



**SD70 PACIFIC RIM BOARD OF EDUCATION
PUBLIC AGENDA**

Tuesday, October 24, 2023, 5:00 p.m.

Ucluelet Elementary School

Pages

1. Call to Order

We acknowledge that we work and learn on the ha-houlthees of the (Hupacasath), Huu-ay-aht (Huu-ay-aht), ʔaʔuukʷiʔath (Tla-o-qui-aht) Cišaaʔath (Tseshaht) and the Yuuʔuʔiʔath (Yuu-cluth-aht) Nations.

2. Approval of Agenda

That the Agenda for October 24, 2023, be approved as presented.

3. Conflict of Interest Declaration

4. Adoption of Minutes

4.1 September 26, 2023 Public Board Meeting Minutes

4

THAT the Board of Education approve the September 26, 2023 Public Meeting Minutes as presented.

5. Announcements of the Chair

6. Good News from the Schools

6.1 School update (10 minutes)

11

Robyn Ross, Principal

7. Trustee Statements

8. Petitions/ Delegations/ Presentations

8.1 Values & Meaning of Nuu-chah-nulth words presentation (20 minutes)

Kaamath (Levi Martin)

9. Staff Reports

9.1 Election for position of Chair and/or Vice-Chair (5 minutes)

17

Tim Davie, Superintendent

THAT the Board of Education direct staff, through the Superintendent, to hold election for the position of Chair and/or Vice Chair at the Annual Public Board Meeting on November 28, 2023.

9.2 Preliminary Enrolment Update (5 minutes)

18

Barbara Ross, Secretary Treasurer

9.3 Financial Update (10 minutes)

25

Barbara Ross, Secretary Treasurer

9.4	Email Signature template (5 minutes)	37
	Tim Davie, Superintendent	
	THAT the Board of Education approve the mandatory use of the email signature templates as presented, for use by all employees and representatives of Pacific Rim School District.	
10.	Unfinished Business/ New Business	
11.	Policy Development	
11.1	Policies to go out for Public Consultation	
11.1.a	P110 Board Procedure Policy	39
	THAT the Board of Education approve P110 Board Procedure Policy to go to a 30-day public consultation period, as presented.	
11.2	Policies for Adoption	
11.2.a	Policy 113 Policy Development	40
	THAT the Board of Education adopt Policy 113 Policy Development as presented.	
12.	Notice of Motion	
13.	Correspondence- Action Required	
13.1	2023-10-10 After School Badminton	41
14.	Correspondence- For Information	
15.	Internal District Committees	
15.1	June 6, 2023 Education Committee Meeting Minutes	42
15.2	June 13, 2023 Policy Committee Meeting Minutes	46
15.3	June 13, 2023 Finance & Operations Committee Meeting Minutes	50
15.4	October 3, 2023 Education Committee Meeting Minutes	53
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16.	External Committees	
16.1	2023-08-15 Agricultural Development Committee Meeting Minutes	60
16.2	2023-09-18 ACRD Emergency Network Debrief Notes	67
16.3	2023-09-20 ACHN ToP Meeting Minutes	70
16.4	2023-09-20 Solid Waste Management Plan Advisory Committee Meeting Minutes	75
16.5	2023-10-04 Solid Waste Management Plan Advisory Committee Meeting Minutes	78
16.6	2023-10-11 City of Port Alberni - October 10, 2023 Council Summary	81
16.7	2023-10-19 ACHN ToP Meeting Minutes	87
17.	Audience Question Period	
18.	Next Meeting	

The next Regular (public) meeting of the Board of Education will be held at 5:00pm on November 28, 2023 at John Howitt Elementary School, Port Alberni.

19. Adjournment

The Chairperson adjourned the meeting at TIME.



**SD70 PACIFIC RIM BOARD OF EDUCATION
PUBLIC MINUTES
September 26, 2023, 5:00 p.m.
Administration Office**

Pam Craig - Board Chair
Janis Joseph - Board Vice-Chair
Cynthia Orr - Trustee
Cherilyn Bray - Trustee
Larry Ransom - Trustee
Christine Washington - Trustee
Helen Zanette - Trustee
Tim Davie - Superintendent
Barbara Ross - Secretary Treasurer
James Messenger - Director of Instruction – Learning and Innovation
Michell Bennett - Director of Instruction – Inclusive Education
Jaime Hansen - Director of Instruction - Indigenous Education
Siri Curliss – Manager of Mental Health & Wellness
Dave Maher – District Principal
Robyn Schmitt – Vice-Principal – Bamfield Community School
Carla Neville - Controller
Hannah Fletcher – Executive Assistant HR
Ryan Dvorak ADTU President

1. Call to Order

The Chair acknowledged that we work and learn on the ha-houlthees of the Hupačasath (Hupacasath), Huu-ay-aht (Huu-ay-aht), ʔaʔuukʷiʔaʔ (Tla-o-qui-aht), Cišaaʔaʔ (Tseshaht) and the Yuuʔuʔiʔaʔ (Yuu-cluth-aht) Nations.

2. Approval of Agenda

The board requested item 8.2 be heard before 8.1.

Moved by: Trustee Ransom

Seconded by: Trustee Washington

THAT the September 26, 2023 agenda be approved as amended.

Carried

3. Conflict of Interest Declaration

There were no conflicts of interest declared.

4. Adoption of Minutes

Moved by: Trustee Orr

Seconded by: Trustee Bray

THAT the June 27, 2023 Public Board Meeting Minutes be approved as presented.

Carried

5. Announcements of the Chair

5.1 Introduction of Vice-Principal, Robin Schmitt (2 minutes)

6. Good News from the Schools

Trustee Orr shared the success of the Terry Fox events held on the Westcoast.

Board Chair Craig acknowledged the raising of the flags along with appreciation to the survivors for sharing their stories as well as indicated future flag raisings happening later in the week. Trustee Ransom was thanked for joining the Terry Fox events at John Howitt Elementary School and the School District Early Years Team was also thanked for their efforts and involvement in the Alberni Co-op Days held at Glenwood Center.

Superintendent Davie spoke on the raising of the flags, communication with the National Centre of Truth and Reconciliation as well as local Tribes was done prior to ensure School District Events did not overlap with events in the communities. Permission was granted from the family of the recently passed Hereditary Chief of the Uchucklesaht Tribe Government to continue with events following the passing. Superintendent Davie thanked survivors for attending and sharing their stories during the ceremonies.

7. Trustee Statements

8. Petitions/ Delegations/ Presentations

8.1 Bamfield Community School Society Annual Report (10 minutes)

Ms. Haberl presented Bamfield Community School Report and PowerPoint.

8.2 Bamfield Community School Update (10 minutes)

Vice-Principal Schmitt presented the update on the Bamfield Community School.

9. Staff Reports

9.1 Auditor's Summary - Approval of Financial Statement (5 minutes)

Ms. Lee, Lead Auditor of KPMG presented the Audited 2022/2023 Financial Statements for approval.

THAT the Board of Education of School District No. 70 (Pacific Rim) approve the 2022/23 Audited Financial Statements as presented.

9.2 Monthly Expenditures - June & July 2023 (5 minutes)

Controller Neville presented the monthly expenditure reports for June 2023 and July 2023.

THAT the Board of Education approve the June & July 2023 Monthly Expenditures as presented.

9.3 Approve published Strategic Plan, Operational Plan, Board Work Plan (6 minutes)

Superintendent Davie presented the Strategic Plan for 2023/2024 to 2027/2028, Board Work Plan for 2023/2024 and the Operational Work Plan for 2023/2024. Superintendent Davie thanked the council and the Huu-Ay-Aht First Nations for their contributions to the development of the Strategic Plan.

Trustee Washington shared her excitement for the Strategic Plan and appreciation to staff and others for developing the document.

THAT the Board of Education adopt the 2023-2024 to 2027-2028 Board Strategic Plan, 2023-2024 Operational Work Plan, and 2023-2024 Board Work Plan documents; and

THAT the Board of Education direct staff, through the Superintendent, to publicly release the 2023-2024 to 2027-2028 Board Strategic Plan, 2023-2024 Operational Work Plan, and 2023-2024 Board Work Plan documents.

9.4 Enhancing Student Learning Report (2 minutes)

Director Messenger presented his report on Enhancing Student Learning to the Board of Education for approval.

THAT the Board of Education approve the 2023/24 Enhancing Student Learning Report as presented; and

THAT the Board of Education direct staff through the Superintendent to submit the approved 2023/24 Enhancing Student Learning Report to the Ministry of Education and Child Care by September 30, 2023.

9.5 2023/24 Food Infrastructure Program (2 minutes)

Secretary Treasurer Ross presented the Five-year Capital Plan and the reading of the Capital Bylaws in regard to the Food Infrastructure Program.

Moved by: Trustee Ransom

Seconded by: Trustee Bray

1. THAT in accordance with provisions under section 142 (4) of the School Act, the Board of Education of School District No. 70 Pacific Rim hereby approves the

proposed Five-Year Capital Plan (Minor Capital Programs) for 2023/24, as provided on the Five-Year Capital Plan Summary for 2023/24 submitted to the Ministry of Education and Child Care.

Carried

Moved by: Trustee Washington

Seconded by: Trustee Bray

2. THAT the Board of Education approve all three readings of Capital Bylaw No. 2023/24-CPSD70-02 in today's Board meeting.

Carried

Moved by: Trustee Ransom

Seconded by: Trustee Joseph

3. THAT the Board of Education adopt Capital Bylaw No. 2023/24-CPSD70-02 as presented.

Carried

Moved by: Trustee Washington

Seconded by: Trustee Bray

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

Carried

9.6 2024/25 Minor Capital Program (4 minutes)

Director Roe presented a review of Minor Capital projects.

Trustee Orr questioned why Wickaninnish not top priority. Director Roe's response was EJ Dunn is in more need of rework and has already been in the process of gaining funding.

Question from audience on where the 400,000km number for lifetime bus usage came from. Director Roe's response states from the Ministry of Education and Childcare advises buses life span before replacement is 400,000 km or 15 years. Secretary Treasurer Ross added buses may be replaced sooner if there are "lemons" or in great need of repairs that would be more costly than replacing.

Trustee Orr asked if buses in Bamfield were on contract similar to Westcoast. Director Roe's response is yes, they are.

Moved by: Trustee Bray

Seconded by: Trustee Joseph

THAT in accordance with provisions under section 142 (4) of the School Act, the Board of Education of School District No. 70 Pacific Rim hereby approves the proposed Five-Year Capital Plan (Minor Capital Programs) for 2024/25, as provided on the Five-Year Capital Plan Summary 2024/25 submitted to the Ministry of Education and Child Care.

Carried

9.7 Annual Board Election Process (5 minutes)

Superintendent Davie presented the process for the annual board elections.

Trustee Craig asked if there would be a notice at the following board meeting.

Superintendent Davie's response was a motion can be brought forward at the next meeting to have the elections at the following meeting.

9.8 Truth & Reconciliation Events (2 minutes)

Superintendent Davie recapped the Flag Raising events that occurred prior in the week and shared details of other Flag Raising events that will be happening in the District later in the week. He thanked the community as well as the Huu-Ay-Aht First Nations for participating in the Flag Raising that afternoon at Bamfield Community School.

10. Executive Committee Reports

Items moved to in-camera. Added to this agenda in error.

10.1 September 6, 2023 Executive Committee Meeting Minutes

10.2 September 20, 2023 Executive Committee Meeting Minutes

11. Unfinished Business/ New Business

There was no unfinished or new business to discuss.

12. Policy Development

12.1 Adoption of Multiculturalism Policy

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

12.2 Adoption of Student Grade Placement Policy

THAT the Board of Education approve the Student Grade Placement Policy to go to a 30-day public consultation period, as presented.

12.3 Adoption of Alternate Delivery Sensitive Material Policy

THAT the Board of Education approve the Alternate Delivery Sensitive Material Policy to go to a 30-day public consultation period, as presented.

12.4 Adoption of Community Schools Policy

THAT the Board of Education approve the Community Schools Policy to go to a 30-day public consultation period, as presented.

12.5 Adoption of Public Disclosure Policy

THAT the Board of Education approve the Public Disclosure Policy to go to a 30-day public consultation period, as presented.

13. Notice of Motion

13.1 Election for position of Chair and/or Vice-Chair

Board Chair Craig brought attention to the Notice of Motion that will be at the next Public Board meeting.

14. Correspondence - Action Required

No correspondence for action.

15. Correspondence - For Information

15.1 Council Summary - City of Port Alberni - September 11, 2023

Board Chair Craig made note of the summary in the agenda package.

16. External Board Committees

16.1 Agricultural Development Committee Meeting Minutes - July 18, 2023 (2 minutes)

Trustee Zanette recapped the events on the Agricultural Development Committee Meeting on July 18, 2023.

16.2 Heritage Commission Report - September 2023 (2 minutes)

Board Chair Craig recapped the Heritage Commission Report. The renovations at the Train Station are not fully in accordance with the Heritage Commission's regulations for renovations to a heritage building. The director of the Alberni Valley Museum is retiring in October. Board Chair Craig will be attending the retirement tea to represent the School District and thank her for always welcoming the students of the District.

17. Internal District Committees

17.1 Education Committee Meeting Minutes - September 2023

17.2 Finance & Operations Committee Meeting Minutes - September 2023

17.3 Policy Committee Meeting Minutes - September 2023

18. Audience Question Period

ADTU president questioned where the Teacher Liaison meeting minutes.

Trustee Joseph responded they will be on the next board meeting agenda.

19. Adjournment

The Chairperson adjourned the meeting at 6:39pm. The next regular meeting of the Board of Education will be held on October 24, 2023 at 5:00pm in Ucluelet, BC

Board Chair

Secretary Treasurer



Ucluelet Elementary

Presentation to the School Board
October 24th 2023

Courage

Honour Indigenous
ways of knowing
and being

Signals of Meaningful Change

Connection,
diversity, inclusion
and caring

Mental health
and social
emotional well-
being

Give a bit

For others to gain some

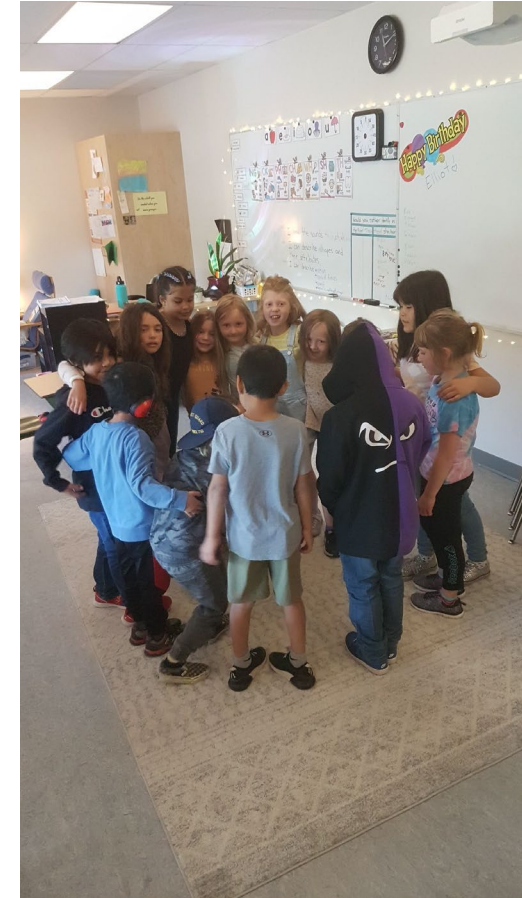
Core Beliefs

Individual student
academic success

Core beliefs

In the circle
we are all
equal

Individual
student
academic
success



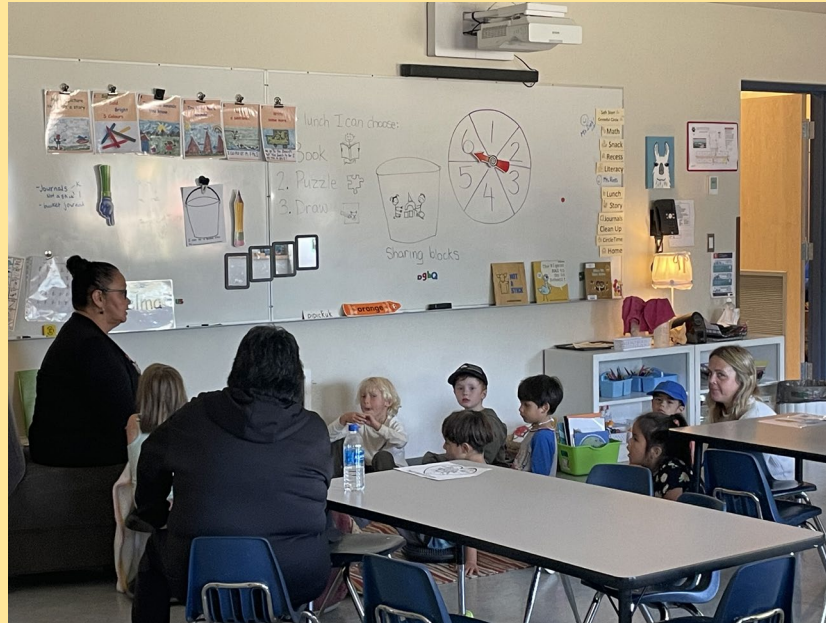


A word cloud is displayed within a black speech bubble. The word 'change' is the largest and most prominent, centered in a purple font. Surrounding it are several other words in various sizes and colors (yellow, orange, and grey). The words include: 'meaningful' (yellow, top left), 'belief' (orange, top center), 'right' (orange, top right), 'voice' (grey, top right), 'bravery' (grey, top right), 'boldness' (yellow, bottom left), 'courage' (grey, bottom center), and 'together' (orange, bottom center).

