



**SD70 PACIFIC RIM BOARD OF EDUCATION
PUBLIC BOARD MEETING AGENDA
Tuesday, December 19, 2023, 5:15 p.m.
Maquinna Elementary School, Port Alberni**

	Pages
1. Call to Order	
We acknowledge that we work and learn on the ha-houlthee of the Hupačasath (Hupacasath), Huu-ay-aht (Huu-ay-aht), ʔaʔuukʷiʔaʔh (Tla-o-qui-aht), Cišaaʔaʔh (Tseshaht) and the Yuuʔuʔiʔaʔh (Yuu-cluth-aht) Nations.	
2. Approval of Agenda	
THAT the Board of Education adopt the December 19, 2023 Public Meeting agenda as presented.	
3. Conflict of Interest Declaration	
4. Adoption of Minutes	3
THAT the Board of Education adopt the November 28, 2023 Public Meeting Minutes as presented.	
5. Announcements of the Chair	
6. Good News from the Schools	
6.1 School Update (10 minutes)	
Sean Peterson, Principal	
7. Trustee Statements	
8. Petitions/ Delegations/ Presentations	
9. Staff Reports	
9.1 Retirements/Resignations	11
THAT the Board of Education accept the retirement of Brad Cook effective January 5, 2024, Amarjit Pohar effective February 1, 2024, and the resignations of Erin Venn effective January 19, 2024 and Carrie Nahorney effective January 11, 2024.	
9.2 2023/24 Funding Announcements (verbal update)	
Barbara Ross, Secretary Treasurer	
9.3 Announcement of Education Agreements	
Pam Craig, Board Chair	
10. Unfinished Business/ New Business	
11. Policy Development	
11.1 Policies to go out for Public Consultation	15

11.2	Policies for Adoption	
	None	
12.	Notice of Motion	
13.	Correspondence- Action Required	
14.	Correspondence- For Information	
14.1	2023-11-27 City of Port Alberni Council Summary	19
15.	External Board Committees	
15.1	Heritage Commission Meeting minutes	28
16.	Internal District Committees	
16.1	2023-11-21 Finance, Assets & Operations Committee Meeting Minutes	42
16.2	2023-12-05 Education Committee Meeting Minutes	44
17.	Audience Question Period	
	Are there any questions, regarding today's agenda topics, from the audience?	
18.	Next Meeting	
	The next regular meeting of the Board of Education will be held on January 23, 2024 at 5:00pm at Alberni Elementary School, Port Alberni.	
19.	Adjournment	
	The meeting was adjourned at TIME.	



**SD70 PACIFIC RIM BOARD OF EDUCATION
PUBLIC BOARD MEETING MINUTES
November 28, 2023, 5:00 p.m.
John Howitt Elementary School**

Pam Craig - Board Chair
Janis Joseph – Vice Chair
Cynthia Orr - Trustee
Cherilyn Bray - Trustee
Larry Ransom – Trustee
Christine Washington - Trustee
Helen Zanette - Trustee
Tim Davie – Superintendent
Peter Klaver – Assistant Superintendent
Michell Bennett - Director of Instruction - Inclusive Education
Steve Brown – John Howitt Elementary School Principal
Paula Mason - Manager of Corporate Services
Carla Neville – Controller
Ryan Dvorak – ADTU President
Nadine White – CUPE President (via Teams)
Linda Taylor, Backpack Program representative

Audience Members:

Larry
Elisa Haase
Sukhdev Krishan
Sarah Messenger (PAC)

- 1. Call to Order**
- 2. Approval of Agenda**

Add item 13.1 - Letter from SD84.

Moved by: Trustee Ransom

Seconded by: Trustee Bray

THAT the Board of Education adopt the November 28, 2023 Public Meeting agenda as amended.

Carried

3. Conflict of Interest Declaration

There were no conflicts declared.

4. Adoption of Minutes

Moved by: Trustee Joseph

Seconded by: Trustee Orr

THAT the October 24, 2023 Regular (Public) Meeting Minutes be approved as presented.

Carried

5. Announcements of the Chair

Chair Craig highlighted some of the wonderful presentations/topics at BCSTA Trustee Academy, attended November 23 - 25, 2023.

6. Good News from the Schools

6.1 School Update (10 minutes)

Principal Brown provided a PowerPoint presentation highlighting the fabulous activities going on in the school and answered questions asked by the Board.

7. Trustee Statements

Trustee Ransom mentioned Remembrance Day ceremonies/events around the District, and also commented on the BCSTA Trustee Academy. Trustee Bray mentioned how wonderful it was to have student/staff ambassadors give her a tour of EJ Dunn Elementary School when she attended their Remembrance Day ceremony.

8. Petitions/ Delegations/ Presentations

8.1 Port Alberni Backpack Program Society (10 minutes)

Ms. Taylor provided a PowerPoint presentation highlighting how the volunteer Backpack Program works.

9. Staff Reports

9.1 Annual Elections (20 minutes)

9.1.a Annual Election for Chair

Superintendent Davie assumed the position of Chair and called for nominations for the position of Board Chair. Trustee Ransom nominated Trustee Craig. Mr. Davie called a second and third time for nominations for the position of Board Chair. There were none. Pam Craig was elected Board Chair by acclamation and assumed the position of Chair for the balance of the meeting.

9.1.b Annual Election for Vice-Chair

Board Chair Craig thanked Trustee Joseph for her dedication, hard work and commitment to the Vice-Chair position over the last year.

Trustee Joseph nominated Trustee Bray for the position of Vice-Chair for the next year. Board Chair Craig called a second time for nominations for the position of Board Vice-Chair. Trustee Zanette nominated Trustee Ransom for the position of Vice-Chair for the next year. Board Chair Craig called a third time for nominations for the position of Board Vice-Chair. There were no further nominations. Manager Mason handed ballots to the Trustees, Assistant Superintendent Klaver collected the ballots once completed, then Controller Neville and Mr. Klaver, as scrutineers, left the room to count the ballots and provide the results of the election. Mr. Klaver re-entered the room and provided the results to Board Chair Craig. Trustee Bray won the election and assumed the position of Board Vice-Chair for the next year.

Moved by: Trustee Ransom

Seconded by: Trustee Washington

THAT the Board of Education direct staff through the Superintendent, to destroy the ballots used to elect the Board Vice-Chair at the 2023 Annual Board Election.

Carried

9.1.c Committee Appointments

1. Nominations were put forth for the positions of Chair and Vice-Chair for each of the following Committees: Policy Committee, Finance, Assets and Operations Committee, and the Education Committee. The following were the results:

Policy Committee:

Chair - Trustee Zanette / Vice-Chair - Trustee Washington

Finance, Assets and Operations Committee:

Chair - Trustee Bray / Vice-Chair - Trustee Ransom

Education Committee:

Chair - Trustee Joseph / Vice-Chair - Trustee Orr

2. Nominations were put forth for the positions of Representative and Alternate (where applicable) for each of the following Committees with the results being listed below:

British Columbia School Trustees Association Provincial Council:

Representative - Trustee Ransom / Alternate - Trustee Orr

British Columbia Public School Employer's Association:

Representative - Trustee Craig / Alternate - Trustee Zanette

Labour Management:

Representative - Trustee Washington / Alternate - Trustee Bray

Teacher/Trustee Liaison Committee:

Representatives - Trustee Joseph / Trustee Craig

Indigenous Education Advisory Committee:

Trustees Craig, Joseph & Zanette

Teacher Pro-D:

Representative - Trustee Bray / Alternate - Trustee Washington

Special Education Advisory Committee (SSEAC):

Representative - Trustee Joseph / Alternate - Trustee Bray

District Parent's Advisory Council (DPAC):

Representative - Trustee Craig / Alternate - Trustee Zanette

Occupational Health & Safety (In-Camera):

Representative - Trustee Bray / Alternate - Trustee Zanette

Port Alberni Advisory Planning Commission:

Representative - Trustee Ransom / Alternate - Trustee Washington

Port Alberni Museum and Heritage Commission:

