France – Summer 2025

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### **Purpose:**

To seek Board approval for continuing the summer exchange program between the Pacific Rim School District and *Nantes Pays de Langue Anglaise* (NPLA) in France for the summer of 2025.

### **Background and Rationale:**

- The student exchange trip to France is an impactful international opportunity for students in our district. Fluency in French is not a requirement to participate.
- The exchange is coordinated in collaboration with Nantes Pays de Langue Anglaise (NPLA), a well-established French organization with over 30 years of experience facilitating successful student exchanges.
- The program is promoted to students in Grades 10 to 12 across the Pacific Rim School District.
- In 2024, two students from our district participated in the inaugural exchange and provided strong testimonials about the personal, linguistic, and cultural benefits.
- For 2025, three students have been accepted—two from ADSS and one from Ucluelet Secondary School. All three families have paid the program fees in full.
- The departure date is June 28, with a return date of July 26. French students will then stay with host families in our district from July 26 to August 23.
- Pam Chandler, Vice-Principal of École Alberni Elementary and District French Coordinator, will serve as chaperone from Comox to Calgary. From Calgary to Paris, students will be accompanied by a staff member from the Rocky Mountain School District, arranged and funded by NPLA.
- Upon arrival in France, students are met by their host families and spend four weeks immersed in French family life, culture, and daily routines.

- Pacific Rim families will reciprocate by hosting the same students when they travel to Port Alberni and surrounding communities in late July and August.
- Students and their host families will engage in a range of cultural, educational, and social experiences, facilitated by both families and the NPLA. **The Informed Consent and Assumption of Risk Agreement is included as Appendix A.**
- The program fee is \$2,700, which includes round-trip airfare, health insurance through StudyInsured, and chaperone support. Families are responsible for the costs of hosting their student during the inbound portion of the exchange.
- The success of the previous exchange and the high level of student and parent engagement support the recommendation to continue offering this opportunity on an annual basis.

**Recommendation:**

- THAT the Board of Education approve the continuation of the outbound international student exchange to Nantes, France for the summer of 2025, coordinated in partnership with Nantes Pays de Langue Anglaise (NPLA).



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**INFORMED CONSENT & ASSUMPTION OF RISK AGREEMENT**  
**Nantes, France Student Exchange | June 28 – July 26, 2025**

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**Program Description**

The Pacific Rim International Student Program (PRISP) is coordinating a cultural and language exchange to Nantes, France from **June 28 to July 26, 2025**. Students from Pacific Rim School District (PRSD) will join participants from other BC districts (Campbell River and Rocky Mountain) for a four-week immersive experience hosted by French families and schools. The exchange provides students with the opportunity to improve their French language skills, develop global awareness, and build lifelong relationships.

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**Nature and Purpose of the Trip**

The objective of this program is to provide students with:

- Real-life French language immersion
  - Cultural enrichment through homestay and community life
  - International travel experience in a structured and supervised setting
- 

**Supervision & Support**

- District staff member Pam Chandler will accompany students from Comox to Calgary.
- A staff member from the Rocky Mountain School District will accompany students on the Calgary to Paris flight.
- Upon arrival in Nantes, host families and program partners in France will provide daily care and supervision.
- Families and parents are encouraged to maintain clear and open communication with their French family counterparts.
- Students will have a designated local contact (Jayde Biret) in France to support with logistics and emergencies.

Jayde Biret – Emergency Contact (France)

Phone: +33 6 87 00 08 12

Email: jaydebnpla@gmail.com

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**Inherent Risks**

Participation in this international exchange may involve certain inherent risks, including but not limited to:

- Risks associated with air travel, airports, and public transportation
- Exposure to unfamiliar environments and cultural differences
- Injuries related to recreational or outdoor activities
- Minor illnesses or medical issues requiring attention
- Delays or disruptions due to inclement weather, labour disputes, or travel restrictions
- Emergency situations requiring early return, medical attention, or program changes

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**Assumption of Risk & Acknowledgment**

By signing this form, I/we acknowledge and agree that:

1. I/we understand and accept the inherent risks associated with international travel and student exchange.
2. I/we understand that PRISP and PRSD will take reasonable precautions to ensure safety but cannot guarantee my child's safety at all times.
3. I/we understand that the host family assumes primary care and supervision for my child while in France.
4. I/we accept that in the case of medical emergencies, illness, or behavioural concerns, PRISP may arrange for early return at the parents' expense.
5. I/we acknowledge that parents are responsible for upfront medical expenses, which may later be reimbursed through insurance.
6. I/we understand that in the event of delays caused by inclement weather or natural disasters (force majeure), any added costs for accommodation, rebooking, or transportation will be our responsibility.
7. I/we understand and agree that participation in this trip is voluntary and that my child may be removed from the program for serious behavioural issues or violations of the PRSD Code of Conduct.

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**Consent**

I/we have read the information above and fully understand the nature of the trip and the associated risks. I/we freely and voluntarily agree to allow my child to participate in the Nantes, France Exchange (June 28 – July 26, 2025).

Only one parent signature is required unless a legal agreement exists requiring joint consent.

**Parent/Guardian Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Parent/Guardian Name (if applicable):** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Student Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## PACIFIC RIM SCHOOL DISTRICT PUBLIC BOARD MEETING INFORMATION SHEET

Date: April 14, 2025  
To: Board of Education  
From: Jaime Hansen, Director of Instruction - Indigenous Education  
Subject: paawacimtna?u - Nesting Moon Gathering

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### Background

Every two years the school district has hosted a Spring Festival to showcase the Indigenous focused learning opportunities that have taken place in the schools over the year. It was held in the evening at ADSS in the evening, inviting schools and families to come in and observe performances held in the auditorium and students' work displayed in the foyer with light snacks served before the performances.

We would like to shift this event to a different learning experience for our students. The event will be called paawacimtna?u - "paa-wa-stimlth-na-oh" -Nesting moon gathering. Nesting moon is when the animal babies are born. Nesting and preparing for a good life' this is fitting, as the students gather to celebrate.

We will be hosting a more traditional celebration which will begin with a luncheon and then move into performances. We will be hosting this event during the day because it allows our west coast schools to stay for the entire day. Traditionally, communities that travel perform in order from distance from where the event would be hosted. In this case, Wickaninnish and Bamfield have performed first because of the furthest distance travelled. Often these schools would then leave and not be able to watch other schools share because they needed to travel home as not to get home too late.

We will be working with a group of students to officially extend invitations to our land-based Nations, which means going into communities and letting those we would like to attend, know they are invited, this is a traditional way of inviting to an event. Families will also be invited to attend.

When hosting a celebration, permission is asked to the families for use of songs that we would be using if we do not own the songs. We have asked Indigenous Support Workers to take students who will be performing to go and ask to ask for permission for use of songs. We would like students to explain the song and its history from after the performance. Students will be reminded that when wearing regalia that you do not misbehave because we are waking up the ancestors when we are doing these performances, and we need to be respectful. It is a sign of respect.

We will also be speaking to students about the expectation of being at a celebration. Students will be expected to listen as people are speaking and performing. We will be asking students to help

serve the meal. We will have students help seat guests and schools as they arrive. We will have students who will be security and helping with reminders on how to behave and hand out gifts at the end and help with keeping the space clean.

### Discussion

We are hoping to create our own school district curtain to help with the celebration. We are consulting community members to ensure that we are following proper procedures for this. We hope to have each school represented on the curtain and when we do the celebration again, have a certain school be the host and do the inviting.

### Next steps

We are awaiting confirmation of hosting the event at the Alberni Athletic Hall. We will be looking for a caterer to feed the students and guests. Ensuring that schools have the resources that they need to participate in the event. Get feedback from land-based Nations about the curtain.



## PACIFIC RIM SCHOOL DISTRICT REGULAR BOARD MEETING ACTION SHEET

Date: April 22, 2025  
To: Board of Education  
From: Barbara Ross, Secretary Treasurer  
Subject: 2025-26 Capital Plan

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### Background

At the June 2024 Regular Board Meeting and the September 2024 Regular Board meeting, Trustees discussed and approved the 2025-2026 Capital Plan (Major in June, Minor in September) for submission to the Ministry of Education and Childcare. We have since received a Capital Plan Response Letter awarding projects.

### Information

To access approved funding, the Board will require approval of a Capital Plan Bylaw.

THAT the Board of Education enact, as follows:

1. THAT the Board of Education approve all three readings of the 2025-2026 Capital Plan Bylaw in the April 22, 2025, Public Board Meeting.
2. THAT the Capital Plan Bylaw of the Board for the 2025/26 Capital Plan as approved by the Minister, to include the supported capital project(s) specified in the letter addressed to the Secretary-Treasurer and Superintendent, dated March 25, 2025, is hereby adopted.
3. THAT this Capital Bylaw may be cited as School District Pacific Rim Capital Bylaw No. 2025/26-CPSD70-01.

Staff is prepared to answer any questions Trustees may have.

**CAPITAL BYLAW NO. 2025/26-CPSD70-01**  
**CAPITAL PLAN 2025/26**

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 2025/26 Capital Plan as approved by the Minister, to include the supported capital project(s) specified in the letter addressed to the Secretary-Treasurer and Superintendent, dated March 25, 2025, is hereby adopted.
- 2. This Capital Bylaw may be cited as School District No. 70 (Pacific Rim) Capital Bylaw No. 2025/26-CPSD70-01.

READ A FIRST TIME THE *22nd DAY OF April 2025*;  
READ A SECOND TIME THE *22nd DAY OF April 2025*;  
READ A THIRD TIME, PASSED THE *22nd DAY OF April 2025*.

***APPLY CORPORATE SEAL***

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Board Chair

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Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original School District No. 70 (Pacific Rim) Capital Bylaw No. 2025/26-CPSD70-01 adopted by the Board the 22nd DAY OF April 2025.

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Secretary-Treasurer



March 25, 2025

Ref: 23223

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

**Capital Plan Bylaw No. 2025/26-CPSD70-01**

**Re: Ministry Response to the Annual Five-Year Capital Plan Submission for 2025/26**

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This letter is in response to your School District's 2025/26 Annual Five-Year Capital Plan submissions for Major Capital Programs and Minor Capital Programs. This letter also contains important information regarding your upcoming 2026/27 Annual Five-Year Capital Planning submission. The following tables identify major capital projects that are supported to proceed to the next stage of development and minor capital projects that are approved for funding and can proceed to procurement.

On March 13, 2025, the Province introduced legislation that identifies country of origin requirements for all procurements. What this means is U.S. bidders must be excluded, except in certain circumstances, for all future procurements. The Ministry will have further conversations with school districts as the tariff situation evolves and commit to working closely with you to navigate this challenging situation.

**MAJOR CAPITAL PROJECTS**

Major capital consists of the following program areas:

- Seismic Mitigation Program (SMP)
- Expansion Program (EXP)
- Replacement Program (REP)
- Site Acquisition Program (SAP)
- Rural District Program (RDP)

A variety of emergent issues including a significant number of school fires, unprecedented enrolment growth and a challenging fiscal environment have resulted in a limited ability to advance major capital projects. As a result, there are no new major capital projects in your School District that were supported to move forward at this time.

**MINOR CAPITAL PROJECTS**

The table below reflects approved minor capital projects for your School District in the following program areas:

- School Enhancement Program (SEP)
- Food Infrastructure Program (FIP)
- Carbon Neutral Capital Program (CNCP)
- Building Envelope Program (BEP)



- Playground Equipment Program (PEP)

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

Facility Name	Program Project Description	Amount Funded by Ministry
Alberni Elementary	SEP - Roofing Upgrades	\$950,000
Eric J Dunn Elementary	CNCP - HVAC Upgrades	\$400,000
Ucluelet Secondary	CNCP - Electrical Upgrades	\$95,000
Alberni District Secondary, Alberni Elementary, Bamfield Community School , Eighth Avenue Elementary, John Howitt Elementary, Maquinna Elementary, Tsuma-as Elementary, Ucluelet Elementary, Ucluelet Secondary, Wickaninnish Community School , Wood Elementary	FIP - Kitchen Equipment	\$100,000
Tsuma-as Elementary	PEP - Universally Accessible Playground Equipment	\$200,000

All projects are now to proceed to design, tender and construction, and to be completed by March 31, 2026.

#### **New projects for BUS**

The table below identifies Bus Acquisition Program (BUS) approved projects, with BUS funding amounts to be confirmed after school districts place their order(s) with bus vendors during the upcoming bus standing offer timeframe which runs from April 2, 2025 to June 2, 2025. Only internal combustion engine buses are currently identified, with approval and funding for electric buses (if applicable) to be identified later through an amended Capital Plan Response Letter. Please refer to the attached *School Bus Letter* for additional school bus purchasing details.

New/Existing Bus Fleet #	New/Replacement Bus Type	Amount Funded by Ministry
New	INTERNAL COMBUSTION ENGINE - Type C (70-75) with 0 wheelchair space(s)	TBD
New	INTERNAL COMBUSTION ENGINE - Type C (70-75) with 1 wheelchair space(s)	TBD

New	INTERNAL COMBUSTION ENGINE - Type C (70-75) with 0 wheelchair space(s)	TBD
New	INTERNAL COMBUSTION ENGINE - Type C (70-75) with 0 wheelchair space(s)	TBD
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New	INTERNAL COMBUSTION ENGINE - Type C (70-75) with 0 wheelchair space(s)	TBD
New	INTERNAL COMBUSTION ENGINE - Type C (70-75) with 0 wheelchair space(s)	TBD

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 2025/26 fiscal year. Please email a signed/dated copy of the Annual Programs Funding Agreement to the Ministry at [CMB@gov.bc.ca](mailto:CMB@gov.bc.ca)

In accordance with Section 143 of the *School Act*, Boards of Education are required to adopt a single Capital Bylaw (template can be found on the Ministry [website](#)) using the Capital Bylaw Number provided at the beginning of this document, for the supported and/or approved 2025/26 Five-Year Capital Plan projects as identified in this letter. The Capital Bylaw must be adopted by your Board and uploaded onto your School District's online MyCAPS portal in order for the Ministry to issue Certificates of Approval. A step-by-step guide of this process is attached for your reference.

Please contact Branch Director [Michael Nyikes](#) with any questions regarding Minor Capital projects.

### **2026/27 ANNUAL FIVE-YEAR CAPITAL PLAN SUBMISSIONS**

Capital Plan Instructions for the 2026/27 Annual Five-Year Capital Plan submission process will be available on the Ministry's capital planning [website](#) in early April.

School districts' capital plan submission deadlines for the 2026/27 fiscal year are:

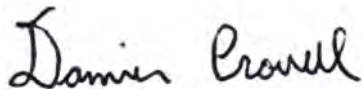
- **June 30, 2025**
  - Major Capital Programs (SMP, EXP, REP, RDP, SAP)
- **September 30, 2025**
  - Minor Capital Programs (SEP, CNCP, PEP, BEP, BUS)
- **October 1, 2025**
  - Minor Capital Programs (FIP)

Additionally, the Annual Facility Grant (AFG) project requests for the 2025/26 fiscal year are to be submitted using the MyCAPS portal, on or before **May 16, 2025**. The 2025/26 AFG Allocation Table will be available on the Ministry's capital planning [website](#) in early April.

The Ministry recommends school districts discuss draft versions of their intended capital projects and Annual Facility Grant project requests with minor capital staff in advance of submission deadlines.

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.

Sincerely,

A handwritten signature in black ink that reads "Damien Crowell". The signature is written in a cursive, slightly slanted style.

Damien Crowell, Executive Director  
Education and Child Care Capital Branch  
Ministry of Infrastructure

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



March 25, 2025

Ref: 23212

VIA EMAIL

Dear: Public School Districts, Independent Schools, and Band Operated School Authorities

**Re: 2025/26 School Bus Purchasing**

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In consultation with the Ministry of Infrastructure, the Association of School Transportation Services of BC has coordinated a Bus Standing Offer for upcoming school bus purchases by public school districts, independent schools, and band operated school authorities.

As part of this process, bus vendors were invited to submit standing offer prices for various types of buses and components that must meet current federal and provincial regulations and requirements, CSA D250-22 standards, as well as minimum specifications as contained in TRA 25-01 of the Bus Standing Offer.

Note this is not a bulk purchase of buses. Buses are considered “Free on Board” for each purchaser’s receiving location and includes delivery, packaging, crating and unloading costs anywhere in BC.

Bus purchasers are to contact approved bus vendors directly to enter into contracts to purchase school bus(es) **from April 2, 2025 to June 2, 2025**, and can use a purchase order (Draw Down Form) to complete purchase(s), typically available at this Bus Standing Offer [link](#).

Those intending to purchase electric buses are recommended to first review supplementary funding opportunities and requirements at this [link](#) before contacting bus vendors.

Public school districts may contact Ministry Branch Director [Michael Nyikes](#) regarding the above-mentioned, with independent schools and band operated school authorities to contact their representative organizations ([Federation of Independent School Associations](#), [First Nations Education Steering Committee](#)). Alternatively, bus purchasers may also contact the [Association of School Transportation Services of BC](#).