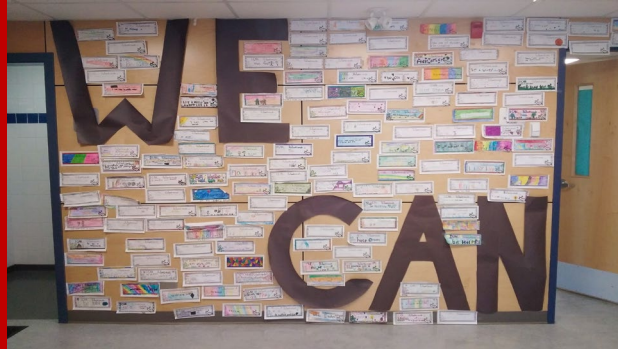
change

-
- Courage
 - Honour Indigenous ways of knowing and being

- Give a bit
- For others to gain some



Signals of Meaningful
Connection, diversity, inclusion and
caring





PACIFIC RIM SCHOOL DISTRICT 70 PUBLIC BOARD MEETING ACTION SHEET

Date: October 24, 2023
To: Board of Education
From: Tim Davie - Superintendent
Subject: Annual Board Election Process and Establishment of Committees

Background:

At the September 26, 2023 Public Board Meeting a Notice of Motion was heard advising that a motion would be brought forth at the next Public Board Meeting. The Information Sheet provided as part of the September 26, 2023 agenda explained the annual Board Election process.

Update:

Should the Board of Education wish to hold an election for the position of Chair and/or Vice Chair at the Annual Public Board Meeting on November 28, 2023, the following Motion is now being brought forth for discussion and vote.

Recommended Motion:

THAT the Board of Education direct staff, through the Superintendent, to hold an election for the position of Chair and/or Vice Chair at the Annual Public Board Meeting on November 28, 2023.



PACIFIC RIM SCHOOL DISTRICT 70 REGULAR BOARD MEETING INFORMATION SHEET

Date: October 24, 2023
To: Board of Education
From: Barbara Ross, Secretary Treasurer
Subject: 2023-24 Preliminary Enrolment Update

Background

Districts are required to upload enrolment data by October 6, 2023, containing data as at September 29, 2023. Based on this data, the Ministry will update the Operating Grants for 2023/24 “the block”. These funding announcements are expected in mid-December.

Information

A preliminary review of our submission shows the following:

- Enrolment in school-aged students in Standard, Continuing Education, Alternate School and Online Learning has resulted in an increase in projected revenue of \$217,420. This does not include any of the 29 fee-paying International Program students.
- Enrolment in Indigenous Programs is down by 10 students, which equates to a reduction in targeted funding of \$17,100.
- Enrolment in Special Needs Levels 1, 2 and 3 have changed from the projections submitted in February. We will have reduced revenue of \$301,330.
- English Language Learning has a reduction of 21 students, for a reduction of \$36,435 in revenue.
- Nominal Roll is 346.625 FTE. These are the students for which we will bill First Nations directly. Nominal Roll count has no impact on overall revenue.

Based on this information, we will see our operating grants decrease by \$137,445. Other factors have not yet been measured and there may still be changes to our enrolment data that take place at the Ministry level.

Sum of F.T.E.		Total Enrolment Based Funding (September)				
School	Grand Total	Standard	CE	Alternate	DL	Total
7070000 - CE	0.3750		0.3750			0.3750
7070001 - ADSS	1,238.0000	1,238.0000				1,238.0000
7070005 - USS	251.9375	251.9375				251.9375
7070006 - AES	395.0000	395.0000				395.0000
7070018 - HES	203.0000	203.0000				203.0000
7070020 - MES	312.0000	312.0000				312.0000
7070024 - WCS	249.0000	249.0000				249.0000
7070025 - WES	231.0000	231.0000				231.0000
7070026 - UES	225.0000	225.0000				225.0000
7070027 - BCS	43.0000	43.0000				43.0000
7070028 - TES	349.0000	349.0000				349.0000
7070029 - DES	237.0000	237.0000				237.0000
7099041 - 8th Avenue	219.0000			219.0000		219.0000
7099171 - CHOICES	15.0000				15.0000	15.0000
Grand Total	3,968.3125	3,733.9375	0.3750	219.0000	15.0000	3,968.3125
Projected		3,655.0000	-	261.0000	30.0000	3,946.0000
Difference		78.9375	0.3750	(42.0000)	(15.0000)	22.3125
\$ / FTE		8,625	8,625	8,625	6,960	
\$ Impact		680,836	3,234	(362,250)	(104,400)	217,420

Headcount - Indigenous Education

School	Grand Total
7070001 - ADSS	384.0000
7070005 - USS	92.0000
7070006 - AES	115.0000
7070018 - HES	42.0000
7070020 - MES	119.0000
7070024 - WCS	91.0000
7070025 - WES	87.0000
7070026 - UES	67.0000
7070027 - BCS	34.0000
7070028 - TES	67.0000
7070029 - DES	101.0000
7099041 - 8th Avenue	115.0000
7099171 - CHOICES	4.0000
Grand Total	1,318.0000

Budget	1,328.0000
Reduction in headcount	-10.0000
Reduction in revenue	(17,100)

Special Needs	Enrolment Projections	<u>1</u>	<u>2</u>	<u>3</u>	
	1701 Data	2	165	17	
	Increase (Decrease)	3	155	7	
	Funding Impact	1	(10)	(10)	
		49,070	(232,800)	(117,600)	(301,330)

Headcount	Special Ed Category										
School	A	B	C	D	F	G	H	K	Q	R	Grand Total
7070001 - ADSS	1	1	4	21	3	29	4	15	118	23	218
7070005 - USS								3	23		29
7070006 - AES								1	5	13	27
7070018 - HES									2	3	13
7070020 - MES									8	5	22
7070024 - WCS								1	4		13
7070025 - WES								2	5	2	21
7070026 - UES								1	7		12
7070027 - BCS									3		3
7070028 - TES								1	6	5	30
7070029 - DES	2	5	8	30							
7099041 - 8th Avenue				7	1	9	1	3	15	5	41
7099171 - CHOICES								1			1
Grand Total	2	1	10	57	11	77	7	30	201	64	460

Grand Total	278.0000	262.0000
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Adult		English
Fee Payer		Language
ELL	1	Learning

School	Legal Name	FTE	HC
7070001 - ADSS		14.7500	14
7070006 - AES		1.0000	1
7070018 - HES		2.0000	2
7070020 - MES		2.0000	2
7070025 - WES		8.0000	8
7070026 - UES		5.0000	5
7070029 - DES		4.0000	4
Grand Total		36.7500	36

Projected	57
Difference	-21
\$/HC	1,735
Decrease	<u>(36,435)</u>

FTE - Nominal Roll		Band Code						
School	Legal Name	660 Tla-o-qui-aht	663 - Huu-ay-aht	664 - Hupacasath	665 - Tseshaht	666 - Toquaht	668 - Yuu-cluth-aht	Grand Total
7070001 - ADSS				13.2500	53.5000			66.7500
7070005 - USS		44.5000				1.0000	28.3750	73.8750
7070006 - AES				3.0000	32.0000			35.0000
7070020 - MES					1.0000			1.0000
7070024 - WCS		80.0000						80.0000
7070026 - UES		1.0000					42.0000	43.0000
7070027 - BCS			32.0000					32.0000
7070028 - TES				4.0000	2.0000			6.0000
7070029 - DES					3.0000			3.0000
7099041 - 8th Avenue				1.0000	4.0000			5.0000
7099171 - CHOICES					1.0000	0.0000		1.0000
Grand Total		125.5000	32.0000	21.2500	96.5000	1.0000	70.3750	346.6250

Estimated Operating Grants Overview - 2023/24 School Year

School District 70 (Pacific Rim)

September 2023 Enrolment Count				
	School-Age Enrolment	Funding Level	Funding	Total Supplement
Standard (Regular) Schools	3,655.0000	\$8,625	\$31,524,375	
Continuing Education	0.0000	\$8,625	\$0	
Alternate Schools	261.0000	\$8,625	\$2,251,125	
Online Learning	30.0000	\$6,960	\$208,800	
Home Schooling	9	\$250	\$2,250	
Course Challenges	9	\$270	\$2,430	
Total Enrolment-Based Funding (September)	3,946.0000			\$33,988,980
	Total Enrol. Change	Funding Level	Funding	Total Supplement
1% to 4% Enrolment Decline	16.1875	\$4,313	\$0	
4%+ Enrolment Decline		\$6,469	\$0	
Significant Cumulative Decline (7%+)	203.1250	\$4,313	\$0	
Supplement for Enrolment Decline				\$0
	Enrolment	Funding Level	Funding	Total Supplement
Level 1 Special Needs	2	\$49,070	\$98,140	
Level 2 Special Needs	165	\$23,280	\$3,841,200	
Level 3 Special Needs	17	\$11,760	\$199,920	
English Language Learning	57	\$1,735	\$98,895	
Indigenous Education	1,328	\$1,710	\$2,270,880	
Adult Education	10.5000	\$5,505	\$57,803	
Equity of Opportunity Supplement			\$337,869	
Supplement for Unique Student Needs				\$6,904,707
			Funding	
Variance from Provincial Average		-\$856		
Estimated Number of Educators	219.806		-\$188,154	
	Enrolment	Funding Level	Funding	Total Supplement
FTE Distribution	3,956.5000	\$180.33	\$713,476	
Supplement for Salary Differential				\$525,322
Supplement for Unique Geographic Factors				\$4,550,471
Funding Protection				\$0
Curriculum and Learning Support Fund				\$35,368
September 2023 Enrolment Count, Total				\$46,004,848

July 2023 Enrolment Count				
	Enrolment	Funding Level	Funding	Total Supplement
Summer Learning Grade 1-7	0	\$245	\$0	
Summer Learning Grade 8-9	0	\$245	\$0	
Summer Learning Grade 10-12	0	\$490	\$0	
Supplemental Summer Learning Funding			\$0	
Cross-Enrolment, Grade 8 and 9	0	\$490	\$0	
Summer Learning, Total				\$0
February 2024 Enrolment Count				
	Enrolment	Funding Level	Funding	Total Supplement
School-Age FTE - Continuing Education	5.0000	\$8,625	\$43,125	
Adult FTE - Continuing Education	30.0000	\$5,505	\$165,150	
K-Gr 9 School-Age FTE - Online Learning	0.0000	\$3,480	\$0	
Gr 10-12 School-Age FTE - Online Learning	1.0000	\$6,960	\$6,960	
Adult FTE - Online Learning	0.0000	\$5,505	\$0	
Level 1 Special Needs Enrolment Growth	0	\$24,535	\$0	
Level 2 Special Needs Enrolment Growth	0	\$11,640	\$0	
Level 3 Special Needs Enrolment Growth	0	\$5,880	\$0	
Newcomer Refugees	0.0000	\$4,313	\$0	
ELL Supplement - Newcomer Refugees	0	\$868	\$0	
February 2024 Enrolment Count, Total				\$215,235
May 2024 Enrolment Count				
	Enrolment	Funding Level	Funding	Total Supplement
School-Age FTE - Continuing Education	10.0000	\$8,625	\$86,250	
Adult FTE - Continuing Education	30.0000	\$5,505	\$165,150	
K-Gr 9 School-Age FTE - Online Learning	0.0000	\$2,320	\$0	
Gr 10-12 School-Age FTE - Online Learning	1.0000	\$6,960	\$6,960	
Adult FTE - Online Learning	0.0000	\$5,505	\$0	
May 2024 Enrolment Count, Total				\$258,360
2023/24 Full-Year Estimated Total				
				\$46,478,443
Estimated 2023/24 Operating Grant from Indigenous Services Canada				\$3,313,364
Estimated 2023/24 Operating Grant from Ministry of Education				\$43,165,079



PACIFIC RIM SCHOOL DISTRICT 70 REGULAR BOARD MEETING INFORMATION SHEET

Date: October 24, 2023
To: Board of Education
From: Barbara Ross, Secretary Treasurer
Subject: 2023-24 Financial Report – 1st Quarter

Background

In previous board meetings, staff have presented distribution reports that show Trustees the outlay of funds in any given period. The attached report provides more fulsome information on our first quarter activity.

Information

The first three columns of the report show the District's preliminary budget as it was filed in June 2023, summarized as:

Revenue	55,821,730.00
Operating Expenses	55,358,217.00
Tangible Capital Assets	808,049.00
Debt Payment	79,411.00
Net	(423,947.00)
Appropriation of Surplus	423,947.00
	-

The next four columns report the District's expenses for the first quarter of the year. This does not necessarily mean that this is when the funds were distributed. It is just when the expense occurred. For example, a June expense may have been recorded in the previous year's financial statements, but the outlay of cash didn't happen until July. You may see the distribution of funds on the cheque lists, but you won't see the expense because it happened in a previous year. Alternatively, you may see an expense that happened in the current year, but was paid for up front (prepaid), so won't show on the corresponding cheque list.

The final column shows what percentage of budget has been expensed. For example, we have expensed 10.36% of the Teacher budget. This is reasonable, as Teachers do not work in the summer. Alternatively, 25.72% of Other Professionals has been expensed. This group is paid out over 12 months.

The most important point to consider is that these expenses have been measured against the Preliminary Budget. Since June 2023, significant changes have been made to funding and decisions have been made to spending plans. Once we have approved our Final Budget, in February 2024, the budget numbers will change and the reports will become more meaningful. At that point, as well, we will begin to do year end forecasts so that we can know as early as possible where we may have any shortage issues or where we may have surplus funds that we can spend on the students of this year.