Representative - Trustee Craig / Alternate - Trustee Joseph

Port Alberni Advisory Traffic Commission:

Representative - Trustee Washington / Alternate - Trustee Ransom

Agriculture Development Committee of the ACRD:

Representative - Trustee Zanette / Alternate - Trustee Ransom

City of Port Alberni:

Representative - Trustee Bray / Alternate - Trustee Zanette

Clayoquot Biosphere Trust:

Representative - Trustee Orr / Alternate - Trustee Zanette

District of Ucluelet:

Representative - Trustee Orr

District of Tofino:

Representative - Trustee Orr

Alberni Clayoquot Health Network:

Representative - Trustee Zanette

Solid Waste Management Plan Advisory Committee:

Representative - Trustee Zanette / Alternate - Trustee Ransom (if alternate required)

9.2 Retirements / Resignations (3 minutes)

Moved by: Trustee Ransom

Seconded by: Trustee Bray

THAT the Board of Education accept the resignation/retirement of Holly Duggan, effective November 17, 2023; Sheri Stanley, effective November 10, 2023; Sandra

Dailey effective March 31, 2024; Regan Pley effective December 1, 2023 and Heidi Vanbeselaere effective immediately.

Carried

9.3 BAA Course Approval - ADSS Indigenous Leadership Course (3 minutes)

Moved by: Trustee Bray

Seconded by: Trustee Washington

THAT the Board of Education approve the BAA Course - ADSS Indigenous Leadership Course as presented.

Carried

9.4 2023/24 Budget Timeline/Calendar (5 minutes)

Moved by: Trustee Washington

Seconded by: Trustee Bray

THAT the Board of Education approve the 2023/24 Budget Timeline/Calendar as presented.

Carried

9.5 Food Programs (5 minutes)

Controller Neville presented an overview of her report and answered questions regarding the sources of funding for school lunches being through both PAC and monies raised by the schools, and the status of the lunch program in Ucluelet.

9.6 Semi-Annual Operational Plan update (5 minutes)

Superintendent Davie provided an overview of his report.

10. Unfinished Business/ New Business

11. Policy Development

11.1 Policies to go out for Public Consultation

11.1.a School Trustee Code of Conduct Policy

Moved by: Trustee Washington

Seconded by: Trustee Bray

THAT the Board of Education direct staff through the Superintendent to seek feedback on the School Trustee Code of Conduct Policy & Administrative

Procedure by means of a 30-day Public Consultation period, from November 29 - December 29, 2023.

Carried

11.2 Policies for Adoption

11.2.a Trustee Remuneration Policy

Moved by: Trustee Washington

Seconded by: Trustee Zanette

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

Carried

11.2.b Board Procedure Policy

Moved by: Trustee Washington

Seconded by: Trustee Bray

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

Carried

11.2.c Adoption of Community Schools Policy

Moved by: Trustee Ransom

Seconded by: Trustee Joseph

THAT the Board of Education adopt the Community School Policy as presented .

Carried

11.2.d Adoption of Student Grade Placement Policy

Moved by: Trustee Washington

Seconded by: Trustee Bray

THAT the Board of Education approve the Student Grade Placement Policy as presented.

After the motion was first put on the table, discussion ensued regarding the public feedback that had been received and a motion was made to have the

policy sent back to the Policy Committee for further review, despite the existing Policy Development policy which states that after feedback has been received, policy and feedback are reviewed by the Board, not by the Policy Committee again. Staff have reviewed the feedback and have brought the policy forward with recommendations.

Carried

Moved by: Trustee Ransom
Seconded by: Trustee Zanette

THAT the policy be referred back to the Policy Committee for further review.

Defeated

11.2.e Adoption of Alternate Delivery Sensitive Material Policy

Moved by: Trustee Bray
Seconded by: Trustee Washington

THAT the Board of Education approve the Alternate Delivery Sensitive Material Policy as presented.

Carried

11.2.f Adoption of Public Disclosure Policy

Moved by: Trustee Bray
Seconded by: Trustee Joseph

THAT the Board of Education approve the Public Disclosure Policy as presented.

Carried

12. Notice of Motion

13. Correspondence - Action Required

13.1 2023-11-16 Fehr, Arlaine

14. Correspondence - For Information

14.1 2023-11-14 City of Port Alberni Council Summary

14.2 2023-11-21 Late Policy Feedback Submission

15. External Board Committees

15.1 2023-11-01 Heritage Commission Meeting minutes

15.2 2023-11-15 TOP Meeting Minutes (draft)

15.3 Alberni-Clayoquot Health Network Recruitment 2023

15.4 2023-10-24 ACRD Agricultural Development Committee Meeting

16. Internal District Committees

16.1 October 17, 2023 Finance, Operations & Assets Committee Meeting Minutes

16.2 November 7, 2023 Education Committee Meeting Minutes

16.3 November 14, 2023 Policy Committee Meeting Minutes

NB: title of document needs to be corrected to read Policy Committee Meeting Minutes.

17. Audience Question Period

Audience member Mr. Sukhdev Krishan, attending via Teams, asked to address matters related to SOGI Education. Board Chair Craig advised that only questions related to the day's agenda can be taken during the Audience Question Period. Mr. Krishan explained that he had attended the PAC meeting, was referred to the Board Meeting, and asked when SOGI Education would be on the agenda. Superintendent advised that he was welcome to contact him personally at the Board Office if he'd like to meet in person to discuss matters of curriculum further.

18. Next Meeting

19. Adjournment

The Chairperson adjourned the meeting at 6:51pm.

Board Chair

Secretary Treasurer

November 21, 2023

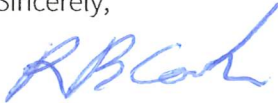
Richard Brad Cook
Custodial Services
Pacific Rim School District 70

Dear Greg Roe,

I am writing you today to officially announce my planned retirement from Pacific Rim School District 70 – Custodial Services. My last working day will be November 20, 2023. I am requesting sick time until January 5, 2024.

I'm leaving a grateful and appreciative person for the opportunities that were given to me during my 35 years career with School District 70. It was a great part of my life and I am looking forward to new challenges and changes.

Sincerely,



Richard (Brad) Cook

From: Amarjit Pohar [REDACTED]
Subject: Retiring February 1, 2024
Date: November 29, 2023 at 1:20:38 PM PST
To: Peter Klaver [REDACTED]
Cc: Ryan Dvorak [REDACTED] >, Rob Souther [REDACTED]

Mr. Klaver:

Please be informed that I will be retiring effective February 1, 2024. I have informed BCTF Pension and clicked the button:)

It has been my greatest honour to have been a teacher for almost 34 years. I appreciate the time I have taught in SD70 since 2007:)

Thank-you for your attention to this matter.

Chu/Regards,

Ms. Amarjit Pohar
Learning Commons Teacher
English 10/11/12, Socials 10/12
Alberni District Secondary
Pronouns: she/her
apohar@sd70.bc.ca
250-723-6251 ext 4465

I acknowledge that I work learn and play on the ha-houlthees of the Hupačasath and Tseshahit Nations.

From: Erin Venn [REDACTED]
Subject: resignation letter
Date: December 4, 2023 at 3:52:42 PM PST
To: Peter Klaver [REDACTED], Michell Bennett [REDACTED]
Cc: [REDACTED]

Monday, December 4, 2023

Dear Peter and Michell,

I am writing to formally tender my resignation from my continuing position District Counsellor, SD70 Pacific Rim effective Friday, January 19, 2024.

I had hoped to submit an application for a leave of absence (Article G.38) but understand the unlikelihood of its approval.

It has been a privilege to work at SD70 Pacific Rim with Student Support Services and the 6 schools I have served at. I have learned a great deal during my 6+ years here and am grateful for the opportunities provided to me for professional growth and development.

As you are aware, I am keen to advance into a leadership role at this stage in my career. I have accepted a Lead role with qathet, Powell River on their ICY team.

