



Alberni-Clayoquot Regional District

MINUTES OF THE BOARD OF DIRECTORS MEETING HELD ON WEDNESDAY, OCTOBER 14, 2015, 1:30 PM

Regional District Board Room, 3008 Fifth Avenue, Port Alberni, BC

DIRECTORS

Josie Osborne, Chairperson, District of Tofino

PRESENT:

John McNabb, Vice-Chair, Electoral Area "E" (Beaver Creek)

Keith Wyton, Director, Electoral Area "A" (Bamfield)

Mike Kokura, Director, Electoral Area "B" (Beaufort)

Tony Bennett, Director, Electoral Area "C" (Long Beach)

Penny Cote, Director, Electoral Area "D" (Sproat Lake)

Lucas Banton, Director, Electoral Area "F" (Cherry Creek)

Mike Ruttan, Mayor, City of Port Alberni

Jack McLeman, Councillor, City of Port Alberni

Dianne St. Jacques, Mayor, District of Ucluelet

Alan McCarthy, Member of Legislature, Yuułu?it?ath Government

Wilfred Cootes, Councillor, Uchucklesaht Tribe Government

REGRETS:

John Jack, Councillor, Huu-ay-aht First Nation

STAFF PRESENT:

Russell Dyson, Chief Administrative Officer

Andrew McGifford, Acting Manager of Finance/Manager of
Environmental Services

Mike Irg, Manager of Planning and Development

Shelli Lyle, Administrative Assistant

1. CALL TO ORDER

The Chairperson called the meeting to order at 1:30 pm.

The Chair recognized the meeting this afternoon is being held in the Tseshaht First Nation and the Hupacasath First Nation Traditional Territories.

2. APPROVAL OF AGENDA

MOVED: Director Kokura

SECONDED: Director Cootes

THAT the agenda be approved as circulated with the addition of the following late item: Request for Decision – Removal and Install of Metal Roofing – 3rd Avenue Recycle Depot; and verbal reports from Director Cote.

CARRIED

3. DECLARATIONS

4. ADOPTION OF MINUTES

a. Board of Directors Meeting – September 9, 2015

MOVED: Director Cootes

SECONDED: Director Kokura

THAT the minutes of the Board of Directors meeting held on September 9, 2015 be adopted.

CARRIED

b. Special Board of Directors Meeting – September 16, 2015

MOVED: Director McNabb

SECONDED: Director McLeman

THAT the minutes of the Special Board of Directors meeting held on September 16, 2015 be adopted.

CARRIED

c. Bamfield Water Advisory Committee Meeting – September 15, 2015

MOVED: Director Wyton

SECONDED: Director Kokura

THAT the minutes of the Bamfield Water Advisory Committee meeting held on September 15, 2015 be adopted.

CARRIED

d. Alberni Valley and Bamfield Services Committee – September 16, 2015

MOVED: Director McNabb

SECONDED: Director Kokura

THAT the minutes of the Alberni Valley and Bamfield Services Committee meeting held on September 16, 2015 be adopted.

CARRIED

e. Alberni Valley and Bamfield Services Committee – October 6, 2015

MOVED: Director Banton

SECONDED: Director McNabb

THAT the minutes of the Alberni Valley and Bamfield Services Committee meeting held on October 6, 2015 be adopted.

CARRIED

5. PETITIONS, DELEGATIONS & PRESENTATIONS

- a. Ms. Edna Cox, Alberni Valley Transition Town Society Food Group regarding the Group's History and Plans and a Request for Assistance in Accessing Office Space.**

Ms. Cox explained that Transition Towns Society (AVTTS) Food Group in collaboration with Island Health is developing a food hub dedicated to increasing food security in the region that encourages transition to a low carbon, sustainable and ethical future. AVTTS undertook a Community Food Assessment and is currently working on a Community Food Action Plan, they have also been involved in the farm directory, gleaning program, seed lending and seed distribution. AVTTS is wondering if the ACRD can assist with a space for their part time coordinator to work.

MOVED: Director Wyton

SECONDED: Director McLeman

THAT the Board of Directors request staff investigate the possibility of assisting AVTTS with office space for their part time coordinator.

CARRIED

- b. Mr. George Brandd regarding Drag Race Event and Sand Hill Cranes Migration at the Alberni Valley Airport.**

Mr. Brandd explained there was some confusion regarding the future and possible expansion of the Drag Race Event as per information in the paper. The issue is a lack of communication, the residents would like to be notified when practice sessions are scheduled. Mr Brandd explained he is an avid bird watcher and is concerned about the 1000 Sand Hill Cranes who appear a couple times a year at the Alberni Valley Airport and would like the ACRD to recognize this as a potential hazard and take action to mitigate.