Sincerely,

Michael Nyikes, Director  
Education and Child Care Capital Branch  
Ministry of Infrastructure

## **ANNUAL PROGRAMS FUNDING AGREEMENT**

This Annual Programs Funding Agreement dated for reference the 15th day of March 2025, is in effect for the 2025/26 fiscal year period of April 1, 2025 to March 31, 2026.

**BETWEEN: His Majesty the King in Right of the Province of British Columbia,**  
represented by the Minister of Infrastructure (the "Ministry")

OF THE FIRST PART

**AND: the Board of Education of School District No. 70 (Pacific Rim)** (the "Board")

OF THE SECOND PART.

The parties agree as follows:

### **1. DEFINITIONS**

1.01 In this Agreement, unless the context otherwise requires:

"Agreement" means the Annual Programs Funding Agreement;

"Board" or "Board of Education" means a board of school trustees constituted under the *School Act* [RSBC 1996] c. 412 and any person designated by the Board to act with respect to a provision of this Agreement;

"Business Day" means a day, other than a Saturday or Sunday or Statutory Holiday, on which Provincial government offices are open for normal business in British Columbia;

"Capital Funding Grant" means a funding grant authorized by the Minister of Finance in accordance with section 56.1 of the *Financial Administration Act* [RSBC1996] c. 138;

"Certificate of Approval" means the Certificate of Approval described in paragraph 3.04;

"Eligible Expenditure(s)" means those expenditure(s) areas more particularly described in paragraph 3.01;

"Event of Force Majeure" means invasion, rebellion, hostilities, sabotage, government regulations or controls, acts of God, strikes, lockouts or labour disputes that are a major disabling event or circumstance in relation to the normal operations of the party concerned as a whole that is beyond the reasonable control of the party directly affected and results in a material delay, interruption or failure by such party in carrying out its duties, covenants or obligations under this Agreement;

"Minister" means the Minister of Infrastructure, and includes the respective Ministry Deputy Minister and/or any person designated by either of them to act with respect to a provision of this Agreement;

"Ministry" means the Ministry of Infrastructure of the Province of British Columbia;

"Project" means the project(s) described in paragraph 3.01;

"Schools Protection Program" means the risk management program administered and delivered by the Risk Management Branch of the Ministry of Finance in conjunction with the Ministry, and includes the "Schools Protection Program Reference Manual" and all amendments and updates to the program and manual;

"Treasury Board" means the Treasury Board established under the *Financial Administration Act* [RSBC 1996] c. 138.

## **2. SCHEDULES**

2.01 The following Schedule(s) form an integral part of this Annual Programs Funding Agreement:

- A. Communications Protocol Agreement on Minor Capital Projects between the Ministry and School Districts

## **3. PROVINCIAL FUNDING CONTRIBUTIONS AND OBLIGATIONS**

3.01 The Ministry will provide capital funding to the Board which is to be used for the purposes of the following Project:

Facility Name	Program Project Description	Amount Funded by Ministry
Alberni Elementary	SEP - Roofing Upgrades	\$950,000
Eric J Dunn Elementary	CNCP - HVAC Upgrades	\$400,000
Ucluelet Secondary	CNCP - Electrical Upgrades	\$95,000
Alberni District Secondary, Alberni Elementary, Bamfield Community School, Eighth Avenue Elementary, John Howitt Elementary, Maquinna Elementary, Tsuma-as Elementary, Ucluelet Elementary, Ucluelet Secondary, Wickaninnish Community School, Wood Elementary	FIP - Kitchen Equipment	\$100,000
Tsuma-as Elementary	PEP - Universally Accessible Playground Equipment	\$200,000

**2025/26 Annual Programs Funding Agreement for School District No. 70 (Pacific Rim)**

The table below identifies Bus Acquisition Program (BUS) approved projects, with BUS funding amounts to be confirmed after school districts place their order(s) with bus vendors during the upcoming bus standing offer timeframe which runs from April 2, 2025 to June 2, 2025. Only internal combustion engine buses are currently identified, with approval and funding for electric buses (if applicable) to be identified later through an amended Capital Plan Response Letter. Please refer to the attached *School Bus Letter* for additional school bus purchasing details.

New/Existing Bus Fleet #	New/Replacement Bus Type	Amount Funded by Ministry
New	INTERNAL COMBUSTION ENGINE - Type C (70-75) with 0 wheelchair space(s)	TBD
New	INTERNAL COMBUSTION ENGINE - Type C (70-75) with 1 wheelchair space(s)	TBD
New	INTERNAL COMBUSTION ENGINE - Type C (70-75) with 0 wheelchair space(s)	TBD
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New	INTERNAL COMBUSTION ENGINE - Type C (70-75) with 0 wheelchair space(s)	TBD
New	INTERNAL COMBUSTION ENGINE - Type C (70-75) with 0 wheelchair space(s)	TBD

Please contact Branch Director [Michael Nyikes](#) with any questions regarding Minor Capital Projects.

3.02 The Ministry may consider, under special circumstances, providing more than the amount listed above.

3.03 The Ministry will provide the capital funding in paragraph 3.01 in the form of a Capital Funding Grant.

3.04 Payment of a Capital Funding Grant is subject to the Ministry issuing a Certificate of Approval for the Project(s) in paragraph 3.01 in accordance with Treasury Board policies and directives and to the following conditions:

- a) in no case may the Board make a draw against funds available under a Certificate of Approval, unless the draw is reimbursement for Eligible Expenditure(s) properly incurred by the Board in connection with the Project;
  - b) the Ministry may modify or withhold a Capital Funding Grant and applicable Certificate of Approval, or any portion thereof, in the event the Board fails to observe, perform and comply with any provision of this Agreement or if, in the opinion of the Ministry, there has been a material change in the Project;
  - c) the Board will comply with all applicable policies and directives of the Treasury Board respecting Capital Funding Grants.
- 3.05 Notwithstanding any other provision of this Agreement, the payment of funds by the Ministry to the Board, pursuant to this Agreement, is subject to the provisions of the *Financial Administration Act* ("the Act"), which makes that payment obligation subject to:
- a) there being sufficient monies available in an appropriation, as defined in the Act, to enable the Ministry, in any fiscal year or part thereof when any payment of money by the Ministry to the Board falls due pursuant to this Agreement, to make that payment;
  - b) Treasury Board, as defined in the Act, not having controlled or limited, pursuant to the Act, expenditure(s) under any appropriation referred to in this subparagraph a).

#### **4. BOARD OBLIGATIONS**

4.01 The Board will:

- a) carry out the Project in a manner that ensures:
  - i) drawing against funds available under a Certificate of Approval on a regular basis throughout the fiscal year (monthly if possible) as reimbursement for Eligible Expenditure(s) as incurred by the Board;
  - ii) delivery within budget;
  - iii) completion by March 31, 2026;
  - iv) scope details are fully met upon completion;
  - v) accrued cost-savings realized from completed capital projects as approved in this Agreement are reported to the Ministry and transferred into the school district's Minister-Restricted Capital account, unless otherwise agreed to in writing by the Ministry.
- b) comply with all policies and best practices related to Capital Project Procurement, as documented in the Capital Asset Management Framework and Capital Procurement Checklist published by the Ministry of Finance;
- c) procure the Project in accordance with the Capital Asset Management Framework;



- d) include in any contracts all standard insurance and indemnification clauses required by the Schools Protection Program;
  - e) ensure all communication related to the Capital Project conforms to the “Communications Protocol Agreement on Minor Capital Projects between the Ministry and School Districts” (provided as Schedule A). This protocol may be amended from time to time by the Ministry, with the most current version of the protocol being used.
- 4.02 Provide written notice to the Ministry immediately upon completion of each Project. (Note: the Ministry will be following up with school districts regarding delayed and/or incomplete projects in early January, at which time the Ministry may choose to reallocate associated funds depending on the status of the Project).
- 4.03 At the request of the Ministry, prepare additional reports relating to the Project.
- 4.04 Notify the Ministry immediately, in writing, should any Event of Force Majeure arise that could materially affect the scope, costs or schedule of the Project.
- 4.05 Indemnify and save harmless the Province of British Columbia and its employees and agents from and against any losses, claims, damages, actions, causes of action, costs and expenses that the Province of British Columbia or any of its employees or agents may sustain, incur, suffer or be put to at any time, either before or after this agreement ends, which are based upon, arise out of or occur, directly or indirectly, by reason of, any act or omission by the Board or by any of its agents, employees, officers, directors, or contractors with respect to the Project.
- 4.06 Purchase school buses through the bus standing offer as defined and made available through the Ministry (if applicable).
- 4.07 Enter into a tripartite agreement with the Ministry and BC Housing for all Building Envelope Program (BEP) projects and agree to carry out the projects in collaboration with BC Housing as defined in the tripartite agreement (if applicable).

## **5. EVENT OF FORCE MAJEURE**

- 5.01 In the Event of Force Majeure:
- a) the Board will immediately notify the Ministry, in writing, describing the Event of Force Majeure.
  - b) within five (5) Business Days of being notified of the Event of Force Majeure, the Ministry will communicate with the Board to explore what steps are to be taken to mitigate the Event of Force Majeure, determine an appropriate course of action, and establish an estimated cost related to the Event of Force Majeure.
  - c) the course of action must be agreed to by the Ministry and the Board.

- d) either party may request the assistance of an independent cost consultant appointed by mutual agreement of the parties.
- e) the Ministry will not approve any expenditure(s) incurred prior to the agreed course of action unless the costs were demonstrably incurred for the preservation of life and/or safety.

**6. PUBLIC ANNOUNCEMENTS**

- 6.01 Any public announcement relating to the Project will be in accordance with the “Communications Protocol Agreement on Minor Capital Projects between the Ministry and School Districts” (provided as Schedule A).

**7. NOTICE**

- 7.01 Any notice or communication required or permitted to be given under this Agreement will be in writing and will be considered to have been sufficiently given if delivered by hand or electronic transmission to the physical address or electronic mail address of each party set out below:

- a) if to the Board:

School District No. 70 (Pacific Rim)  
4690 Roger St, Port Alberni, BC, V9N 7G5  
Attention: Barbara Ross, Secretary-Treasurer  
Email: [bross@sd70.bc.ca](mailto:bross@sd70.bc.ca)

- b) if to the Ministry:

Ministry of Infrastructure  
PO Box 9151 Stn Prov Govt, Victoria, BC, V8W 9H1  
Attention: Education & Child Care Capital Branch (Minor Capital Projects)  
Email: [CMB@gov.bc.ca](mailto:CMB@gov.bc.ca)

- 7.02 Any such notice or communication will be considered to have been received:

- a) if delivered by hand during business hours (and in any event, at or before 4:00pm local time in the place of receipt) on a Business Day, upon receipt by a responsible representative of the receiver, and if not delivered during business hours, upon the commencement of business hours on the next Business Day;
- b) if sent by electronic transmission during business hours (and in any event, at or before 4:00pm local time in the place of receipt) on a Business Day, upon receipt by a responsible representative of the receiver, and if not delivered during business hours, upon the commencement of business hours on the next Business Day, provided that:
  - i) the receiving party has, by electronic transmission or by hand delivery, acknowledged to the notifying party that it has received such notice; or

- ii) within twenty-four (24) hours after sending the notice, the notifying party has also sent a copy of such notice to the receiving party by hand delivery.

7.03 Delivery by mail will not be considered timely notice under this Agreement.

7.04 In the event a contact name changes for either the Ministry or for the Board, then parties must be notified within five (5) Business Days.

IN WITNESS WHEREOF the parties have executed this Agreement, in duplicate, as of the day and year first above written.

SIGNED on behalf of His Majesty the King )  
in Right of the Province of British Columbia )  
by a duly authorized designate of the )  
Minister of Infrastructure )

\_\_\_\_\_  
Authorized Signatory (For the Minister of Infrastructure)

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date Signed (Month/Day/Year)

SIGNED on behalf of **the Board** )  
**of Education of School District** )  
**No. 70 (Pacific Rim)** by its duly )  
authorized signatories )

\_\_\_\_\_  
Signatory (Secretary Treasurer)

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Date Signed (Month/Day/Year)

## **SCHEDULE A**

### **COMMUNICATIONS PROTOCOL AGREEMENT ON MINOR CAPITAL PROJECTS BETWEEN THE MINISTRY OF INFRASTRUCTURE (INF) AND SCHOOL DISTRICTS**

#### **News Release**

Upon issuance of Capital Plan approvals and funding agreements to school districts, INF will issue public news releases regarding minor capital projects. School district(s) may be requested to provide a quote from a designated representative for such news releases.

#### **Signage**

Significant, high-profile minor capital construction projects and/or initiatives approved in the INF Capital Plan **may** be requested to be identified by signage prominently displayed at the site. INF will notify a school district(s) if this is the case.

**If requested**, signs must conform to Government of B.C.'s Infrastructure Sign Specifications and be produced by Government Communications and Public Engagement (GCPE) graphics department. In addition to the BC logo, school districts and other funding partners will be identified with their logos on signage. Signs are to be installed as soon as possible after announcement of the project, and amended to include the amount of investment and date of completion after award of the contract and preferably before the start of work. The signs are to remain on the site until the work is completed and after any completion ceremonies where applicable. A digital picture of the sign is to be sent to GCPE after it has been installed. Cost of the sign is to be funded from the approved project budget. School districts are responsible for installing the signs.

The steps from signage design to installation are as follows:

1. Project is announced;
1. GCPE will have their graphics department create a construction sign;
2. GCPE graphics department will create and send the approved file to Kings Printer for print production;
3. Kings Printer will notify GCPE when the sign is ready;
4. GCPE will notify the school district(s) when the sign is ready to be ordered and provide them with the online requisition form: <http://brokerage.qp.gov.bc.ca/submit-print/print-form.aspx>;
5. The school district(s) orders, pays and arranges for the sign to be installed. Signs are to be post mounted in a visible location;
6. School district(s) will notify GCPE when the sign is installed and send photo as confirmation.

#### **Official Ceremonies**

INF will notify a school district(s) if an official ceremony **may** be held to commemorate the launch and/or ground-breaking for a project. The parties shall co-operate in the organization ceremonies, and messages and public statements for such events should be mutually agreed upon.

#### **Plaques**

INF **may** request the district provide and install (upon completion of significant, high-profile construction projects and/or initiatives), a plaque bearing an appropriate inscription. The design, wording and specifications of such plaques must be approved by INF. Cost of the plaque is to be funded from the approved project budget.



## XXX: VENTILATION FOR ACCEPTABLE AIR QUALITY (P)

Draft: 25 04 08

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### **POLICY**

The Board of Education recognizes its requirement to comply with the American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) 62.1 recognized standards for ventilation system design for acceptable air quality. The purpose of this Ventilation for Acceptable Air Quality policy is to ensure a safe, healthy, and environmentally sustainable air in all school district's buildings. Our priority is to maintain a safe learning environment for students, staff, and visitors.

DRAFT

### **Resources and References**

ASHRAE standards 62.1

XXXX: Ventilation for Acceptable Air Quality (AP)





## XXX: INTEGRATED PEST MANAGEMENT (P)

Draft: 25 04 08

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### POLICY

The Board of Education recognizes its requirement to comply with the BC *Integrated Pest Management Regulation and Act*. The purpose of this Integrated Pest Management (IPM) policy is to ensure a safe, healthy, and environmentally sustainable approach to pest control in the school district's buildings and grounds. The district is committed to reducing or eliminating the use of chemical pesticides and herbicides while effectively managing pest populations through a combination of methods, such as prevention, monitoring, and non-chemical control strategies. Our priority is to maintain a safe learning environment for students, staff, and visitors.

DRAFT

### Resources and References

The Province of British Columbia's Integrated Pest Management Regulation  
XXXX: Integrated Pest Management (AP)





## XXX: PURCHASING (P)

Draft: 25 04 08

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The Board of Education recognizes its responsibility to manage public funds with diligence and transparency in the acquisition of goods and services. By delegating this responsibility primarily to the Secretary-Treasurer, the Board is committed to maintaining a fair, open, ethical, and professional purchasing system. All procurement decisions will be made with integrity, ensuring accountability to the public while prioritizing value through price, quality, and service.

DRAFT

### **Resources and References**

XXXX: Purchasing (AP)



## XXX: Public Interest Disclosure Policy (P)

Approved: 23 11 28  
Revised: 25 02 11

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### Purpose

The Board of Education of Pacific Rim School District is committed to honesty, integrity and accountability in its operations, programs and services, and to promoting a culture of openness and transparency. The School District encourages and supports all employees in bringing forward reports of unlawful acts and acts of wrongdoing in a manner consistent with the provisions of the British Columbia *Public Interest Disclosure Act* (“*PIDA*”).

The purpose of this Policy and related Procedures is to establish a process, in compliance with *PIDA*, for employees to report, in good faith, wrongful or unlawful conduct without fear of retaliation or reprisal.