The next five pages show activity to date on:

- Teacher Salaries
- Principal, Vice-Principal, District Principal and Director of Instruction Salaries
- Educational Assistant and other CUPE Support Staff Salaries
- Other Professional Salaries
- Substitute Salaries
- Supplies and Services
- Debt Services
- Tangible Capital Assets Purchased



	2023-24 Preliminary Budget ¹			Year To Date Expenditures				
	Operating Fund	Special Purpose Funds	Budget	July	August	September	Quarter 1	
Revenues								
Provincial Grants								
Ministry of Education and Childcare	44,411,592	6,052,080	50,463,672	1,609,668	1,342,856	3,220,082	6,172,606	12.23%
Other	3,000		3,000	5,833	5,833	5,833	17,500	583.33%
Federal Grants			0	0	0	0	0	
Tuition	663,750		663,750	0	0	72,045	72,045	10.85%
Other Revenue	3,476,308	1,040,000	4,516,308	2,625	975	332,305	335,905	7.44%
Rentals and Leases	75,000		75,000	18,444	11,493	16,013	45,950	61.27%
Investment Income	100,000		100,000	19,171	19,553	28,609	67,333	67.33%
Total Revenues	48,729,650	7,092,080	55,821,730	1,655,741	1,380,710	3,674,888	6,711,339	12.02%
Operating Expenses								
Teachers	18,793,478	2,933,463	21,726,941		(1,044)	2,252,720	2,251,675	10.36%
Principal and Vice Principals	3,900,071	123,168	4,023,239	349,196	353,511	353,651	1,056,358	26.26%
Educational Assistants	3,664,705	143,030	3,807,735	182,511	6,812	384,952	574,276	15.08%
Support Staff	5,075,806	721,393	5,797,199	365,731	330,791	569,594	1,266,116	21.84%
Other Professionals	1,404,903	298,271	1,703,174	156,756	134,228	147,093	438,076	25.72%
Substitutes	1,613,639	0	1,613,639	25,090	15,026	208,559	248,675	15.41%
Employee Benefists	7,990,903	964,821	8,955,724	212,212	174,592	866,221	1,253,024	13.99%
Supplies and Services	5,822,632	1,907,934	7,730,566	213,581	198,443	555,772	967,797	12.52%
Total Operating Expenses	48,266,137	7,092,080	55,358,217	1,505,077	1,212,359	5,338,561	8,055,997	14.55%
Other								
Tangible Capital Assets Purchased - ³	808,049	0	808,049	65,506	332,734	85,966	484,207	59.92%
Debt Services - ²	79,411	0	79,411	6,924	5,409	5,434	17,767	22.37%
Total Other	887,460	0	887,460	72,430	338,143	91,400	501,974	
NET REVENUE (OUTLAY)	(423,947)	0	(423,947)	78,234	(169,792)	(1,755,074)	(1,846,631)	
Appropriation of (Contribution to) Surplus	423,947	0	423,947				0	
Surplus (Deficit)	0	0	0	78,234	(169,792)	(1,755,074)	(1,846,631)	

Comments:

Percentage of Benefits to Salaries 23% 23% 23% 20% 21% 22% 21%

Note 1 - Preliminary Budget was filed in June 2023. There are significant changes pending for revenue and expense budgets, which will take place by February 2024.

Note 2 - Debt Services is the repayment of leases/loans and the interest costs associated. Repayment of principal is not an expense, just an outlay. Interest is an expense.

Note 3 - The purchase of assets is not an expense, just an outlay. The District will be receiving an approximate \$340 k refund on computer purchases.

Note 4 - The timing of revenues coming in and expenses going out does not always match.

Teacher Salaries

Function	(All)
Account_Overlay	I/S GRE
Object_Level_2	11 Teacher Salaries

credits represent wcb payments

Amount	Type			
Fund	Account	2023-24 02 Aug	2023-24 03 Sep	Grand Total
0 Operating	0000-1-02-110000 Teacher Salaries	-1,044	2,245,173	2,244,128
17 Classroom Enhancement Fnd	0000-1-02-111000 Teacher Salaries - CEF remedy		467	467
303 Kackaamin - PRP	0000-0-00-110000 Teacher Salaries		7,080	7,080
Grand Total		-1,044	2,252,720	2,251,675

Monthly, or quarterly, or annually, teacher costs will be redistributed to match the Amended Annual Budget

Principal, Vice-Principal, District Principal and Director of Instruction Salaries

Function	(All)
Account_Overlay	I/S GRE
Object_Level_2	10 Admin Officer Salaries

Amount		Type				
Fund	Account		2023-24 01 Jul	2023-24 02 Aug	2023-24 03 Sep	Grand Total
0 Operating	0000-1-02-106000 Principals		17,346	3,896		21,242
	0000-1-02-107000 Vice-Principals		76,196	7,623		83,819
	0000-1-10-109000 Director of Instruction Salary		14,295	14,295	14,295	42,885
	0000-1-31-109000 Director of Instruction Salary		13,556	13,556	13,556	40,667
	0000-1-41-106000 Principal Salaries		89,017	134,187	140,683	363,887
	0000-1-41-107000 Vice-Principal Salaries		98,963	147,867	153,031	399,861
	0000-1-62-109000 Director of Instruction Salary		13,556	13,556	13,556	40,667
	0000-4-11-106000 Admin. Officer Salaries		7,736			7,736
	0000-4-11-109000 Director of Instruction Salary		14,295	14,295	14,295	42,885
16 OLEP	0000-0-00-107000 Vice-Principal Salaries		4,236	4,236	4,236	12,708
Grand Total			349,196	353,511	353,651	1,056,358

CUPE Salaries

Educational Assistants	182,511.33	6,812.26	384,952.26
Support Staff	365,730.80	330,790.76	569,594.06
	548,242.13	337,603.02	954,546.32
	-	-	-

Function	(All)
Account_Overlay	I/S GRE
Object_Level_2	12 Support Salaries

Amount Fund	Account	Type	2023-24 01 Jul	2023-24 02 Aug	2023-24 03 Sep	Grand Total
0 Operating	0000-1-02-120600 Noon Hour Supervisors		2,274		4,031	6,305
	0000-1-02-120700 Clerical Salaries		37,441	35,131	63,439	136,012
	0000-1-02-123000 Teacher Assistant Salaries		1,811		3,176	4,987
	0000-1-07-120700 Clerical Salaries		1,936	879	3,923	6,737
	0000-1-08-120700 Clerical Salaries		6,823	7,085	10,478	24,387
	0000-1-10-120700 Clerical Salaries		694		1,667	2,361
	0000-1-10-123000 Teacher Assistant Salaries		149,216	-75	320,790	469,931
	0000-1-31-120700 Clerical Salaries		695		1,667	2,362
	0000-1-31-123000 Teacher Assistant Salaries		6,369		15,782	22,151
	0000-1-41-120700 Clerical Salaries		32,094	28,423	46,712	107,229
	0000-4-11-120700 Clerical Salaries		1,513		3,344	4,856
	0000-4-41-120700 Clerical Salaries		33,342	31,529	44,793	109,663
	0000-5-41-120700 Clerical Salaries		2,617	2,680	4,020	9,317
	0000-5-50-120300 Maintenance Salaries		78,982	80,513	119,092	278,586
	0000-5-50-120400 Custodial Salaries		115,200	113,333	177,490	406,022
	0000-5-52-120300 Maintenance Salaries		14,830	17,722	23,598	56,151
	0000-7-70-120500 Bus Driver Salaries		31,707	13,496	51,975	97,178
11 Learning Improvement Fnd	0000-1-10-123000 Teacher Assistant Salaries		5,936	75	13,740	19,750
13 StrongStart Centres	0000-0-00-120000 Support Salaries		5,584		13,364	18,948
20 Community Links	0000-0-00-123000 Education Assistants		9,916		29,775	39,690
25 Just B4	0000-0-00-120000 Support Salaries		592		1,458	2,051
29 SEY2K	0000-0-00-120000 Support Salaries				231	231
33 Public Safety & SG	0000-0-00-123000 Education Assistants		8,672	6,812		15,484
Grand Total			548,242	337,603	954,546	1,840,391

Other Professional Salaries

Function	(All)
Account_Overlay	I/S GRE
Object_Level_2	13 Other Professional

Amount		Type				
Fund	Account		2023-24 01 Jul	2023-24 02 Aug	2023-24 03 Sep	Grand Total
0 Operating	0000-1-41-130100 Excluded Management Salaries		4,143	4,143	4,143	12,430
	0000-1-62-130100 Other Professional Salaries		6,197	6,197	6,197	18,591
	0000-4-11-130100 Excluded Management Salaries		32,965	20,586	20,336	73,886
	0000-4-20-130100 Excluded Management				17,755	17,755
	0000-4-40-130200 Trustees Honorarium		8,247	8,247	8,247	24,740
	0000-4-41-130100 Excluded Management Salaries		67,170	53,902	54,881	175,953
	0000-5-41-130100 Excluded Management Salaries		20,279	15,187	20,066	55,531
	0000-7-41-130100 Excluded Management			4,592	6,218	10,810
20 Community Links	0000-0-00-130100 Excluded Management			3,620	9,250	12,870
23 Early Years (Family Hub)	0000-0-00-130000 Excluded Management		6,523	6,523		13,045
31 Early Learning and Care	0000-0-00-130000 Excluded Management		11,233	11,233		22,465
Grand Total			156,756	134,228	147,093	438,076

Substitute Salaries

Function	(All)
Account_Overlay	I/S GRE
Object_Level_2	14 Substitute Salaries

Amount			Type			
Fund	Account	Cost_Center	2023-24 01 Jul	2023-24 02 Aug	2023-24 03 Sep	Grand Total
0 Operating	0000-1-02-141000 Substitute Teachers	0			105,059	105,059
	0000-1-02-142000 Substitute Support	0			881	881
	0000-1-02-142185 Student Assistants	0	854		453	1,307
	0000-1-02-143000 Substitute Salaries - AO's	0			7,837	7,837
	0000-1-10-142170 Substitute Education Assistant	0	5,582		47,725	53,306
	0000-1-41-142000 Substitute Clerical Salaries	0	1,188		5,778	6,966
	0000-5-50-142110 Substitute Custodial	0	17,466	15,026	37,896	70,389
	0000-7-70-142130 Substitute Transportation	0			2,930	2,930
Grand Total			25,090	15,026	208,559	248,675

Substitute Salaries

Function	(All)
Account_Overlay	I/S GRE
Object_Level_2	(Multiple Items)

Amount		Type			
Fund	Account	2023-24 01 Jul	2023-24 02 Aug	2023-24 03 Sep	Grand Total
0 Operating		203,885	166,665	846,687	1,217,238
11 Learning Improvement Fnd		975	15	3,431	4,421
13 StrongStart Centres		848		3,357	4,205
16 OLEP		1,101	1,101	1,101	3,303
17 Classroom Enhancement Fnd				51	51
20 Community Links		1,572	865	9,223	11,660
23 Early Years (Family Hub)		1,737	1,768		3,506
25 Just B4		99		389	489
29 SEY2K				62	62
31 Early Learning and Care			2,610		2,610
33 Public Safety & SG		1,995	1,567		3,561
303 Kackaamin - PRP				1,920	1,920
Grand Total		212,212	174,592	866,221	1,253,024

Supplies and Services

Function	(All)
Account_Overlay	I/S GRE
Object_Level_2	(Multiple Items)

Amount	Type				
Fund	Account	2023-24 01 Jul	2023-24 02 Aug	2023-24 03 Sep	Grand Total
0 Operating		182,578	188,320	409,631	780,529
10 Registered Charity		8,400	1,300	7,000	16,700
16 OLEP		218		3,740	3,958
19 Mental Health		500		1,375	1,875
20 Community Links				71,000	71,000
21 School Meals Program				14,150	14,150
23 Early Years (Family Hub)		47	55	536	638
29 SEY2K		2,623		458	3,080
33 Public Safety & SG		25	1,072	565	1,662
34 Salmonid Program				300	300
208 AFG - Operating		18,027			18,027
260 Employee Housing		1,163	7,697	31,381	40,242
303 Kackaamin - PRP				15,636	15,636
Grand Total		213,581	198,443	555,772	967,797

Debt Services

Function	(All)
Account_Overlay	I/S GRE
Object_Level_2	(Multiple Items)

Amount	Type				
Fund	Account	2023-24 01 Jul	2023-24 02 Aug	2023-24 03 Sep	Grand Total
2 Local Capital	0000-0-00-411000 Principal Payments	5,963	4,460	4,508	14,931
	0000-0-00-412000 Debt Interest Payments	961	949	926	2,836
Grand Total		6,924	5,409	5,434	17,767

Tangible Capital Assets Purchased

65,506.40	332,734.38	85,965.78
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Function	(All)
Account_Overlay	B/S GRE
Object_Level_2	(All)
Fund	2 Local Capital

Amount	Type	2023-24 02	2023-24 03	
Account	2023-24 01 Jul	Aug	Sep	Grand Total
0000-0-00-411000 Principal Payments	5,963	4,460	4,508	14,931
0000-0-00-412000 Debt Interest Payments	961	949	926	2,836
0000-0-00-580998 Vehicles	58,903	2,954	8,812	70,669
0000-0-00-582000 Equipment	6,603		77,153	83,757
0000-0-00-590000 Computer Equipment		329,781		329,781
0000-0-00-830000 Due To/From Operating Fund	2,067	10,417	2,703	15,187
Grand Total	74,497	348,561	94,103	517,160



**PACIFIC RIM SCHOOL DISTRICT 70
PUBLIC BOARD MEETING
ACTION SHEET**

Date: September 26, 2023
To: Board of Education
From: Tim Davie - Superintendent
Subject: Template Email Signature

Background:

Creating a standardized email signature template for all employees within an organization to use offers several compelling advantages. Firstly, it promotes a consistent and professional brand image. When all employees use a uniform email signature, it ensures that every email sent on behalf of the organization reflects a cohesive and polished appearance. Consistency in design and formatting, including the organization's logo, contact details, and website links, helps to reinforce the organization's brand identity and professionalism.

Secondly, a standardized email signature template enhances communication and trust. It provides recipients with essential information about the sender, such as their name, job title, and contact information, making it easier for readers to easily get in touch. This consistency reduces the chances of confusion and ensures that important contact information is readily available. Moreover, by including links to the organization's website, the email signature becomes an effective tool for promoting the organization's online presence and encouraging engagement. In this way, a well-designed email signature template can serve as a valuable marketing and communication tool for the organization as a whole.

Update:

Currently employees throughout the district use many different signature styles. Below is a template that has been created for all Pacific Rim School District representatives (including employees and Trustees) to use going forward. A list of generic position titles will be sent out along with the templates provided, to ensure the consistency mentioned above is met. As all employee's email accounts are the property of the Pacific Rim School District, use of the templates will not be optional. Ensuring respectful and appropriate recognition of the Nations on whose lands we operate within is critical to our ongoing commitment to honour our Indigenous communities. As such, we have reached out for confirmation on whether the word "ha-houlthees" or the word "nisma" should be used in the land acknowledgement.

Pending definitive direction on this point, we seek approval from the Board to approve the templates provided below.

Recommended Motion:

THAT the Board of Education approves the mandatory use of the email signature templates as presented, for use by all employees and representatives of Pacific Rim School District.



MANDATORY TEMPLATE

Name (optional preferred pronoun) | Role, Worksite| Pacific Rim School District
District Phone A 555.555.555 | District Phone B 555.555.5555 | www.sd70.bc.ca
Worksite Street Address, Worksite Community, Worksite Province, Worksite Postal Code

Pacific Rim School District is situated on the ha-houlthees of the čišaaʔath, huupačasʔath, ʔaʔuukʷiʔath, huuʕiiʔath First Nations and yuuluʔiʔath Government, and acknowledges that we work alongside all nuučaaniʔ Nations as well as the Métis Nation of British Columbia to serve the children and youth of the Alberni-Clayoquot region.

The district strives to increase awareness, understanding and integration of nuučaaniʔ culture, history, and language in all Pacific Rim School District schools. It is part of our ongoing commitment to Truth and Reconciliation.



