

WESTCOAST COMMUNITY RESOURCES SOCIETY
2026 ANNUAL GENERAL MEETING



NOTICE OF ANNUAL GENERAL MEETING

Wednesday, September 16th, 2026

5:00pm to 7:00pm

Amphitrite House

Coast Guard Drive near Amphitrite Point Lighthouse,

Ucluelet BC, V0R3A0

Registration:

Formal proceedings begin at 5:00pm. To vote, you must be a member in good standing and with membership fees paid up to date, please pay annual \$5.00 membership fee upon arrival.

You may arrange to pay your annual membership fee ahead of time by contacting WCRS Administration at 250-726-2343 or admin@wccrs.ca

Enclosed with this notice please find the following:

1. Agenda of Annual General meeting (AGM)
2. List of all motions to be voted on at the AGM and supporting documents
3. Minutes from the 2025 Annual General Meeting
4. Audited Financial Statements - available at in-person AGM
5. Membership application form - available on WCRS website

Please note:

We will be holding elections for representation on the Westcoast Community Resources Society Board of Directors at the Annual General Meeting.

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WCRS AGM Meeting Agenda – 2026

September 16th, 2026, at Amphitrite House in Ucluelet.

Welcome to the Nuu-Chah-Nulth Nation's Traditional Territory

- Yuułuʔiłʔatḥ - Ucluelet First Nation Elder to open meeting
- Board of Director Chair to provide a brief introduction, housekeeping and territory acknowledgement.

Attendance

- Voting Members Present:
- Staff Present:
- Guests:
- Total Attendance:

Call to Order

Adoption of 2026 AGM Agenda

Adoption of 2025 AGM Minutes

Address from Board of Directors

- Presented by Chair: Denise Halfyard

Address from Executive Director

- Presented by Executive Director: Caitlin Pitre

Program Reports

Auditor's Report for 2025-2026 Fiscal Year

- Report presented by Jeff Durrant of McIntosh, Norton, Williams - CPA

Appointment of Auditor for 2026-2027

Election of 2026-2027 Board Members

Employee & Volunteer Length of Service Awards

Board Recognition

Adjournment

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Notice of Resolutions

Resolution 1:

Motion: To accept the agenda as presented.

Resolution 2:

Motion: To adopt the minutes of the 2025 Annual General Meeting.

Resolution 3:

Motion: To accept the 2025-2026 Auditor's Report as presented.

Resolution 4:

Motion: To appoint McIntosh, Norton, Williams as the auditor for the 2026-2027 Fiscal Year.

Resolution 5:

Motion: To elect the Board members of Westcoast Community Resources Society to the vacant Board positions and acclaim those returning.

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WCRS AGM Meeting Minutes – 2025
September 17th at Amphitrite House in Ucluelet

Attendance

- Voting Members Present: 16
- Staff Present: 9
- Guests: 5
- Total Attendance: 30

Call to Order:

- Meeting commenced at 5:30 pm

Nuu-Chah-Nulth Nation's Traditional Territory land acknowledgement by Denise Halfyard

- Board of Director Chair, Denise Halfyard, a brief introduction:
 - Wet'suwet'en/Tsimshian/Gitksan from Northern, BC from Terrace. Denise is the Manager of the Tears to Hope Society which raises awareness and supports families of missing and murdered Indigenous women and girls as well as moving toward prevention which is uplifting and encouraging our youth. Denise felt it was a good partnership coming on board with WCRS. She has been living here for almost 3 years now on the west coast.
- Housekeeping:
 - Denise: announced bathroom locations.
 - Laurie: Jeff the auditor is online. It may be hard for him to hear the room, so if we are speaking, try to take turns.
 - Donna asked to take a picture.
 - Denise announced where to find the AGM package to reference the 2025 AGM Agenda and the 2024 AGM Minutes.

Adoption of 2025 AGM Agenda

Resolution 1:

Motion: To accept the agenda as presented:

- Moved by Denise Halfyard
- 1st by Sarah Gray
- 2nd Heidi Jenkins
- Motion carried

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Adoption of 2024 AGM Minutes

Resolution 2:

Motion: To adopt the minutes of the 2024 Annual General Meeting:

- Moved by Denise Halfyard
- 1st by Sarah Gray
- 2nd by Heid Jenkins
- Motion carried

Address from Board of Directors presented by Chair, Denise Halfyard

- After Denise was voted in to be the Chair of the Board a year ago, she learned more about this incredible organization. She was blown away by how much WCRS does and how much it aligns with her own values. She thanked the Board for all their support in her new role, and she reflected on growing together as a team. The Strategic Planning process in the spring was an opportunity for Denise and the Board to get to know each other, and she wanted to express her appreciation and thanks to the Board for being on the learning journey together.
- This year, through Sarah's recommendation, the Board formed a Fundraising and Events Committee. It was discussed during the Strategic Planning process to come up with ideas for unrestricted funding. With funding from grants, organizations are often only allowed to spend on a particular project. Unrestricted funding can help fill in gaps where other funding wouldn't, so the Board came up with the Fundraising and Event Committee where some members of the Board volunteer every two months over the year to discuss other ways, they can raise funds for WCRS. Main focuses for this year's fundraising are the Purple Lights Campaign and International Women's Day.