### 1.0 Scope of Policy

This policy applies to alleged wrongdoing related to Pacific Rim School District’s operations or personnel. This policy does not displace other mechanisms set out in School District Policy for addressing and enforcing standards of conduct, disputes, complaints, or grievances, including issues of discrimination, bullying and harassment, occupational health and safety, or disputes over employment matters or under collective agreements.

### 2.0 Definitions

In this Policy and the related Procedures, the following capitalized terms are defined as indicated:

“**Advice**” means advice that may be requested in respect of making a disclosure or a complaint about a Reprisal under this Policy or *PIDA*;

“**Discloser**” means an Employee who makes a Disclosure or seeks Advice or makes a complaint about a Reprisal;

“**Disclosure**” means a report of Wrongdoing made under this Policy and includes allegations of Wrongdoing received by Pacific Rim School District from the Ombudsperson or another government institution for investigation in accordance with *PIDA*;

“**Employee**” refers to a past and present employee of Pacific Rim School District;

“**FIPPA**” means the *Freedom of Information and Protection of Privacy Act* (“*FIPPA*”), and all regulations thereto;

“**Investigations**” means an investigation undertaken by Pacific Rim School District under this Policy or by the Ombudsperson under *PIDA*;



**“Personal Information”** has the same meaning set out in *FIPPA*, namely “recorded information about an identifiable individual”, and includes any information from which the identity of the Discloser or any person who is accused of Wrongdoing or participates in an Investigation can be deduced or inferred;

**“PIDA”** means the *Public Interest Disclosure Act* of British Columbia, and all regulations thereto;

**“Procedure”** means the School District’s Administrative Procedure associated with this policy, as amended;

**“Reprisal”** means the imposition of, and any threat to impose, discipline, demotion, termination or any other act that adversely affects employment or working condition of an Employee because they made a Disclosure, sought Advice, made a complaint about a Reprisal or participated in an Investigation; and

**“Wrongdoing”** refers to:

- a) a serious act or omission that, if proven, would constitute an offence under an enactment of British Columbia or Canada;
- b) an act or omission that creates a substantial and specific danger to the life, health or safety of persons, or to the environment, other than a danger that is inherent in the performance of an employee’s duties or functions;
- c) a serious misuse of public funds or public assets;
- d) a gross systematic mismanagement;
- e) knowingly directing or counseling a person to commit any act or omission described in paragraphs (a) to (d) above.

### **3.0 Statement of Principles**

3.1 The Pacific Rim School District is committed to supporting ethical conduct in its operations and seeks to foster a culture in which Employees are encouraged to disclose Wrongdoing, including receiving, investigating, responding to Disclosures and by providing information and training about *PIDA*, the Policy and Procedures.

3.2 Pacific Rim School District will investigate Disclosures that it receives under this Policy. Investigations under this Policy will be carried out in accordance with the principles of procedural fairness and natural justice.

3.3 Pacific Rim School District will not commit or tolerate Reprisals against any Employee who, in good faith, makes a request for Advice, makes a Disclosure, participates in an Investigation or makes a complaint under this Policy.



- 3.4 Pacific Rim School District is committed to protecting the privacy of Disclosers, persons accused of Wrongdoing and those who participate in Investigations in a manner that is consistent with its obligations under *PIDA* and *FIPPA*.

#### **4.0 Privacy and Confidentiality**

- 4.1 All Personal Information that the School District collects, uses and shares in the course of receiving or responding to a Disclosure, a request for Advice, a complaint of a Reprisal, or conducting an Investigation will be treated as confidential and will be used and disclosed as described in the Policy, the Procedures, *PIDA* and as otherwise permitted or required under *FIPPA* and other applicable laws.

#### **5.0 Reporting**

- 5.1 Each year, the Superintendent shall prepare, in accordance with the requirements of *PIDA*, and make available, a report concerning any Disclosures received, Investigations undertaken and findings of Wrongdoing. All reporting under this Policy will be in compliance with the requirements of *FIPPA*.

#### **6.0 Responsibility**

- 6.1 The Superintendent is responsible for the administration of this Policy and shall ensure that training and instruction is available to all Employees concerning this Policy, the Procedures and *PIDA*.
- 6.2 In the event that the Superintendent is unable or unavailable to perform their duties under this Policy, the Superintendent may delegate their authority in writing to the Secretary-Treasurer or other senior members of Pacific Rim School District.

#### **Resources And References**

Province of British Columbia Order in Council No. 629  
*Public Interest Disclosure Act*  
BCPSEA's Public Interest Disclosure Policy Toolkit  
XXXX: Public Interest Disclosure (AP)



## XXX: Head Lice (P)

**Draft: 25 02 11**

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### **POLICY STATEMENT**

The Board of Education for the Pacific Rim School District recognizes head lice are common and may spread in any situation where individuals gather and are in close contact. This contact could happen at school, on buses, during social activities outside of school such as visiting, sleepovers, sports, birthdays and family get-togethers. The Board recognizes head lice are a nuisance but that they do not transmit disease. In keeping with Island Health Authority information and guidelines, the presence of head lice in a school shall not be considered a health hazard. The administrative procedure to this policy is intended to provide guidance to parents/guardians and school district employees for the detection and treatment of Head Lice on students.

The identification, management and treatment of head lice shall be a cooperative endeavor between the family and the school community, with primary responsibility resting with the parent/guardian. Public Health may be involved as a resource. It is important to note that the presence of head lice is not a reflection on the level of cleanliness or parenting skills of a home. The dignity of the student and family shall be respected in the implementation of this policy and steps will be taken to protect the child's self-esteem and social status in the classroom.

### **RESOURCES AND REFERENCES**

Pacific Rim School District Policy XXXX: Head Lice (AP)

Island Health Authority- [Head Lice \\_ Island Health.pdf](#)

Island Health Authority, Management Guidelines - [head-lice-management.pdf](#)



## XXX: PURCHASING CARD (P)

**Draft: 25 02 25**

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### **PURPOSE**

The Board of Education believes that the appropriate use of procurement cards is a quick and efficient way to procure goods for instructional materials and other consumable in a quick and efficient manner.

### **POLICY STATEMENT**

The Board authorizes the use of purchasing cards to facilitate efficient procurement of supplies, instructional materials, and other small consumables necessary for daily operations. These cards provide a cost-effective and controlled method for small-dollar transactions, ensuring compliance with board policies and regulations.

### **RESOURCES AND REFERENCES**

SD 78 Fraser Cascade  
SD 38 Richmond

From: [REDACTED] " [REDACTED] ">  
Subject: Request for Letter of Support – FIFA 2026 Host City Offer  
Date: March 17, 2025 at 3:30:29 PM PDT  
To: "[pklaver@sd70.bc.ca](mailto:pklaver@sd70.bc.ca)" <[pklaver@sd70.bc.ca](mailto:pklaver@sd70.bc.ca)>  
Cc: "[pcraig@sd70.bc.ca](mailto:pcraig@sd70.bc.ca)" <[pcraig@sd70.bc.ca](mailto:pcraig@sd70.bc.ca)>, "[hzanette@sd70.bc.ca](mailto:hzanette@sd70.bc.ca)" <[hzanette@sd70.bc.ca](mailto:hzanette@sd70.bc.ca)>, "[jjoseph@sd70.bc.ca](mailto:jjoseph@sd70.bc.ca)" <[jjoseph@sd70.bc.ca](mailto:jjoseph@sd70.bc.ca)>, "[cjorr@sd70.bc.ca](mailto:cjorr@sd70.bc.ca)" <[cjorr@sd70.bc.ca](mailto:cjorr@sd70.bc.ca)>, "[lransom@sd70.bc.ca](mailto:lransom@sd70.bc.ca)" <[lransom@sd70.bc.ca](mailto:lransom@sd70.bc.ca)>, "[cwashington@sd70.bc.ca](mailto:cwashington@sd70.bc.ca)" <[cwashington@sd70.bc.ca](mailto:cwashington@sd70.bc.ca)>, "[cbray@sd70.bc.ca](mailto:cbray@sd70.bc.ca)" <[cbray@sd70.bc.ca](mailto:cbray@sd70.bc.ca)>, Terry Deakin <[REDACTED]>

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

Superintendent & Board of Trustees  
School District 70 Pacific Rim  
Port Alberni, BC

Dear Superintendent and Trustees,

On behalf of the Organizing Committee for FIFA 2026 Activities in Alberni Valley, I am reaching out to request a letter of support from School District 70 Pacific Rim as we move forward with submitting an official offer to become a host city for a FIFA 2026 World Cup-playing nation.

This initiative presents a unique and historic opportunity for Alberni Valley, not only in terms of economic and tourism benefits but also as an incredible learning and engagement experience for students and youth in our community. FIFA 2026 will bring the world's most-watched sporting event to Canada, with Vancouver set to host seven matches in June and July 2026, attracting global attention and inspiring the next generation of athletes, leaders, and cultural ambassadors.

Since July 2024, we have been actively working with BC Soccer Association, the City of Port Alberni, Alberni-Clayoquot Regional District (ACRD), Tseshah First Nation, Hupacasath First Nation, and other key stakeholders to make this vision a reality. With support already secured from these partners, we are now preparing our final submission package.

A letter of support from School District 70 would further demonstrate the strong community backing for this initiative. Hosting a World Cup-playing nation in our region would create opportunities for youth engagement, school partnerships, educational

workshops, cultural exchanges, and soccer development programs, all of which would benefit students and local families.

We would be grateful for your support in highlighting the importance of this initiative for the youth, schools, and broader community. Please let us know if you require any additional details or if we can assist in drafting the letter.

Thank you for your time and consideration—we look forward to your support in bringing this once-in-a-lifetime opportunity to Alberni Valley.

Sincerely,

Abu Hasan Muhammed Jahangir  
President, Agrohope Farms & Products Inc.  
3072 4th Avenue, Port Alberni, BC V9Y 2B9

Terry Deakin  
Owner, INEO Employment Services  
4908 Argyle Street, Port Alberni, BC V9Y 1V7

On behalf of the Organizing Committee for FIFA 8682 Activities in Alberni Valley



From: [REDACTED] " [REDACTED] ">  
Subject: Request for Letter of Support – FIFA 2026 Host City Offer  
Date: March 17, 2025 at 3:30:29 PM PDT  
To: "[pklover@sd70.bc.ca](mailto:pklover@sd70.bc.ca)" <[pklover@sd70.bc.ca](mailto:pklover@sd70.bc.ca)>  
Cc: "[pcraig@sd70.bc.ca](mailto:pcraig@sd70.bc.ca)" <[pcraig@sd70.bc.ca](mailto:pcraig@sd70.bc.ca)>, "[hzanette@sd70.bc.ca](mailto:hzanette@sd70.bc.ca)" <[hzanette@sd70.bc.ca](mailto:hzanette@sd70.bc.ca)>, "[joseph@sd70.bc.ca](mailto:joseph@sd70.bc.ca)" <[joseph@sd70.bc.ca](mailto:joseph@sd70.bc.ca)>, "[cjorr@sd70.bc.ca](mailto:cjorr@sd70.bc.ca)" <[cjorr@sd70.bc.ca](mailto:cjorr@sd70.bc.ca)>, "[lransom@sd70.bc.ca](mailto:lransom@sd70.bc.ca)" <[lransom@sd70.bc.ca](mailto:lransom@sd70.bc.ca)>, "[cwashington@sd70.bc.ca](mailto:cwashington@sd70.bc.ca)" <[cwashington@sd70.bc.ca](mailto:cwashington@sd70.bc.ca)>, "[cbray@sd70.bc.ca](mailto:cbray@sd70.bc.ca)" <[cbray@sd70.bc.ca](mailto:cbray@sd70.bc.ca)>, Terry Deakin <[REDACTED]>

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School District 70 Pacific Rim  
Port Alberni, BC

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Thank you for your time and consideration—we look forward to your support in bringing this once-in-a-lifetime opportunity to Alberni Valley.

Sincerely,

Abu Hasan Muhammed Jahangir  
President, Agrohope Farms & Products Inc.  
3072 4th Avenue, Port Alberni, BC V9Y 2B9

Terry Deakin  
Owner, INEO Employment Services  
4908 Argyle Street, Port Alberni, BC V9Y 1V7

On behalf of the Organizing Committee for FIFA 8682 Activities in Alberni Valley

**Paula Mason**

---

**From:** City of Port Alberni <corp\_serv@portalberni.ca>  
**Sent:** Tuesday, March 11, 2025 4:43 PM  
**To:** Paula Mason  
**Subject:** March 10, 2025 Regular Council Meeting Summary

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



# **CITY OF** **PORT ALBERNI**

## **City Council Meeting Summary**

**March 10, 2025**

*An information report summarizing the regular meeting of Council held on March 10, 2025.*

*These are not the official minutes.*

*For more information, please contact the Corporate Services department at 250.723.2146 or email: [corp\\_serv@portalberni.ca](mailto:corp_serv@portalberni.ca).*

### **UNFINISHED BUSINESS**

#### **Five Year Financial Plan Q&A Summary**

A 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](http://www.letsconnectpa.ca/city-budget-planning)

## BYLAWS

**“City of Port Alberni 2025 - 2029 Financial Plan Bylaw No. 5123, 2025”** was adopted. The Financial Plan requires adoption annually prior to May 15th in order to set tax rates, complete all filing and distribute tax notices.

**“Parks, Recreation and Culture Facilities Fees and Charges Bylaw No. 5106, 2024”** was adopted. The bylaw will fix and charge fees for admission or use of community parks, recreation and culture facilities. The bylaw will come into force on September 1, 2025.

## CORRESPONDENCE

### **BC Farmers’ Markets Nutrition Coupon Program**

Council directed staff to prepare a letter of thanks to the Honourable Josie Osborne, Minister of Health, in support of the BC Farmers’ Market Nutrition Coupon Program.

### **Council received their correspondence summary which included letters from:**

- a. City of Abbotsford | Support for UBCM Resolution
- b. BC Salmon Farmers | Statement on US Tariffs
- c. Minister of Emergency Management | PAFD Emergency Communication Concerns

## PROCLAMATIONS

On behalf of Walk for Values, Council proclaimed April 24, 2025 as **‘Human Values Day’** in Port Alberni.

## REPORT FROM IN CAMERA

Council released the following In-Camera resolutions for public consumption:

Authorization for staff to proceed with the Harbour Quay Spirit Square Licence of Occupation agreements with the Farmers’ Market and Crafters’ Market at a monthly rate of \$97.45 plus GST for 2025.

Authorization for staff to increase monthly rates for Harbour Quay Spirit Square to \$192 per month plus GST to reflect fair market value beginning in 2026.

Direction that staff prepare a letter to the Alberni Valley Chamber of Commerce [AVCC] to meet their requirement as part of the renewal package submission to Destination BC confirming that the Chamber is the 'Sponsor Organization' and lead provider of Community Visitor Services for the City of Port Alberni; and also, that the City Directors of the Alberni-Clayoquot Regional District Board will support the Chamber’s application for funding of Visitor Services at the Regional level.

## NEW BUSINESS

### **Development Variance Permit (DVP 124) | 4609 10th Avenue**

Council authorized the issuance of Development Variance Permit No. 124 granting the following variance to the Zoning Bylaw at 4609 10th Avenue:

- Vary Section 5.10.2 R Primary Residential Site Development Regulations, 'Minimum Setback, Rear Yard' from 5 metres to 2.41 metres, for a variance of 2.59 metres for the existing single-detached dwelling.

### **2025 Tax Rate Review**

Council received the report titled "2025 Tax Rate Review" and supported the tax share splits consistent with 2024, with shifts based on Non-Market Change in the 2025 revised assessment roll.

### **Train Station | Building Envelope Modification**

Council directed staff to proceed with exterior modification to the Train Station to improve access to a commercial kitchen on-site as per the Waymark Architect, Drawings of Proposed Modifications included in the report to Council dated March 6, 2025.

## QUESTION PERIOD

### **J. Dick, CEO | Alberni Valley Chamber of Commerce**

Inquired about information that led to Council's decision to not enter into a new contract with the Alberni Valley Chamber of Commerce for Visitor Services and what funding options are available at the Regional level.

### **J. Leskosek**

Inquired about staff time at Committee of the Whole meetings, and development of a lease agreement with the Sunshine Club.

### **L. Walerius**

Inquired about the revised tax roll and Financial Plan correspondence received from the public to Council.

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## COUNCIL MEETINGS

The City of Port Alberni 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](http://www.portalberni.ca)
- Join online or by phone using MS Teams

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

Complete Council agendas including all correspondence and reports are available at [portalberni.ca](http://portalberni.ca). Generally, these are posted the Friday before each Regular Council meeting and are archived on the site.

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

For more information related to Council meetings, including how to participate, please visit [www.portalberni.ca/council](http://www.portalberni.ca/council). You may also contact the Corporate Services department at 250.723.2146 or email [corp\\_serv@portalberni.ca](mailto:corp_serv@portalberni.ca).

