



# Alberni-Clayoquot Regional District

## MINUTES OF THE BOARD OF DIRECTORS MEETING

HELD ON WEDNESDAY, JULY 26, 2017, 1:30 PM

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

---

### DIRECTORS

Josie Osborne, Vice-Chairperson, Mayor, District of Tofino

### PRESENT:

Keith Wyton, Director, Electoral Area "A" (Bamfield)  
Tanya Shannon, (Alternate Director), Electoral Area "B" (Beaufort)  
Tony Bennett, Director, Electoral Area "C" (Long Beach)  
Penny Cote, Director, Electoral Area "D" (Sproat Lake)  
John McNabb, Director, Electoral Area "E" (Beaver Creek)  
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  
Wilfred Cootes, Councillor, Uchucklesaht Tribe Government  
Kirsten Johnsen, Member of Council, Toquaht Nation

### REGRETS:

John Jack, Chairperson, Councillor, Huu-ay-aht First Nation  
Mike Kokura, Director, Electoral Area "B" (Beaufort)  
Alan McCarthy, Member of Legislature, Yuułu?if?ath Government

### STAFF PRESENT:

Wendy Thomson, Acting Chief Administrative Officer  
Teri Fong, Manager of Finance  
Mike Irg, Manager of Planning and Development

### 1. CALL TO ORDER

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

The Vice-Chairperson 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 McNabb*

*SECONDED: Director Ruttan*

*THAT the agenda be approved as circulated with the addition of the following late item: Submission regarding Development Variance Application DVD17006.*

**CARRIED**

### 3. DECLARATIONS

**4. ADOPTION OF MINUTES**

**a. Board of Directors Meeting – June 28, 2017**

*MOVED: Director McNabb*

*SECONDED: Director Bennett*

*THAT the minutes of the Board of Directors meeting held on June 28, 2017 be adopted.*

**CARRIED**

**b. Special Board of Directors Meeting – July 12, 2017**

*MOVED: Director McNabb*

*SECONDED: Director Cootes*

*THAT the minutes of the Special Board of Directors meeting held on July 12, 2017 be adopted.*

**CARRIED**

**c. Alberni Valley Emergency Planning Liaison Group Meeting  
– June 22, 2017**

*MOVED: Director Cote*

*SECONDED: Director McNabb*

*THAT the minutes of the Alberni Valley Emergency Planning Liaison Group meeting held on June 22, 2017 be adopted.*

**CARRIED**

**d. Appointment of Fire Chiefs Committee Meeting – June 14, 2017**

*MOVED: Director McNabb*

*SECONDED: Director Cote*

*THAT the minutes of the Appointment of Fire Chiefs Committee meeting held on June 14, 2017 be adopted.*

**CARRIED**

**e. Bamfield Water Committee Meeting - June 19, 2017**

*MOVED: Director Wyton*

*SECONDED: Director McNabb*

*THAT the minutes of the Bamfield Water Committee Meeting held on June 19, 2017 be adopted.*

**CARRIED**

**5. PETITIONS, DELEGATIONS & PRESENTATIONS**

- a. **Inspector Brian Hunter, Officer In Charge, & Staff Sgt. Dave Paddock, Port Alberni Detachment, RCMP regarding the Port Alberni RCMP Report for April 2017 – June 2017. Staff Sgt. Dave Paddock is relocating to the Nanaimo RCMP Detachment.**

**6. CORRESPONDENCE FOR ACTION**

- a. **Correspondence dated July 14, 2017 from Mr. Dan Holder regarding resignation from Fire Services Coordinator Contractor position.**

*MOVED: Director Ruttan*

*SECONDED: Director Cote*

*THAT a letter of thanks be forwarded to Mr. Dan Holder for his Fire Services Coordinator contract services to the Alberni-Clayoquot Regional District.*