Address from Executive Director presented by Executive Director, Laurie Hannah:

- Laurie started her introduction by letting us know she had been ED since January 2023.
- Laurie's introduction was followed by an invitation for everyone to get grounded by taking a moment of reflection and silence to honour those we serve, as Laurie lit a symbolic candle to represent recent losses.
- Introduction of special guest, Vaida Siga who was on the original Board that started WCRS to share on the past work of WCRS. Vaida is a very impressive individual with a Bachelor's in Nursing from UVic, Program Planning, Doctorate in Educational Development, and was even one of the initial people looking into online education way before 2003. Now it is so common, but Vaida was an initiator in the field. She worked locally for the Tofino General Hospital and for Health and Welfare Medical Services for the Province of BC, a Medical Health Nurse and worked abroad and in California in Fresno and is still working presently for the ACRD, Area C. Lived (and loved) in Ukee since 1981. She also did one of the healthy baby programs that was the precursor to "Family Ties" where Laurie and Margaret first connected. She's a mother, a wife, a

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sister, and an educator, an initiator, and activator. Grateful to have her here to share her thoughts on the origins of WCRS from her perspective.

Reflections on WCRS past and presented by Vaida Siga:

- Vaida opened expressing it nice to meet Laurie today. And she congratulated her on doing a wonderful job. Lots of people have contributed to this organization over the years. It's fun to see the faces that are new and that have been there from the beginning.
- The organization has come a long way. It was originally the Westcoast *Women's* Resource Society.
- The foundation of the organization was the Multidisciplinary Committee who were police and school principals, physicians, and people coming together with concerns about mental health, suicides, violence, and family violence.
- During our meetings, the police perspective, and the school perspective were very top down. Our work with services in the community was really bottom up. It was like we were talking different languages in the very beginning. It took a lot of time to work across the different languages to get a common approach. The Society looked into the Quaker model for running meetings which starts from a place of common. You start from a place of common when there are different perspectives in meetings. When you start from a place of common, it serves everyone.
- Funding originally began to trickle down to our communities when the United Nations Convention of the Elimination of All Forms of Discrimination Against Women was accepted by Canada in 1981. Money started to trickle down to the smaller communities. Women's Centers were created throughout Canada. We started out with what included a Women's Centre in 1993. Canada supported the Declaration of the Elimination of Violence Against Women and again money started to trickle down for violence against women. We began doing surveys to support the need for a transition house here. We used Dr. Fast's office and fax machine, and it was a real community effort because everyone wanted services out here, but applying for the funding is always about process and still is. Women's Centers were established, and we got a mental health worker when there was a real spike in suicide in the area. The surveys concluded that we needed a transition house along with the transition house, came funding for the Council for Children Who Witness Abuse Program (now the PEACE program today).
- The use of language is important in overcoming the barriers that prevent us from coming together and working for the good. Some of the language and assumptions that we still have today still marginalize people and groups. And the very language we use can expose how blindly we hold attitudes. It's just become so ingrained in us and part of our culture that it shapes the attitudes around us that we don't recognize. Sometimes it is important to take a step back and think about the language that you use because quite often, there will be an assumption embedded in that language that you don't see

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until you think about it. And in meetings, especially when talking across different disciplines, we must be aware that some words in a different discipline don't have the same meanings so if things aren't working out right, take a step back and have everyone reflect on it. Check assumptions. West Coast Community Resources Society is now providing front line service and addressing needs of under serviced and marginalized populations.

Thank you gift, presented to Vaida by Laurie Hannah

Address on WCRS present day by Executive Director, Laurie Hannah:

- Thinking of the longevity of the organization and all the people involved and how the WCRS started with a transition house and over the years all of the different contributors and different staff have created a robust offering. Now we offer 13 programs, with 33 staff, we are really grateful to work in the community remotely with locations in Hesquiaht, Ahousaht, Opitsaht, Ty-Histanis, Yuułuʔiłʔatḥ, and Tla-o-qui-aht. We are honoured to work in these communities, and we have staff that go there weekly.
- Highlights: PEACE program is what was "Children Who Have Witnessed Abuse", and is now the acronym PEACE for Prevention, Education, Advocacy, Counselling, and Empowerment so we are evolving in our language and embodying our language to reflect that.
- Within the last year we took on a social enterprise. We are really excited about our community thrift store. We've managed to divert over ten thousand items from the landfill. This program helps support the community. Someone new to Welcome Bay can receive a card we give to clients, and they can have all their needs filled. This is a beautiful example of how someone does not have to pay for items out of pocket.
- Other team members will come up and share information about their programs as well.
- The Community Living Program supports individuals who are differently abled. We have 8 staff, supporting 3 clients. We had a huge loss this year with a staff member that everyone navigated beautifully. The program supports over 500 inclusion activities throughout the year. We have a "Children and Youth with Special Needs" program. Our staff member Amy Gravelle is here to support younger generations that have a different diagnosis. Thinking of a mind set for what it must be like for an individual with Autism or Fetal Alcohol Syndrome trying to navigate systems, we can always have that mindset of what it is like to navigate systems for them, and we can make our systems easier to navigate. For everything from mobility issues to paperwork.
- Most staff and programs have around 15 active clients on average, but it ranges on how many hours are available.
- Women's Outreach saw 41 clients where sometimes we connected them to other counsellors and organizations.
- We have 5 government projects including our Substance Program that Island Health funds. They have also funded some mental health hours. They couldn't secure staff for that program, and so they came to WCRS to see if we could support. We have contracts through the Ministry of Public Safety, MCFD, the Solicitor General, and BC Housing.

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- Monika and Robyn have been so gracious, and Mint Cleaning is now our first Corporate Sponsor giving us a generous monthly donation and cleaning products.
- We are always looking for ways to be responsive to finding other ways of funding.
- We are also grateful for all our community support from Foggy Bean, Pluvio, Frog Radio, both Co-Ops through generous donation cards, and both Districts.
- If we have gaps, we are always interested in hearing it so we can work on trying our best to fill it. Or if we are not the right fit, we can figure out how to work on it with someone

else. An example of a great new program starting up by Richard Norwood is the Men's Shed.

- Laurie spoke a bit about her background, having moved here in 98, almost 27 years. She raised 2 kids here and was able to work alongside Margaret when she did the Family Ties program for 10 years. She moved away to Whistler with her kids to go to high school where she was exposed to a whole bunch of social agencies and where she managed a number of programs including managing Community Living Program for the whole sea to sky area. She is grateful to bring a combination of her experience and work to lead 34 amazing beings!

Society Reports

- **Updates from Personnel and Program Manager: Caitlin Pitre**
 - Caitlin moved into the role in December from Community Outreach. She has been with the organization for 2 and a half years now.
 - Recently privileged to visit Ahousaht with Sexual Assault Services Coordinator Jenna where she saw beautiful relationships she had made with community members, health care providers and even the RCMP. It is inspiring and great to see firsthand the relationships and trust she is building.
 - The energy in the organization this year was very positive. Staff have pursued some great training opportunities. We connected socially in May 2024 during a trip to the hot springs and shared a meal at Christmas time at Sake Sushi with a gift exchange. Staff meetings have been special, more like a gathering of friends where we are able to be vulnerable. This speaks to the cohesiveness of the team and the culture we have built together.
 - Highlights for Caitlin and the Society are continuing to coordinate Critical Incident Stress Management team training. In 2023, we trained some people in Ucluelet. Last year we trained people in Tofino and next week we will train 30 people in Ahousaht which was all funded by the CBT. We trained 26 first responders from Port Alberni to Ahousaht last year, so we have great coverage on the coast.
 - Staff transitions last year include Kathy Stewart retired, and we welcomed Amy Gravelle into that role. Amy was working at the Transition House prior to that. Tessa Ma went on maternity leave last December and I have been in that role since then. Sin moved into Community Outreach. On a personal note, Caitlin was grateful for the opportunity to take part in the Leadership Vancouver Island program through

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Vancouver Island University and put on by the Clayoquot Biosphere Trust. She also completed the three-day Feminist course through BC Society of Transition Houses. These experiences reinforced her belief that for organizations like ours to thrive, staff need to be supported, nurtured, trusted and empowered.

- **Updates from Housing Manager: Jill McQuaid, manages the Transition House and second-stage housing with four full-time employees and 10 casual employees.**
 - Highlights: staff are a wonderful and diverse group of amazing women. They take challenges that happen with the women in the house and turn them into opportunities for the women to grow even more.
 - A children's book was developed that staff wrote to help children at the house understand guidelines and provide more support to mum.
 - Jill and one of the full-time staff members were able to travel to Ottawa sponsored by Women's Shelters Canada to develop financial literacy and economic environment program for women that they are hoping to bring next fall.
 - Started a flooring project in their office. Still have some construction goals at the house but have made some great relationships with Saltwater Construction and BC Housing to get those projects done. This will help us with our goal of reducing overtime staffing by having to have the house staffed 24/7 and paying overtime. We don't have enough casual staff to cover, so we are hoping to reduce overtime to create more sustainable staffing.
 - Preparing for an operational review from BC Housing. Starting in 2026, we are hoping to have 75% of staff fully trained and to launch our financial literacy program as well.
 - A highlight from last year, with Headwaters in Tofino we were able to move people along the housing continuum and into independent living which was amazing but led to a quieter winter at the house. It has picked up again with the units being occupied for anywhere from 6 – 18 months with additional support from staff until they are ready to move on independently.
 - We still need consistent funding for the program as it remains unfunded. We are hoping we can continue to get independent funding for the program, and we are hoping to engage clients with the financial literacy program and other programs that will support them to move into the housing market.