I want to express my heartfelt gratitude for the experiences and knowledge gained during my employment at SD70 Pacific Rim. I am particularly grateful to my Director and administration teams (Wood and Howitt) for their continued support and willingness to work tirelessly to educate and nurture the students of our community. I will miss them greatly.

Best, Erin Venn

Carrie Nahorney

cnahorney@sd70.bc.ca

School District 070 Pacific Rim
ATT: Trisha Wilson, For Peter Klaver
4690 Roger Street,
Port Alberni, BC V9Y 3Z4

December 11th, 2023

To Peter Klaver:

I am writing to resign from my position as Manager, Early Learning and Childcare at School District 70 Pacific Rim, effective one month from today, Monday, December 11th, 2023.

I am committed to ensuring a smooth transition during my notice period. I am more than willing to provide any necessary documentation to facilitate the transfer of my responsibilities. Please let me know how I can best support this process. If requested, I am available to attend an exit interview.

I look forward to finishing my time here on a positive note.

Sincerely,


Carrie Nahorney, ECE (Early Childhood Educator)



XXXX: Public Interest Disclosure Administrative Policy

Purpose

The Board of Education of School District No. 70, Pacific Rim 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 allege wrongdoing related to School District 70's operations or personnel. This policy does not displace other mechanisms set out in School District 70's Policy for addressing and enforcing standard 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 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 School District 70 from the Ombudsperson or another government institution for investigation in accordance with PIDA;

"Employee" refers to a past and present employee of School District 70;

"FIPPA" means the *Freedom of Information and Protection of Privacy Act*, and all regulations thereto;



“Investigations” means an investigation undertaken by School District 70 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 School District 70’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 School District 70 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 School District 70 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 School District 70 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 School District 70 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, or 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

5.1 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.

5.2 In the event 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 School District 70.



300: Records Retention (P)

Approved: 05 27 2014

Revised: 01 23 2017

Revised 05 23 2023

Revised: 12 12 2023

POLICY

Pacific Rim School District 70's Board of Education requires records to be maintained and to provide control over the quality and quantity of information produced by the School District from its creation until its disposal, for legal, fiscal, and historical purposes and that proper custody, storage and disposal of records shall comply with provincial and federal legislation.

The Secretary-Treasurer is responsible for the implementation of the Administrative Procedure.

Once records are past their applicable timeframe as outlined in the Records Retention Administrative Procedure 3001, the Supervisor or Principal responsible for the department's records is authorized to destroy them if they are satisfied that the records hold no further value, and no historical or archival value remains.

The Board supports transition of records from paper-based to electronic where it is possible to ensure security of such records in a form consistent with the standards of paper-based records.

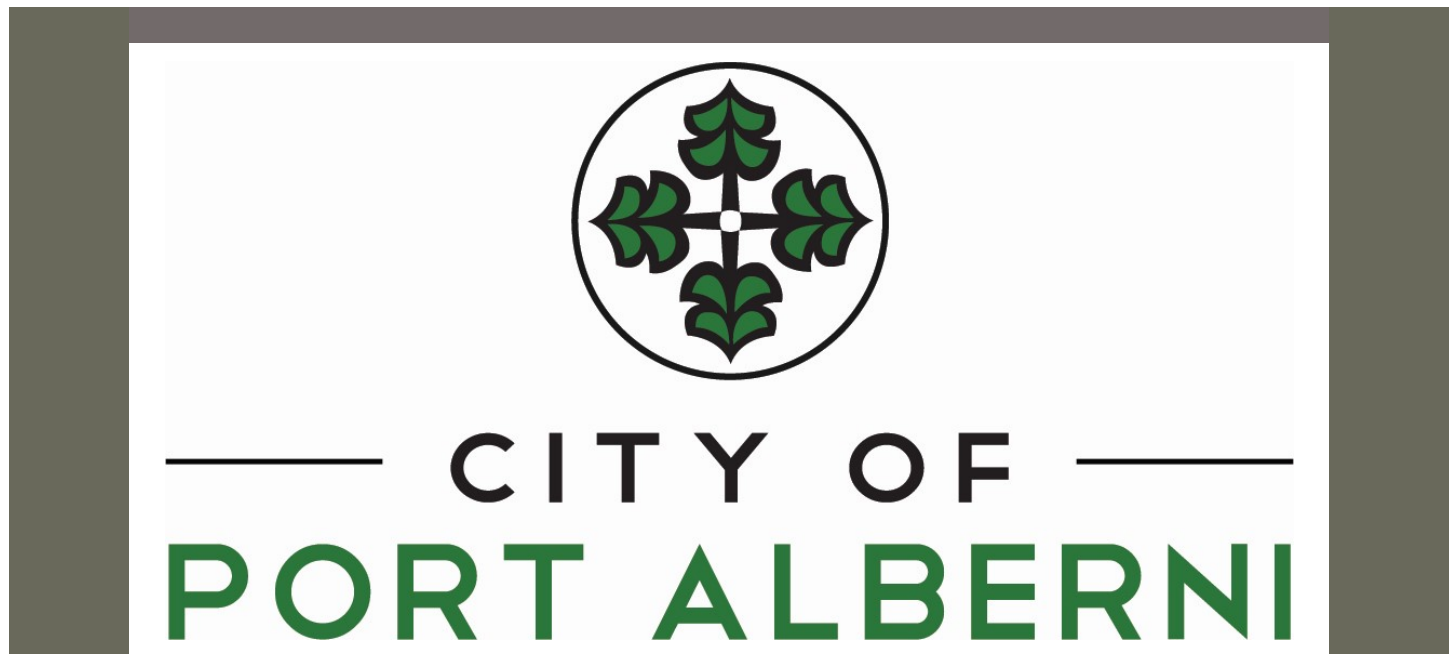
Reference: [ARCS ORCS User Guide - GRS RM Guide \(gov.bc.ca\)](#)
Education Operation Records Classification System ([education.pdf \(gov.bc.ca\)](#))
Education Data Reporting and Analytics Operational Records Classification System
([education_data_reporting_and_analytics_orcs.pdf \(gov.bc.ca\)](#))
[Information Management Act \(gov.bc.ca\)](#)
Records Retention Administrative Procedure 3001

Paula Mason

From: City of Port Alberni <sara_darling@portalberni.ca>
Sent: Tuesday, November 28, 2023 4:33 PM
To: Paula Mason
Subject: November 27, 2023 Council Summary

Follow Up Flag: Flag for follow up
Flag Status: Flagged

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





City Council Meeting Summary

November 27, 2023

An information report summarizing the regular meeting of Council held on November 27, 2023. This is not the official minutes. For more information, please contact the Corporate Services department at 250.723.2146 or email: corp_serv@portalberni.ca.

DELEGATIONS

Alberni Valley Community Forest Corporation

Chairman, Jim Sears, board member R. Corbeil and Manager, Chris Law presented a dividend cheque in the amount of \$300,000 to the City from the Alberni Valley Community Forest Corporation.

Council expressed their sincere appreciation to the Corporation for their dedication and impeccable management of the Community Forest which continues to provide numerous benefits to the community.

BYLAWS

City of Port Alberni 2023 – 2027 Financial Plan Amendment Bylaw No. 5075-1, 2023

was introduced and given three readings. The amendment is provided to consolidate all changes made through Council resolution in 2023 within the 2023 – 2027 Five Year Financial Plan. Council will consider adoption at their December 11th Regular meeting.

Official Community Plan Amendment (2780 Burde Street) Bylaw No. 5084 and **Zoning Amendment (2780 Burde Street) Bylaw No. 5085** were read a third time. Prior to adoption of the bylaws, a covenant must be registered on title requiring the property be connected to municipal sanitary sewer upon future extension of the service.

Official Community Plan Amendment (3690 Loewen Road and 2791 Burde Street) Bylaw No. 5092 and **Zoning Amendment (3690 Loewen Road and 2791 Burde Street) Bylaw No. 5093** were read a third time and adopted. The bylaws will enable a lot boundary adjustment.