**CARRIED**

*MOVED: Director Ruttan*

*SECONDED: Director Cote*

*THAT staff be instructed to explore options for future delivery of Fire Coordinator services with the Alberni Valley Fire Departments and report to the Alberni Valley Committee.*

**CARRIED**

- b. **Correspondence dated July 14, 2017 from Mr. Dan Holder regarding resignation from Emergency Services Coordinator Contractor position.**

*MOVED: Director Ruttan*

*SECONDED: Director McNabb*

*THAT a letter of thanks be forwarded to Mr. Dan Holder for his Emergency Services Coordinator contract services to the Alberni-Clayoquot Regional District.*

**CARRIED**

*MOVED: Director Ruttan*

*SECONDED: Director Cote*

*THAT staff be instructed to explore options for future delivery of Emergency Coordinator services with the Alberni Valley and report to the Alberni Valley Committee.*

**CARRIED**

- c. Correspondence dated June 22, 2017 from Resource Breakfast Series regarding invitation to Elected Representatives to the 4<sup>th</sup> Annual Resource Breakfast Series to be held during the UBCM Convention – September 26-28, 2017 in Vancouver, BC.**

*MOVED: Director Cote*

*SECONDED: Director Banton*

*THAT Electoral Area Directors and First Nation Directors choose up to two Resource Breakfasts each to attend during the UBCM Convention – September 26-28, 2017 and advise staff of their choices for RSVP purposes.*

*MOVED: Director Bennett*

*SECONDED: Director Cote*

*THAT the Alberni-Clayoquot Regional District send a letter to the Resource Breakfast Series Committee requesting that they also consider holding a breakfast series on Fisheries issues at UBCM.*

**CARRIED**

- d. Correspondence dated July 20, 2017 from the Huu-ay-aht First Nation requesting a donation for the Tsilhqot'in Nations to assist them in relief efforts for those negatively affected by the devastating wildfires currently burning in the Province.**

*MOVED: Director Bennett*

*SECONDED: Director Cote*

*THAT the Alberni-Clayoquot Regional District Board of Directors send a letter of thanks to the Huu-ay-aht First Nation advising that local governments and fire departments are contributing to the devastating wildfires currently burning in the province.*

**CARRIED**

- e. Correspondence dated June 28, 2017 from the City of Port Alberni requesting comments regarding the proposed Municipal Boundary Extension to include 3131 21<sup>st</sup> Avenue (Lots 5 & 6, District Lot 132, ACRD).**

*MOVED: Director Banton*

*SECONDED: Director McNabb*

*THAT the Alberni-Clayoquot Regional District Board of Directors support the proposed City of Port Alberni boundary expansion for Lots 5 and 6, Block 16, Plan 1455, District Lot 132.*

**CARRIED**

## **7. CORRESPONDENCE FOR INFORMATION**

### **a. BC AVIATION COUNCIL**

Alberni-Clayoquot Regional District Recipient of the BC Aviation Council's WM Templeton Trophy for Installation of Landing Lights the Long Beach Airport.

*MOVED: Director Bennett*

*SECONDED: Director Cote*

*That the Alberni-Clayoquot Regional District Board of Directors authorize Mark Fortune, Airport Superintendent, to attend the BC Aviation Council's Silver Wings Awards on October 25<sup>th</sup>, 2017 at the Vancouver Convention Centre to receive the award.*

**CARRIED**

### **b. ISLAND COASTAL ECONOMIC TRUST**

Marketing Strategy Focuses on Jobs, Lifestyle to Recruit Skilled Workers to the Regional District of Mount Waddington.

### **c. ALBERNI VALLEY CHAMBER OF COMMERCE**

Letter of Thanks for Support of Recent Tri-Conic Challenge Event.

### **d. VANCOUVER ISLAND REGIONAL LIBRARY**

Anonymous Letter Circulating.

### **e. CLAYOQUOT BIOSPHERE TRUST**

Invitation for all Directors to attend a Regional Gathering at Kwistis Visitor Centre in the Pacific Rim National Park Reserve on September 17, 2017.