SAMPLE ONE

Ruby Jewel (she/her) | Teacher, Barlow Elementary School| Pacific Rim School District
School Phone Number 785.555.555 ext. 325 | Direct Phone Number 785.555.5552 | www.sd70.bc.ca
6892 Grafton Street, Bellville, AB, V7M 3M7

Pacific Rim School District is situated on the ha-houlthees of the čišaaʔath, huupačasʔath, ʔaʔuukʷiʔath, huuʕiiʔath First Nations and yuuluʔiʔath Government, and acknowledges that we work alongside all nuučaaniʔ Nations as well as the Métis Nation of British Columbia to serve the children and youth of the Alberni-Clayoquot region.

The district strives to increase awareness, understanding and integration of nuučaaniʔ culture, history, and language in all Pacific Rim School District schools. It is part of our ongoing commitment to Truth and Reconciliation.



SAMPLE TWO

David Horell (they/them) | Custodian| Pacific Rim School District
4690 Roger Street, Port Alberni, BC, V9Y 2L9
www.sd70.bc.ca

Pacific Rim School District is situated on the ha-houlthees of the čišaaʔath, huupačasʔath, ʔaʔuukʷiʔath, huuʕiiʔath First Nations and yuuluʔiʔath Government, and acknowledges that we work alongside all nuučaaniʔ Nations as well as the Métis Nation of British Columbia to serve the children and youth of the Alberni-Clayoquot region.

The district strives to increase awareness, understanding and integration of nuučaaniʔ culture, history, and language in all Pacific Rim School District schools. It is part of our ongoing commitment to Truth and Reconciliation.





110: BOARD PROCEDURE (P)

Approved: 01 09 11

Amended: 21 03 02

Amended: 23 10 10

The Pacific Rim School District's Board of Education ("the Board") shall establish an Administrative Procedure defining the framework for the efficient, consistent, fair, orderly, and transparent operation of the District, ensuring that such procedures are consistent with those prescribed in the *School Act*.

Included will be Inaugural procedures, operating procedures for all meetings of the Board and Standing Committees, as well as the duties and responsibilities of the Board Chair and Trustees. Operating procedures for meetings of the Board will be formed based on *Robert's Rules of Order*.

The Board acknowledges that the existing meeting structure is based on colonial structures. The Board is committed to reducing barriers for our rights holders and underrepresented members of the community to meaningfully participate in and influence Board decisions.

Consistent with its objective to encourage the general public to contribute to the educational process, monthly Regular Board meetings will be open to the public. The Board further believes public interest can be enhanced by having members of the public participate at Board meetings. Towards this end, the Board believes its affairs must be conducted in public to the greatest extent possible.

The Board also believes it is necessary to protect both individual privacy and the Board's own position, and therefore expects to discuss in private, issues dealing with individual students, individual employees, land, labour, litigation, or negotiation.

In order to carry out its responsibilities effectively, the Board will hold periodic meetings of several types including Inaugural, Regular, Special, or In-Camera. The Board may also hold informal meetings from time to time for the purposes of general discussion, meeting with other individuals or groups, or for information gathering and sharing.

Resources:

Vancouver School Board Policy Handbook – Board Operations
School District No. 68 (Nanaimo-Ladysmith) 2.0 Governance and Management



113: POLICY DEVELOPMENT

Approved: 87 04 07

Amended: 13 06 11

Amended: 18 05 08

DRAFT REVISION: 23 01 17

POLICY

The Board of Education believes that it can best discharge its duties and responsibilities by establishing policies that define how the district will be operated and that communicate the Board's values, beliefs, and expectations. The Board charges the Superintendent with the responsibility of administering those policies.

Adoption of new Board policies or revision of existing policies is solely the responsibility of the Board.

Unless the Board determines that it wishes to exercise authority over a specific set of administrative procedures, the authority for establishing and amending administrative procedures shall lie with the Superintendent in consultation with those affected by the administrative procedure. Any such proposed changes will be shared with the Board in a timely manner.

The Board acknowledges that not all administrative procedures will have a direct connection to Board policy.

From: Gail Morton <[REDACTED]>
Sent: October 13, 2023 3:30 PM
To: Helen Zanette <HZanette@sd70.bc.ca>
Cc: Ron O <[REDACTED]>; [REDACTED] <[REDACTED]>; Dave Morton <[REDACTED]>
Subject: After School badminton

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

Hello Helen,

I hope you are doing well!

I am writing to see if I can arrange a meeting with you and perhaps another Board member and a small delegation from the Drop In Badminton sessions, which occurred until recently twice per week.

I have written the Board office but received no reply.

A group of us have been playing drop in badminton for nearly fifty years at various schools in the valley. It has been open to all adults and was only \$2.00 per two hour drop in session, making it affordable for almost anyone. We were always very careful to sweep the floors after playing and left the gyms better than we found them.

This year, we've been told that there are new insurance costs and higher rents demanded which has caused us to stop playing, as it has become too expensive for most of us, who are seniors.

After hearing from a few badminton players about their discouragement over this issue, we've decided to approach the Board to see if there is any way to bring this valuable activity back.

With a high demographic of seniors in the valley as well as many folks who can barely afford to make ends meet, drop in badminton was an essential offer of well being to us from the school district for which we are very grateful.

I hope that you will get back to me and that together we can work on a solution which benefits all.

Thank-you for your time and your work for our students and our community.

Sincerely,

Gail Morton
Retired teacher
[REDACTED]



**SD70 PACIFIC RIM BOARD OF EDUCATION
EDUCATION COMMITTEE MEETING MINUTES
June 6, 2023, 4:00 p.m.
Administration Office**

Janis Joseph Trustee
Cynthia Orr Trustee
Pam Craig - Board Chair
Larry Ransom Trustee
Cherilyn Bray Trustee
Helen Zanette Trustee
Tim Davie Superintendent
Peter Klaver Assistant Superintendent
Barbara Ross Assistant Secretary Treasurer
Deb Hallworth, Program Operations/Homestay Manager
James Messenger Director of Instruction and Innovation
Stacey Manson District Principal - Early Learning
Jaime Hansen - District Principal - Indigenous Education
Michell Bennett Director of Instruction and Inclusion
Marc Fryer - District Principal International Education
Paula Mason – Executive Assistant
Ryan Dvorak ADTU President
Andrew Schneider CUPE Vice President (Teams)

1. Call to Order and Land Acknowledgment

Chair Joseph acknowledged that we work and learn on the ha-houlthees of the Hupačasath (Hupacasath), Huu-ay-aht (Huu-ay-aht), ʔaʔuukʷiʔaʔ (Tla-o-qui-aht), Čiśaaʔaʔ (Tseshaht) and the Yuuʔuʔiʔaʔ (Yuu-cluth-aht) Nations.

2. Introductions

Each person present introduced themselves.

3. Review of Agenda

Moved by: Trustee Joseph

Seconded by: Trustee Bray

THAT the June 6, 2023 Education Committee Meeting agenda be approved as presented.

Carried

4. Business Arising from Past Discussion

5. Staff Reports

5.1 MDI School & District Reports 2022-23 (5 minutes)

Director James Messenger provided an overview of his report. Trustee Ransom asked if anything jumped out as different through the data? Director Messenger mentioned that there hasn't been anything very different, but attention is being brought to delving into the thought that students are reporting feeling welcomed in the school community, yet do not feel a sense of belonging.

5.2 Framework for Enhancing Student Learning Update (5 minutes)

Director Messenger provided an overview of his report, noting the equity gap between indigenous and non-Indigenous students on/off reserve. He also noted that there is a decrease in the social well-being reported in Grade 4 versus the social well-being reported in Grades 7/8. The Board spoke about the Dogwood grad rates, land-based learning and the District Student Advisory Council.

5.3 Network of Inquiry and Indigenous Education Projects (5 minutes)

Director Messenger provided an overview of his report and the teacher-led activities currently in place. It was noted that it has been over 10 years since the district has participated in Spirals of Inquiry, and that we are now supporting it wholeheartedly.

5.4 Parent and Caregiver Materials for New Reporting Framework (5 minutes)

Director Messenger provided an update of resources that are have been shared with DPCA, all principals and posted to our website. We currently publish a weekly service bulletin; we're thinking of moving to a more formal, visually appealing monthly publication.

5.5 Homestay Program update (5 minutes)

Program Operations/Homestay Manager, Deb Hallworth presented a PowerPoint that provided an update on the International Program to date. The update included intakes, check-ins, advertising techniques, exit surveys and connections made.

5.6 Outbound program opportunities and options (5 minutes)

Director Fryer provided an update on the outbound program, noting that our beautiful schools are presenting well to agencies.

5.7 ICY update (10 minutes)

Director Bennett gave an update on ICY activity, including the LET meeting on April 20, 2023 that included multiple ministries, Island Health, MCFD, Family Smart, and CYMH during which the Terms of Reference were reviewed. The

intention is to have a seat for Indigenous w/Island Health as well. This group will meet once per month. The Connect Team will be meeting on offset weeks from LET meetings, with upcoming times of 9:45am - 11:45am in the Alberni Valley, and 2:00pm - 4:00pm in Ucluelet on June 12, 2023. Although still waiting for the funding letter, which will hopefully arrive in July, SD70 has provided for two new positions. The job descriptions will be posted after the funding letter is received.

5.8 Early Learning update (5 minutes)

District Principal Stacey Manson recognized the whole Admin team, our Indigenous partners, and Teachers with gratitude. She updated the Board with news of the new child care spaces coming soon to Wood Elementary School and Wickaninnish Community School, bringing the total new child care spaces to 189 across the district. She noted the need to hire ECEs for the running of these spaces.

5.9 Indigenous Education updates (5 minutes)

Director Hansen updated the Board regarding the upcoming finalization of agreements with Yuułuʔiłı́th, NTC and the Metis Society.

6. Correspondence

6.1 Early Childhood Education Dual Credit Project

Director Messenger spoke to Mr. Freethy's letter and answered questions asked by Trustees.

Assistant Superintendent Klaver mentioned that today was District Principal Manson's last Education Committee Meeting before her retirement. The Committee members thanked her for all her work and wished her the very best.

Superintendent Davie recognized the circle of unity in the room, honouring a more traditional way of meeting. He noted that having the Devil's Club in the centre of the room is to remind us of the intent of the meeting being to focus on student safety, wellness, and achievement.

7. Next Meeting

8. Adjournment

The meeting was adjourned at 5:06pm.

Board Chair

Secretary Treasurer



**SD70 PACIFIC RIM BOARD OF EDUCATION
POLICY COMMITTEE MEETING MINUTES**

June 13, 2023, 5:15 p.m.

Administration Office

Pam Craig - Board Chair
Janis Joseph Trustee
Larry Ransom Trustee
Cherilyn Bray Trustee
Cynthia Orr Trustee
Helen Zanette Trustee
Tim Davie Superintendent
Peter Klaver Assistant Superintendent
Barbara Ross Assistant Secretary Treasurer
Michell Bennett Director of Instruction and Inclusion
Paula Mason Executive Assistant
Andrew Schneider CUPE Vice President
Nadine White CUPE President

1. Acknowledgement

The Chair acknowledged that we work and learn on the ha-houlthees of the Hupačasath (Hupacasath), Huu-ay-aht (Huu-ay-aht), ʔaʔuukʷiʔaʔ (Tla-o-qui-aht), Čišaaʔaʔ (Tseshaht) and the Yuuʔuʔiʔaʔ (Yuu-cluth-aht) Nations.

2. Introductions

3. Review of Agenda

Item 5.5 Rental of District Facilities Admin Procedure was moved to Item 5.1.

Moved by: Trustee Craig

Seconded by: Trustee Bray

THAT the June 13, 2023, meeting agenda be approved as amended.

Carried

4. New or Revised Draft Policy

5. New or Revised Draft Administrative Procedures

5.1 Rental of District Facilities Admin Procedures

Doctor Elder provided an overview of the Admin Procedure. He made note of several points/recommendations including but not limited to:

- The document should be reviewed/rates updated periodically, suggested June
- Rentals of the turf field will continue to be facilitated by ADSS, with funds being transferred over, with the intention of replacing the turf field
- The theater at ADSS is being run by the Society. This should be reviewed, audited, and changed periodically
- There is a Memorandum of Understanding in place with the District of Ucluelet, a similar Memorandum of Understanding should be put in place with the District of Tofino

Trustee Craig said the Committee will bring the document to the Board of Education for a motion of support at the next Public Meeting and will share it with user groups.

5.2 Boarding Allowance Admin Procedure

Director Bennett provided an overview of her report. Secretary Treasurer Ross suggested that the rates be removed from the Admin Procedure and be placed on an Appendix that could be reviewed in June of every year.

5.3 Sexual Orientation / Gender Identity Admin Procedure

Director Bennett provided an overview of her draft Admin Procedure, answering questions from the Board regarding shared change rooms, education for staff and students, legal name/given listed on records and report cards, the word student being used instead of he/she.

Trustee Orr left the meeting at 6:58pm.

5.4 Conveyance of Students Admin Procedure

Director Roe provided an overview of the Admin Procedure.

5.5 Health and Safety Committee Admin Procedure

Director Roe provided an overview of the Admin Procedure, noting the only change is Item 1.4.

6. Policies to be sent to the Board for Approval for Public Consultation (Notice of Motion)

7. Policy/Admin Procedure out for Public Consultation

7.1 Multiculturalism Policy

8. Forward to next Public Board Meeting for Adoption

9. Old/Completed Business

9.1 Policy 300 Records Management

9.2 Policy 310 School Closure/Reconfiguration

- 9.3 Policy 320 Conveyance of Students
- 9.4 Policy 330 Disposal of District Property or Facilities
- 9.5 Policy 331 Disposal of Surplus or Obsolete Equipment
- 9.6 Policy 340 Accumulated Operating Surplus
- 9.7 Policy 341 Budget Development, Monitoring and Reporting
- 9.8 Policy 710 Health and Safety Committee
- 9.9 Policy 711 Health and Safety - Violence in the Workplace
- 9.10 Policy 301 Inclement Weather/Tsunami Warning
- 9.11 Policy Accessibility
- 9.12 Policy Newcomer Students with Refugee Experience
- 9.13 Policy 530 School Fees and Student Hardship
- 10. **New Business**
- 11. **Future Policy/Administrative Procedures**
 - 11.1 Policy 630 Community Schools
 - 11.2 Committee of the Whole Structure
 - 11.3 Trustee Renumeration
 - 11.4 Travel Allowance
 - 11.5 Policy 110 Board Procedures
 - 11.6 Swarming Policy
 - 11.7 Policy Development Administrative Procedure
 - 11.8 Advocacy Policy
 - 11.9 Environmental Stewardship
- 12. **Next Meeting Date**
- 13. **Adjournment**

The meeting was adjourned at 7:09pm.

Board Chair

Secretary Treasurer



**SD70 PACIFIC RIM BOARD OF EDUCATION
FINANCE AND OPERATIONS COMMITTEE MEETING MINUTES**

June 13, 2023, 4:00 p.m.

Administration Office

Pam Craig Board Chair
Janis Joseph Trustee
Larry Ransom Trustee
Cherilyn Bray Trustee
Cynthia Orr Trustee
Helen Zanette Trustee
Tim Davie Superintendent
Peter Klaver Assistant Superintendent
Barbara Ross Assistant Secretary Treasurer
Greg Roe Director of Operations
Carla Neville Controller
Paula Mason Manager of Corporate Services
Sean Peterson, PVPA Representative
Andrew Schneider CUPE Vice President
Nadine White CUPE President

1. Call to Order and Land Acknowledgment

The Chair acknowledged that we work and learn on the ha-houlthees of the Hupačasath (Hupacasath), Huu-ay-aht (Huu-ay-aht), ʔaʔuukʷiʔaθ̣ (Tla-o-qui-aht), Cišaaʔaθ̣ (Tseshaht) and the Yuuʔuʔiʔaθ̣ (Yuu-cluth-aht) Nations.