MOVED: Director Bennett

SECONDED: Director Cootes

THAT the Board of Directors refer Mr. Brandd's concern to staff regarding the 1000 Sand Hill Cranes who appear a couple times a year at the Alberni Valley Airport as a potential hazard to air traffic and take action to mitigate.

CARRIED

6. CORRESPONDENCE FOR ACTION

7. CORRESPONDENCE FOR INFORMATION

- a. **THE ARMY NAVY AND AIR FORCE VETRANS IN CANADA**
Advertisement
- b. **RECYCLING COUNCIL OF BC**
October 19th-25th, 2015 National Waste Reduction Week
- c. **METRO VANCOUVER**
Provincial Climate Leadership Plan Process
- d. **ISLAND COASTAL ECONOMIC TRUST**
2014/2015 Annual Report
- e. **AUDITOR GENERAL FOR LOCAL GOVERNMENT**
Performance Audit Report on Comox Valley Regional District – “Achieving Value for Money in Operational Procurement”
Performance Audit Report on the District of West Vancouver – “Achieving Value for Money in Operational Procurement”
Performance Audit Report on the City of Surrey – “Achieving Value for Money in Operational Procurement”
- f. **YOUTH PARLIAMENT OF BRITISH COLUMBIA ALUMNI SOCIETY**
British Columbia Youth Parliament 87th Parliament
- g. **BC HYDRO**
Vancouver Island-Sunshine Coast Community Relations 2015 Annual Report
- h. **MINISTRY OF COMMUNITY, SPORT AND CULTURAL DEVELOPMENT**
Approval of Infrastructure Planning Grant for Cherry Creek Water Infrastructure Assessment
- i. **UNION OF BRITISH COLUMBIA MUNICIPALITIES**
UBCM Convention
- j. **PARKS CANADA**
Reduced Speed Zone and New Crosswalk Lines at the Rainforest Trail on Highway 4 in Pacific Rim National Park Reserve
UBCM Convention

MOVED: Director St. Jacques

SECONDED: Director Bennett

THAT the Board of Directors receive items a-j for information.

CARRIED

MOVED: Director McNabb

SECONDED: Director Ruttan

THAT the Board of Directors declare the week of October 19-25 as waste reduction week complying with the Recycling Council of BC.

CARRIED

8. REQUEST FOR DECISIONS & BYLAWS

a. Request for Decision regarding Request for Financial Aid – 2016 Fire Training Conference in Port Alberni.

MOVED: Director McNabb

SECONDED: Director Cote

THAT the Alberni-Clayoquot Regional District Board of Directors approve the funding request from the BC Fire Training Officers Association Host Committee to help offset costs for the 2016 Fire Training Conference to be held in Port Alberni May 14th to 19, 2016 as follows:

- a. *Up to a maximum of \$5,000.00 in 2015 including in-kind through the 2015 Special Events Fund; and;*
- b. *the remaining funds for a total of \$10,000.00 combined be included in the 2016 budget.*

CARRIED

b. Request for Decision regarding Salmon Beach Maintenance Services Contract.

MOVED: Director Bennett

SECONDED: Director Banton

THAT the Alberni-Clayoquot Regional District Board of Directors enter into a contract with Ryan Smith Services to provide maintenance services to Salmon Beach Recreational Village for a two year term commencing November 1, 2015 and ending October 31, 2017 at a cost of \$63,425 per year.

CARRIED

c. Request for Decision regarding Canadian Red Cross – Disaster Response Agreement

MOVED: Director Kokura

SECONDED: Director McNabb

THAT the Alberni-Clayoquot Regional District Board of Directors enter into a Disaster Response Agreement with the Canadian Red Cross Society for a one year term in the amount of \$10,000.00 for the provision of disaster relief services in the Alberni Valley.

CARRIED

d. Request for Decision regarding DND Lease Renewal – Receiver Facility – Long Beach Airport

MOVED: Director Bennett
SECONDED: Director Cootes

THAT the Alberni-Clayoquot Regional District Board of Directors renew the Department of National Defense Receiver Facility lease at the Long Beach Airport for a 15 year term commencing June 1, 2015 with an annual rent of \$4,840.00 per year plus applicable taxes with increases based on the prior year's BC CPI increases.

CARRIED

e. Request for Decision regarding Conditional Grant Agreement for BC Air Access Program (BCAAP)

MOVED: Director Bennett
SECONDED: Director St. Jacques

THAT the Alberni-Clayoquot Regional District Board of Directors enter in to a Conditional Grant Agreement with the BC Air Access Program to a maximum of \$1,273,140 or 75% or total eligible project costs, whichever is less, towards the Long Beach Airport Runway Lighting Project.