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## MEETINGS AT A GLANCE

### **Monday, March 17<sup>th</sup>**

6:00 p.m. | Committee of the Whole  
Council Chambers

### **Thursday, March 20<sup>th</sup>**

12:00 pm | Advisory Planning Commission  
Council Chambers

### **Monday, March 24<sup>th</sup>**

2:00 p.m. | Regular Council  
Council Chambers

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## "Follow" us on Twitter

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**Our mailing address is:**

City of Port Alberni  
4850 Argyle Street  
Port Alberni, BC V9Y 1V8  
Canada

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**To: Port Alberni Advisory Planning Commission**

Stefanie Weber (CHAIR)  
Harley Wylie (VICE-CHAIR, Tseshah (č išaa?ath) F.N)  
Callan Noye  
Jack Roland  
Councilor Serena Mayer, (Hupačasath F.N)  
Larry Ransom, (SD70 Liaison)  
Corey Bradder

Colin Schult  
Allison Wood  
Councillor Dustin Dame (Council Liaison)  
Wayne Mihalicz (Parks Liaison)  
Bladon Zaplotinsky (P.A.F.D. Liaison)  
Sgt. Ryan Archer, (R.C.M.P. Liaison)

**From:** S. Smith, Director of Development Services  
**Copy:** M. Fox, CAO  
C. Washington (Alternate - School District #70)  
K. Watts (Alternate - Tseshah (č išaa?ath) First Nation)  
TBD (Alternate Hupačasath Nation)  
Cpl. J. Hamlyn, (Alternate - R.C.M.P.)  
Councillor D. Haggard (Alternate - Council Liaison)  
Corporate Services: S. Darling, K. Motiuk, T. Feltrin, A. O'Connor  
Planning Staff: B. McLoughlin, C. Foden

**Date:** Thursday, April 10, 2025

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**Re: Temporary hiatus - Advisory Planning Commission (APC) Meetings**

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As members of the City's Advisory Planning Commission some of you are already aware that our Development Services Department has been short-staffed for some time. The recent departure of our Planner I has further impacted this Department in the short term. The City is actively recruiting and has already posted two Planner positions. It is hoped that those will be filled in the near future and expected that the hiring and onboarding process will take several months to complete.

Given the reduced staffing the decision has been made to place monthly APC meetings on a **temporary hiatus**, effective immediately, as we focus on completion of a new Official Community Plan and the onboarding of new staff when those posted positions are filled.

We acknowledge this is unfortunate timing and our newly appointed APC members have not had a chance to meet everyone yet. Once the regularly scheduled meetings can resume we will advise you promptly and we thank you for your patience. Should you have questions or concerns about this temporary hiatus please contact me at [Scott.Smith@portalberni.ca](mailto:Scott.Smith@portalberni.ca) (email) or by telephone at 250.720.2807.

Respectfully,

Scott Smith, Director of Development Services/Deputy CAO





**Heritage Commission Meeting**  
**April 2nd, 2025**  
**Minutes**

Location: AV Museum

**Attendees:**

ACRD	Penny Cote - REGRETS
City Council	Charles Mealey
Chamber of Commerce	Jolleen Dick - REGRETS
Community Arts Council	Jane Victoria King
Community at Large	Colin Schult - REGRETS
Historical Society	Gareth Flostrand
Industrial Heritage	Leslie Walerius
Maritime Heritage	Ken Watson
McLean Mill	Elliot Drew
SD 70 – Pacific Rim	Pam Craig
Staff	Sheila Perry,

**Regrets:** Hupačasath First Nation  
c̓išaaʔath̓ (Tseshaht) First Nation

**Visitors:** Richard Spencer, APR

Called to Order at 7 pm by Chair Gareth Flostrand:

Note: Member Organizations are to forward their alternate's contact information.

1. Moved by Pam Craig that the agenda of the April 2nd, 2025 meeting be approved.
2. Moved by Elliot Drew that the minutes of the March 5th, 2025 meeting be approved as circulated.  
Moved by Pam Craig to accept the consent agenda containing monthly reports for April be approved as circulated.
3. Old Business
  - A. Train Station Update – City Council has approved the additional modifications as presented to the Commission in March by Twin City Brewing.
  - B. PRC Master Plan – Heritage Commission consultation session was held Thursday, March 13<sup>th</sup>, from 11- 12 pm in the Committee Room at City Hall.
4. Correspondence
5. New Business
  - A. Heritage Commission 90 Day Workplan was discussed and reviewed.
  - B. Member Organizations – Capacity & Resources – members completed a rudimentary SWOT analysis wherein a number of common challenges and opportunities were identified. Staff to prepare a synopsis and distribute to commission members. Staff to set up a meeting for further discussion.



## Heritage Commission Meeting

April 2nd, 2025

### Minutes

- C. AVM Collections Policy – the policy is currently being reviewed by staff and will be brought to the Commission for review and input later in 2025.
- D. Heritage Awards – Commission members hope to re-introduce a full fledged event in the future, but for 2025, a social media volunteer recognition initiative will be implemented.
  - Member organizations are to identify the person, event, program, accomplishment they wish to feature in the initiative and forward it to staff.

DRAFT



**Heritage Commission Meeting**  
**April 2nd, 2025**  
**Minutes**

**6. REPORTS**

**A. Community Arts Council**

## CAC Monthly Report for March

### Gallery and Gift Shop Operations:

- Count: 317 guests (as of march 19th)
- 9 new memberships
- 3 new consignors in the gift shop
- Updated gift shop display and added a new rotating card display, donated to the CAC by the Draw Gallery.

### CAC News and Updates:

- Received notice that Jill Mayne will be stopping Social Studios, and in replacement Adrianna D. will be teaching "Watercolour Wednesdays"
- Developed kids drop-in artmaking at the Grove on Saturdays, hosted by Milo.
- Developing a kids workshop in conjunction with the museum as a way to generate funds.
- Have developed the very first Paint Night., titled "Playhouse Paint Night", along with a service for paint nights, available to be booked for private events.
- Have developed a service for birthday parties for kids, teens, and adults to be hosted in The Grove gallery.
- Developed free art making classes for kids to help promote "The Great Bloom"
- Starting on April 13th, we will be expanding our gallery hours. We will officially be open on Sundays from 10 AM till 3 PM! However we will no longer be open late on Thursday nights.

### Upcoming Events:

- **Mar 27:** Social Studio Night: Lino Session #2, 6:30 - 8:30.  
Jillian Mayne's last class for her Social Studio night Series, we have greatly appreciated all her work and variety of lessons she has taught. This class is sold out, but participants will learn how to make their own lino print stamp!
- **Mar 29, Apr 5, Apr 12:** The Great Bloom Art Making for Kids 10 AM - 2 PM (Free art making for kids at the Grove Gallery to promote "The Great Bloom").  
During these creative sessions, children will have the opportunity to immerse themselves in the world of The Great Bloom. They will explore the play's forest, create their own character, and explore the indigenous plants that shape the setting of the play
- **Apr 3:** Ann McIvor & Sue Thomas joint exhibit, "It's a Long Story" Opening Reception 6:30 PM - 8:30 PM





**Heritage Commission Meeting**  
**April 2nd, 2025**  
**Minutes**

This is a nice way to officially launch this incredible exhibit. Come see the amazing nature themed paintings on display as well as oceanic themed pottery. There will be live music and refreshments!

- **Apr 5:** Ann McIvor & Sue Thomas Meet & Greet 1 PM - 3 PM  
Here is a more casual event where you can chat and meet the artists, refreshments will be served.
- **Apr 9:** Watercolour Wednesdays at the Grove hosted by Adrianna 5:30 PM – 7:30 PM  
These classes will run twice a month, offering participants the chance to explore introductory watercolour techniques.
- **Apr 10:** Playhouse Paint Night, Capitol Theatre, 6 PM - 8 PM.  
We're putting the fun in fundraiser by hosting our first official paint night. 100% of ticket sales go to the CAC and 100% of the drinks sales goes to the Capitol Theater!
- **Apr 12:** Susan Schaefer Workshop "April Showers Bring May Flowers". 10 AM - 2 PM  
Get away from the drizzly Gray weather by painting some cheery flowers with professional artist susan schaefer! Participants will be provided a supplies list beforehand. Participants can also bring their own reference images of a flower, but Susan can also provide one as well.
- **Apr 13:** Open on Sundays from 10 AM- 3 PM.
- **Apr 19:** The Great Bloom, ADSS Auditorium, 1 PM - 2 PM.  
Join us for a wonderful, family friendly performance from the Story Theatre in Victoria. Held at the ADSS Auditorium, this show is sure to be fun! "A brand-new Canadian comedy by Sydney Marino about discovering the value we can add to the world, even, or especially, when our path looks different from others!"
- **May 1:** Opening reception: "The Wednesday Collection" by the Wednesday Painters. This show will feature 16 artists, with a great variety of watercolour, oil, silk fusion, and other artforms as well!
- **May 9th 6 PM - 8 PM & May 10th 9 AM - 3 PM:** MASSIVE Book Sale, Athletic Hall.  
Be sure to drop off your gently used books, puzzles, and CD's in the white bin outside of The Grove. Or call ahead at 250-724-3412. This year the book sale will also have the Mt. Klitsa Gardening Club with their plant sale, as well as a live reading from local author Evelyn Thompson-George from her book "The Defiant 511 of The Alberni Residential School".
- **May 31:** Kids Workshop in collaboration with the Museum. Details to be announced.



**Heritage Commission Meeting**  
**April 2nd, 2025**  
**Minutes**

**B. SD 70 – Pacific Rim**

Next public meeting of the Board of Education is Tuesday April 2 at 5pm at the Board Office.

1. Spring break from March 17 to Mar 28 – schools opened Monday March 31.
2. Partner Liaison Meeting with Board Chairs, Secretary Treasurers, Superintendents and the Ministry of Education and Child Care were held March 7 & 8, in Richmond. The Ministry meeting focused on Student Safety initiatives, First Nations Education and Cyber Security for Districts. The Board also attended the Vancouver Island School Trustees Association (VISTA) meetings in Victoria on March 8 & 9. The conference was hosted by 3 districts of Sooke, Saanich and Victoria.
3. Several Trustees attended the Land Based Learning program at Loon Lake on March 12. Students shared their learning with a Circle gathering. We had a wonderful Camp lunch of potato soup, BBQ (over campfire) Salmon and fried bread. Students were going canoeing in the afternoon.
4. I toured the Nourish Cowichan facility on March 28 located in a former Middle School Ecole Provost in Cowichan. Pacific Rim has partnered with Nourish Cowichan a non-profit organization for the Valley schools and Ucluelet schools lunch program.

**C. Chamber of Commerce – NO REPORT FOR APRIL**



**Heritage Commission Meeting**  
**April 2nd, 2025**  
**Minutes**

**D. McLean Mill**



**McLean Mill National Historic Site Update, Apr 2<sup>nd</sup>, 2025**

**Prepared by Elliot Drew**

March has begun preparations for getting our 2025 season underway. We have once again retained PAACL to act as our grounds crew for the year and they have begun work to clean up the site after the off season and ensure we are looking our best for the upcoming events. We are finalizing job postings to flush out our staff for our May 16<sup>th</sup> opening and marketing and promotional materials are in the final stages.

We hosted our first wedding of the season on Mar 14<sup>th</sup> and are finalizing the calendar for the rest of the year. We have decided to continue our kitchen rental with V9Y Catering though out the season and will be partnering with them on some exciting food and beverage opportunities for our guests. Our Campground is now open for booking on our website and early registration is up from last year. Both private and educational tour groups have already begun booking for what is looking like our busiest season yet.

Our calendar of events continues to fill for 2025 through 2026 with both private and community events requesting information.

**Important Upcoming Dates:**

John Paul II School Tour – Apr 1<sup>st</sup>

McLean Mill 10KM Race – Apr 5<sup>th</sup>

Salmon Fest AGM – Apr 9<sup>th</sup>

Chamber of Commerce Breakfast – Apr 23

Alberni Bowmen Weekend Shoot – Apr 25<sup>th</sup>-27<sup>th</sup>

Heritage Commission Meeting – May 7<sup>th</sup>

Chamber of Commerce AGM – May 14<sup>th</sup>

Opening Day of Regular Operations – May 16<sup>th</sup>

Grad Photo Day – Jun 21<sup>st</sup>

Wedding – Jun 28<sup>th</sup>

As always we are proud to be the steward of this local treasure and deeply grateful to share it's story with our guests.



**Heritage Commission Meeting**  
**April 2nd, 2025**  
**Minutes**

E. Historical Society

**ALBERNI DISTRICT HISTORICAL SOCIETY REPORT**

**APRIL 2, 2025**

- Volunteer hours last month were 170. Volunteers are busy inspecting old files making sure there are no duplicates.
- New items are being entered in our In-Magic program. This program numbers all the “treasures” we have – just like the Dewey-Decimal system libraries use.
- The latest “A Look Back at the Early Days of The Alberni Valley” (our Facebook article by Diane Dobson) features The Telegraph, established in 1879. Read and forward it to someone you think might be interested in the History of the Alberni Valley.
- The Archives is open Tues-Thur. 11am to 3 pm.

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**Heritage Commission Meeting**  
**April 2nd, 2025**  
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F. Maritime Heritage Society

**Port Alberni Maritime Heritage Society**  
**April 2 , 2025 Report to the Heritage Commission**

**Current Hours**

The Gallery and the Lighthouse have now reopened for regular public viewing with hours as follows:

- Tuesday, Wednesday, Thursday, Saturday and Sunday 11am to 3pm

In addition, tours outside these hours may still be arranged by contacting Dale Gross the Facilities Coordinator at the below noted contact information.

**"Teak Lady" Restoration**

Our volunteers have recently started the renovation of the this lovely little vessel. As the name implies it is made entirely of teak wood and as a result it is still in very solid shape even though it is over 100 years old. If you are interested in knowing more about this vessel's interesting local and international history check the blog on our website. If you are interested in getting involved with its restoration please give us a call.

**Lighthouse Painting**

Dave Eamer Painting has been hired to undertake this work starting in early June. This work will complete the exterior renovation of the Lighthouse started in 2024 which also included a new roof, new siding and electrical/hvac upgrades.

**Contact Information**

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

Respectfully Submitted

Ken Watson , PAMHS Rep





**Heritage Commission Meeting**  
**April 2nd, 2025**  
**Minutes**

**G. Industrial Heritage Society**

**WVHHS - April 2, 2025 Report**

**1. General WVHHS Information:**

\* The WVHHS has officially hired Richard Spencer as a part-time Operations Manager of the Alberni Pacific Railway.

**2. Alberni Pacific Railway – from Richard Spencer, APR Manager:**

1. The APR Management Committee of the WVHHS has submitted a 5-Year Plan to the City of Port Alberni for consideration towards a 5-Year Operating Agreement.
2. Work continues at the APR Roundhouse, on the Mosher Passenger Coach, Shop Lead Tie Replacement, #11 Locomotive Brake Replacement and getting the CN Caboose prepped for service.
3. We are currently running fundraisers to help with the above projects which combined see a total expense of just over \$30,000, and we are planning some additional fundraising programs in the near future.
4. We are getting many inquiries already regarding 2025 Operations and hope to have an agreement in place with the City as soon as possible to be able to promote our future operations and begin selling tickets for the 2025 Season. To help with this, we have started a email list for interested parties to subscribe to be kept up to date with operations, promotions, announcement, and to get advance notice of ticket sales, including for the Santa Train.

**3. Industrial Heritage Centre – David Hooper, Bob East & Paul Blake**

**a. Pop Up Gift Store -**

The store opened for the "Family Day" Event stocked with WVHHS souvenirs (pins, mugs, hats & t-shirts) and will be open at future Special I.H.C. Events & will sell items by request.

**b. Visits & Events in March:** We are experiencing an 'uptick' in the number of visitors.

1. Big start to Spring Children's Programmes at the IHC:
  - 3 Daycare groups hosted –
    - AV Saplings (2 groups)
    - Stepping Stones (Alberni Elementary) (1 group)
  - 2 Spring Break groups from AV Museum
2. Adult groups--
  - 1 group from PA Community Living
  - 1 busload of Seniors from Fir Park Village -  
could drive right inside our building, to make visit easier.
3. March 29 - "Block Party / Family Day" - in conjunction with the Curling Club was a big success, with more than 100 visitors, with many young children.



**Heritage Commission Meeting**  
**April 2nd, 2025**  
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**c. Upcoming Events in April:**

**1. April 8 - Social**

Hosting Retired Forestry Workers Social 1-3 p.m. at the IHC

Will be extra displays for visitors –

Don Watt Franklin River logging albums

Fred Boyko 'Old-time logging' photo display

Hank Bakken's Logging models

**2. April 13 – Parade**

Will be taking part in "Vaisakhi Parade" from Guru Nanak Temple - bringing vintage trucks

**d. Industrial Heritage Centre – Shop:**

- Pedenault 1947 Hayes truck - engine now running with some body work still outstanding
- 1958 Hayes - still chasing down another generator or repair parts
- Main parts room - reorganizing, cleanup continues.
- RR caboose - continue fabricating parts as needed for braking system
- Large pallet boxes - collection of parts stored on North wall - starting on sorting out and "thinning out" - looking and hoping to find local networks that would allow us to post these surplus items so others may enjoy vs going into the scrap bin.