CORRESPONDENCE

Western Vancouver Island Industrial Heritage Society

Council directed staff to prepare a letter of support, in principle, of the Society's continued efforts in the restoration, maintenance, display, and operation of the Alberni Pacific Railway.

Council further deferred the letter dated November 10, 2023 from the Western Vancouver Island Industrial Heritage Society to the January 2024 Committee of the Whole meeting for further discussion and consideration.

Alberni-Clayoquot Regional District | Grant Opportunities

Council provided approval for the Alberni-Clayoquot Regional District (ACRD) to apply for grant opportunities for Emergency Support Services and the Emergency Operation Centre through the Union of BC Municipalities Community Emergency Preparedness Fund including authorization for the ACRD to apply for, receive, and manage grant funding on behalf of the City of Port Alberni.

Wholesome Meals on Wheels Association

Council directed staff to prepare a letter of support for the Wholesome Meals on Wheels Association to accompany their grant application to BC Gaming. The Association provides hot, nourishing meals to seniors and others living with disabilities in support of maintaining their independence in their own homes.

Council also received their correspondence summary which included letters from:

1. Ministry of Housing | New Legislation to Support Housing Initiatives
2. Ministry of Emergency Management and Climate Readiness | Emergency and Disaster Management Act
3. BC United Official Opposition | Bill 45, *Miscellaneous Statutes Amendment Act*
4. R.C.M.P. | Commissioner Mike Duheme's Visit to BC and Recruitment Actions
5. Ministry of Citizen's Services | Grant-in-Lieu of Property Tax Payment and Report

PROCLAMATIONS

All Nations Outreach | Indigenous Survivors' Day

Council proclaimed June 30, 2024 as Indigenous Survivors' Day, dedicated to raise awareness and recognize and honor the enduring resilience of Indigenous communities.

REPORT FROM IN-CAMERA

Alberni Harbour Quay | Unit 13

Council released for public consumption Notice of its Intent to lease Unit 13 to A. Findlay for the operation of 'good/kind' for a three-year term, at the Alberni Harbour Quay.

NEW BUSINESS

Public Use of Municipal Venues

Council directed staff to prepare an administrative policy regarding appropriate conduct at municipal venues that includes the following language:

- We understand that this venue includes children, youth, adults and seniors of all races, all religions, all cultures, all abilities, all economic levels, all gender identities and all sexual orientations, and we will conduct ourselves in a manner that is respectful of this diverse community.
- We will comply with all applicable City of Port Alberni bylaws and federal and provincial legislation, including the British Columbia Human Rights Code and Canadian Human Rights Act, which prohibit discriminatory conduct including conduct that would expose persons or groups to hatred or contempt.
- We understand that City staff and their representatives have the authority to ask an individual or group to leave a City-owned or City-managed venue when that person or group is displaying inappropriate, disruptive, or aggressive behavior that threatens the security and safety of staff, guests, residents, themselves and/or property. Depending on the seriousness of the circumstances and behaviour, the City representative may choose to suspend, ban, or issue a Trespass Notice to the corresponding individual or group.

Firefighter Resource Planning and Succession

Council authorized early budget approval in the 2024-2028 Financial Plan in the amount of \$37,854 [Line 24421] to hire a probationary firefighter for a period of three months to facilitate orientation and training.

Canal Beach Pier Resurfacing

Council directed staff to review previous assessments and plans related to resurfacing the existing Canal Beach Pier in order to gather information and costing for inclusion in the 2024-2028 Financial Plan process and Parks Master Plan.

Port Alberni Skate Park

Council directed staff to include in the Parks, Recreation and Culture master plan, the redevelopment of the Skate Park / multi-use adventure facility including:

- Potential locations including the current location, expansion of the current *location and alternate locations*;
- The individualized costs of different levels of skate parks and associated features such as pump tracks, jump tracks and any other relevant adventure activity features;
- Identifying potential sources of grant funding available for the construction of such a facility;
- Identifying the level of interest of, and potential contribution from, local and superior intergovernmental partnerships;
- Identifying the level of interest of, and potential contribution from, community partners including but not limited to corporate sponsors, service groups and interest groups; and
- Effects on the ongoing 5 year operating and capital plans.

Crosswalks | Pedestrian Safety

Council directed staff to investigate costs and cost sharing opportunities to improve safety at existing crosswalks including:

- Redford Street and Wood/16th Avenue
- Redford Street and 15th Avenue
- Redford Street and 14th Avenue
- Redford Street and Anderson Avenue
- Johnston Road and Adelaide Street
- Johnston Road and Elizabeth Street
- Johnston Road and Margaret Street

Council further directed staff to coordinate a meeting with the Ministry of Transportation to discuss pedestrian safety as it relates to roadways within the municipality under the Ministry's jurisdiction.

Christmas Lights on Johnston Road

The Chief Administrative Officer provided information regarding a change in the practice of Christmas light installation on Johnston Road [Hwy 4], noting that the Ministry of Transportation informed the City that the lights are in contravention of their policies. Plans for an alternate location will be

undertaken in advance of the 2024 season.

Commercial Cost Recovery

Council inquired regarding cost recovery measures for small businesses that experience challenges related to mischief or social issues.

Stamp Avenue | Traffic Safety

Council requested the installation of speed limit signage on Stamp Avenue and requested that solutions for improved safety measures be brought forward to a future Traffic Advisory Committee meeting.

QUESTION PERIOD

R. Smith

Inquired regarding the operator certificate and permit holder for the Alberni Pacific Railway.

COUNCIL MEETINGS

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

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

- Attend in person in City Hall, Council Chambers, located at 4850 Argyle Street
- Livestream @ www.portalberni.ca
- 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.

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MEETINGS AT A GLANCE

Wednesday, December 6th

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

Monday, December 11th

2:00 pm | Annual Organizational Meeting
Council Chambers

Thursday, December 21st

12:00 pm | Advisory Planning Commission
Council Chambers

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Heritage Commission Meeting
December 6, 2023
Minutes

Location:
AV Museum

Attendees:

ACRD	Penny Cote
City Council	Charles Mealey
Community Arts Council	Claudia Romaniuk
Community at Large	Colin Schult
Historical Society	Gareth Flostrand
Industrial Heritage	Richard Spencer
Maritime Heritage	Ken Watson
McLean Mill	Elliot Drew
School District 70	Pam Craig
Staff	Kirsten Smith
Staff	Willa Thorpe

Regrets:

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

Called to order: 7:00pm

1. Moved by Pam that the agenda of the December 6, 2023 meeting be approved as circulated.
2. Moved by Penny that the minutes of the November 1, 2023 meeting be approved as amended.
3. Old Business
 - a. Heritage Week 2024
 - i. Elliot has met with almost every organization; plans continue
4. Correspondence – none
5. New Business
 - a. Repatriation of Huu-ay-aht artefacts
 - i. Looking to repatriate all artefacts (approximately 70) back to the families who own them
 - ii. Motion: that the Alberni Valley Museum and Heritage Commission formally supports the repatriation of approximately 70 artefacts currently hosted by the Alberni Valley Museum back to the Huu-ay-aht peoples, with the process to be led by the artefact repatriation committee.

Moved by Pam, seconded by Claudia → carried unanimously



Heritage Commission Meeting

December 6, 2023

Minutes

- iii. Motion: The Alberni Valley Museum and Heritage Commission approves deaccession of the Frank Dance Curtain (thliitsapilthaim) [1990.2.1]
 - a. Moved by Ken, seconded by Colin → carried unanimously
 - b. 2024 meeting locations
 - i. April – McLean Mill
 - ii. May – Sproat Lake Community Hall
 - iii. June – Maritime Heritage
 - iv. All other months – Museum
6. Reports
- a. Historical Society
 - i. A big thank you to all our very dedicated volunteers for putting in 156 ½ volunteer hours in November.
 - ii. Catch Diane Dobson's articles and photos on Facebook every two weeks. She covers so much of the history of the Valley – places, people and organizations. A very interesting read.
 - iii. The Archive volunteers will take a much-needed 2-week break for the holiday season. We will close on Thursday, Dec. 15th and re-open Tuesday, Jan. 2nd.
 - iv. Normal Archive hours are Tues-Thur, 11am to 3 pm.
 - v. Happy holiday season and best wishes in 2024 from the Historical Society!