**Auditor's Report for 2024
-2025 Fiscal Year**

- Report presented by Jeff Durrant of McIntosh, Norton, Williams – CPA joining in remotely.
- Financial Statements distributed at the front door for review

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- The audit for the fiscal year was completed a few weeks ago. Regarding The Independent Auditor Report, as in previous years the report issued is a clean report meaning no errors or statements were found, so it is consistent with the previous year.

Resolution 3:

Motion: To accept the 2024-2025 Auditor's Report as presented.

- Moved by
- 1st Julian Ling
- 2nd Sarah Gray
- Motion carried

Appointment of the Auditor for 2025-2026

Resolution 4:

Motion: To appoint McIntosh, Norton, Williams as the auditor for the 2025-2026 Fiscal Year.

- Moved by Denise Halfyard
- 1st Sarah Gray
- 2nd Heidi Jenkins
- Motion carried

Motion: To appoint the new board of Directors for 2025 – 2026

- Moved by Denise Halfyard
 - 1st Sarah Gray
 - 2nd Heidi Jenkins
 - Motion carried
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- Everyone who was on the Board last year is still standing except for Brett and Ellen. We are grateful for that.
 - Previous Board members introduce themselves and their positions:
Sarah, Vice Chair of the Board, standing
Nora, Secretary, standing
Heidi, Co-Secretary, standing
Crystal, Treasurer, standing
Crystal also gave praise to key finance person who does a fantastic job, Charmaine Lauire introduced, Faye Missar, Member at Large, who could not attend, standing
Laurie also introduced Ellen Froot, ED for sister organization Safe Haven in Port Alberni, who could not attend, standing.
Yannick, Board Member at Large, has also been with the RCMP locally for 2 years. He came to know about WCRS through his work. It is very rewarding, Standing.

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- Ballots distributed and voting took place.

Employee & Volunteer Length of Service Awards; presentation by past WCRS community champions.

- Sarah Hogan – 25 years – not here but she will be recognized and gifted her certificate at our Christmas party. A huge testament to leaders, managers, and staff. She has been in different roles which helps keep staff engaged. Just wanted to highlight her and the work she has done. She has done the PEACE/children who have witnessed abuse program, and she is our Stopping the Violence Counsellor.
- Jill McQuaid – 15 years – has been alongside her journey. So grateful to work alongside her. Thank you for all your time and huge commitment
- Elizabeth Robertson – 5 years working at the Transition House. It is an intense role with night shifts. It's a huge piece of the organization. They don't always get to go to staff meetings, and they are always so busy. Would like to lift them up and let them know they are so important.
- Siobhan – 5 years in Dec. 2025 – Community Living Worker who moved away but was working remotely. She worked 40 hours with 6 clients, and she helped them reach all their community inclusion goals. A lot of going to different events and helping them get their driver's license if that's what they wanted or taking them to different appointments that she needed to go to and she was so responsive to their needs and really empowering them to make the choices that are right for them. She is such an incredible individual. We are really grateful for her.

Introduced Candice as the new Admin who recently joined the team.

Board Recognition

- Brett is leaving the Board after serving for 3 years. We want to recognize him, and we have a gift for him.

Door prizes

- Door Prizes: Two from URI and one from Mint! The ladies at Mint donated a beautiful box. Tickets drawn and winners were able to choose what they wanted to Margaret Morrison (Pasta Maker from URI), Heidi Jenkins (Mint), and Nicole Kaleche (tea and tea set from Kevin/URI)

New Members

- If you would like to become a new member, please see Crystal at the door.

2025-2026 Board

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- All standing Board members were voted in, and positions will be determined at the next Board meeting.
- positions will be decided on Thursday, October 17th at the next Board Meeting which will be facilitated by Maria from Vantage Point.

Employee & Volunteer Length of Service Awards

- Liza Hutton – 5 years
- Lisa Hack – 5 years
- Waylon McLeod – 15 years
- Marnie Helliwell – 25 years

Board Recognition

- Celebration of Brett's commitment and guidance through transition

Adjournment:

Motion: to adjourn the meeting

- Moved by Laurie Hannah
- 1st Sarah Gray
- 2nd Heidi Jenkins
- Motion carried

Meeting adjourned at 6:35 pm