**4. McLean Mill Logging Show – Ron Corbeil & David Hooper**

- a. The WVIHS President, Ron Corbeil made a presentation to Mayor & Council on the history of the Steam Logging Demonstration and what the Society needs from the City in order to present in 2025. (COW March 11, 2025)

Update: At this time, there will not be an Old-Time Logging Show at McLean Mill.

**5. WVIHS Memberships**

- \* Memberships are now available for 2025.

Anyone wanting to renew a membership or become a member of the WVIHS can do so by visiting the Industrial Heritage Center during open hours or going online to

[www.ihportalberni.ca/membership](http://www.ihportalberni.ca/membership).

Respectfully Submitted by,

Leslie Walerius

Western Vancouver Island Industrial Heritage Society



Heritage Commission Meeting  
April 2nd, 2025  
Minutes

H. City Council

## City Council Meeting Summary

**March 24, 2025**

*An information report summarizing the regular meeting of Council  
held on March 24, 2025.*

*These are not the official minutes.*

*For more information, please contact the Corporate Services department  
at 250.723.2146 or email: [corp\\_serv@portalberni.ca](mailto:corp_serv@portalberni.ca).*

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### BYLAWS

**Solid Waste Collection and Disposal Bylaw No. 5120, 2025** was introduced and given three readings. Upon adoption of the amended bylaw will establish the cost of the service and equity; and design rates to meet objectives of conservation and associated billings.

**Business License Regulation Bylaw No. 4951-03** was introduced and given three readings. Upon adoption this bylaw will have a clear definition of a special event licenses and charges for non-profit organizations and community events.

**"Official Community Plan Amendment Bylaw No. 5118" and "Zoning Amendment (6123 & 6151 Russell Place) Bylaw No. 5119"** were introduced, given first and second reading, and advanced to a Public Hearing to be held Monday, April 28, 2025 at 6:00 pm in City Hall Council Chambers. These bylaws, upon adoption would create a new institutional "P3 Care Campus" zone for care facilities with accessory rental housing, and limited services to support their residents.

### CORRESPONDENCE

Council received their correspondence summary which included letters from:

- Union of British Columbia Municipalities | 2024 Resolution Deferment
- Honourable MP Gord Johns | Federal Capital Investments
- Alberni-Clayoquot Regional District | Keeping you Connected January/February 2025
- Trans Mountain Pipeline | Expansion Project Progress Report
- British Columbia Lottery Corporation | 2024 Community Impact Report
- Alberni Valley Museum and Heritage Commission | February 5, 2025 Minutes



**Heritage Commission Meeting**  
**April 2nd, 2025**  
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**PROCLAMATIONS**

On behalf of Victoria and Vancouver Island Greek Community Society, Council proclaimed March 25, 2025 as 'Greek Heritage Day' in Port Alberni.

**REPORT FROM IN CAMERA**

Council released for public consumption the appointment of A. Woods and C. Schult to the Advisory Planning Commission for a for a two-year term commencing March 10, 2025-December 31, 2026.

Council released for public consumption Notice of its Intent to lease Unit #9 to F. Cienfuegos for the operation of a shop serving snacks and basic apparel and Unit #13 to L. Harrison for the operation of Blue Fish Gallery at the Alberni Harbour Quay for two-year terms.

Council released for public consumption support of the Collaborative Community Economic Development Agreement between the Hupačasath First Nation, City of Port Alberni, and Tseshaht First Nation to work together on collaborative community economic development defined as: community development that integrates economic, cultural, social, and environmental objectives that benefit members of all three communities, building stronger, and more sustainable communities and a broader regional economy.

**NEW BUSINESS**

**Municipal Alcohol Policy**

Council directed Administration to work with Island Health to develop a draft Municipal Alcohol Policy.

**Alberni Clayoquot Health Network | Living Wage Calculation**

Council supported in principle completion of the Living Wage calculation for Port Alberni by the Alberni Clayoquot Health Network.



**Heritage Commission Meeting**  
**April 2nd, 2025**  
**Minutes**

**QUESTION PERIOD**

**B. Caughton**

Commented on community policing.

**T. Dunn**

Inquired about budget cuts and service level adjustments.

**B. Kanngiesser**

Inquired about the council correspondence process and the City's tariff response.

**L. Walerius**

Inquired about seniors housing developments and property assessments.

**J. Leskosek**

Inquired about the City's ability to determine service level changes with BC Transit and the public notice process for public hearings.

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**Heritage Commission Meeting**  
**April 2nd, 2025**  
**Minutes**

I. Regional District



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

# KEEPING YOU CONNECTED

## Highlights from the Alberni-Clayoquot Regional District (ACRD) Board of Directors Meetings - January/February 2025

**JANUARY 15 & 29 AND FEBRUARY 12 & 26**

### DELEGATIONS & PRESENTATIONS

- Joanne Sales, executive director of Broom Busters Invasive Plant Society made a presentation to the Board updating them on the successes and challenges faced by volunteers. Their goal is to recruit more volunteers so they can make a larger difference when it comes to dealing with the problem Scottish Broom creates.
- Will King, president of Waymark Architecture presented the Needs and Opportunities Assessment for the ACRD Office Building to the Board.
- Reana Miller, communications and community development for Community Futures Alberni-Clayoquot, and Christopher Hall, president of the Riders of the Alberni Valley, offered an introduction to the Adventure Sport Park Project.
- Acting Chair for the Sproat Lake Property Owners Association Ross Curtis spoke to the Board about some of the concerns they have for the Sproat Lake area and a request for increased communication from the board, staff and their electoral area director.
- The ACRD's Chief Financial Officer made a presentation of the Draft 2025-2029 Financial Plan for the public consultation part of the budget process. There were no questions from the public attending in person or through Zoom or email.
- Colin Robinson, program coordinator for the Clayoquot Biosphere Trust made a presentation to the Board about the West Coast Regional Climate Planning Project. Later in the meeting, the Board passed a motion to direct staff to work with the Clayoquot Biosphere Trust to apply for grant funding to support Community Climate Action plan development, which will set targets for both mitigation and adaptation actions for the Alberni-Clayoquot Regional District, and to offer collaboration on areas of mutual alignment with all member municipalities and interested First Nations.



Team ACRD raised \$2,280 for the 2025 Coldest Night of the Year. Thanks to all the generous people who supported us.

### CORRESPONDENCE FOR ACTION & INFORMATION

- The Board of Directors received an invitation to join the next planning meeting regarding the FIFA 2026 World Cup. Alternative Director Harley Wylie was appointed to the planning committee for the Port Alberni friendly soccer matches during the FIFA 2026 World Cup.
- The Board of Directors passed a motion to provide a letter to the Canadian Union of Postal Workers to highlight the importance of mail delivery service in the rural communities in the Alberni-Clayoquot region.
- The Board supported sending Beaver Creek Alternate Director Harley Wylie to attend the 2025 LGLA Leadership Forum in Richmond on March 12-14, 2025.





**Heritage Commission Meeting**  
**April 2nd, 2025**  
**Minutes**

**Highlights from the Alberni-Clayoquot Regional District (ACRD)  
Board of Directors Meetings - January/February 2025**

**JANUARY 15 & 29 AND FEBRUARY 12 & 26**



The ACRD staff also took part in Pink Shirt Day on February 26.

**CONTRACTS & AGREEMENTS**

- The Board awarded the Long Beach Fire Flow Pump Station Generator to Ridgeline Mechanical Ltd. in the amount of \$325,160.92 (excluding GST).
- The Board approved entering a five-year lease agreement with Pacific Rim National Park Reserve, to lease building and land at the Long Beach Airport, effective April 1, 2024.
- The Solid Waste, Recycling, and Reduction Education and Outreach Consultant contract was awarded by the board to Let's Talk Trash for \$75,400 on a one-year term.
- Marcie DeWitt was awarded the three-year contract to be the coordinator of the Alberni-Clayoquot Health Network by the Board in the amount of \$321,337.50 (excluding GST).
- The Board awarded the Kitsuksis Watermain Replacement contract to Bowerman Construction Ltd. in the amount of \$514,070 (excluding GST) plus a 10% project contingency.
- The Board award the Alberni-Emergency Communication & Public Notification Plan contract to Adriane Brown Group Inc. in the amount of \$60,700.00 (excluding GST).

**PLANNING DECISIONS**

**Development Variance Applications**

Issued:

- DVB24011 - Beaufort
- DVE24014 - Beaver Creek

**Rezoning and Bylaws**

Considered a first time and proceeding to public input:

- RE24012 - Beaver Creek
- RF24015 - Cherry Creek

Approved:

- RE24010 - Beaver Creek
- RD24005 - Sproat Lake

**STAFF & MEMBER REPORTS**

- Following the presentation of the Needs and Opportunities Assessment for the ACRD Office Building by Waymark Architecture the board discussed it and then passed a motion to direct staff to advance with the development of a detailed business case for constructing a new building on a new site, that includes confirmed collaboration opportunities with other partners and vetted revenue sources. The funding for the plan was allocated in 2024 and does not require additional funding for 2025.
- **ACRD Procedures Bylaw Review** - The Board of Directors will be reviewing and updating Bylaw No. A1075, Regional District of Alberni-Clayoquot Procedures Bylaw, in 2025. This review will include the requirements as set out in the Local Government Act and other content that will establish overall effective and efficient governing procedures.
- **Agricultural Water Plan Project Background Report** - Upland Agricultural Consulting and ACRD staff have developed a Background Research Report for the Agricultural Water Plan Project. This report provides a foundation for the Agricultural Water Plan, outlining key information on previous agricultural water work that will inform ongoing engagement and the final report.
- **Food Security Emergency Planning Project Background Report** - Upland Agricultural Consulting and ACRD staff developed a Background Research Report for the Food Security Emergency Planning project which outlines key information on both emergency planning and agricultural food production, it will inform ongoing engagement and the final report.





**Heritage Commission Meeting**  
**April 2nd, 2025**  
**Minutes**

**Highlights from the Alberni-Clayoquot Regional District (ACRD)  
Board of Directors Meetings - January/February 2025**

**JANUARY 15 & 29 AND FEBRUARY 12 & 26**

**REQUEST FOR DECISIONS**

- The Board adopted Bylaw A1088 'A Bylaw to Establish a Standing Committee Known as the Salmon Beach Committee as this bylaw is not required by legislation. The Board amended the Salmon Beach Committee Terms of Reference extending the member terms from one year to three years to be consistent with other committees.
- The Board approved a Contribution Agreement for \$600,000 with the Cherry Creek Waterworks District to provide the organization Community Works Funding for construction of Phase one of the new Cherry Creek Fire Hall.
- The Board set the date for the Parcel Tax Roll Review Panel sitting for February 26, 2025 at 12:30 pm. They appointed Directors Haggard, Sparrow, and Roth to the Panel, with Director Beckett as an alternate. ACRD Chief Financial Officer Teri Fong will be the Collector for 2025.
- The Board endorsed submitting an Island Rail Corridor-related resolution to the 2025 Association of Vancouver Island and Coastal Communities (AVICC) Convention. The resolution is that the Association of Vancouver Island Coastal Communities request that the Province of British Columbia prioritize funding the minimum required upgrades to the west to east section of the Island Rail corridor to allow for its use in the event of a wildfire or highway closure.
- Board supported applying for a grant to the British Columbia Water Meter Pilot Project for the ACRD Water Meter Installation and Replacement Project and directed staff, if successful, to commit the ACRD to the completion of this infrastructure project by March 31, 2027.
- The motion to amend the Alberni Valley Regional Airport Advisory Committee Terms of Reference to add an additional Alberni Valley Director for a total of two Alberni Valley Directors was approved and Director Sparrow was appointed to the Committee.



*The ACRD Board of Directors wore their pink shirts on February 26. They joined individuals and other organizations and businesses in marking Pink Shirt Day. This day was created to raise awareness of bullying and to help stop it.*

- The motion to amend the Alberni Valley Regional Airport Advisory Committee Terms of Reference to add an additional Alberni Valley Director for a total of two Alberni Valley Directors was approved and Director Sparrow was appointed to the Committee.
- The Board adopted "Bylaw E1052-7, Beaver Creek Fire Protection Service Amendment, 2024." This expanded the boundaries of the Beaver Creek Fire Department service area to include the geographically adjacent service areas of Granville Road Fire Protection and Mountain Ranch Road Fire Protection to simplify the governance structure and eliminate the redundant services.
- West Coast Transit Fees and Charges Bylaw Amendment, Bylaw No. F1166-2 passed. This amended the West Coast Transit Fees and Charges Bylaw to incorporate BC Transit fares effective March 1, 2025.
- The Board adopted Bylaw No. F1148-4, Beaver Creek Local Service Area Rates and Regulations, Amendment Bylaw, 2025. This approves an increase of the quarterly water rates by \$7.38 for Single Family Residential and \$9.01 per quarter for secondary services on the same lot and commercial connections, effective April 1, 2025.

**The next Board of Directors meetings take place on March 12 and 26.**





**Heritage Commission Meeting**  
**April 2nd, 2025**  
**Minutes**

**FOR IMMEDIATE RELEASE**

March 26, 2025

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**Alberni-Clayoquot Regional District adopts 2025-2029 Financial Plan**

ALBERNI-CLAYOQUOT REGIONAL DISTRICT – The Alberni-Clayoquot Regional District (ACRD) Board of Directors adopted the 2025-2029 Financial Plan Bylaw, at the regular meeting on March 26, 2025.

The plan is the result of significant discussion and includes financial increases targeted to address the evolving needs of our region while ensuring fiscal responsibility and sustainability. The newly adopted plan outlines a strategic approach to managing operational cost increases on key services including transit and water, maintaining current levels for most ACRD services, while also responding to updated legislation and regulation requirements through grants and partnerships. The development of this plan included multiple community meetings across the region to gather community feedback. The insights gained from these engagement sessions assist in better understanding the priorities of our residents and we appreciate all those that took time to attend.

The 2025 budget is approximately \$31 million. The financial plan includes a tax increase of 7.11 per cent, including the Regional Hospital District Annual Budget. Approximately \$11 million is budgeted for capital projects, and the ACRD anticipates 61 per cent of the funds for these projects will come from grant funding.

"The ACRD recognizes the challenging economic times we are facing and has developed this plan to ensure we can continue to provide essential services without compromising our financial stability," explains ACRD Board Chair John Jack.

Some of the key drivers that been included in this five-year financial plan include:

- First full year of the West Coast Transit service including a transition to a BC Transit led service on March 1, 2025
- Expansion of Alberni Valley Custom Transit service by 1,300 hours per year to support additional peak weekday trips and the introduction of Saturday service
- Strengthening the Emergency Planning network in the region, including the development of an Emergency Cultural Awareness and Safety Plan, as well as a Communication and Public Notification Plan
- Official Community Plan engagement and updates for Electoral Area "C" - Long Beach and "D" - Sproat Lake
- Completion of the feasibility study regarding an alternate water supply for Beaver Creek
- Bamfield Water System replacement of the submarine line connecting East and West Bamfield
- Agricultural Water Plan Project to explore supply and distribution options in the Alberni Valley
- Continue discussions regarding governance models for the proposed Alberni Valley Aquatics Facility and a feasibility study of a renovation of the existing Echo Aquatic Centre
- Expansion of Sproat Lake Fire Hall #3 – Harold Bishop to address safety and space concerns
- Continued advocacy for a secondary route into the Alberni Valley

The Financial Plan document summarizes each area, including potential increases in costs and taxation. The summary identifies the cost to each jurisdiction according to the services provided and the total overall requisition changes from the prior year. It also includes details on each of the service budgets. You can view this at: [2025-2029 Financial Plan](#). If you have any questions, please email [budget@acrd.bc.ca](mailto:budget@acrd.bc.ca).

-30-



**Heritage Commission Meeting**  
**April 2nd, 2025**  
**Minutes**

K. Community at Large – NO REPORT FOR APRIL

L. Museum

**AVM | MARCH AT A GLANCE**

GENERAL ATTENDANCE:	1422
PROGRAMS:	23
INSTRUCTIONAL HOURS (STRUCTURED LEARNING):	1300
HOURS OPEN TO PUBLIC:	142
OBJECT CARED FOR:	~5.400
REPOSITORY AGREEMENTS:	7

**EXHIBITIONS |**

***Best love, Bob: 1908 Postcards from New Alberni*** is on exhibition from February 11 to March 8, 2025.

Robert (Bob) Blandy would become Port Alberni's first city clerk. In 1908, as a young man newly arrived in the emerging settlement of New Alberni, he used postcards to show his family in Ontario, the development of his new home. The postcards provide contemporary comments on early images of the settler community in the Alberni Valley.

***Resist*** (18 March – 12 July, 2025)

*Resist* is an exhibition featuring artworks by members of the Fibre Art Network, a cooperative based in Western Canada dedicated to advancing fibre as an art form. In this context, the double entendre of *Resist* refers both to the techniques employed in fabric manipulation and to methods of social activism. Visitors are encouraged to explore the diverse techniques applied to fabric while also reflecting on contemporary issues concerning the human condition.