Heritage Commission Meeting
December 6, 2023
Minutes

b. Regional District



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

KEEPING YOU CONNECTED

Highlights from the Alberni-Clayoquot Regional District (ACRD) Board of Directors Meetings - September, October, November 2023

SEPTEMBER 13 MEETING

NEW TEAM MEMBERS AT THE ACRD



On behalf of the ACRD, Chief Financial Officer Teri Fong (at podium) introduced three new additions to the finance team (right to left) – Accountant Mercy Hrad, Accounting Clerk Lyndsey Page, and Assistant Accountant Madison Johnson.

UPDATE ON AQUATIC CENTRE FEASIBILITY STUDY

Following the completion of the first phase of the Aquatics Centre Feasibility Study, HCMA Architecture & Design presented Technical Memo No. 1 and 2. No. 1 consisted of a review of the existing systems and a benchmarking of aquatic assets and governance models from comparable communities. No. 2 consisted of an assessment of the community's aquatic needs and opportunities that is based on the results of 1,250 completed surveys. Both documents can be found at www.letsconnectacrd.ca. The Board received both technical memos, and the outreach process will enter the third phase of the project in the new year following the completion of Technical Memo No. 3.

SEPTEMBER 27 MEETING

ALBERNI-CLAYOQUOT TRANSPORTATION COMMITTEE

Darren Deluca, Mike Newton, and Bob Cole gave an update to the ACRD Board of Directors regarding the activities and outcomes of the previous Alberni-Clayoquot Transportation Committee. They outlined membership, their purpose, and identified possible routes out of the Alberni Valley highlighted through previous studies.

UPDATE FROM BC TRANSIT

Seth Wright, senior manager from BC Transit, provided the Board with an update on BC Transit activities. He summarized for them the annual performance for 2022/2023, gave an update on the HandyDART service, and discussed the transit service expansion to the West Coast. The information he shared is available [HERE](#).

REQUEST FOR BC FERRIES PRESENTATION

The Board will write a letter to request that Marc Tremblay attend and address the Board to discuss BC Ferry's subsidy program and its relation to the Lady Rose Marine Services. The Board would like to determine how the BC Ferry Authority determine the level of service(s) for the Lady Rose Marine Services and receive a description and explanation of the proposed "planning process" as it relates to public participation, scope of planning process, formal involvement of Regional and Municipal staff/elected officials, and a date and location of sessions. The Board also wants to confirm the ACRD will participate regarding renewal of March 31, 2024 contract.

OCTOBER 11 MEETING

CHERRY CREEK WATER CONVERSION

The Board of Directors awarded the Cherry Creek Waterworks District Conversion Consultant contract to Connections Planning Associates Ltd. The contract is in the amount of \$40,000, and the Board authorized the CAO to negotiate and execute the contract on behalf of the Board. The contract is intended to study alternate governance option for the Cherry Creek Waterworks District, including potential conversion to a service of the ACRD.

WEST COAST TRANSIT

The Board approved moving forward with a high-level schedule of approximately 5,700 annual service hours for the West Coast Transit Service in 2024. The CAO will negotiate and execute an operating agreement with Pacific Western Transportation for a maximum of \$650,000. Staff will begin working on establishing partnership opportunities and continue to work on future provincial funding.

MEAT CUTTING COURSE

The Board supported an application be submitted to the Community Workforce Response Grant for the Meat Processing Fundamentals Program. This course was offered in partnership with North Island College earlier this year and was successful enough to warrant offering it again in 2024.

HOUSING ACCELERATOR FUND

The Board supported applying for grant funding to the Housing Accelerator Fund Program for the incentive funding and approved the grant application action plan for ACRD to create conditions for increased housing supply.

OCTOBER 22 MEETING

VITAL SIGNS UPDATE

The Alberni Valley Community Foundation (AVCF) presented the 2023 Vital Signs Report to the Board of Directors. Each year the AVCF supports the community by dispersing the interest from this fund to Alberni Valley charities and non-profit societies. They also produce a Vital Signs Report that takes a snapshot of the community. This year was the fourth annual report produced, and it was based on the 2022 Census data. You can review this document at this [LINK](#).

UPCOMING MEETINGS

West Coast Committee Meeting - December 6, 10 am - Tolino Council Chambers/Zoom
Committee of the Whole Meeting - December 13, 10 am - ACRD Boardroom/Zoom
Board of Directors Meeting - December 13, 1:30 pm - followed by the Regional Hospital District Meeting - ACRD Boardroom/Zoom
Holiday Closure - The ACRD office will be closed from December 25, 2023 to January 2, 2024.
All meetings are held in the ACRD boardroom and virtually. Visit the Regional District website at www.acrd.bc.ca for further details on public participation in meetings. Input on upcoming meetings may be emailed to: responses@acrd.bc.ca

250-720-2700 www.acrd.bc.ca 3008 Fifth Ave. @ACRDgov



Heritage Commission Meeting December 6, 2023 Minutes

ALBERNI-CLAYOQUOT REGIONAL DISTRICT

KEEPING YOU CONNECTED

Highlights from the Alberni-Clayoquot Regional District (ACRD) Board of Directors Meetings - September, October, November 2023

OCTOBER 22 MEETING CONTINUED

LETTER TO SUPPORT MAKERSPACE
The Board approved forwarding a letter of support to Alberni Valley Makerspace for their project proposal to the Forest Impact Transition component of the Rural Economic Diversification and Infrastructure Program. If successful, it would pilot the Alberni Valley Makerspace as a workforce development value-added manufacturing training facility.

PUBLIC ENGAGEMENT POLICY
The Board approved the ACRD's Public Engagement Policy. The goal of this policy is to enhance and encourage open, two-way communication with residents and community members.

NOVEMBER 8 MEETING

INAUGURAL MEETING ELECTIONS
The Manager of Administrative Services conducted the election for Chairperson and Vice-Chairperson of the ACRD Board of Directors, as well as the Chairperson and Vice-Chairperson of the Alberni-Clayoquot Regional Hospital District (ACRHD) for 2023/24.

Director John Jack was elected by the Board to sit as Chairperson for the ACRD and Vice-Chairperson for the ACRHD. Director Deb Haggard was elected Chairperson for the ACRHD and Vice-Chairperson for the ACRD Board of Directors.

SUPPORTING MICROTREL PROJECT
The Board of Directors approved providing a letter of support to the HFN Hospitality Corporation for an application for funding to the Huu-ay-aht Group of Businesses, Tseshah First Nation, and MasterBuilt Hotels Ltd. The letter will go to the Regional Economic Diversification and Infrastructure Program for funding to assist in developing a Microtel Inn & Suites by Wyndham in Port Alberni.

NOVEMBER 22 MEETING

RECOGNIZING OUR TEAM
The Board of Directors recognized two employees this month for their service at the ACRD. Heather Zenner (right), Manager of Administrative Services, received her 10-year recognition gift. General Manager of Community Services Jenny Brunn (left) received her recognition gift for five years of service. Board of Directors Chairperson John Jack presented both dedicated members of the management team with gift to recognize their long service with the Regional District.

FUNDING FOR ISLAND CORRIDOR FOUNDATION
The Island Corridor Foundation (ICF) requested a funding contribution from the Board for the purpose of supporting ICF's participation in the current planning process led by the Province of BC. The Board approved a contribution of \$25,000 from the Island Rail Corridor provincial grant received from the Ministry of Transportation and Infrastructure.

STRATEGIC PLAN 2024-2027
The Board of Directors adopted the 2024-2027 Strategic Plan as presented and instructed staff to use the new Strategic Plan as a basis for developing the draft 2024 budget and financial plan.