2. Introductions

3. Approval of Agenda

add Wildfire Costs as Item 5.11.

Moved by: Trustee Bray

Seconded by: Trustee Ransom

THAT the June 13, 2023 Finance & Operations Committee meeting agenda be approved as amended.

Carried

4. Business Arising from Past Discussion

5. Staff Reports

5.1 Exempt and Excluded Staff Compensation

Secretary Treasurer Ross provided an overview of her report answering questions from the Board.

5.2 Foods Program

5.2.a Operating Budget

Secretary Treasurer Ross provided an overview of her report, answering questions from the Board regarding rising food costs being accounted for, why Ucluelet Schools are not included in the reporting, and how parent contributions explain the noted decrease in revenue.

5.2.b Infrastructure Program

Director Roe provided an overview of his report, noting that existing kitchens are grandfathered in, and would not pass if built from the ground up.

5.3 Major Capital Plan

Director Roe provided an overview of his report, noting the major capital is due by the end of June and is phased out over four years. He noted that John Howitt Elementary is more densely populated, so is rated higher case of a seismic event. He asked and answered questions regarding the expansion of ADSS.

5.4 Gender-Neutral Washroom upgrade

Acting Secretary Treasurer Ross provided an overview of her report, noting that this has been submitted in the AFG spending plan.

5.5 Long-Range Facility Plan

Director Roe provided an overview of his report, noting that Joel Palmer has been engaged to update the LRFP document. Next will be a review of all facilities, with an LRFP available for review in October. Engagement should be booked for November, with the final product coming in December. Should be reviewed every five years, pending major changes.

5.6 Tennis Courts update

Director Roe advised the Board that a letter has been crafted asking the Ministry to approve access to Risk Reserve funding for the construction of the tennis courts. The letter included drawings, cost estimates and support letters.

5.7 Gill School Surplus

Controller Neville advised that the lawyers are currently drafting contracts to complete the sale.

5.8 Board Office Renovations update (verbal report)

Director Roe advised the Board that costing, sketches, and scope have been given to Superintendent David, Assistant Superintendent Klaver, Acting Secretary Treasurer Ross, and Director Messenger for review. He thanked both his team and the IT department for all their help so far.

5.9 Update on Anderson property

Controller Neville noted that the City of Port Alberni recommended that the sale price be based on multi-use zoning, so we are currently waiting for a reassessment from Colliers.

5.10 State of the Economy

Acting Secretary Treasurer Ross provided an overview of her report comment noting a list of things that would be affected by economic downturns. That we need to be prepared to react quickly and that both the Ministry and BCASBO will be watching as well. She recommended that the district be looking at investment options.

5.11 Wildfire Costs

Acting Secretary Treasurer Ross noted that event-driven costs (ie. COVID, wildfires, floods) resulting in loss of revenue should be tracked, as we may be able to get funds to cover anything we need to spend in excess of normal operational costs. We could also possibly apply to EMBC for grants and should also be monitoring insurance claims.

6. Next Meeting

7. Adjournment

The meeting was adjourned at 4:49pm.

Board Chair

Secretary Treasurer



**SD70 PACIFIC RIM BOARD OF EDUCATION
EDUCATION COMMITTEE MEETING MINUTES
October 3, 2023, 4:00 p.m.
Administration Office**

Pam Craig - Board Chair
Janis Joseph - Board Vice-Chair
Cynthia Orr - Trustee
Cherilyn Bray - Trustee
Larry Ransom - Trustee
Christine Washington - Trustee
Helen Zanette - Trustee
Tim Davie - Superintendent
Peter Klaver - Assistant Superintendent
Barbara Ross - Secretary Treasurer
Jaime Hansen - Director of Instruction - Indigenous Education
Michell Bennett - Director of Instruction – Inclusive Education
Paula Mason - Manager of Corporate Services
Hannah Fletcher – Executive Assistant HR
Ryan Dvorak - ADTU President
Alberni Fire Safe - Randy Thoen

1. Call to Order and Land Acknowledgment

Meeting Called to order at 4:00pm.

2. Introductions

3. Approval of Agenda

Moved by: Trustee Ransom

Seconded by: Trustee Craig

THAT the October 3, 2023 Education Committee Meeting agenda be approved as presented.

Carried

4. Business Arising from Past Discussion

There was no business from past discussions.

5. Petitions/Delegations/Presentations

5.1 Alberni-Clayoquot Regional District FireSmart program (10 minutes)

Randy Thoen presented for Alberni FireSmart Education Program.

Mr. Thoen answered questions from the Board including but not limited to that this information and curriculum has been brought to the Ministry of Education and they are working with an educator from the Ministry of Education on developing the program. The curriculum is currently in the K - 6 phase but this being just the beginning with 7 - 12 coming later next year and hoping they can continue past that level into post-secondary. Mr. Thoen is asking the District to allow him to present to Teacher's on a Pro-D Day with hopes the curriculum can be adopted in some of the classrooms as well. Mr. Thoen has presented to our District's elementary and high schools as well as to North Island College, when in past career roles, so he is comfortable being in front of students.

Superintendent Davie will inform Director Messenger of the program as well as pass along any pertinent information and will be in touch about bringing this information to the School's in the District.

6. Staff Reports

6.1 Accessibility Update (10 minutes)

Director Bennet presented the accessibility update.

Director Bennet will add visible/non-visible definitions to final copy of plan.

6.2 Open Parachute participation in study (10 minutes)

Director Bennett presented the Open Parachute Project. Director Bennett answered various questions from report details as well as clarifying the number of classes hoping to be involved to be 5-6 but we do not choose which is the control class and which class is in the study.

Ryan Dvorak left the room at 4:36pm, returned at 4:37pm.

6.3 ICY update (10 minutes)

Director Bennett presented ICY update. Director Bennet responded to question's including there is no Indigenous voice at other LET tables that is permanent. Part of the policy in adding new seats is there must be a variance in the seats.

Superintendent Davie thanked everyone involved in the work and for having the indigenous voice in our District.

6.4 Truth and Reconciliation/Flag Raising (10 minutes)

Jaime Hansen presented her recap of the Flag Raising Events throughout the District.

Superintendent Davie advised that the District did receive permission from the National Centre for Truth and Reconciliation for use of their flag.

Secretary Treasurer Ross left the room at 4:53pm, returned at 4:54pm.

7. **Correspondence**

No correspondence was brought forth.

8. **Next Meeting**

9. **Adjournment**

The meeting was adjourned at 4:56pm.

Board Chair

Secretary Treasurer



**SD70 PACIFIC RIM BOARD OF EDUCATION
POLICY COMMITTEE MEETING MINUTES
October 10, 2023, 4:00 p.m.
Administration Office**

Pam Craig - Board Chair
Janis Joseph - Board Vice Chair
Cynthia Orr - Trustee
Cherilyn Bray - Trustee
Larry Ransom Trustee
Christine Washington - Trustee
Helen Zanette - Trustee
Tim Davie - Superintendent
Peter Klaver - Assistant Superintendent
Barbara Ross - Secretary Treasurer
Michell Bennett - Director of Instruction – Inclusive Education
Siri Curliss - Manager of Mental Health & Wellness
Paula Mason - Manager of Corporate Services
Ryan Dvorak ADTU President

1. Acknowledgement

The Chair acknowledged that we work and learn on the ha-houlthees of the Hupačasath, Huu-ay-aht, ʔaʔuukʷiʔath, Čišaaʔath and the Yuuʔuʔiʔath Nations.

2. Introductions

3. Review of Agenda

Moved by: Trustee Bray

Seconded by: Trustee Ransom

THAT the October 10, 2023 Policy Committee Meeting agenda be approved as presented.

Carried

4. New or Revised Draft Policy

4.1 P110 Board Procedure Policy / P130 Committee of the Whole Policy

Ms. Mason provided an overview of her report, answering questions from the Committee. The draft policy will now be presented to the Board for approval to go out for Public Consultation.

4.2 School Trustee Code of Conduct Policy

Ms. Mason provided an overview of her report, answering questions from the Committee. The draft policy will now be presented to the Board for approval to go out for Public Consultation.

5. New or Revised Draft Administrative Procedures

5.1 Trustee Remuneration and Expenses Admin Procedure

Secretary Treasurer Ross provided an overview of Ms. Neville's report. It was requested that the word "prior" be removed from s. 2.

5.2 5210 Suicidal Protection Procedures

Director Bennett provided an overview of her report, while Ms. Curliss provided a handout sheet to the Committee. Item 3.4 should reference Items 3.1 and 3.2.

5.3 5007 Violent Threat Risk Assessment VITRA

Director Bennett provided an overview of her report.

5.4 School Trustee Code of Conduct Administrative Procedure

Ms. Mason provided an overview of her report, answering questions from the Committee. Line 5 on Page 20 should have a space inserted between the words "has" and "established".

Director Bennett and Manager Curliss left the meeting at 5:05pm.

5.5 P110 Board Procedure Administrative Procedure / P130 Committee of the Whole Administrative Procedure

Ms. Mason provided an overview of her report, answering questions from Trustee Zanette. Although there were no other questions from the Committee table, Trustee Zanette requested that this item be brought back to a future meeting for more questions.

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

6.1 Trustee Remuneration and Expenses Policy

This Policy will be sent to the Board for approval to go out for public consultation.

7. Policy/Admin Procedure out for Public Consultation

7.1 Alternate Delivery Sensitive Material Policy

7.2 Community Schools Policy

7.3 Public Disclosure Policy

7.4 Student Grade Placement Policy

8. Forward to next Public Board Meeting for Adoption

8.1 Policy 113 Policy Development

This Policy will be sent to the Board for adoption.

9. Completed Business

9.1 Multiculturalism Policy

9.2 Student Grade Placement Admin Procedure

9.3 Alternative Delivery Sensitive Material Admin Procedure

9.4 Community Schools Admin Procedure

9.5 Public Disclosure Admin Procedure

10. New Business

10.1 Employment of persons with designated disabilities

The Committee requested that staff check where mention of discrimination when hiring/employing persons with disabilities is noted in existing District policy and report back.

10.2 Order of Committee Meetings

Discussion was had regarding the potential switching of weeks that the Policy Committee is held on, unfortunately the suggestion will not work for efficient work flow.

11. Future Policy/Administrative Procedures

11.1 Travel Allowance Policy

11.2 Swarming Admin Procedure

11.3 113 Policy Development Administrative Procedure

11.4 Advocacy Policy

11.5 Environmental Stewardship Policy

12. Next Meeting Date

The next Policy Committee Meeting of the Board of Education will be held on November 14, 2023 at 4:00pm in the Administration Office.

13. Adjournment

The Chair adjourned the meeting at 5:05pm.

Board Chair

Secretary Treasurer



Alberni-Clayoquot Regional District

MINUTES OF THE AGRICULTURAL DEVELOPMENT COMMITTEE MEETING HELD ON TUESDAY, AUGUST 15, 2023, 9:30 AM

Via Zoom

MEMBERS

PRESENT:

Ann Siddall, Chairperson
Fred Boyko, Director, Electoral Area "B" (Beaufort)
Pat Deakin, City of Port Alberni
Helene Dufour, Island Health
Helen Zanette, SD70 Trustee
Jen Cody, Nuuchahnulth Tribal Council
Thom O'Dell, Ministry of Agriculture
Heather Shobe, Eden Tree Farm
Anna Lewis, Alberni Valley Food Security Society
Tanya Shannon, Shannon Farms

REGRETS:

Cecilia Addy, Port Alberni Port Authority
Erika Goldt, Clayoquot Biosphere Trust, Coastal Agricultural Roundtable
Bob Collins, Arrowvale Farm
Lisa Aylard, Stonehaven Farm
Cathy Burkosky, Avalon Farm
Victoria Lake, Effingham Oyster
Alex Taylor, Shelter Farm
Janette Cormier, Happy Hollow Farm
Teresa O'Neil, Spirit Square Farmers Market

STAFF PRESENT:

Amy Needham, Planner
Heather Zenner, Manager of Administrative Services
Kristin Kerr-Donohue, Administrative Assistant

The meeting can be viewed on the Alberni-Clayoquot Regional District website at <https://www.acrd.bc.ca/events/15-8-2023/> .

1. CALL TO ORDER

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

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.

2. APPROVAL OF AGENDA

MOVED: H. Zanette

SECONDED: F. Boyko

THAT the agenda be approved as circulated.

CARRIED

3. MINUTES

a. Agricultural Development Committee Meeting held July 18, 2023

MOVED: H. Zanette

SECONDED: A. Lewis

THAT the minutes of the Agricultural Development Committee meeting held on July 18, 2023 be received.

CARRIED

4. CORRESPONDENCE

a. INVESTMENT AGRICULTURE FOUNDATION

- Environmental Farm Plan Program Guide 2023/24
- Beneficial Management Practices Program Guide 2023/24

b. ALBERNI-CLAYOQUOT REGIONAL DISTRICT

System Change Project – Year 2 Report

Heather Shobe provided an update on the System Change Project. This project continues to highlight different challenges in the industry and suggest alternative options. This project has allowed for more engagement from the Ministry of Agriculture for smaller producers and regions. Outcomes noted are more engagement from Ministry of Agriculture, greater communication, more on-site farm visits from provincial staff, greater connection between Health and Agriculture ministries, more accommodations for alternative agriculture, particularly indigenous food systems. In the last year of the project an analysis will be conducted to determine if systems are working to see if changes implemented will last. This project will continue to work to bring together Farmers Institutes from across the province and meet with other regional organizations. Tangible outcome is to bring together a database of resources for people working to support agriculture at a regional level.

c. MINISTRY OF AGRICULTURE AND FOOD

Provincial Supports for Producers Facing Drought

MOVED: H. Zanette
SECONDED: F. Boyko

THAT Correspondence a-c be received for information.

CARRIED

5. REQUEST FOR DECISIONS

- a. **Request for Decision regarding Food Security Emergency Planning & Preparedness Funding Opportunity – Regional Food/Agriculture Security.**

MOVED: A. Lewis
SECONDED: T. Shannon

THAT the Agricultural Development Committee recommend that the Alberni-Clayoquot Regional District Board of Directors direct staff to apply to the Food Security Emergency Planning & Preparedness Program for funding to explore regional food and agricultural security from a short-term and long-term emergency management perspective.

CARRIED

- b. **Request for Decision regarding ADC Terms of Reference Update.**

MOVED: H. Zanette
SECONDED: F. Boyko

THAT the Agricultural Development Committee recommend that the Alberni-Clayoquot Regional District Board of Directors adopt the ADC Terms of Reference as updated.

CARRIED

6. REPORTS

- a. Thom O'Dell, Ministry of Agriculture
Correspondence regarding Drought Water Quality and Livestock Health Resource Bulletin will be circulated with this committee. Information regarding effects of drought on livestock water sources, including high concentration of minerals, growth of blue-green algae, increase of pathogens.

J. Cody joined at 10:24 am.

T. O'Dell left at 10:25 am.

- b. ACRD Staff Report – A. Needham
i. September ADC meeting

No September ADC Meeting as it is a busy time of year for producers.
Committee will meet again in October. No objections.

- ii. Agricultural Water Infrastructure Fund Application. The ACRD Board supported this application, and the grant application has been submitted. Once the funding decision is announced more information will be brought back to Agricultural Development Committee.

c. City of Port Alberni – P. Deakin

Highlighted a new media platform in Port Alberni called 'The Scoop on Port Alberni', featuring Nancy Wilmut (previously from Shaw), focused on positive reporting on events in Port Alberni and the surrounding community. Would be a good connection for Systems Change Project and Agriculture Development Committee's work.