**PROGRAMS | FAMILY/CHILDRENS PROGRAMS: 16 TOTAL**

- Two weeks of Spring Break Camps (5-12)
- Birthday Parties (Ages 5-10 years)
- Museum Minis – Pre-K
- SD 70 – School Tours
- PAACL (girls group)

**ADULT PROGRAMS: 7 TOTAL**

- Fibre Guild Mending Event
- Spinners & Weavers | Knitters



**Heritage Commission Meeting**  
**April 2nd, 2025**  
**Minutes**

- TIFF Film Series

M. Hupačasath First Nation – no report  
N. ʔiṣaaʔath (Tseshaht) First Nation – no report

7. Next Meeting
  - A. April 2<sup>nd</sup>, 7pm (AV Museum)
8. Moved by Pam Craig to adjourn at 9:30 pm.

DRAFT



# Alberni-Clayoquot Regional District

## MINUTES OF THE AGRICULTURAL DEVELOPMENT COMMITTEE MEETING

HELD ON TUESDAY, NOVEMBER 12, 2024, 12:45 PM

Zoom/Board Room (Hybrid) – 3008 Fifth Avenue, Port Alberni, BC

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### MEMBERS

#### PRESENT:

Heather Shobe, Chairperson, Eden Tree Farm  
Ann Siddall, Alberni District Fall Fair Association  
Fred Boyko, Director, Electoral Area “B” (Beaufort)  
Pat Deakin, City of Port Alberni  
Helen Zanette, SD70 Trustee  
Cecilia Addy, Port Alberni Port Authority  
Erika Goldt, Eat West Coast  
Anna Lewis, Alberni Valley Food Security Society  
Tanya Shannon, Shannon Farms  
Lisa Aylard, Alberni Farmers’ Institute, Stonehaven Farm  
Claire Boudreau, Spirit Square Farmers Market  
Patty Radcliffe, 4H  
Amber Lamb, Feathers be Found  
Katie Miles, Coastal Foods Roundtable, Tofino Community Food Initiative

#### REGRETS:

Bob Collins, Arrowvale Farm  
Thom O’Dell, Ministry of Agriculture & Food  
Jen Cody, Nuuchahnulth Tribal Council  
Victoria Lake, Effingham Oyster  
Melody Francoeur, Producer

#### STAFF PRESENT:

Amy Needham, Sustainability Planner  
Heather Zenner, Manager of Administrative Services  
Jodie Frank, Solid Waste Project Coordinator  
Jenny Brunn, General Manager of Community Services  
Alex Dyer, Planning Manager

The meeting can be viewed on the Alberni-Clayoquot Regional District website at:  
<https://www.acrd.bc.ca/events/12-11-2024/>

### 1. CALL TO ORDER

The Chairperson called the meeting to order at 12:47 pm.

The Chairperson recognized this meeting is being held throughout the Nuuchahnulth territories.

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

Introductions - Committee Members and Staff via Zoom.

**2. APPROVAL OF AGENDA**

MOVED: H. Zanette  
SECONDED: T. Shannon

*THAT the agenda be approved as circulated.*

**CARRIED**

**3. DECLARATIONS**

**4. MINUTES**

**a. Agricultural Development Committee Minutes – September 17, 2024**

MOVED: A. Siddall  
SECONDED: H. Zanette

*THAT the minutes of the Agricultural Development Committee meeting held on September 17, 2024 be adopted.*

**CARRIED**

**b. Agricultural Development Committee Minutes – October 15, 2024**

MOVED: H. Zanette  
SECONDED: A. Siddall

*THAT the minutes of the Agricultural Development Committee meeting held on October 15, 2024 be adopted.*

**CARRIED**

**5. PETITIONS, DELEGATIONS & PRESENTATIONS**

**a. Solid Waste management Plan Engagement Presentation, Jodie Frank,  
Solid Waste Project Coordinator**

**6. CORRESPONDENCE**

**a. BC Ministry of Agriculture and Food  
Animal Health Act – General Order AIV 2024-02**

**b. BC Agricultural Climate Action Research Network  
ACARN Fall E-News**

MOVED: T. Shannon  
SECONDED: A. Lewis

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

**CARRIED**

## **7. REQUEST FOR DECISIONS**

### **a. Request for Decision regarding Meeting Quorum and Options for the ADC**

MOVED: A. Lewis  
SECONDED: T. Shannon

*THAT the Agricultural Development Committee recommend that the Alberni-Clayoquot Regional District Board of Directors adopt the Agriculture Development Committee Terms of Reference as amended with the inclusion of Eat West Coast as a voting member and Alberni-Clayoquot Regional District Agriculture Advisory Committee members as ex-officio non-voting members.*

**CARRIED**

## **8. REPORTS**

### **a. Alberni-Clayoquot Regional District – A. Needham**

- UBCM resolutions are due June 15<sup>th</sup>, Amy will bring this topic up at the February ADC meeting for finalizing at the April ADC meeting. Association of Vancouver Island and Coastal Communities resolutions are due in February.
- Island Health requirement for refrigeration that was raised at the last ADC meeting. Amy has been in communication with VIHA regarding the requirement for mechanical refrigeration at farmers' markets. The following is the response from the Regional Manager of Public Health for our area:

"Our general process is to review an individual's proposal and go from there. Where we are confident a proposal can maintain temperatures without mechanical refrigeration, then we will allow ice in a cooler. Where we have concerns that temperatures will not be maintained, we will require mechanical refrigeration. I've connected with the local Environmental Health Officer (EHO) and she has indicated she reviews each proposal individually to determine the appropriate requirements, and I believe she has communicated her review process with you. If a producer can assure the EHO that appropriate temperatures can be maintained, the EHO will consider this."

Amy has also emailed both of our local farmers' markets and the BC Association of Farmers' Markets and they said the same thing – this requirement came from an internal VIHA policy and is up to the discretion of each area EHO to ask for, but in general they want on-site mechanical refrigeration for meat and fish products.

- Had engagement for the Food Security and Emergency Planning and Agricultural Water Plan project with the Council for Agricultural Water Supply (CAWS), the Coastal Foods Roundtable (CFR), and Alberni Farmers' Institute (AFI) last week. Attendance was good at all three events and valuable data was gleaned on agricultural water options, West Coast food security definitions and goals, and livestock emergency planning.
- There is a survey out for any and all livestock and crop producers of any scale to complete. <https://www.surveymonkey.com/r/ACRDag>

Questions to staff regarding updates to ACRD Zoning bylaw updates to align with ALR legislation regarding Agritourism and relaxed policies on keeping of animals.

T. Shannon left the meeting at 2:11 pm

- b. City of Port Alberni – P. Deakin
  - Applied for a grant to explore having a seafood culinary institute that will work hand in hand with the Dock+, will know in March if this application was successful.
  - Attended the Vancouver Island Economic Alliance Summit which concluded with conversation called Vision 2050, an effort to see Vancouver Island as a sustainable region by 2050. Would be interested to see the committee look at the sustainability numbers and set targets moving forward.
- c. School District # 70 – H. Zanette.
  - Next Board meeting is at John Howitt on November 26th at 5pm, available to watch online.
  - Several policies being worked on, available on the SD70 website. Recently published financial plan.
  - Career and dual credit programs run by Greg Freethy. Adult education looking at opportunities that are of value in the community. Creating learning opportunities for credit towards graduation (ex. Surfing, outdoor education). Suggests reaching out to the program leaders if an area is identified where youth could gain credits and build skills.
- d. Alberni Farmers' Institute – L. Aylard.
  - Annual General Meeting on Thursday Nov 14, 2024, will be discussing Agrotourism. Anyone can attend.
- e. Alberni District Fall Fair – A. Siddall.

- Annual General Meeting on November 20, 2024, and will start planning for the 80th Fall Fair in 2025.
- f. Alberni Valley Food Security Society – A. Lewis
  - Just held Annual General Meeting, went very well.
  - Gleaning program is done, just under 10,000lbs harvested, 242% increase from 2023. Rages farm provided tomatoes and peppers, which was donated to Sage Haven, Bread of Life, CMHA Food Matters, Friendship Centre, Second Stage Housing, Tseshah First Nation, SD70 Breakfast Club. Will be distributing meat, from the meat packing program, hosted by the Dock+, to these same organizations.
  - Received funding for a Food Literacy Program from the Alberni Valley Community Foundation through the BC Prosperity Fund.
- g. Eat West Coast – E. Goldt
  - Clayoquot Biosphere Trust – Constructing new Clayoquot Biosphere Trust building in 2025 with a teaching kitchen. Nov 22nd open house at Clayoquot Biosphere Trust office. Programs include North Island College, Meals on Wheels, Warriors Food Sovereignty Teaching, Preservation Program, and school lunch programs.
  - CBT hosts twice a year regional forum around conservation, restoration, environmental work, and research. Through this work funding is available to host a special spring forum on climate action, focused around governments and Nations to support their climate action policies. Works with CBT 30/30.
  - Still get significant number of requests for food programs. Have gone from 10 gardens to four currently.
- h. Nuu-chah-nulth Tribal Council – Anna Lewis on behalf J. Cody
  - November 2nd, NTC was a part of a diabetes education (food first approach) event at Echo. Event was a great success.
- i. SD 70, Shelter, Spirit Square Farmers' Market – C. Boudreau
  - Farmers Market Coupon has been successful (\$35,000 has been redeemed).
  - Feeding for the Future program at SD 70 and Farmers Market are connecting to support school families to ensure continuity in summer months.
  - Two special Farmers Markets (Garlic Fest and Spirited Kids Farmers Market) were held this year. Both were successful.
- j. Port Alberni Port Authority, Dock + Food Processing Hub – C. Addy
  - Coming out of fisheries season into planning and organization season.
  - Upgrades to cold storage. Added racking and shelving to maximize storage. Upgrades to Blast freezers. The expansion to 3500 sq ft will start soon. Nova Harvest will be housed in the expansion area.
  - Working with the Ministry of Agriculture and Food, and a third-party to update their business plan. Will be launching a survey and will be shared with the committee (content to win a gift basket for those that complete the survey). New website coming. Launching new social



media to highlight what is offered. Will soon be offering an online booking portal for members to book space.

- k. Coastal Foods Roundtable, Tofino Community Food Initiative – Katie Miles
  - Coastal Foods Roundtable just had a workshop (West Coast Food Security Planning), gaps include food storage and fuel, lack of engagement with fish processors. Work being done to increase community gardens. Primary producers including Tofino Farms and Nice Nursery are both operating in rentals and wanting support for long term sustainable leases.
  - Tofino Community Food Initiative – students working with seniors in the community gardens. TCFI Learn to Grow Program to support folks in learning.
- l. 4-H – P. Radcliffe
  - Finished 4-H for this year. Year-end celebration at end of November at Cherry Creek Hall.
  - Key Leader retired in September, and Patti is acting Key Leader until approved from BC4H.
  - Trying to increase membership up from 23 members. Want to start non-livestock agriculture projects (e.g. outdoor living, horticulture). Registration opens in December, and program starts in January. Please share the information.
  - High school students can gain up to six high school credits for involvement in 4H.
- m. Marine Stakeholders. No report.
- n. Primary Agricultural Producers.
  - Seedy Saturday is February 8, 2025 at Echo Centre, 10am – 2 pm.

*MOVED: A. Siddall*

*SECONDED: L. Aylard*

*THAT the verbal reports a-n be received.*

***CARRIED***

## **9. LATE BUSINESS**

## **10. QUESTION PERIOD**

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

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

## **11. ADJOURN**

The meeting was adjourned at 2:58 pm.

Certified Correct:

*Heather Shobe*

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Heather Shobe,  
Chairperson

*Heather Zenner*

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Heather Zenner,  
Manager of Administrative Services

## Alberni Clayoquot School Food Network - Minutes

**Date:** Monday, March 10, 2025, 3:15-4:30

**Zoom link:** <https://us06web.zoom.us/j/9626726070?omn=84827274559>

<b>Present</b> Toni Buston, Toquaht Amy Needham, ACRD Anna Lewis, AVFSS Katie Miles, Tofino Community Food Initiative Kirsten Nesbitt, SD70 Healthy School Manager Jaslyn Haberl, Bamfield Community School Veronique Emmett, Farm to School BC	<b>Absent</b> Emily Dunbar, Island Health Helen Zanette, School Trustee Jen Cody, Nuu-Chah-Nulth
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Topic	Details
<b>Welcoming</b>	Territory acknowledgment Agenda overview
<b>Community Updates</b> 3:10-4:00	Roundtable updates from network:  <b>Island Health</b> <ul style="list-style-type: none"> <li>Not present</li> </ul> <b>Alberni Valley Food Security Society, Anna Lewis</b> <ul style="list-style-type: none"> <li>Healthy Schools Caravan: <ul style="list-style-type: none"> <li>Attended the Healthy School Caravans with Island Health at Tsuma-as Elementary at the end of February</li> <li>Candyse led activities with the students including making seed tape</li> <li>Grades 4-7 had really great questions and opportunities for conversations</li> <li>There was less opportunity to connect with the teachers at the school</li> </ul> </li> <li>TD Friends of the Environment Grant Update: <ul style="list-style-type: none"> <li>Held the first educational session at EJ Dunn and Eighth Ave</li> <li>EJ Dunn has done a lot of work since last year and has more funds than expected to work in garden</li> <li>EJ Dunn received a delivery of seaweed to add organic matter into garden beds</li> </ul> </li> <li>Strategic Planning: <ul style="list-style-type: none"> <li>Holding off on projects while going through strategic planning process before mapping out funds for food literacy to ensure it aligns with goals or organization</li> </ul> </li> <li>Excited that Kaley Ruel as position as Island Health Dietician back as advisor</li> <li>Drafting a letter to the BC government on behalf of Vancouver Island food hubs, advocating for school food funding.</li> </ul>

**Tofino Community Food Initiative, Katie Miles**

- Non-profit promoting food growing initiatives.
- Paula leading garden programming at Wickaninnish Garden including growing microgreens and radishes with the kids.
- Receive support from the school and district
- Applying for funding from the West Coast Sustainable Tourism Association – funds collected from local vacation rentals
- Aiming to build a larger greenhouse that can accommodate more kids and be a more permanent structure in the garden
- Educational activities: kids soil blocking, growing beets to make chocolate.
- Kids programs are integrated with seniors' program
- Seedy Sunday April 27:
  - Promoting using seedlings over seeds for gardeners
  - Held at the school garden and very family focused
- Applying for funding to write school garden curriculum documents
- Paula – working on a garden seed pen pals project, connecting with Jaslyn if Bamfield wants to participate

**Alberni Clayoquot Regional District, Amy Needham**

- Covers everything natural within the ACRD
- TD Friends of the Environment Grant Update:
  - Plants arriving on Monday, March 17<sup>th</sup> to Eighth Ave
  - Tara from EJ Dunn will be picking up their plants on the 17<sup>th</sup>
  - Jaslyn has put a call out community for help with delivery of their plants to Bamfield
- Currently working on two ongoing projects: *Agricultural Water Plan* and *Food Security and Emergency Planning*
- Food Security Emergency Plan: addressing wildfire, drought, flooding (tsunami)
- Looking at Agriculture Water Demand Model in the case of drought
- Working on six community plans:
  - Talking about ways land will be used
  - Currently looking at Long Beach and Sproat Lake communities
  - [Sign up for updates and engage](#)
- Cutworm monitoring: tracking invasive cutworms (larval caterpillars); working with farmers to track and trap, keep an eye on school gardens for caterpillars and send photos to Amy for identification.
- Regional Climate Planning 2026 – updated climate projections: expectations of climate changes in future and how will it affect
- Fire Smart BC: emphasizing fire-safe landscaping for school gardens. The closer you get to school buildings, the more fire smart you want to be. Things to consider include plant lists, woodchip mulch, compost piles. More details at [FireSmart BC](#)

**Nuu-Chah-Nulth Tribal Council**

- Not present

#### **Communities Building Youth Futures, Toquaht, Toni Buston**

- Now working at Toquaht Nation
- Upcoming Food Security Meeting for the Nation
- Working on garden maintenance (weeding, revitalizing)
- Planning on engaging youth in gardening activities during summer

#### **Farm to School BC, Veronique Emmett**

- Webinar Series – Previous webinars available online, upcoming webinars
  - Building a Successful School Farm with Krystle TenBrink – [Watch here](#)
  - Growing a Sustainable School Meal Program with Fatima Da Silva – [Watch here](#)
  - Flourish! A Community Rooted Approach to School Food with Matthew Kemshaw
    - April 3, 2025, 3:30-4:30pm
    - [Registration](#)
- Pollinator Awards intake has closed and one winner in each region will be selected to receive \$1,300 towards a field trip or a school feast. F2SBC will provide resources and help support these events.
- Applying for additional funding to help support more schools through our grant program.