Copies of this newsletter are available online at www.acrd.bc.ca.

BOARD OF DIRECTORS

Chair: John Jack Huu-ay-aht First Nations	Director Valda Siga Electoral Area "C" Long Beach	Mayor Sharie Minions City of Port Alberni	Councillor Wilfred Cootes Uchucklesaht Tribe Government
Councillor Debbie Haggard City of Port Alberni (vice-chair)	Director Penny Cote Electoral Area "D" Sproat Lake	Councillor Tom Stere District of Tofino	Levana Mastrangelo - Executive Legislator Yuu7u7i7ath Government
Director Bob Beckett Electoral Area "A" Bamfield	Director Susan Roth Electoral Area "E" Beaver Creek	Mayor Marilyn McEwen District of Ucluelet	For more information, visit the ACRD Website (www.acrd.bc.ca) or contact the Manager of Administrative Services at 250-720-2731 or e-mail hzenner@acrd.bc.ca .
Director Fred Boyko Electoral Area "B" Beaufort	Director Mike Sparrow Electoral Area "F" Cherry Creek	Councillor Kirsten Johnsen Toquaht Nation	

250-720-2700 www.acrd.bc.ca 3008 Fifth Ave. @ACRDgov



Heritage Commission Meeting
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- c. Community Arts Council
 - i. October 31 to November 9: Art Auction joint fundraiser with the Arrowsmith Rotary Club with a live auction and a silent auction on November 9
 - ii. November 9 to December 23: Mistletoe Market
 - iii. December 1: Light Up at Harbour Quay with the ADSS Carols band and Timbre! choir
 - iv. Fundraisers
 - 1. Winter raffle baskets until December 20
 - 2. Poinsettia/wreath fundraiser with orders picked up on December a
- d. Chamber of Commerce – no report
- e. McLean Mill
 - i. November has been a month of rest and reflection for McLean Mill. With regular office hours done till the spring, Richard and I have taken the opportunity to take some well-deserved time off. We have begun to prepare the site for winter and relocate our office and operations back to the comforts of the Visitor Center.
 - ii. I have also begun the work of compiling our data and financials for 2023 and am working on plans and events for 2024. Meetings with our partners, stakeholders and clients are keeping my schedule full and we are excited about what is looking like a very full schedule for next year. We are also using our time to finish some outstanding projects on site such as the Admin building refit and the McLean Hall storage room clean out.
 - iii. While there is a lot going on most of it will not be ready to report on till early next year. I am happy to share our finalized stats for the 2023 season.

STAT SHEET: 2023	TOTAL		TOTAL	
SEASON	DAYS:	133	HOURS:	698

DATE	# of Parties	# of Visitors					
			LOCAL	BC	CAN	US	INTL.
APRIL	131	311	48	29	10	9	6
MAY	154	440	58	63	12	20	29
JUNE	168	471	81	23	0	6	30
JULY	287	810	87	69	20	1	61
AUGUST	215	625	64	34	3	19	81
SEPTEMBER	178	412	81	62	22	7	50
OCTOBER	162	403	83	20	22	3	28
TOTALS	1295	3472	502	300	89	65	285



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- iv. 2023 Self-guided tours - 1332
- v. 2023 Event attendees - 4297
- vi. Upcoming Dec. events:
 - Dec 2 – Club TEOFRO Tour
 - Dec 11 – NTC Day rental
 - Dec 8 – Christmas Party
 - Dec 16 – Christmas Party



**Heritage Commission Meeting
December 6, 2023
Minutes**

f. City Council

The logo for the City of Port Alberni, featuring a stylized green and white emblem.

THE CITY OF
Port Alberni

CITY COUNCIL MEETING SUMMARY

An information report summarizing the Regular meeting of Council held November 27, 2023.
This is not the official minutes. For more information, please contact the Corporate Services department at 250.723.2146 or email: corp_serv@portalberni.ca.

DELEGATIONS

Alberni Valley Community Forest Corporation
Chairman, Jim Sears, board member R. Corbeil and Manager, Chris Law presented a dividend cheque in the amount of \$300,000 to the City from the Alberni Valley Community Forest Corporation.

Council expressed their sincere appreciation to the Corporation for their dedication and impeccable management of the Community Forest which continues to provide numerous benefits to the community.

BYLAWS

City of Port Alberni 2023 – 2027 Financial Plan Amendment Bylaw No. 5075-1, 2023 was introduced and given three readings. The amendment is provided to consolidate all changes made through Council resolution in 2023 within the 2023 – 2027 Five Year Financial Plan. Council will consider adoption at their December 11th Regular meeting.

Official Community Plan Amendment (2780 Burde Street) Bylaw No. 5084 and Zoning Amendment (2780 Burde Street) Bylaw No. 5085 were read a third time. Prior to adoption of the bylaws, a covenant must be registered on title requiring the property be connected to municipal sanitary sewer upon future extension of the service.

Official Community Plan Amendment (3690 Loewen Road and 2791 Burde Street) Bylaw No. 5092 and Zoning Amendment (3690 Loewen Road and 2791 Burde Street) Bylaw No. 5093 were read a third time and adopted. The bylaws will enable a lot boundary adjustment.

CORRESPONDENCE

Western Vancouver Island Industrial Heritage Society
Council directed staff to prepare a letter of support, in principle, of the Society's continued efforts in the restoration, maintenance, display, and operation of the Alberni Pacific Railway.

Council further deferred the letter dated November 10, 2023 from the Western Vancouver Island Industrial Heritage Society to the January

2024 Committee of the Whole meeting for further discussion and consideration.

Alberni-Clayoquot Regional District | Grant Opportunities
Council provided approval for the Alberni-Clayoquot Regional District (ACRD) to apply for grant opportunities for Emergency Support Services and the Emergency Operation Centre through the Union of BC Municipalities Community Emergency Preparedness Fund including authorization for the ACRD to apply for, receive, and manage grant funding on behalf of the City of Port Alberni.

Wholesome Meals on Wheels Association
Council directed staff to prepare a letter of support for the Wholesome Meals on Wheels Association to accompany their grant application to BC Gaming. The Association provides hot, nourishing meals to seniors and others living with disabilities in support of maintaining their independence in their own homes.

Council also received their correspondence summary which included letters from:

- a. Ministry of Housing | New Legislation to Support Housing Initiatives
- b. Ministry of Emergency Management and Climate Readiness | Emergency and Disaster Management Act
- c. BC United Official Opposition | Bill 45, Miscellaneous Statutes Amendment Act
- d. R.C.M.P. | Commissioner Mike Duheme's Visit to BC and Recruitment Actions
- e. Ministry of Citizen's Services | Grant-in-Lieu of Property Tax Payment and Report

PROCLAMATIONS

All Nations Outreach | Indigenous Survivors' Day
Council proclaimed June 30, 2024 as Indigenous Survivors' Day, dedicated to raise awareness and recognize and honor the enduring resilience of Indigenous communities.



Heritage Commission Meeting
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■ **REPORT FROM IN-CAMERA**

Alberni Harbour Quay | Unit 13

Council released for public consumption Notice of its Intent to lease Unit 13 to A. Findlay for the operation of 'good/kind' for a three-year term, at the Alberni Harbour Quay.

■ **NEW BUSINESS**

Public Use of Municipal Venues

Council directed staff to prepare an administrative policy regarding appropriate conduct at municipal venues that includes the following language:

- We understand that this venue includes children, youth, adults and seniors of all races, all religions, all cultures, all abilities, all economic levels, all gender identities and all sexual orientations, and we will conduct ourselves in a manner that is respectful of this diverse community.
- We will comply with all applicable City of Port Alberni bylaws and federal and provincial legislation, including the British Columbia Human Rights Code and Canadian Human Rights Act, which prohibit discriminatory conduct including conduct that would expose persons or groups to hatred or contempt.
- We understand that City staff and their representatives have the authority to ask an individual or group to leave a City-owned or City-managed venue when that person or group is displaying inappropriate, disruptive, or aggressive behavior that threatens the security and safety of staff, guests, residents, themselves and/or property. Depending on the seriousness of the circumstances and behaviour, the City representative may choose to suspend, ban, or issue a Trespass Notice to the corresponding individual or group.