CARRIED

f. Request for Decision regarding Vacant Land Lease with Western Forest Products (WFP)

MOVED: Director McNabb
SECONDED: Director Cote

THAT the Alberni-Clayoquot Regional District Board of Directors enter into a vacant land lease with Western Forest Products for a portion of land adjacent to the 3rd Avenue Recycle Depot for a three year term of commencing November 1, 2015 for the annual lease of \$2400.00 per year plus GST.

CARRIED

g. Request for Decision regarding Finance Warrant No. 557

MOVED: Director Kokura
SECONDED: Director Bennett

THAT the Board of Directors approves Finance Warrant Number 557 in the amount of \$1,331,250.87 dated September 30, 2015.

CARRIED

h. Request for Decision regarding Revenue Anticipation Borrowing Bylaw – BC Air Access Program (BCAAP)

MOVED: Director Bennett
SECONDED: Director St. Jacques

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to the bylaw cited as "Revenue Anticipation Borrowing Bylaw No. F1122, 2015".

CARRIED

MOVED: Director Bennett
SECONDED: Director St. Jacques

THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to the bylaw cited as "Revenue Anticipation Borrowing Bylaw No. F1122, 2015".

CARRIED

MOVED: Director St. Jacques
SECONDED: Director Bennett

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to the bylaw cited as "Revenue Anticipation Borrowing Bylaw No. F1122, 2015".

CARRIED

MOVED: Director Bennett
SECONDED: Director St. Jacques

THAT the Alberni-Clayoquot Regional District Board of Directors adopt bylaw cited as "Revenue Anticipation Borrowing Bylaw No. F1122, 2015".

CARRIED

i. Administrative Memo regarding Appointment Sproat Lake Volunteer Fire Department

MOVED: Director Cote
SECONDED: Director McCarthy

THAT the Alberni-Clayoquot Regional District Board of Directors receive the results of the Sproat Lake Volunteer Fire Department elections held Tuesday, October 6, 2015 and agree to the appointment of Michael Cann as Fire Chief of the Sproat Lake Volunteer Fire Department for a three year term.

CARRIED

MOVED: Director Cote
SECONDED: Director Bennett

THAT the Alberni-Clayoquot Regional District Board of Directors forward a letter of appreciation to Wade Hepp for his service as Fire Chief of the Sproat Lake Volunteer Fire Department for the past three years.

CARRIED

j. REQUEST FOR DECISION
Agricultural Support Services

MOVED: Director Cote

SECONDED: Director St. Jacques

THAT the Board of Directors support the application of the Agricultural Development Committee to host the 2017 Islands Agriculture Show (IAS) in Port Alberni and host the 2016 IAS Welcome Reception in Cowichan as outlined in the report.

CARRIED

k. LATE ITEM: Request for Decision regarding Removal and Install of Metal Roofing – 3rd Avenue Recycle Depot

MOVED: Director Bennett

SECONDED: Director Koura

THAT the Alberni-Clayoquot Regional District Board of Directors award the contract for the roof removal and metal roofing installation at the 3rd Avenue Recycle Depot to Al Brown in the amount of \$85,865 plus GST.

CARRIED

9. PLANNING MATTERS

a. DVC15009, FORSTVED, 1136 FRONT STREET – SALMON BEACH
Development Variance Permit Application – Report

MOVED: Director Bennett

SECONDED: Director Kokura

THAT the Board of Directors pass a resolution to consider issuing development variance DVC15009 subject to the issuance of a Development Permit to satisfy the requirements of the South Long Beach OCP.

CARRIED

b. DVC15012, RUCKS, 1138 THIRD AVENUE – SALMON BEACH
Development Variance Permit Application – Report

MOVED: Director Bennett
SECONDED: Director Kokura

THAT the Board of Directors pass a resolution to consider issuing development variance DVC15012 subject to removal of the second storey of the storage building.

CARRIED

- c. **DPD15007, SWANSON, 8974 STIRLING ARM DRIVE**
Development Permit Application – Report and Permit

MOVED: Director Cote
SECONDED: Director Bennett

THAT the Board of Directors pass a resolution to issue development permit DPD15007.

CARRIED

- d. **DVD15011, GREAT CENTRAL HOLDINGS LTD, 10750 CENTRAL LAKE ROAD**
Development Variance Permit Application – Report

MOVED: Director Cote
SECONDED: Director Bennett

THAT the Board of Directors pass a resolution to consider issuing development variance DVD15011.