#### **SD70 Healthy Schools Manager, Kirsten Nesbitt**

- [BC School Food Toolkit - Building Healthy Inclusive School Food Environments](#)
  - Will be replacing the food and beverage guidelines in schools
- Attended *Cooking in Two Worlds Gathering*:
  - Keynote speaker Chef Andrew George
  - Great conference about integrating indigenous foods into institutional programs such as hospitals, schools and universities
  - Came away with many indigenous resources
- Literacy Day:
  - Hosted at the end of January
  - The kitchen provided food literacy piece where participants received ingredients and recipe cards to make a meal at home
- Healthy Schools Caravan:
  - No teachers too the opportunity to engage and chat this time around at Tsuma-as
  - Normally hosting two per year: this year included Bamfield in the Fall and Tsuma-as in the Spring
  - There is request to schedule healthy schools caravan at Ucluelet Secondary in May targeting grades 7-8
  - Looking to add more food literacy, perhaps a meal prepared
  - Full scope still to be determined
  - Reach out to Kirsten if interested in participating

- Tentative date: May 14th

**SD70 Healthy Schools Assistant, ADSS**

- Not present

**SD70 Trustee**

- Not present

**Bamfield Community School Association, Jaslyn Haberl**

- School Lunch Program:
  - Running smoothly, providing nutritious meals
  - Recent meal highlight: sushi salmon make
- Involved in Bamfield Community Emergency Program: disaster awareness and preparedness
- School Garden:
  - Some shuffling of responsibility happening as one teacher who was originally doing a lot of work in the garden is now in a more one-on-one position
  - Working on killing grass between the garden beds
  - Moving rocks from an ivy-covered garden area
  - Seeking soil delivery, recommendations welcome: Response from Anna and Amy: mixed reports on quality of soil from suppliers. Make sure you are getting soil not compost.
  - Ready to build the greenhouse when there is a three-day weather window (possibly April)
- TD Friends of the Environment Grant Update:
  - After Spring Break: align with Amy, anna, Kirsten, and Veronique to do workshops and tend to perennials
  - Connecting with knowledge keepers at Nation to help support workshops
  - Anna: could potentially deliver plants to Bamfield March 21st
- Community Food Pantry:
  - Funds for community donations to launch community food pantry
  - Communications have gone out to community about how to donate
  - Will be available to students after school and to community during library hours
- Literacy promo in January: *Learning to be Green Together*, many families have gravel and want gardens – teaching about alternatives to grass
- Two weeks of Spring Break Camps: Week one will include fields trips, food will be provided
- Applied for Learning for Sustainable Futures grant for seeds and garden maintenance
- Community Kitchen Event: 6-session workshops for middle-grade students showcased easily made and affordable recipes, participants were sent home with recipes and a box of food.

	<ul style="list-style-type: none"> <li>• Nuu-Chah-Nulth - has new youth workers, replacing art program with cooking class</li> <li>• Many losses in community lately, leading to challenges in the youth and tension between community and school.</li> <li>• Doing a lot of community program to bridge to families</li> <li>• BCSA is currently the only recreational program for kids in town</li> </ul>
<p><b>Working Group Updates</b> 4:00-4:25</p>	<p><b>Updates on TD Friends of Environment Grant</b></p> <ul style="list-style-type: none"> <li>• AVFSS: <ul style="list-style-type: none"> <li>○ Held the first educational session at EJ Dunn and Eighth Ave</li> <li>○ EJ Dunn has done a lot of work since last year and has more funds than expected to work in garden</li> <li>○ EJ Dunn received a delivery of seaweed to add organic matter into garden beds</li> </ul> </li> <li>• ACRD: <ul style="list-style-type: none"> <li>○ Plants arriving on Monday, March 17<sup>th</sup> to Eighth Ave</li> <li>○ Tara from EJ Dunn will be picking up their plants on the 17<sup>th</sup></li> <li>○ Jaslyn has put a call out community for help with delivery of their plants to Bamfield</li> </ul> </li> <li>• BCSA: <ul style="list-style-type: none"> <li>○ After Spring Break: align with Amy, Anna, Kirsten, and Veronique to do workshops and tend to perennials</li> <li>○ Connecting with knowledge keepers at Nation to help support workshops</li> <li>○ Anna: could potentially deliver plants to Bamfield March 21st</li> </ul> </li> </ul> <p><b>Upcoming Project</b></p> <ul style="list-style-type: none"> <li>• Spring School Garden Work Bee April 25<sup>th</sup> <ul style="list-style-type: none"> <li>○ Veronique having hard time connecting with the school champions at the schools to confirm participation</li> <li>○ Recommendation to reach out to manager at <a href="#">Shelter Farm</a> – had francophone school for field trip (organized by Sylvain Rollins at West Coast Foods)</li> <li>○ Reach out to Claire Claire Boudreau, who is the Healthy Schools Program Assistant and was formerly the manager at Shelter Farm. She is well connected there, including with the new manager <a href="mailto:cboudreau@sd70.bc.ca">cboudreau@sd70.bc.ca</a></li> <li>○ Reach out to school secretary to find out who school garden champions are</li> </ul> </li> </ul> <p><b>Other Emergent Topics</b></p> <ul style="list-style-type: none"> <li>• Katie will be sharing the Coastal Food Round Table information with Jaslyn and Toni soon</li> <li>• Anna Question to Toni about Macoah garden: is it the old garden or is it a new site?</li> </ul>

	<ul style="list-style-type: none"> <li>○ Still in same spot but there is talk of putting in two greenhouses, one for community and one for government</li> <li>○ Community members had beds but it was not a coordinated garden, and will now be more of team effort</li> <li>● Kirsten and Katie to connect about blueberries</li> </ul>
<b>Upcoming Grants</b>	<p><b>Upcoming grants to share</b></p> <p><i>Grant Opportunity for Indigenous School Communities</i></p> <ul style="list-style-type: none"> <li>● Farm to Cafeteria Canada's Indigenous Foodways in Schools Grant is now open! Indigenous school communities across Canada can apply for grants ranging from \$500 – \$20,000 to support long-term visions of Indigenous food security and food sovereignty in school settings. <i>Application deadline: March 28, 2025</i></li> <li>● More info: <a href="https://www.farmtocafeteriacanada.ca/indigenous-foodways-in-schools-grants/">https://www.farmtocafeteriacanada.ca/indigenous-foodways-in-schools-grants/</a></li> <li>●</li> </ul> <p><i>United Way School Food Infrastructure Grant</i></p> <ul style="list-style-type: none"> <li>● The SFIG is an open grant call to organizations providing school food programs to purchase, update, lease and share food infrastructure. This funding will support not-for-profit organizations across BC in acquiring equipment for the preparation, storage, and transportation of food. <a href="#">United Way British Columbia Grants &amp; Funding</a></li> <li>● Tuesday, February 25, 12:00 PM PST: Applications open.</li> <li>● Tuesday, March 4, 11:00 AM PST: Virtual information session. <b>Register here:</b> <a href="https://uwbc-ca.zoom.us/meeting/register/t6ZhtSoBR6W7r82p0qcPlw">https://uwbc-ca.zoom.us/meeting/register/t6ZhtSoBR6W7r82p0qcPlw</a></li> <li>● Tuesday, April 8, 12:00 PM PST: Application deadline. Call for applications is closed</li> </ul>
<b>Wrap-up</b>	<b>Next Meeting – Monday, May 26<sup>th</sup>, 2025, 3:15-4:30, Zoom</b>



## Table of Partners Minutes

Wednesday, December 18, 2024 @ 9:30 am

Via Zoom on-line meeting

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**Members:** Marcie Dewitt, ACHN Coordinator  
Penny Cote, ACRD EA "D" Director  
Debra Hamilton, Executive Director ADAPS  
Natasha Dumont, Island Health  
Rachelle Cole, BCEHS  
Ellen Froot, Sage Haven  
Jaslyn Haberl, Bamfield Community School  
Brooke Wood, CBT  
Tish Bernard, Physiotherapist, Island Health  
Vaida Siga, ACRD EA "C" Director  
Helen Zanette, Trustee, SD70

**Regrets:** Deb Haggard, CPA Councillor  
Shawn Anderson, District of Ucluelet, Councillor  
Mollie Law, RCMP

**Guests:** Toni Buston, West Coast Youth Engagement Facilitator  
Angeline Street, Community Action Team Coordinator  
Jude Newman, Citaapi Mahtii Housing  
Neil Cutler, Vancouver Island Crisis Line  
Kristin Nestbitt, SD70  
Faye Missar, Community Health Promoter, Island Health

**ACRD Staff:** Alyssa Spencer, Administrative Assistant  
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 Nuuchahnulth territories.

Members and guests make introductions.

### 2. APPROVAL OF AGENDA & MINUTES

The Agenda for December 18, 2024 meeting was approved.

The Minutes of the November 20, 2024 meeting were approved.

Debra Hamilton left the meeting at 9:45am.

### **3. IN CAMERA – ToP Applications**

### **4. Governance Review – How the ACHN Works**

### **5. ACHN REPORTS**

- a. **Coordinator Update** - Marcie DeWitt reported on activities that she was involved in since our previous meeting as outlined in the agenda package.

Highlights:

- Had the opportunity to present ACRD Hospital District Board, participate in strategic planning.
- Connected with folks interested in being on the ToP, tying up a lot of admin work, website is updated. Ensuring we are in a good place to welcome new ToP members and move forward in planning now that the strategic plan was adopted.

### **6. ACHN UPDATES**

- a. **2025 – 2027 Budget**

- The ACHN Coordinator Contract was updated to include a 2.5 % CPI increase annually.

- b. **Communities Building Youth Futures**

**Jaslyn Haberl:**

- Grief and struggle in community for youth has been better in the recent months, working on restructuring to provide a lunch time gathering of youth with sports instead of after school program, better turn out.
- Meeting with Kristin, integrating Huu-ay-aht youth into school district meetups for sports and to meet other youth in the region.
- Moving forward with peer support with ADAPS, several youth will be participating in peer support training, funding to help with youth programs.
- Moving forward with greenhouse project, plants ordered and plans for the new year.
- Hosted a Friday night chill, no emergent needs, more stable youth population, more connected conversations than conflict. Hired outreach facilitator – should be great for the youth in the region.
- Meeting Thursday with newly hired outreach worker, looking to offer youth program one week in Bamfield, one week in Port Alberni, curriculum designed by Belonging Network, new program called Indigenous Life Skills program. Youth are enthused!

**Toni Buston:**

- Quieter month, had a leadership group meeting, hosted an event last week - Christmas movie marathon, loads of families. Teens enjoyed hosting and engaging with the community. Looking at hosting a larger youth conference in the spring.

- Going over funding and planning the upcoming large event.

## 7. INFORMATION ITEMS

### a. Regional & Member Updates

#### Neil Cutler:

- Reminder that the crisis line is there - spike happens after the holidays according to stats – 988 phone number is always available.
- Emotion colouring bookmarks are available online for download. Intended for youth that would like to use as an outlet for their emotions.
- Also do suicide bereavement support services, peer support group is virtual once a month, 1:1 counselling service also available virtually.

#### Jude Newman:

- Citaapi Mahtii Housing is under construction in Port Alberni. Roof is on, 35 units ranging from studio to four bedrooms, it is a huge need. Ahousaht members and other indigenous people accepted first, will have a gathering place with firepit, fish cleaning station, indigenous gardens, canning area and freezers. The building will have seven - one bedroom accessible suites which is much needed.

#### Brooke Wood:

- Giving campaign is open right now, has 20 local charities involved, donations are matched by Pacific Sands up to \$10 000.
- Breaking ground for Ucluelet Health Centre to start in August 2025 - 66 % has been fundraised.
- Successful in recruiting full time General Practitioner starting January 7 in Ucluelet, 5 days a week. Two physicians came out of retirement to help temporarily in Tofino.
- Met with new Health Minister, Josie Osborne yesterday. Approved for patient care network. Posted for nurse practitioner in Tofino. Two Registered Nurse positions are posted through the West Coast Indigenous PCI to serve five coastal nations, hired a mental health lead and the Long Beach Division is hoping to collaborate with the WCI PCI to hire a clinical counsellor and a physiotherapist.
- No vital signs report this year, will be updating data hub.

#### Kristin Nesbitt:

- Introduction: School manager, feeding futures funding, oversee food program, wellness center at ADSS, afterschool sports and arts initiative. Looking forward to joining more meetings.

#### Natasha Dumont:

- Wrapping up immunizations for the year, important time of year to support families with donations and offerings, no major program changes.

#### Angeline Street:

- Community Action Team (CAT) has new co-chairs, a few initiatives and educational things planned for 2025. Mental health awareness event in May as it is Mental Health Awareness Month. Event will combine mental health awareness and education with a car show. Trying to include as many service organizations as possible. Different environment to bring

awareness and better conversations with the public to reduce stigma and normalize conversations. Food trucks, music and as many service organizations to be involved to have lots of opportunities to gather information and resources.

**Ellen Flood:**

- Suggests donating to food banks, Bread of Life, help the community during hard times.
- BC Housing to do organizational review. Working on management program and strategic planning in the fall, it will be a big year of hard work ahead.

**Helen Zanette:**

- Lead in water at school district. Detailed information is on the SD70 website. New policies to be put in place to ensure the situation is addressed.
- Change in board office, Tim Davey, Superintendent is moving on, Peter Claver will be filling the role, James Messenger to fill Peters role.

**Marcie:**

- 2025 Point in Time Homelessness will be held April 30 and has always based out of the CMHA Clubhouse.
- Will start planning activities in January.
- Next meeting will be hearing about the living wage calculation for the West Coast Communities.

**Jaslyn Haberl:**

- January 26- February 2 is family literacy week, 'Learning to be Green Together' is the theme.

**Penny Cote:**

- Strategic Planning for the Alberni-Clayoquot Hospital District was recently completed. Discussed facilities and doctor recruitment.
- Alberni-Clayoquot Regional District is currently in budget process.
- Sproat Lake and Long Beach are looking at the official community plan updates.

**Toni Buston:**

- Coalition meeting is the first Wednesday of every month. Start back in February, will send out information soon.

**Faye Missar:**

- Grants for projects up to \$50 000, funding sports, and things that promote positive childhood experiences through IH are available.
- Late winter will be working on Community Safety grants.
- Youth mental health fund proposal, due in January.
- Alcohol harm reduction, working with municipal government to look at alcohol policies or community alcohol strategy.
- No update on sobering assessment from Island Health in Tofino.
- LHA 70 profiles being updated through Island Health.

**Cynthia Dick:**

- The Request for Proposal for the ACHN Coordinator closed yesterday. Staff will add to next meeting to bring forward a report and recommendation to directors.

## **8. MEETING ADJORNED**

The meeting adjourned at 11:10 am.

The next meeting of the Table of Partners will be held Wednesday, January 15, 2025 at 9:30 am.

DRAFT

## Table of Partners Minutes

Wednesday, January 15, 2024 @ 9:30 am

Via Zoom on-line meeting

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**Members:** Marcie DeWitt, ACHN Coordinator  
Penny Cote, ACRD EA "D" Director  
Debra Hamilton, Executive Director ADAPS  
Rachelle Cole, BCEHS  
Brooke Wood, CBT, Rural and Remote Division of Family Practice  
Tish Bernard, Physiotherapist, Island Health  
Helen Zanette, Trustee, SD70  
Ellen Frood, Sage Haven  
Jaslyn Haberl, Bamfield Community School  
Vaida Siga, ACRD EA "C" Director  
Sasha Visona, Ridge view Health and Performance  
Samantha Barrowcliff, Community Health Services  
Laurie Hannah, Westcoast Community Resources Societies

**Regrets:** Deb Haggard, CPA Councillor  
Mollie Law, RCMP  
Jude Newman, Citaapi Mahtii Housing Society  
Alisha Pauling, Island Health  
Shawn Anderson, District of Ucluelet, Councillor  
Natasha Dumont, Island Health

**Guests:** Faye Missar, Island Health  
Kirsten Nesbitt, SD70  
Angeline Street, Community Action Team Coordinator  
Colin Robinson, Clayoquot Biosphere Trust

**ACRD Staff:** Alyssa Spencer, Administrative Assistant  
Cynthia Dick, Manager of Administrative Services

### 1. CALL TO ORDER

The Coordinator called the meeting to order at 9:41 am.

### 2. IN-CAMERA

Cynthia Dick, Penny Cote and Vaida Siga left the meeting at 9:57 am.

### 3. LAND ACKNOWLEDGMENT

The Coordinator recognized the meeting is being held throughout the Nuuchahnulth territories.

#### **4. APPROVAL OF AGENDA & MINUTES**

The Agenda for January 15, 2025 meeting was approved.

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

#### **5. INTRODUCTIONS**

Members and guests make introductions.

#### **6. Living Wage Calculation, Westcoast Communities – Colin Robinson, Clayoquot Biosphere Trust**

#### **7. Youth Foundry Centre – Debra Hamilton, ADAPS**

#### **8. ACHN REPORTS**

- a. **Coordinator Update** - Marcie DeWitt reported on activities that she was involved in since our previous meeting as outlined in the agenda package.