Firefighter Resource Planning and Succession

Council authorized early budget approval in the 2024-2028 Financial Plan in the amount of \$37,854 [Line 24421] to hire a probationary firefighter for a period of three months to facilitate orientation and training.

Canal Beach Pier Resurfacing

Council directed staff to review previous assessments and plans related to resurfacing the existing Canal Beach Pier in order to gather information and costing for inclusion in the 2024-2028 Financial Plan process and Parks Master Plan.

Port Alberni Skate Park

Council directed staff to include in the Parks, Recreation and Culture master plan, the redevelopment of the Skate Park / multi-use adventure facility including:

- Potential locations including the current location, expansion of the current location and alternate locations;
- The individualized costs of different levels of skate parks and associated features such as pump tracks, jump tracks and any other relevant adventure activity features;
- Identifying potential sources of grant funding available for the construction of such a facility;
- Identifying the level of interest of, and potential contribution from, local and superior intergovernmental partnerships;
- Identifying the level of interest of, and potential contribution from, community partners including but not limited to corporate sponsors, service groups and interest groups; and
- Effects on the ongoing 5 year operating and capital plans.

Crosswalks | Pedestrian Safety

Council directed staff to investigate costs and cost sharing opportunities to improve safety at existing crosswalks including:

- Redford Street and Wood/16th Avenue
- Redford Street and 15th Avenue
- Redford Street and 14th Avenue
- Redford Street and Anderson Avenue
- Johnston Road and Adelaide Street
- Johnston Road and Elizabeth Street
- Johnston Road and Margaret Street

Council further directed staff to coordinate a meeting with the Ministry of Transportation to discuss pedestrian safety as it relates to roadways within the municipality under the Ministry's jurisdiction.

Christmas Lights on Johnston Road

The Chief Administrative Officer provided information regarding a change in the practice of Christmas light installation on Johnston Road [Hwy 4], noting that the Ministry of Transportation informed the City that the lights are in contravention of their policies. Plans for an alternate location will be undertaken in advance of the 2024 season.

Commercial Cost Recovery

Council inquired regarding cost recovery measures for small businesses that experience challenges related to mischief or social issues.

Stamp Avenue | Traffic Safety

Council requested the installation of speed limit signage on Stamp Avenue and requested that solutions for improved safety measures be brought forward to a future Traffic Advisory Committee meeting.

■ **QUESTION PERIOD**

R. Smith

Inquired regarding the operator certificate and permit holder for the Alberni Pacific Railway.



Heritage Commission Meeting
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■ **COUNCIL MEETINGS**

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

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

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■ **MEETINGS AT A GLANCE**

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Alberni Valley Museum

Monday, December 11th

2:00 pm | Annual Organizational Meeting
Council Chambers


Thursday, December 21st

12:00 pm | Advisory Planning Commission
Council Chambers



**Heritage Commission Meeting
December 6, 2023
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g. Industrial Heritage Society



December 6th, 2023 Report to the Heritage Commission

1. To celebrate 40 years of the WVIHS, we held a dinner and presentation by Doug Harrison on November 29th. This was a well-turned-out event, attended by 70 members, founding members, and supporters of the WVIHS.
2. We held a Christmas Art Show & Market at the IHC on December 2nd, featuring Artist Michael Dean. Members got together to decorate the arena prior to the event, and it was a well attended event.
3. The Logging Crew held a dinner for volunteers on December 5th.
4. A few projects have been happening at the IHC. The forklift repair project is now complete, where the machine received new brakes. Restoration work has begun on the 1958 Hayes HD (H-34). An itemized list of parts for the project was submitted to the AV Museum, and work has begun. This truck owned by the City of Port Alberni and was used at the McLean Mill site for the logging shows.
5. Continued cleanup at the APR Roundhouse, including more blackberry clearing and scrap disposal.
6. Rail volunteers have been preparing for a visit from car inspector Mike Moy, to inspect the brake systems on the APR passenger cars and locomotives.
7. City council approved our request for a letter of support for the WVIHS to continue our efforts restoring, maintaining, displaying and operating the Alberni Pacific Railway. We hope this will help our and staff's communications with the railway regulators, so we can return to building up our safety plans, and hopefully get back to moving and maintaining rail equipment in the near future.
8. The WVIHS has welcomed city councillor Charles Mealey as the Heritage Representative to our monthly meetings. We'd like to thank Charles for his ongoing support towards the importance of Heritage in the Alberni Valley.



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h. School District

- i. All Pacific Rim School held Remembrance Services the week of Nov. 6 to 10. ADSS held their service on Nov 8 the National Indigenous Veterans Day. The service was entirely presented by ADSS students – there were Speakers, Indigenous Student Drum circle, Dancers, Band performances, Historical videos of both World Wars, Korean War, Vietnam War and Canadian UN Peace Keeping efforts in many places around the world.
- ii. Trustees, Superintendent and Manager of Corporate Services Attended the Trustee Provincial Association Fall Academy in Vancouver for professional learning. The theme for the Academy was “The Healing Journey”. The Academy focused on building relationships with the First Nation Communities.
- iii. Pacific Rim Board of Education held the second Co-governance meeting with the Nations of the Nuuchah-nulth region on Dec 4. This was a positive meeting to discuss ways of working together for all students using co-governance model.
- iv. The BC FireSmart Program was presented to the Board by Randy Thoen from the ACRD. The District has and will continue to actively promote and communicate FireSmart BC resources and programs to all staff and across the district.
- v. The Secondary Schools new reporting process has completed and the Elementary reporting will finish prior to Winter Break. Educators across the district have invested significant time and effort in implementing new reporting practices this fall. The changes aim to enhance student achievement by fostering meaningful student conversations and ensuring informed parental involvement in decision-making.
- vi. The development of the ‘Land Based Learning program is continuing with the consultation of Tseshaht and Hupačasath elders who have given the program the working title of “kaamothak”. The program focuses on growing skill capabilities in youth where they learn interact with the land, learn from knowledge -keepers, elders, community professionals and each other through collaboration, communication, planning and organizing. Students will experience both traditional and contemporary skill development in areas such as: chaputs (canoes), wilderness survival, fish harvesting, food processing, food preserving, carving, seafood harvesting, animal harvesting, grass and cedar weaving, outdoor cooking, wilderness navigation, hiking and much more.
- vii. Early Years update – The vision of the Ministry of education and Child Care is a commitment to support families and the well-being, care, and education of children. The goal is to transform quality, inclusive childcare into core



Heritage Commission Meeting
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service that is available to every family who needs it at an affordable price. Pacific Rim has run the Strengthening Early Years to Kindergarten Transitions (SEY2KT) program for the past six years which supports effective transitions and supporting outreach to children, parents, caregivers and community. Through non-profit third-party operators and District run childcare, the District has 350 spaces and 271 space yet to be created for a total of 621 spaces. We have hired an Indigenous Navigator/Manager for indigenous Children, to assist in providing Nuu-chah-nulth culture into the childcare programs.

i. Maritime Heritage Society



PAMHS Report to the Heritage Commission
December 6, 2023

The PAMHS recent activities as well as upcoming events are summarized below:

- **Annual General Meeting** - The 2023 AGM was held on November 28th. The "new" Board of the PAMHS is as follows:
 - President – Ken Watson
 - Vice President – David Cox
 - Treasurer – Don Jones
 - Secretary – Gareth Flostrand
 - Directors at Large – Lawrence Charnell, Bob Cole, Pete Geddes, Jean McIntosh, and Geo Monruffet.

We welcome new Board member Bob Cole who is a well-known member of the Port Alberni maritime community. We also would like to thank retiring board member Ken McKinnon for his twenty-two years of service to the PAMHS. Thanks also to Hugh Grist for conducting the election.