If a letter of support is needed for Food Security Emergency Planning Fund, Pat is happy to draft a letter.

d. Alberni Farmers' Institute – A. Lewis

Had a small meeting sponsored by Grassroots Café. Looking into having corporate sponsorship for the Farmers Institute. Looking at organizing another "speed dating" event between restaurants and local producers. Will have a booth at the Fall Fair.

e. Alberni District Fall Fair – A. Siddall

Agriculture displays coming together for the fair. Working on the layout. Tanya Shannon, from The Cabin will have an agri-tourism display, an invitation has gone out to Arrowvale Farm as well. AV Food security will have a display and informational table. Outside of building will be a family zone this year, with games, activities, and entertainment. No grocery game this year, Jr Board will be assisting in the family zone.

f. School District #70 – H. Zanette

Starting to ramp up as the School Board, Trustees are back. If there is anything the Committee needs from the District reach out to Helen.

g. Island Health – H. Dufour

Emily Dunbar, with Healthy Schools, and Helene have been working with Parks and Rec Day Camps. Three events this summer with 100+ children in attendance. Hydration stations and info booths at the summer pop up play events. Public Health Healthy Communities program working on provincial plan to address food security, 3 key priorities have been established.

- Indigenous Sovereignty
- Sustainable food systems
- Impact of food and nutrition on chronic disease

Comment from Jen Cody – recent conversation with Sheila Malcolmson, Nanaimo MLA, Minister of Social Development and Poverty Reduction. Food security is part of the poverty reduction program. Might be an opportunity to connect with her and discuss how different Ministries and levels of government can work together.

- h. Alberni Valley Food Security Society – A. Lewis
Fall fair request for volunteers will go out shortly.
Family Farm Day is in final stages of planning, social media will start on August 17th, brochure available online & posters can go out end of this week. Has visited new sites to ensure they will work for the event. 12 total sites participating this year.
Gleaning program is ramping up, 14 picks so far, 2200lbs of fruit, working on a plan for the fall when summer student is back to school. 45 volunteers on the list, will work with this to support the program in the fall.
- i. Eat West Coast & Coastal Agricultural Roundtable – E. Goldt unable to attend, verbal update provided by H. Shobe
Tofino Community Food Initiative have held 2 Edible Garden Tours this summer, with good turnout. A lot of volunteer work still happening with the school garden. Roundtable will be reviewed and strengthened by Heather and Amy to continue work that was started, to ensure that this continues.
- j. Nuu-chah-nulth Tribal Council – J. Cody
Food and Nutrition Sovereignty meeting monthly – all nations invited.
Conversation is around hosting a traditional foods conference. Upcoming funding opportunities have been brought to the meetings and looking for support to arrange the Traditional Foods Conference. Looking to put on an event in April 2024, located in the Alberni Valley. Looking to open the event to further Nations and potentially opening to all VI Nations. All communities are interested in sustainable food systems within. Looking at having a comprehensive food sovereignty plan, and developing a long term to build capacity to produce, and access, foods in their area, and increase resiliency.
- k. Spirit Square Farmers' Market – T. O'Neil unable to attend, verbal report supplied by H. Shobe.
Hatch and Hype program sponsored by BC Farmer's Markets Association inviting startup producers to have a free booth at the local market. Great opportunity for producers.
Crossover between Agriculture and Health Ministries new funding coming from Ministry of Agriculture to support coupon program for farmers markets.
- l. Dock + Food Processing Hub – C. Addy – Unable to attend – information presented by A. Needham
 - i. Kitchen is open to new memberships!
 - ii. We continue to look for ways to open the doors to the community for instructional classes. We will be working with the City again for the fall leisure guide opportunities and we are open to other ways of getting the community into the kitchen to learn skills and see what the kitchen has to offer.
 - iii. Regarding the meat labeler question from last meeting: We do have a jar labeler and we learned from other food hubs that they are not the most efficient and hubs end up doing it by hand anyway. I am told that we have in past considered it for grant applications however equipment that is deemed

to “increase efficiency,” which labelers are, over increasing production capacity or opportunities are not considered a high priority. Any funding that we would put in for equipment would be for other equipment that would be a higher demand. We have not had the capacity of production that would warrant another labeler at this time as it is easy enough to pre-make them with a printer and label by hand.

Update from Anna Lewis regarding unlabeled meat from meat packing program will not be distributed to coupon holders, only going out to the larger organizations.

m. Producer Updates

i. Shannon Farms – T. Shannon

Farm is feeling the effects of the drought, have had issues getting all silage harvested this season; they have had to order in hay, and are planning to order more, unable to produce enough on the farm; misters in the barns for the cows to keep cool.

The Cabin – have taken a hit due to the fire & highway closure; navigating has been very different than last year.

Market at the cabin Aug 29, 5-8pm. 20+ vendors coming; trying to keep agriculture focused, with some local artisans. This is the biggest market held at the farm, as parking is able to be done in the field this time of year.

Gather and Graze event in July went very well; spaces sold out with minimal advertising. Purpose was to promote local agriculture and seafood, was able to supply 90% of menu locally. Planning to host another event next summer.

H. Dufour left at 11:00 am

World Rivers Day will be hosted at Beaver Creek Hall Sept 24, 2023, 10am - 3pm. Invitations will be sent to ACRD, School District, and the City shortly. Learn about salmon and watersheds and system supports for those. Fun, family friendly event.

ii. Eden Tree Farm – H. Shobe

Had chickens slaughtered at new Farmgate Plus licensed facility down in Cedar, new location is not convenient and makes difficult for producers.

MOVED: H. Zanette

SECONDED: A. Lewis

THAT the Agricultural Development Committee accept these reports for information.

CARRIED

7. QUESTION PERIOD

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

- Participating in the Zoom webinar
- Submissions received by email at responses@acrd.bc.ca.

8. ADJOURN

MOVED: H. Zanette

SECONDED: T. Shannon

THAT the meeting be adjourned at 11:09 am

CARRIED

Certified Correct:

Ann Siddall,
Chairperson

Kristin Kerr-Donohue
Administrative Assistant



Alberni-Clayoquot Regional District
ACRD EMERGENCY NETWORK MEETING
Monday, September 18, 2023, 1:30 PM
ACRD Boardroom/Zoom

MINUTES

PRESENT:

Charlie Starratt, ACRD
Daniel Sailland, ACRD
Heather Thompson, ACRD
Rick Geddes, District of Ucluelet
Travis Cross, City of Port Alberni
Donna Monteith, City of Port Alberni
Ted Maczulat, Alberni Arrowsmith RC
Mike Cann, SLVFD
Josh Macy, BC Wildfire Service
Allan Gornall, WCMR
Cheryl MacLay, JEDI
Moses Towell, Uchucklesaht Tribe
Michael Ramsay, Salvation Army
Claudia Noel, CMHA
Kelly Walsh, WCGH
Dustin Griffiths, HEMBC
Dean Fenn, BC Timber Sales
Emily Dumais, Catalyst Paper

Randy Thoen, ACRD
Karen Freethy, ACRD
Kristin Kerr-Donohue, ACRD
Mike Owens, City of Port Alberni
Clinton Wright, City of Port Alberni
John Forrest, Alberni Valley Rescue Squad
Lucas Banton, CCVFD
Shawn McKay, BC Wildfire Service
Jordan Hamlyn, RCMP
Erik Bowkett, WCMR
Kaitlin Minvielle, Tseshah FN
James Fothergill, Ditidaht FN
Lisa George, Salvation Army
Kia Stanhope, CMHA
Derek Keller, Island Health
Dave Prevost, SD70
Mike Carter, PAPA
Julie Rushton, United Way

Meeting called to order at 1:30 pm.

The Chair recognized the meeting is being held in the Tseshah First Nation and the Hupacasath First Nation Territories.

The Chair noted that this meeting is not being recorded, debrief format.

Introductions:

Emergency Program Update:

- Karen Freethy appointed Protective Services Manager.
- Kathy McArthur appointed Protective Services Coordinator.

After-Action Debrief: Cameron Bluffs Wildfire/Hwy 4 Closure:

- Facilitator Carolyn Sinclair, President of Strategic Risk Management Inc., instructor with JIBC for over 25 years, professional and practical experience in the areas of emergency management, critical incident management, crisis response and recovery.
- Carolyn Sinclair commented we have faced many new situations over the past few years. Debrief of this situation helps identify what worked, what didn't, and that we are okay going forward, to develop an after-action summary, a record for reflection to take forward in the future to be pro-active in supporting front-line workers. This is the opportunity for the group to reflect and add their input to the report.

Emergency Network Member Input:

- The future of emergencies is changing, we need to adapt accordingly, review real-life situations to see how best to move forward, reflection and shared experience are important.
- Many good things happened, communication is important, the faster we can resource the communication, the better. Miscommunication on social media can increase public panic and fear.
- Clear direction helps community members know where to go and who to call about future issues.
- Good to communicate positive stories with the public.
- Emails sent from this committee went to junk-mail folder. Broadcast emails may be filtered into a trash/spam folder.
- Suggested two or more staff assigned to communications in the EOC, one for social media, one for other for media, news releases.
- Salvation Army commented communication was sufficient, phone, text, and face-to-face were great.
- Event was a good test of our roles as a network and the communication systems in place.
- There was a quick response from community organizations. This demonstrated these meetings are very valuable. Pre-established relationships and familiarity between agencies are key to an effective response.
- Coordination calls between BC Wildfire Service, the Ministry of Transportation and Infrastructure, and EMCR were very helpful. Often there were over 100 people on each call.
- Thank you to the ACRD for their response and leadership. This incident highlights how important this group is.
- Joint training is necessary for an effective response. Agencies should train together for future events.
- Understanding assigned roles and responsibilities is critical.
- Agencies should strive to strengthen inter-agency relationships.
- The ACRD Emergency Network group is valuable as it helps to establish connections between agencies.
- PAFD found it helpful to work with Coombs Hilliers during this response to adapt boundaries during the closure. It was helpful to have a relationship with the other fire departments. The power of a network makes us all stronger.
- EMCR commented the initial incident was handled routinely. This event had a large economic impact due to the location of the wildfire and the road closure, affecting multiple communities. The local EOC handled the response professionally.
- Ministry of Jobs, Economic Development, and Innovation (JEDI) assisted with recovery. There were several confused international travelers in Port Alberni, Qualicum, and Parksville. Supports were needed at the Visitor Information Center on both sides. They are working with the Chamber of Commerce on procedures for future incidents.
- Identify ways to connect with tourists more effectively. Tourists are not typically aware of local sources.
- Improve ways to educate tourists regarding driving conditions and acceptable behaviour on the logging road detour.
- No cell service on highway sections - travelers trapped with no communication.
- PAPA commented the marina and campground were affected. Travelers were unable to make their bookings, while others stayed later.

-
- Organizations encouraged to look at their shelter-in-place and business continuity plans. Commuting was a significant concern during this event, identify staff who live in/out of town and what impacts and impacts of future highway closures.
 - Suggested that local businesses coordinate shipping (import and export) by marine.
 - The Alberni Valley has a marine highway to move products. PAPA was able to assist Catalyst Paper with shipping requirements.
 - The airport was utilized very well.
 - Fuel supply and transportation were a significant concern. Develop a plan to prioritize fuel.
 - Home care services were almost impacted due to fuel availability. Their fuel became secure when they worked with the City of Port Alberni to access their fuel supplier.
 - Pharmaceutical concerns: shelf life, some need to be transported daily. Develop a plan to ensure that medications are brought in as needed. (which medications and replacement schedules)
 - Disconnect occurred between the detour being identified as safe and people's personal comfort levels to drive on the detour route.
 - Information needed from MOTI about the road closures for the upcoming winter: Thresholds, when it will be closed due to weather events, timely communication to the public, when is detour no longer an option.
 - ACRD will share information when released by MOTI.
 - Disappointed that MOTI was not at the meeting.
 - ESS needed more bedding and cots, also more staffing for the second shift.
 - Need to be more prepared to be a "host community".
 - Nitinaht store could be utilized to provide food/gas for the detour route. The emergency dispatch network was extended over the detour route to include Nitinaht - will be available to assist going forward.
 - Greater focus on recovery.

Meeting adjourned: 2:56 pm.

Next meeting: Tuesday, December 5, 2023, 1:30 pm

Table of Partners Minutes

Wednesday, September 20 @ 9:30 am

Via Zoom on-line meeting

- Members:** Marcie DeWitt, ACHN Coordinator
Brooke Wood, CBT
Jaslyn Haberl, Bamfield Community School
Debra Hamilton, ADAPS
- Larry Ransom, Trustee SD70
Rachelle Cole, BCEHS
Mollie Law, RCMP
- Regrets:** Deb Haggard, Penny Cote, Ellen Frood, Alisha Pauling, Natasha Dumont, Vaida Siga, Shawn Anderson, Edward Johnson, Curt Smecher, Nicole Uzelman
- Guests:** Jane Osborne, Independent Consultant
Helen Zanette, Trustee with SD70
Faye Missar, Coastal Family Resource Coalition
Jordan Higgins, Alberni Valley CBYF Youth Engagement Facilitator
Mary Catherine Williams, UWBC
Toni Buston, West Coast Youth Engagement Facilitator
Teresa Ludvigson, Executive Director for Tyee Watson & Alberni Valley Hospice
Lesley Wright, Literacy Alberni - Director of Projects and Programs

1. CALL TO ORDER

The Chairperson called the meeting to order at 9:35 am.

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

2. APPROVAL OF AGENDA & MINUTES

The Agenda for the September 20, 2023 meeting was approved.

The Minutes of the June 21, 2023 meeting were approved.

3. COASTAL FAMILY RESOURCE COALITION

Faye Missar presented on behalf of Coastal Family Resource Coalition. They shared that Coastal Family Resource Coalition's mission and model is to develop the capacity on the West Coast to address the needs of children, youth, families, and communities by improving communications and networking between service providers, agencies, communities, and funders. Meetings are rotating in all communities and are held online and hybrid. The fall 2022 Coalition meeting that was held has identified the regional health priorities. The top three are child and youth health services and supports, a transportation system that connects communities, and access to primary care. Other health priorities that were identified are funding and infrastructure (health center, treatment etc.), housing, long term care, maternal health – birthing and post-partum,

preventing burnout, and indigenous traditional healers. It was brought forward that there are no long-term care on the coast, as well as no maternal birthing. The division for Working Groups is to aid in harm reduction. Top concerns that are being identified in youth is substance use and housing when youths are in crisis. Working Groups is trying to increase access to drug testing services and harm reduction supplies in community. The Foundry center is expanding centers and opening 10 new centers. Working Group is trying to create online youth services and looking into opening a center on the West Coast. Due to alcohol use in the region, they are advocating for a sober and assessment center for the region. Funding is secured through Island Health; however, they need to find a location in Tofino.

BUILDING EQUITY UPDATE – 50th Parallel Engagement Survey

Equity building toolkit survey, is based off public relations work in the communities. The survey is being created to look for table of partners and communities' input, that will contribute to creating materials to cater to the needs of local decision-makers, service providers and general community.

Survey will be sent out by the end of the month to the table of partners and can be shared with a wider group.

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:

- Meetings held to look at a strategic plan, online survey developed for plan overview.
- Working closely with Alberni-Clayoquot Regional District to conduct surveys to pilot a program for West Coast Communities. Road transportation and bus transportation survey went out, both digitally and paper.
- CYBF communications action funding, just under \$50,000 received. Funding for expanding youth safe spaces in the region, Barkley, Alberni Valley and West Coast.
- CHN Reporting, for Island Health, has a new revised reporting structure.

5. ACHN UPDATES

a. **Communities Building Youth Futures**

Jaslyn:

- Art in Action, youth reconciliation symposium being held October 2, 2023 in Huu-ay-aht Territory.
- CYBF summer social event September 15, 2023, had a great turn out.
- Youth will be travelling to Coombs for warrior games for upcoming weekend.
- Weekly youth drop-ins for secondary class available.