Highlights:

- The annual budget is approved.
- Has followed up with the new Table of Partners, there is an orientation this afternoon.
- Edit, sort and update communications documents.
- Working with Tamarack on application to another federal fund for youth support services. A larger project incorporating 5 communities a part of Community Building Youth Futures project. If successful will bring around 75000 annually for further youth engagement around employment based skills.
- Poverty reduction – data training around impact outcomes, indicators and general information to incorporate into this year's projects.

#### **9. ACHN UPDATES**

- a. **Communities Building Youth Futures**

**Jaslyn Haberl:**

- Solid turn out at youth programs – hosted a Friday night chill last week.
- Scheduling in youth peer support training for recently graduated and grade 12 students as part of course work.
- Moving forward on greenhouse project and medicine garden project.
- Fieldtrips with local agriculture organizations and businesses.
- Next non instructional day – taking a group of youth to trampoline park in Nanaimo.
- Partnership with Nuu-Chah-Nulth Tribal Council new youth workers & Huu-ay-aht youth outreach worker to implement the Belonging Networks new program called Stepping Stones for indigenous ways of knowing and teaching on topics like empathy, confidence, identity, advocacy and future planning. Hoping for one week in Bamfield and one week in Port Alberni.

## **10. INFORMATION ITEMS**

### **a. Regional & Member Updates**

#### **Brooke Wood:**

- The plan is for the Island Health facility in Ucluelet to open in August, hiring PCN nurse to line up with timeline, may be sooner than later. Planning for outreach in the communities as part of PCN nurse role, planning for team based care.
- Visiting specialists for the coast, looking at alternate spaces for the next year.
- Possible space for mobile foundry or clinic access, will connect with Debra Hamilton.

#### **Helen Zanette:**

- School District has replaced Siri Curliss, Manager of Mental Health and Wellness with Lynn Brown.

#### **Jaslyn Haberl:**

- Concluding work as Bamfield Community School Association Coordinator in July, will be seeking a replacement, budgeted for 3 months of overlap to train.

#### **Angeline Street:**

- Reminder of the Car show on May 25 with the focus on mental health and substance use awareness with live music, food trucks, looking for service organizations to have a table with activities and giveaways to engage, destigmatize and normalize these conversations.

#### **Laurie Hannah:**

- Forensic nurse program on West Coast.
- WCRS is going into its strategic planning year for West Coast, connecting with leadership from First Nation communities.
- Social enterprise – Ukee Reuse It, looking for a bigger space.
- Critical Incident Stress Management Team is going into their third year and is going well.

## **11. MEETING ADJORNED**

The meeting adjourned at 11:28 am.

The next meeting of the Table of Partners will be held Wednesday, February 19, 2025 at 9:30 am.



## Table of Partners Minutes

Wednesday, February 19, 2025 @ 9:30 am

Via Zoom on-line meeting

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**Members:** Marcie DeWitt, ACHN Coordinator  
Penny Cote, ACRD EA "D" Director  
Brooke Wood, CBT, Rural and Remote Division of Family Practice  
Tish Bernard, Physiotherapist, Island Health  
Helen Zanette, Trustee, SD70  
Jude Newman, Citaapi Mahtii Housing Society  
Jaslyn Haberl, Bamfield Community School  
Sasha Visona, Rideview Health and Performance  
Samantha Barrowcliff, Community Health Services

**Regrets:** Vaida Siga, ACRD EA "C" Director  
Deb Haggard, CPA Councillor  
Ellen Frood, Sage Haven  
Rachelle Cole, BCEHS  
Mollie Law, RCMP  
Shawn Anderson, District of Ucluelet, Councillor  
Debra Hamilton, Executive Director ADAPS  
Natasha Dumont, Island Health  
Laurie Hannah, Westcoast Community Resources Societies

**Guests:** Nina Holm, Island Health  
Jane Osborne, BC Community Response Network  
Faye Missar, Community Health Promoter  
Toni Buston, West Coast Youth Engagement Facilitator  
Christina Brack, INEO Employment Services  
Caitlin Pitre, West Coast Community Resource Society  
Kirsten Nesbitt, Pacific Rim School District

**ACRD Staff:** Alyssa Spencer, Administrative Assistant  
Serena Manhas, Planner 1

### 1. CALL TO ORDER

The Chairperson called the meeting to order at 9:39 am.

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

### 2. APPROVAL OF AGENDA & MINUTES

The Agenda for February 19, 2025 meeting was approved.

The Minutes of the January 15, 2024 meeting were approved.

### **3. ELECTORAL AEREAS OCP UPDATE – SERENA MANHAS, ACRD PLANNER**

- Engagement Plan Report presented to Electoral Area Directors Committee in October 2024
- Pop-up even at Ucluelet Co-op General Store on November 6, 2024
- Open house and workshop scheduled for March 13 at Ucluelet Community Centre from 4-7 pm
- Survey available on Let's Connect from March 3- March 28, 2025
- Sproat Lake and Area OCPizza Party Handbook and Guide
- Include school district, having students input is important, possibility of a school pop up

**Serena Manhas left at 10:02am**

### **4. ACHN REPORTS**

- a. **Coordinator Update** - Marcie DeWitt reported on activities that she was involved in since our previous meeting as outlined in the agenda package.  
Highlights:
  - Facilitate third continuum of care meeting in January.
- b. **Alberni Living Wage Project Plan**
  - Hearing interest in community partners
  - Next step will be a delegation to council if approved today
  - Would begin March 2025
  - Factors into the poverty reduction action plan update
  - Living Wage BC would like calculation to be done with Provincial calculations in September
  - Possibility to allocate budget to graphic design
  - Interest was expressed at the meeting and supported by the ToP
  - Will Schedule delegation with Port Alberni

### **5. ACHN UPDATES**

- a. **Tamarack Circle of Actions Invitation**
  - Interest in applying?
  - Already member of the western community leads for poverty reduction
  - Requires 2 members to participate
  - No interest from ACHN ToP but Marcie will forward the information to any interested orgs.
- b. **Communities Building Youth Futures**  
**Jaslyn Haberl:**
  - Planning for graduation and prom
  - Reaching out to community partners to host
  - Skill exploration program in Marine Science and Aquaculture is going well
  - January student field trip to Nanaimo went well

- Imagination Station art based after school program launched
- Request to community affairs - Looking for funds to operate spring break camp and field trips
- Looking for strategies for sleep hygiene education
- SD Health manager Lynne Brown may have resources for parents online

**Toni Buston:**

- Met with leadership group
- Fundraiser raised \$4000 for prom
- Taking position with Toquaht Nation, education and community programs
- Will finish the school year in current position

**c. ACRD Accessibility Committee**

- Offered participation on committee to listen and assist with connections when possible

## **6. INFORMATION ITEMS**

**a. Regional & Member Updates**

**Caitlin Pitre:**

- International Womens Day on March 8, planned a day including a walk, yoga and sauna – registration at [www.wccrs.ca](http://www.wccrs.ca)
- Ukee Reuse It - broke even in January
- Sexual Assault Response Program now has third party reporting
- Critical Incident Stress Management Training was done in October which had 26 volunteer responders, looking for funding to hold the training in Ahousaht
- Reducing Barriers Training in Port Alberni in March - training on supporting women on mental wellness and substance use

**Sasha Visona:**

- Mcleans Mills 10k – April 6<sup>th</sup>, proceeds go to Kid Sport Port Alberni

**Christina Brack:**

- Young Adults and Youth at Risk has been renewed for another year

**Marcie DeWitt:**

- BC Housing funded Point in Time homelessness count, every second year
- West Coast Transit working group meeting this afternoon with more information on the transfer of the service to BC Transit March 1<sup>st</sup>.

**Jaslyn Haberl:**

- Food Security Program is underway, plants confirmed to be coming in during spring break for indigenous medicine garden
- Community food pantry is relaunching
- Western Canada leads call with Tamarack – hoping for Kirsten to attend on Monday, 1pm for BC Poverty Child Report session

**Penny Cote:**

- Attending AVICC on April 11-13 2025 for Community Health Care Associates
- Promoting Free Virtual 10-day session Feb 24- March 5 to learn about Tapping Method

**Sam Barrowcliff:**

- Vacant positions available at Community Health Services

**7. MEETING ADJORNED**

The meeting adjourned at 10:48 am.

The next meeting of the Table of Partners will be held Wednesday, March 19, 2025 at 9:30 am.

DRAFT

## Table of Partners Minutes

Wednesday, March 19, 2025 @ 9:30 am

Via Zoom on-line meeting

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**Members:** Marcie DeWitt, ACHN Coordinator

Vaida Siga, ACRD EA "C" Director

Jude Newman, Citaapi Mahtii Housing Society

Laurie Hannah, Westcoast Community Resource Societies

Shawn Anderson, Councillor, District of Ucluelet

Samantha Barrowcliff, Community Health Services

Sasha Visona, Ridge View Health and Performance

Helen Zanette, Trustee, SD70

Mollie Law, Victim Services, RCMP

**Regrets:** Penny Cote, ACRD EA "D" Director

Ellen Froot, Sage Haven

Natasha Dumont, Island Health

Deb Haggard, CPA Councillor

Debra Hamilton, ADAPS Youth and Family Services

Jaslyn Haberl, Bamfield Community School

Rachelle Cole, BCEHS

Brooke Wood, CBT, Rural and Remote Division of Family Practice

Tish Bernard, Physiotherapist, Island Health

**Guests:** Faye Missar, Public Health Promoter, Island Health

Toni Buston, West Coast Youth Engagement Facilitator

**ACRD Staff:** Alyssa Spencer, Administrative Assistant

**1. CALL TO ORDER**

The Coordinator called the meeting to order at 9:36 am.

The Coordinator recognized the meeting is being held throughout the Nuuchahnulth territories.

**2. APPROVAL OF AGENDA & MINUTES**

The Agenda for the February 19, 2025 meeting was approved.

The Minutes of the February 19, 2025 meeting were approved.

**3. ACHN Mission, Vision, Values**

#### **4. ACHN Reports**

##### **a. Coordinator Update**

- Living wage Alberni calculation project plan - Port Alberni council gave go ahead to pursue project.
- Preparing for Continuum of Care Coalition, will be next Wednesday at Echo Centre helping to connect folks with health and social development services.
- Planning with Faye and Toni on the Coming Together Forum and Coastal Family Resource Coalition Coordination position.
- AVICC, convention in Nanaimo, usually have a booth or do presentations on health and healthy community building.
- Participated in activities with Tamarack – Canadian Western Leads, reducing poverty, anti-racism community of practice, living wage and navigating change.
- BC Transit ceremony for first date of service.

##### **b. 2025 Youth MOU's**

- Funding Youth Safe Spaces and youth positions in Barkley Communities and West Coast Communities at \$10 000.00 each to support facilities.
- ADAPS held contracts for both the Alberni Valley and West Coast Youth Facilitator Roles, discussed ensuring still funding going towards youth facilitation, going towards youth safe spaces. ADAPS will look into hiring position on the West Coast.
- Barkley Community School, Jaslyn was holding the Youth Safe Space, funds would be used towards coordination, facilitation and maintenance of the youth safe space.

#### **5. ACHN Updates**

##### **Communities Building Youth Futures**

- Carrying on Friday night chill, started recruiting for new Barkley School Coordinator
- Toni is still meeting with leadership group, most youth are getting ready to graduate. They were planning a youth conference but the youth prefer a youth concert. This would be the third year and is completely organized by the youth. The date will be in May. Working on recruiting more musicians.
- ADAPS has Youth of Now conference next Friday.
- The Youth panel will be at the Coming Together Forum, focusing on prepping the youth.

#### **6. Regional and Member Updates**

##### **Mollie Law**

- Hosting court in Ahousaht, participating in a study looking at all the courts and safety of attendees and how equal that is all over BC.

##### **Helen Zanette**

- Passed amended annual budget for 2025-2026, the association will form different working groups and provide a report called One Province One Plan. Will be a

resource for trustees in districts on what are we doing well and what we want to do better and what is our plan.

**Laurie Hannah**

- West Coast Community Resources SARP volunteer responder training starts in April for six weeks.
- WCRS community volunteer income tax program offering free tax services to people with moderate to low incomes.
- International Women's Day at Tin Wis was a great community event.

**Shawn Anderson**

- A private development being proposed for Manado with 255 units, 75 attainable sales, 32 would be affordable rentals, 76 would be attainable rentals, 11 single family homes, 58 market. Priority will be for locals. Around 5-7 years to finish.
- Tsunami level requires raising the ground around 30 feet.
- Grand opening of Lighthouse Keepers House on March 25 at 11:30 am.

**Sam Barrowcliff**

- CMHA has no housing outreach workers available, there is a vacant position.
- Looking for Occupational Therapists, seating waitlist of over 2 years.

**Faye Missar**

- Dr. Enns presented to Port Alberni Council on alcohol harm, they passed a motion to look at a municipal alcohol policy.
- District of Ucluelet received similar presentation, there was no motion, will reach out about creating policies to support alcohol harm reduction.
- Tofino has put up notice of motion for community alcohol strategy.
- Island Health Youth Resiliency Grant and Community Safety Grant is paused.
- Horse Power for Healing event in Port Alberni will be aimed for men in trades with a car show having access to services and wellness in May.

**Marcie DeWitt**

- Point in Time Homelessness count is April 30, it will be a full day event, working with outreach workers to do surveys at risk or experiencing housing challenges in the Alberni valley.

**7. MEETING ADJORNED**

The meeting adjourned at 10:26 am.

The next meeting of the Table of Partners will be held Wednesday, April 16 at 9:30 am.



**PACIFIC RIM SCHOOL DISTRICT  
POLICY COMMITTEE MEETING MINUTES  
April 8, 2025 4:00 p.m.  
Administration Office Board Room**

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

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**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), ʕaʔuukʷiʔaṭḥ (Tla-o-qui-aht), Čišaaʔaṭḥ (Tseshaht) and the Yuuʕuʔiʕaṭḥ (Yuu-cluth-aht) Nations.

**2. Introductions**

**3. Approval of Agenda**

**Moved by:** Trustee Craig

**Seconded by:** Trustee Ransom

THAT the Board of Education approve the April 8, 2025 Policy Committee agenda as presented.

**Carried**

**4. New or Revised Draft Policy**

**4.1 XXX: Purchasing (P)**

Will be sent to the Board for approval to go out for a 30-day public consultation period.



#### **4.2 XXX: Integrated Pest Management (P)**

Will be sent to the Board for approval to go out for a 30-day public consultation period. Acting Director of Operations, Alex Taylor confirmed when asked by ADTU President Dvorak that this policy applies to teacherages as well.

#### **4.3 XXX: Ventilation for Acceptable Air Quality (P)**

Will be sent to the Board for approval to go out for a 30-day public consultation period. The acronym ASHRAE needs to be spelled out in full form on the first use.

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

#### **5.1 XXXX: Purchasing (AP)**

Ms. Neville provided an overview of her report, clarifying that the admin procedure applies to all teachers. She gave examples of what emergency purchases would be and noted that we do, at times, accept verbal quotes. A row needs to be added to the table on page 6 of the document defining the process for purchases between \$10k - \$74k. The term Purchasing Department needs to be revised to define better who approves purchases, as we do not have a Purchasing Department. Add a reference to the Disposal Policy in the References and Resources section.

#### **5.2 XXXX: Signing Authority (AP)**

No changes required.

#### **5.3 Appeal of Decision by an Employee (AP)**

Show the shortening of the term Appeal Committee of the Board as Appeal Committee on the first use. Add the words "instructional days" to the 14-day time period mentioned in the "When a Hearing is Warranted" section.

#### **5.4 XXXX: Head Lice (AP)**

Director Bennett provided an overview of her document, noting her consultation with Island Health and WorkSafe BC regarding their definition of head lice. ADTU President Dvorak suggested that perhaps a template letter with district-wide consistent wording could be used (on each school's individual letterhead) when a teacher/principal advises a parent/guardian that their child has head lice. Staff pointed out that depending on the individual relationship between the teacher/principal and the parent/guardian, a letter may not always be the preferred means of communication, hence the preference to allow for flexibility in how this communication happens.

With the exception of Items 8.1 - 8.3, items 5.5 were not heard as the allocated meeting time expired. These will be placed on the next agenda.

**5.5 XXXX: Parent/Guardian Code of Conduct (AP)**

Moved to the May 13, 2025 agenda.

**5.6 XXXX: Integrated Pest Management (AP)**

Moved to the May 13, 2025 agenda.

**5.7 XXXX: Ventilation for Acceptable Air Quality (AP)**

Moved to the May 13, 2025 agenda.

**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**

The following Policies will be forwarded to the Board for approval to go out for a 30-day public consultation period.

**8.1 XXX: Public Interest Disclosure (P)**

**8.2 XXX: Head Lice (P)**

8.2.a Public Consultation Feedback

**8.3 XXX: Purchasing Card (P)**

**9. Completed Business**

**10. New Business**

**11. Correspondence - For Information**

**12. Future Policy/Administrative Procedures**

**13. Next Meeting Date**

**14. Adjournment**

The meeting was adjourned at 5:15pm.

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Board Chair

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Secretary Treasurer