- **2024 Memberships** – In order to help boost membership and involvement in the PAMHS the membership fee for 2024 has been reduced to \$10. If you are a past member or would like to be a new member, please give us a call or stop by the Gallery to sign up.
- **Maritime Art Display** - A new temporary display of maritime related art created by local artists is currently in the planning stages. Art selected for display will also be available to purchase. Our display chair, Dave Cox is working on this exciting new with input and assistance from our friends at the Community Arts Council.
- **Space Rentals Available** – The Lighthouse and Gallery are available for special event rentals on a very affordable basis. We welcome bookings for weddings, birthday parties and other family events. Check our Facebook page or contact our Facilities Coordinator for rates and availability.
- **Open Hours** – We do not currently have scheduled open hours for the public until January 1st 2024. Groups can still make bookings to view our Gallery by contacting our Facilities Coordinator, Chris Johnson by telephone, email, or our FB page. Our contact information is:

Tel. 250 723-6164
Web portalbernimaritimeheritage.ca
FB [maritimediscoverycentre](https://www.facebook.com/maritimediscoverycentre)
Email portalbernimhs@gmail.com



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- j. Community at Large
 - i. December activities around town
 - 2nd – 26th at various times – Winter Wonderland @ AV Multiplex – check out albernivalleytourism.com for Full schedule
 - 7/8/9 – Portal Players – present 2 plays 730pm – tickets needed
 - 8th – Christmas Market – Leave Her Wild Container design 4pm
 - 8th – Business Leaders Breakfast – AVCOC @ BW Barclay 8-10am – tickets needed
 - 9th – Christmas at the Market – Harbour Quay 9-12
 - 9th – A Very Merry Christmas Market – Catholic Church basement 930-2
 - Teddy Bear Toss – AV Multiplex – bring stuffies and warm clothing to throw onto the ice when the Bulldogs score
 - 10th – Timbre! Choir – A rhapsody of Christmas 230pm @ ADSS Theatre
 - 12/13/14 – PA Blood Donation Event @ BW Barclay 645pm
 - 15th – Reindeer Games with Festive Brass – ADSS Theatre 730pm
 - A Charlie Brown Christmas – reading as a radio play plus carolling and winter song, fundraiser for Sage Haven and Trinity Community Cupboard 7pm
 - 16th - Christmas at the Market – Harbour Quay 9-12
 - Vendor Market – Loonie Twoonie – Bingo PA Athletic Hall 10am
 - And 17th – Reading of A Christmas Carol @ Capitol Theatre 1-3pm
 - Walkathon at Bob Dailey Stadium starts at Noon – Hot Choc and water avail.
 - 21st – FUNdraiser for 1st PA Scouts @ CC Comm Hall 630-9pm – Art Night
 - 27th – 2023 Zattzoo Cup – AV Multiplex 5pm
 - January 6th – Tree Chipping at Echo Centre parking lot – fundraiser for KidSport 10am
- k. Museum
 - i. Our 2nd annual Festive Night (Nov. 23) was a huge success... crafts, sales in the gift shop, warm drinks and treats. We had 145 people attend this year, compared to 25 last year
 - ii. Winter Film Fest tickets are selling rapidly; we have fewer than two dozen passes left
 - iii. We are in the process of interviewing candidates for the Manager of Culture role and the Education Curator role.
- l. Hupačasath First Nation – no report
- m. čišaaʔath (Tseshah) First Nation – no report



Heritage Commission Meeting
December 6, 2023
Minutes

7. Next Meeting
 - a. January 3 → 7pm (AV Museum)
8. Moved by Colin to adjourn at 8:37pm.



**SD70 PACIFIC RIM BOARD OF EDUCATION
FINANCE AND OPERATIONS COMMITTEE MEETING MINUTES
November 21, 2023, 4:00 p.m.
Administration Office**

Pam Craig - Board Chair
Janis Joseph - Vice-Chair
Cynthia Orr – Trustee (via Teams)
Cherilyn Bray - Trustee
Larry Ransom – Trustee
Christine Washington - Trustee
Helen Zanette - Trustee
Tim Davie – Superintendent
Peter Klaver – Assistant Superintendent
Carla Neville - Controller
Ryan Dvorak - ADTU President
Nadine White – CUPE President
Greg Roe – Director of Operations
Paula Mason – Manager of Corporate Services

1. **Call to Order and Land Acknowledgment**
2. **Introductions**
3. **Approval of Agenda**

Moved by: Trustee Craig

Seconded by: Trustee Joseph

THAT the Board of Education approve the Finance, Operations & Assets Committee Meeting agenda for November 21, 2023, as presented.

Carried

4. **Business Arising from Past Discussion**
5. **Staff Reports**

5.1 Wickaninnish Field Plans/Update (10 minutes)

Director Roe provided an overview of his report and answered questions related to but not limited, to the terms of a potential Memorandum of Understanding

with the District of Tofino, ongoing District usage of the fields, and anticipated future costs.

5.2 Ucluelet Seismic Warranty/Deficiencies update (10 minutes)

Director Roe provided an overview of his report, confirming that there should be no expense to the District related to these items, the water pressure issues are being addressed with two pumps to help pressurize the system, and the gymnasium at Ucluelet Secondary School is safe for use.

5.3 West Coast Transportation concerns (10 minutes)

Director Roe provided an overview of his report, discussing ongoing issues, upcoming meetings to repair the existing relationship with the contractor, other options if the contract terms are not upheld, and timelines.

5.4 2023/24 Final Budget Timeline/Calendar (10 minutes)

Controller Neville provided an overview of her report. There were no questions.

5.5 2024/25 Preliminary Budget Timeline/Calendar (10 minutes)

Controller Neville provided an overview of her report. There were no questions.

6. Next Meeting

7. Adjournment

The meeting was adjourned at 4:38pm.

Board Chair

Secretary Treasurer



**SD70 PACIFIC RIM BOARD OF EDUCATION
EDUCATION COMMITTEE OF THE WHOLE MINUTES
December 5, 2023, 4:00 pm
Administration Office**

Pam Craig - Board Chair
Cherilyn Bray – Board Vice - Chair
Janis Joseph - Trustee
Helen Zanette - Trustee
Tim Davie - Superintendent
Peter Klaver - Assistant Superintendent
Barbara Ross - Secretary Treasurer
James Messenger - Director of Instruction – Learning and Innovation
Jaime Hansen - Director of Instruction - Indigenous Education
Michell Bennett - Director of Instruction – Inclusive Education
Marc Fryer - Director of Instruction - International Education
Katherin Charbonneau - Director of Early Learning
Dave Maher - District Principal
Nadine White - CUPE President
Hannah Fletcher - Executive Assistant - HR

1. Call to Order and Land Acknowledgment

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

2. Introductions

3. Approval of Agenda

Moved by: Trustee Craig

Seconded by: Trustee Bray

THAT the December 5th, 2023 Education Committee Meeting agenda be approved as presented.

Carried

4. Business Arising from Past Discussion

5. Petitions/Delegations/Presentations

6. Staff Reports

6.1 FireSmart program update (5 min)

Director Messenger recapped the report on the FireSmart program.

6.2 FESL Report Update (10 min)

Director Messenger recapped the FESL report and answered questions from the Committee.

6.3 Learning on the Land Update (10 min)

Principal Maher recapped his update for the Learning on the Land course development. He expressed there has been a lot of interest and enthusiasm from the nations in support of the course. Principal Maher answered questions from Committee.

6.4 International Student Program Update (5 min)

Director Fryer detailed the updates from the International Student Program. Director Fryer answered questions from the Committee.

6.5 Early Learning Update (10 min)

Director Charbonneau recapped the Early Learning progress in the District. She specified information is delivered to the public through social media, Pacific Rim Children and Families, School District notices to families and word of mouth.

7. Correspondence

8. Next Meeting

The next Education Committee Meeting will be held on January 9th, 2024 at 4:00 pm.

9. Adjournment

The Chair adjourned the meeting at 4:41 pm.

Board Chair

Secretary Treasurer