Toni:

- Working closely with school and wellness teams, due to an Island Health Wellness grant received last year. Hosting wellness Wednesdays.
- Working closely with WCRS, Tofino youth space is now going.

- Tla-o-qui-aht First Nations hoping to open a youth space this year, Communities Building Youth Futures to help support.
- Youth leadership group, meeting weekly. Video project to document CYBF between last year and this year.

6. INFORMATION ITEMS

a. Regional & Member Updates

Marcie:

- Focusing on recruitment and retention of health care professionals, will be developing a survey (What can be done to strengthen recruitment and retention in our communities) Interviewing and information gathering will take place up to mid-October, then a report will be prepared. There will be a survey out soon, that will be used to gather stats on the impact of many challenges of recruitment and retention in the region.

Teresa:

- Short term respite stays at Tyee Watson are available for caregiver support.
- Received \$14,000 grant from 100 Women That Care. The grant is being used for grief and counselling program for children and teens. The program has been very successful, with 25 youth on the wait list. Counselling is available for kids that have experienced loss with a death. This program started for families that don't have enough income to pay for counselling and can be offered to kids for free.
- Offering anticipatory grief support group, for those that have someone that is close to you that has a life illness. Also, offering companion for grief support for men, which is a new program, and one on one caregiver support groups.
- Traumatic loss therapy group is now taking names, as program has just started.
- Walk & Talk Group and Walk & Talk Group for Men are now being offered.
- Trying to recruit a holistic healing touch therapist.

Phoebe:

- Currently working on a project, in collaboration with BC Association Community Health Center, BC United Way and Hope Air, to create community profiles on information around health care needs, and health care wants for areas of improvement. Will be doing this by community outreach, phone call and interviews.

Jane:

- UBC Conference upcoming, Putting Patient's Voices First, Oct. 24, 2023 at 11am.
- United Ways Community bases sector has a regional consultation upcoming on Oct. 17th, 2023 at 1pm, in Nanaimo at Beban.
- Meeting with Kyuquot/Checlesheht First Nations to discuss advanced care planning. Wanting to discuss potential differences between First Nations living in urban center, on reserve with modern day treaties or older treaties or no treaties at all.

Mary Catherine:

- Period Promise, distributed some product, still trying to get some out to the West Coast. Micro grants were offered for some of the rural communities to purchase products, and products can be drop shipped this way.
- Community investment grants, yearly grants offered to communities for local projects. In year two of child, youth, and mental health stream. One grant in the Alberni-Clayoquot Regional District has been received at the community school, transition program for children from middle school to high school, Port Alberni Community School

Program. Second grant was received for the Port Alberni Friendship Center for Indigenous youth experiencing homeless.

- Planning consultations across the region in November, for all the sectors that are served, to find out what needs are for grant calls next year.
- Staples gift cards are going into Port Alberni and West Coast communities to families for back-to-school supplies.

Lesley:

- Two groups supporting accusation drivers licensing for people to get their learners. Literacy is helping to support the language portion on the test.
- Fostering Literacy grant was gained, through Klitsa Tutoring, there will be dedicated funds that will make tutoring free for families that need tutoring for grades K through 7.
- Upcoming AGM in November, looking for strong and knowledgeable leadership for the AGM, as Literacy is starting a strategic plan.
- Will be attending decolonized first workshops that will be happening in October and November.

Brooke:

- Ucluelet Secondary School, Legacy of Hope event taking place at Ucluelet Secondary School on Sept. 30, 2023. Working with classes 9 through 12.
- Culture neighborhood small grants is open, for locals up to \$500.
- Ahousaht has Grassroots Granting Program open.
- World Remote Divisions of Families Practice has an early draw application looking for a nurse practitioner in Ucluelet, and potentially Ahousaht as well.
- First Nations Primary Care Initiative has been approved, in implementing stages. Will be creating 6 new positions, 2 GP's, nurses, and culture wellness workers.

Larry:

- Trustees have attended some activities throughout the summer.
- June 27, 2023, Board Meeting, highlights included a presentation from ADSS students with their grade 2 buddies, where they presented a booklet that was made together, which included Nuchatlaht story telling. Presentation from Farm to School BC Community. Committee supports school gardens and meal programs and land-based learning.
- School District is still working on a draft strategic plan. A draft document will be presented at the next public meeting, which is at the Bamfield Community School.
- Program presented through Education Committee of the Whole talking about enhancing to student learning reports data. The program focused on a discussion around ministry of education and child release data, that is released throughout the school year. Documents were reviewed and reflected on student outcomes. Waiting on more information on the survey report, will have more from district staff soon.
- Request to have the local medical officer to come speak to the board, board has questions about opioid use and issues that are impacting students in the district.
- Board advocacy opportunity at the next Board Meeting, Oct. 19, 2023. Board members will be meeting with MLAs and talking about issues around budget and mental health and well-being.
- Sept. 25, 2023 the Board Office will be hosting a flag raising ceremony at the school board office, in partnership with Tseshaht and Hupacasath. Schools will be closed on this day.
- Next public board meeting is on Sept. 26, 2023, at Bamfield Community School.

Helen:

- On May 17, 2023 the Board at their main meeting put out a public memo supporting pride week.
- New manager for mental health and wellness in the district, Siri Curliss. There is a focus on assisting students in crisis.
- Received childcare funding for creating childcare facilities in Wood Elementary School and Wickaninnish School. Will be 124 new spots at Wood Elementary and 76 at Wickaninnish.

Jaslyn:

- BCSA was successful with summer day camps for children and youth.
- Back to school programing and events has begun. So far there have been events for a clothes swap, family games night, elder's café, books and brunch, story time at the library.
- School breakfast and lunch program has begun, working towards food hampers, for families to take home. As well as a relaunch of the community food bank.
- BCSA will be marking the National Truth and Reconciliation with a community lunch and engagement event. Will be hosted at the school Friday 29, 2023. The elders will be telling their experiences. The YUULU?IL?ATH government will be telling their plans about the future. Students will be sharing what they have been learning this year about Truth and Reconciliation.
- Sept. 30, 2023, will be hosting a documentary screening and community discussion and group to explore strategies and actions towards decolonization.
- BCSA biggest fundraiser is coming up on Oct. 14, 2023, in Bamfield, called Oysters, Authors and Ales. It will be hosted at the Bamfield Marine Science Center. There will be a featured author and poets, as well as a silent auction.

7. MEETING ADJORNED

The meeting adjourned at 11:24 am.

The next meeting of the Table of Partners will be held Wednesday, October 18, 2023 at 9:30 am.



Alberni-Clayoquot Regional District

MINUTES OF THE SOLID WASTE MANAGEMENT PLAN ADVISORY COMMITTEE MEETING HELD ON WEDNESDAY, SEPTEMBER 20, 2023, 1:00 PM

Hybrid - Zoom/Board Room, 3008 Fifth Avenue, Port Alberni, BC

MEMBERS

PRESENT:

John Jack, Chairperson, Chief Councillor, Huu-ay-aht First Nations
Fraser Work, Consultant
Terry Deakin, Industry
Helen Zanette, School District 70
Harley Wiley, Councillor, Tseshaht First Nation
Karen Haugen, Huu-ay-aht First Nations
John McNabb, Member at Large
Diane Bodner, Member at Large
Cameron Vale, Berry & Vale
William Severinson, Tla-o-qui-aht First Nation
Jaquie Arsenault, Toquaht Nation
Robin Jackson, Contractor, West Coast
Jake Turek, Ministry of Agriculture and Food
Tory Bouchard, City of Port Alberni

GUESTS:

Colleen Dane, Engagement Consultant
Tamara Schulman, Technical Support Consultant

STAFF PRESENT:

Paulo Eichelberger, Solid Waste Manager
Jodie Frank, Solid Waste Project Coordinator
Brenda Sauve, Solid Waste Coordinator
Wendy Hayes, Community Services Assistant

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

<https://www.acrd.bc.ca/events/20-9-2023/>

1. CALL TO ORDER

The Chairperson called the meeting to order at 1:05 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.

2. APPROVAL OF AGENDA

MOVED: T. Stere

SECONDED: T. Deakin

THAT the agenda be approved as circulated.

CARRIED

3. MINUTES

4. PETITIONS, DELEGATIONS & PRESENTATIONS

5. CORRESPONDENCE FOR ACTION/INFORMATION

6. REQUEST FOR DECISIONS

7. REPORTS

- a. Welcome and Introductions – Verbal
 - a. All members, staff, and guests introduced themselves.
- b. Solid Waste Management Plan Advisory Committee (SWMPAC) – Terms of Reference
- c. Solid Waste Systems Overview – Verbal
 - a. Jodie Frank, Solid Waste Project Coordinator with the ACRD gave an overview of how far solid waste management in the area has come since the previous SWMP in 2007. A presentation on solid waste systems and all the key components was then presented by Tamara Schulman, Waste Reduction Planning Specialist.
- d. Schedule for future meetings – Verbal
 - a. The next meeting is October 4, 2023.
- e. Future SWMP priorities – Verbal
 - a. A roundtable was conducted to find out what SWMP priorities the members may have. Members will bring their suggestions to the next meeting.

MOVED: J. McNabb

SECONDED: H. Zanette

THAT the Solid Waste Management Plan Advisory Committee receives reports a-e.

CARRIED

8. ADJOURN

The meeting was adjourned at 1:58pm.

Certified Correct:

John Jack

John Jack,
Chairperson

Wendy Hayes

Wendy Hayes,
Community Services Assistant



Alberni-Clayoquot Regional District

MINUTES OF THE SOLID WASTE MANAGEMENT PLAN ADVISORY COMMITTEE MEETING HELD ON WEDNESDAY, OCTOBER 4, 2023, 1:00 PM

Board Room, 3008 Fifth Avenue, Port Alberni, BC

MEMBERS

Tom Stere, Chairperson, Councillor, District of Tofino

PRESENT:

Terry Deakin, Industry, Alberni Valley
Helen Zanette, School District 70
Darrell Ross, Tseshaht First Nation
John McNabb, Member at Large
Mayco Noel, Residential Hauler, Ucluelet
Tory Bouchard, City of Port Alberni
Robin Jackson, Surfrider

REGRETS:

John Jack, Chief Councillor, Huu-ay-aht First Nations
Jake Turek, Ministry of Agriculture and Food
William Severinson, Tla-o-qui-aht First Nation
Jaquie Arsenault, Toquaht Nation
Robin Jackson, Contractor, West Coast
Pam Craig, School District 70
Aaron Rodgers, District of Tofino
Todd Thomson, MoE & Climate Change Strategy
Cameron Vale, Berry & Vale
James MacIntosh, District of Ucluelet
Fraser Work, Consultant, West Coast
Diane Bodner, Member at Large

GUESTS:

Colleen Dane, Engagement Consultant
Tamara Shulman, Technical Support Consultant

STAFF PRESENT:

Jodie Frank, Solid Waste Project Coordinator
Paulo Eichelberger, Solid Waste Manager
Brenda Sauve, Solid Waste Coordinator
Wendy Hayes, Community Services Assistant

1. CALL TO ORDER

The Chairperson called the meeting to order at 1:00 pm.

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

Introductions - Committee Members and Staff present in the Boardroom.

- a. All members, staff, and guests introduced themselves.

2. APPROVAL OF AGENDA

MOVED: J. McNabb

SECONDED: T. Stere

THAT the agenda be approved as circulated with the addition of late items as outlined for consideration.

CARRIED

3. MINUTES

**a. Solid Waste Management Plan Advisory Committee Meeting held
Wednesday, September 20, 2023**

MOVED: J. McNabb

SECONDED: T. Stere

THAT the minutes of the Solid Waste Management Plan Advisory Committee Meeting held on September 20, 2023 be received.

CARRIED

4. PRESENTATIONS/DISCUSSIONS

- a. Solid Waste Management Plan Current System and Process – Verbal
Tamara Schulman, Technical Support Consultant gave a SWMP presentation overview of the planning process, solid waste systems, roles and overview, priorities for the plan, and guiding principles.
- b. Breakout Session – Forming our guiding principles.
The meeting attendees broke out into groups to discuss and prioritize the guiding principles and what would be the top three.
- c. Consultation and Engagement role – Verbal
Colleen Dane, Engagement Consultant gave a presentation and overview of her role, strategy, goals, phases, tools, and next steps.
- d. Schedule for future meetings – Verbal
The next meeting is November 23, 2023.

6. QUESTION PERIOD

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

- Participating in Person in the ACRD Board Room
- Submissions received by email at responses@acrd.bc.ca.

7. **ADJOURN**

MOVED: J. McNabb

SECONDED: M. Noel

THAT this meeting was adjourned at 4:07 pm.

CARRIED

Certified Correct:

John Jack

John Jack,
Chairperson

Wendy Hayes

Wendy Hayes,
Community Services Assistant

Paula Mason

From: City of Port Alberni <sara_darling@portalberni.ca>
Sent: Wednesday, October 11, 2023 2:18 PM
To: Paula Mason
Subject: October 10, 2023 Council 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

October 10, 2023

An information report summarizing the regular meeting of Council held on October 10, 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

Introduction | Director of Infrastructure Services

Mike Fox, Chief Administrative Officer introduced the City's new Director of Infrastructure Services, Jim MacDonald. Mr. MacDonald will play a critical role in leading the City's infrastructure planning, development, and maintenance strategies.

BYLAWS

"Zoning Bylaw No. 5074, 2023" was adopted. The amending bylaw will enable accessory dwelling units, updated residential zones, incorporate new legislation, and provide clarity on the interpretation and application of the previous bylaw.

CORRESPONDENCE

Western Vancouver Island Industrial Heritage Society | Two Spot Locomotive Display

Council directed staff to invite comment from the Alberni Valley Museum and Heritage Commission and prepare a report outlining alternate locations to display the Two Spot Locomotive within the proximity of the train station.

Council also received their correspondence summary which included letters from:

- a. Youth Parliament of British Columbia Alumni Society | Application Form
Council directed staff to forward the Youth Parliament of British Columbia Alumni Society application form to Alberni District Secondary School, Eighth Avenue Learning Centre and North Island College.

- b. Vancouver Island Regional Library | 2024 Adopted Budget
- c. Cathy Peters | Anti Human Trafficking Initiative UBCM Follow-Up
- d. B'nai Brith Canada | International Holocaust Remembrance Alliance Plenary Summary
- e. Minister of Housing | Point in Time (PiT) Homeless Count Final Results
- f. Advisory Planning Commission Minutes | August 17, 2023

PROCLAMATIONS

Minister of Children and Family Development

Council proclaimed the month of October 2023 as 'Foster Family Month' in Port Alberni.

NEW BUSINESS

First Nation Representatives at Council Meetings

Council directed staff to engage with Hupacasath and Tseshahat First Nation regarding their willingness to provide representatives to attend Council meetings for the purpose of providing input to Council and, based on those discussions, prepare a report outlining options.

BC's Housing Central Conference | Authorize Council Registration

Council authorized Councillors Patola and Dame to participate in BC's Central Housing Conference taking place November 20-22, 2023 in Vancouver, BC.

Hosted by the BC Non-Profit Housing Association, Cooperative Housing Federation of BC and the Aboriginal Housing Management Association, the Central Housing Conference will bring together members, associates, housing leaders, civic, federal and provincial to identify solutions for improving housing affordability and attainability across the province.

Occupational Health and Safety & Human Resources Policies

Council rescinded various Council-approved occupational health and safety policies and human resources policies to permit future policy approval by the Chief Administrative Officer in alignment with current legislation and good governance.

Further, Council approved 'Council Occupational Health and Safety Policy' No.

5005-1. The overarching policy outlines the responsibilities of the City with regard to occupational health and safety and will provide direction to ensure these responsibilities are being met as policies are developed or updated.