CARRIED

- e. **RD15006, DANELIUK, TWO RIVERS ARM – SPROAT LAKE**
Rezoning Application – Report and Bylaws P1331 and P1332

MOVED: Director Cote
SECONDED: Director Bennett

THAT Sproat Lake Official Community Plan Amendment Bylaw No. P1331 be read a first time.

CARRIED

MOVED: Director Cote
SECONDED: Director Bennett

THAT Regional District of Alberni-Clayoquot Zoning Text and Atlas Amendment Bylaw P1332 be read a first time.

CARRIED

MOVED: Director Cote
SECONDED: Director Bennett

THAT the public hearing for Bylaws P1331 and P1332 be delegated to the Director for Electoral Area 'D', the Alternate Director or the Chairperson of the Regional District.

CARRIED

MOVED: Director Cote
SECONDED: Director McNabb

THAT the Board of Directors confirm that adoption of Bylaws P1331 and P1332 is subject to:

- 1. A positive referral recommendation from the Ministry of Forests, Lands and Natural Resource Operations;*
- 2. Confirmation from a Registered On-Site Wastewater Practitioner or professional engineer that the soils on-site are capable of accommodating on-site sewage disposal for a seasonal residence; and*
- 3. Meeting technical referral agency requirements.*

CARRIED

f. **DVE15010, EVANS, 7955 BEAVER CREEK ROAD**
Development Variance Application – Memorandum and Permit

MOVED: Director McNabb
SECONDED: Director Bennett

THAT the Board of Directors pass a resolution to issue development variance DVE15010.

CARRIED

10. REPORTS

10.1 STAFF REPORTS

- a. **CAO Report – October 9, 2015**
- b. **Financial Manager Report – October 8, 2015**
- c. **Staff Action Items Report – October 9, 2015**
- d. **Solid Waste Management Plan Review and Implementation Process – Organic Waste Diversion Strategy – October 14, 2015**

MOVED: Director Kokura
SECONDED: Director Banton

THAT the Board of Directors receives the staff reports a-d.

CARRIED

10.2 COMMITTEE REPORTS

a. West Coast Committee meeting – October 7, 2015 – T. Bennett (verbal)

MOVED: Director St. Jacques

SECONDED: Director Kokura

Director Bennett reported there wasn't a quorum at the WC Committee meeting however the committee discussed Parks Canada and Pacific Rim National Park is looking at providing water to the Long Beach Airport, lease rates will be provided and be reviewed thru the budgetary process. There was a brief discussion regarding the earthquake exercise being held in June in the Alberni Valley and how this can assist the West Coast.

THAT the Board of Directors receive this verbal report.

CARRIED

10.3 OTHER REPORTS

a. Coastal Community Network

Coastal Community Network Conference Call Notes & Terms of Reference

Director Bennett reported on the correspondence and conference call discussions with members and reiterated the importance of representation on behalf of the processing plants. The Coastal Community Network will need minimal costs to maintain the organization, budgetary recommendations will be forthcoming.

b. Air Quality Council

September 24, 2015 Meeting Minutes

Director McNabb reported he attended the Air Quality Council meeting. The woodstove request for woodstoves is 50 annually.

c. Vancouver Island Regional Library

Director Cote reported attending the VIRL Board meeting and the budget was passed. The average increase was 3.66% however the Alberni Valley's increase was 6.4 %. Meetings were also attended with Regional Reps and the Minister at UBCM where it was explained the province is looking at a funding review for libraries.

d. Coastal Fire Service

Director Cote reported attending a Coastal Fire Service meeting with Chair Osborne, CAO Dyson, and Fire Chief Hepp with to discuss the Dog Mountain Fire, their policies and what dollars were spent. Coastal Fire Service staff gave an explanation of their account and ACRD staff will put together a report to be shared with the Board which will include costs spent and recovered.

e. Physical Literacy

Director Cote reported attending the Physical Literacy presentation by Dr. Dean Kriellaar who sees firsthand the necessity of being active he states physical literacy is the fundamental basis for developing participation in society.

MOVED: Director Bennett

SECONDED: Director Kokura

THAT the Board of Directors receive the above reports

CARRIED

11. UNFINISHED BUSINESS

12. LATE BUSINESS

13. QUESTION PERIOD

14. ADJOURN

MOVED: Director Kokura

SECONDED: Director McNabb

THAT this meeting be adjourned at 3:07 pm.

CARRIED

Certified Correct:

Josie Osborne,
Chairperson

Russell Dyson,
Chief Administrative Officer