Connect the Quays Pathway Project

The CAO provided a response to inquiries related to excavation depths in the construction of Phase 1 of the Connect the Quays Pathway noting that depths will vary depending on requirements for the area such as retaining walls and lighting.

Sunken Trawler Update

The CAO provided an update on the Sunken Trawler located at Port Alberni Fisherman's Wharf, noting that the Western Canada Marine Response team continues to conduct regular assessments and have reported no changes in stability or pollution. Crews are working to rectify the situation as soon as is possible.

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.

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

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

receive summaries delivered directly to your inbox.

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

MEETINGS AT A GLANCE

Monday, October 16th

6:00 pm | Committee of the Whole
Council Chambers

Wednesday, October 18th

10:00 am | Advisory Traffic Committee
Committee Room

Thursday, October 19th

12:00 pm | Advisory Planning Commission
Council Chambers

Monday, October 23rd

2:00 pm | Regular Council
Council Chambers

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From: Alberni Clayoquot Health Network <achn@acrd.bc.ca>

Sent: Thursday, October 19, 2023 3:48 PM

To: [REDACTED]

Subject: RESPONSE REQUIRED: ACHN ToP Meeting Minutes

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

Hello ACHN Table of Partners,

Thank you for a productive meeting yesterday, I have attached the minutes and want to bring your attention to a couple important decisions and action items from our meeting.

1. Our November meeting will be an in person meeting November 15, 9:30am - 2pm. This meeting will be devoted to Strategic Planning for our 2024 - 2029 Strat Plan and we will feed you lunch - please ensure you indicate your ability to attend so we can plan for numbers.
2. In lieu of our regularly scheduled December meeting which always falls too close to the holidays we will be hosting a quick check in to review new member applications and share updates please indicate the best alternate time using this poll link - <https://calendly.com/d/4rd-8s8-z5t/ACHNmeeting>
3. Our Building Equity Toolkit Survey is open and awaiting responses, please add your feedback here - <https://forms.gle/eDnp7BnZTQkYDDU29>
4. Our Table of Partners membership applications are open, I have attached a PDF and word copy, please share in your networks and help us spread the word. I will distribute via our newsletter and socials later this week.

Have a great rest of the week!

Cheers

Marcie DeWitt, Coordinator
Alberni Clayoquot Health Network
achn@acrd.bc.ca
250.726.5019

ALBERNI CLAYOQUOT HEALTH NETWORK TABLE OF PARTNERS 2023 – CALL FOR MEMBERS

SUMMARY

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

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

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

ACHN Coordinator

achn@acrd.bc.ca

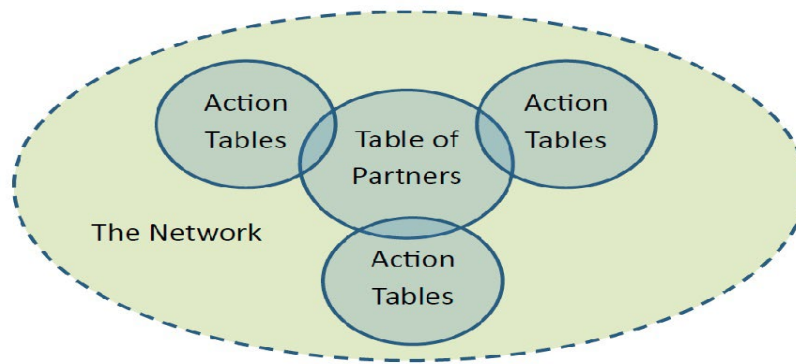
By 4:00 pm on December 8th, 2023

BACKGROUND

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

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

HOW TO GET INVOLVED



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

TABLE OF PARTNERS – CALL FOR MEMBERS

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

We are currently recruiting for the Table of Partners. Recognizing the time commitment for this work as well as the emphasis on regional priorities we are seeking applications from individuals and strive to meet the following criteria in our selection:

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

INTERESTED?

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

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

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

APPLICATION

Name: _____

Title and Organization: _____

Do you have, or can you get, endorsement from your organization to participate?

☐ Yes ☐ No ☐ Will Confirm

The Table of Partners places emphasis on the ability of members to commit to monthly meetings. Can you attend monthly meetings?

☐ Yes ☐ No ☐ Will Confirm

Can you commit to the Table of Partners for 2 years?

☐ Yes ☐ No ☐ Will Confirm

Please note that at this time the ACHN does not provide a stipend or travel expenses. Would this be an impediment for your participation?

☐ Yes ☐ No ☐ Will Confirm

Phone: _____ Email: _____

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

Communities you work with: _____

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

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

Deadline for applications is December 8th, 2023 please ensure we receive your information by 4:00 pm to achn@acrd.bc.ca Thank you for your interest!

Table of Partners Minutes

Wednesday, October 18, 2023 @ 9:30 am

Via Zoom on-line meeting

Members: Marcie Dewitt, ACHN Coordinator
Deb Haggard, CPA Councillor
Jaslyn Haberl, Bamfield Community School
Penny Cote, ACRD EA "D" Director
Rachelle Cole, BCEHS
Ellen Frood, Sage Haven
Shawn Anderson, District of Ucluelet, Councillor
Mollie Law, RCMP

Regrets: Brooke Wood, CBT
Sandra Allison, MHO
Alisha Pauling, Island Health
Natasha Dumont, Island Health
Vaida Siga, ACRD EA "C" Director
Larry Ransom, Trustee SD70
Curt Smecher, Bamfield Community Services Society

Guests: Helen Zanette, Trustee SD70
Lesley Wright, Literacy Alberni
Mary Catherine Williams, UWBC
Angeline Street, CAT Coordinator

ACRD Staff: Charlene Harrison

1. CALL TO ORDER

The Chairperson called the meeting to order at 9:35 am.

The Coordinator recognized the meeting is being held throughout the Nuuchahnulth territories, each participant introduced themselves and the territories that they were calling in from.

2. APPROVAL OF AGENDA & MINUTES

The Agenda for the October 18, 2023 meeting was approved.

The Minutes of the September 20, 2023 meeting were approved.

3. 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:

- Prepared info for 2024 Table of Partners new members, updated the form.
- Meetings around MCFD, child and youth teams.
- Launched first session of Decolonize First Workshop. November's workshop is waitlisted.
- Attended CBYF meeting with Tamarack Team
- CYBF team has been busy, youth back in school, and planning activities happening. Grants and data input for Tamarack has been done.

b. IH Quarterly Report

- Building Equity UBCM Project \$50,000. Budget being used towards active witness training, Decolonized Workshops (workshops at \$20,000 each), and building equity tool kit (59th Parallel company working with).

4. ACHN UPDATES

a. Strategic Plan

- Reviewed survey, 20 interviews conducted, 10 responses through online survey. Chat GPT was used for a quick analysis. Analysis #2 shared, are:
Trends: #1 Youth Engagement, #2 Collaboration & Networking, #3 Poverty Reduction, #4 Transportation, and #5 Equity and Inclusion.
Successes: #1 Youth Engagement, #2 Collaboration, #3 Advocacy, #4 Communication Building
Weaknesses: #1 Coordination Reliance, #2 Resource Constraints, #3 Long-Term Impact Measurements
Opportunities: #1 Equity, #2 Transportation Solutions, #3 Funding & Sustainability, #4 Building Resilience
Threats: #1 Resource Allocation, #2 Slow System Changes, #3 Overreliance on Coordinators, #4 Resource Drain, #5 White Fragility and Racism, and #6 Climate Change
- In fall discussed next meeting, November 15th, 2023, to be held in person/hybrid at ACRD office, from 9:30am until 2:00pm, lunch included.
- December meeting discussed about potentially taking December 20, 2023 off. Suggested by Penny to host meeting earlier in month, possibly December 13, 2023. Marcie to send out a poll.

b. Building Equity

- 59th Parallel has put together a survey to look at the toolkit development. Put together for ways to better engage decision makers, community organizations and community members around topics of de-stigmatization and racism. Survey should be closed by the end of the month. Looking to create a focus group, if needed. Will be developing a workshop for local governments, will ensure a nice presentation is provided on equity and de-stigmatization for local government context.
- Penny Cote, Shawn Anderson and Deb Haggard expressed interest in assisting with focus groups and toolkit development

c. 2023 ToP Membership Package

- Penny Cote, Alisha Pauling and Vaida Siga, are up for renewal in December 2023.
- Edward R Johnson & Nicole Uzelman can no longer fulfill their commitment for 2023.
- Email was sent to Curt Smecher and Vaida Siga if they will be able to attend meetings until Dec 2023.
- Marcie to send out application/newsletter later in the week. Can be distributed amongst networks, and communities.

5. Communities Building Youth Futures Updates

Jaslyn – Update on Barkley Communities

- Earlier in month, October 2, 2023, had youth engagement called, Art and Action. 150 international students attended. Presentations included singing, drumming, and dancing. They held a discuss about Reconciliation. Ancient Huu-ay-aht site was visited. Activities included weaving, and collages. Later there was dinner and an art show case. Reflections from the youth were had. One quote from an Afghanistan international student from the event was “Today we walked in living history and I will forever be changed.”
- Weekly youth drop ins, started from the community innovation fund.
- Friday Night Chill youth social event is ongoing.
- Increasing youth engagement in the community. Hosting sports nights, and weaving bookmark workshop.
- Bought seats in a course, Four Seasons of Reconciliation, launching that with a group of youth.
- For Halloween, there will be a hosting of a family night, which will include pumpkin carving and rocky horror picture screening.
- Secondary class will have a field trip in November. CYBF is transforming some of the funding for a skills exploration, exploring things like auto shops, carpentry, logging, fisheries, and aquaculture.
- December or January there will be a Nuu-chah-nulth Warrior family hide course, which will also focus on hunting and trapping.
- Planning to assess from now until March, and see what the costs will be, so any leftover funds can be redirected from the Barkley communities to the West Coast and Alberni Valley.

6. INFORMATION ITEMS

a. Regional & Member Updates

Marcie Dewitt

- CBYF facilitators received \$50,000 more for youth safe spaces.
- Island Health gave extra funds this past year. \$40,000 allocated for de-stigmatization, \$20,000 of that going towards Decolonized First Workshop. Additional \$50,000 received for a Coordinator contract, and additional activities within the network. May see another \$50,000 come this year from Island Health. Will look to organize a small group to assist in planning for the IH allocations before the November meeting.

- Updated budget will be available for January 2024 Meeting.
- Homeless Count 2023 Port Alberni – 163 people identified as experiencing homelessness compared to 125 in 2021. Youth supporting organizations assisted in youth counts, which has increased by 10%. 83% of homelessness have been in community for 5 years or more.

Mollie Law

- Working with West Coast Resource Society for a sexual response team in communities.
- New legislation upcoming in province for vacation rentals in Tofino community. Secondary homes may become short term rentals, creating more opportunity for housing.

Jaslyn

- Bamfield Community School Association just hosted the Oysters, Authors, and Ale event, which approximately raised \$10,000 for literacy programming in Bamfield.
- Prosthetic mask making course is going on right now, masks can be made for Halloween.
- November is financial literacy month; financial literacy courses will be offered for free.
- Sage Haven is working on a sexual response training in Bamfield.
- Sage Haven working with BCSA to help fund/co-fund for outreach in Bamfield.

Debbie

- Last month missed the meeting, as well as Penny, due to the meeting for UBCM. Need for transportation was discussed, on-going emergency route, as well as a long-term secondary route to Alberni Valley. Detox facility and additional medical personal in our community were also discussed. Alberni Valley is having two medical doctors retire in the next couple of years, as well as two female doctors going on maternity leave. Medical personal is needing childcare, and the city is working on a childcare center, will reserve spaces for medical personal. Childcare center should be opening in the next couple of months.

Rachelle

- No update.

Mary Catherine

- Update from United Way, there are food infrastructure grants that are open until November 20, 2023, with two streams happening. 1st stream is for critical food infrastructure grant. Non-charitable organizations are now able to apply. 2nd stream is around climate resilience communities, for rural and remote applicants only, is up to \$20,000. Grant is around infrastructure building capacity to create, grow, process, and collect food. Link provided for grants: <https://uwbc.ca/program/grants/>
- United Way BC each year raises funds in an annual campaign for the region, \$250,000 raised, if goes as planned. Money is used for child youth and mental health projects. This fall, in November, hoping to have some consultations in each community about what the current state of affairs are, and understand what the needs are in communities, so that the grant process can be directed

accordingly in the spring. November 23, 2023 consultation will be held in Alberni Valley, for the West Coast and Port Alberni.

Penny

- Attended UBCM meeting with the Ministers. Had a meeting with the Regional District, Minister Dicks, Minister of Health, regarding Health Network.
- AVICC is starting to plan their convention, Island Health, will hopefully be providing a table for free for Island Health Network.
- Looking at outreach to students, opportunity to send students to the UBCM conventions. Up to 50% of the students' costs will be covered. Possibly United Way BC could help fund for students to attend. Students would need to be sponsored to attend. With students attending it will provide exposure to local government. Next convention is being held in Victoria, up to \$1,000/50% of costs will be covered for students to attend.
- Update on Regional District transportation issues, the West Coast is getting their bus upcoming.
- ACRD has a working group with the Tseshaht, conversations ongoing, that ACRD is working with our First Nations to try to get the Hupacasath and Tseshaht a seat at ACRD table with voting members.
- ACRD is working with First Nations on job opportunity and training.
- Suggestion, if any ToP would like to have lunch with another member, to reach out.
- ACRD grant aids are upcoming, deadline is end of January. Recommended to start working on applications now.

Lesley

- Link shared in chat; <https://www.cmaj.ca/content/195/37/E1250>.
- Decolonized First is underway. Encourage staff or anyone you interact with to sign up and register for Decolonize First Workshop. Can sign up by emailing Kelly@whiteravenconsulting.ca. Next workshop is waitlisted. Decolonized First training is being done, followed up with active witness training and anti-racism training. Can enter workshops, even if you have not taken the Decolonized First Workshop.
- AGM upcoming on November 16, 2023 for Alberni Literacy. Strategic Planning has started for upcoming years. Alberni Literacy is looking for anybody who wants to join as a member of the board or society.

Helen

- ICY Community has an information session, integrated children and youth team being set up by the Ministry, will be a team of integrated sources to support our youth.
- School has set up a Fit Team, which is a focused intervention team, being led by their Mental Health Manager, Siri Curliss. Attention and focus are on children and students at risk, providing support and help.
- Accessibility Advisory Group has been set up in the district. A public feedback survey has been created by them on the SD website.
- On Truth and Reconciliation School District had a Survivor flag raising, afterwards a Canada flag was raised. District was asked to make it a learning opportunity for the community, and it was.

Angeline

- Ron, did a press release from August about homelessness count, which included the coroner's report.
- Harm reduction prevention information available and can be shared.
- An order of rain proof ponchos, that have nylon lining inside, for heat protection, were just ordered. 100 have been distributed among the community. If anybody would like ponchos for your community send an email, ponchos are part of the harm reduction funding.

Ellen

- Official grand opening for Stage Housing is on November 17, 2023 at 10:00 am, anybody is welcome to join. Debbie asked to be the MC for the event. December 1, 2023 will be able to move into Stage Housing. Flandagles helped to provide items for the units and provided discounts. Quilts are on every single bed in the units, which has 46 beds in total.
- Partnered with another organization, which is a communications/education program, which was developed by a First Nations woman for First Nations women. It is a 20 week program, which starts off with reading a book, and also includes journaling, keyboarding, how to budget, and how to work from home. Funding is secured for four years.

7. MEETING ADJORNED

The meeting adjourned at 11:23 am.

The next meeting of the Table of Partners will be held Wednesday, November 15, 2023 at 9:30 am until 2:00 pm. Meeting will be held at ACRD Boardroom, and will also be available via Zoom.