### **f. TIMBERWEST**

2016 Sustainability Progress Report

### **g. FEDERATION OF CANADIAN MUNICIPALITIES**

Make Infrastructure Count! Survey Launches July 24<sup>th</sup>

### **h. THE CORPORATION OF THE CITY OF NEW WESTMINSTER**

Support on Resolutions to the Union of British Columbia Municipalities

*MOVED: Director Bennett*

*SECONDED: Director Banton*

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

**CARRIED**

## **8. REQUEST FOR DECISIONS & BYLAWS**

### **a. Request for Decision regarding Finance Warrant No. 578.**

*MOVED: Director Cote*  
*SECONDED: Director Ruttan*

*THAT the Alberni-Clayoquot Regional District Board of Directors approve Finance Warrant Number 578 in the amount of \$2,741,713.25 dated June 30, 2017.*

**CARRIED**

*MOVED: Director Cote*  
*SECONDED: Director McLeman*

*That the Alberni-Clayoquot Regional District Board of Directors direct staff to investigate if Ingenious Software is being used by the Sproat Lake Volunteer Fire Department and report back to the board.*

**CARRIED**

### **b. Request for Decision regarding Audit Services – Request for Proposals.**

*MOVED: Director Bennett*  
*SECONDED: Director Cote*

*THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to undertake the Request for Proposal process to secure audit services for five years starting with the audit for the year ending December 31, 2017.*

**CARRIED**

### **c. Request for Decision regarding Asset Management Implementation Coordinator.**

*MOVED: Director McNabb*  
*SECONDED: Director McLeman*

*THAT the Alberni-Clayoquot Regional District Board of Directors defer the request until the new CAO is hired for the Alberni-Clayoquot Regional District.*

**CARRIED**

### **d. Request for Decision regarding Transport Canada Divestiture Program – West Bamfield Dock.**

*MOVED: Director Wyton*

**SECONDED:** Director Ruttan

*THAT the Board of Directors write a letter to Transport Canada advising that the Alberni-Clayoquot Regional District is not in a position to assume ownership for the West Bamfield Dock currently owned and maintained by Transport Canada, given the significant financial implications of owning, operating and maintaining this federal facility.*

**CARRIED**

**MOVED:** Director Wyton

**SECONDED:** Director Ruttan

*THAT the Board of Directors write a second letter to the Honourable Marc Garneau, Minister of Transport with copies to the local MP, MLA and the Regional Manager, Property and Divestiture, Transport Canada; confirming that the Alberni-Clayoquot Regional District does not support the divestiture of the West Bamfield Dock by Transport Canada.*

**CARRIED**

**e. Request for Decision regarding Alberni-Clayoquot Regional District & Tseshaht First Nation Working Group.**

**MOVED:** Director McNabb

**SECONDED:** Director Cote

*THAT the Alberni-Clayoquot Regional District Board of Directors appoint two members of staff and three political representatives, each with alternates to the Alberni-Clayoquot Regional District & Tseshaht First Nation Working Group and direct staff to bring back a terms of reference for the working group.*

**CARRIED**

**f. Request for Decision regarding Salmon Beach – Emergency Pump and Haul Contingency Plan & Fee Increase.**

**MOVED:** Director Bennett

**SECONDED:** Director St. Jacques

*THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to Salmon Beach Sewage Collection Fee Amendment Bylaw No. F1076 -1, 2017.*

**CARRIED**

**MOVED:** Director Bennett

**SECONDED:** Director Cote

*THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to Salmon Beach Sewage Collection Fee Amendment Bylaw No. F1076 -1, 2017.*

**CARRIED**

*MOVED: Director Bennett  
SECONDED: Director Cootes*

*THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to Salmon Beach Sewage Collection Fee Amendment Bylaw No. F1076 -1, 2017.*

**CARRIED**

*MOVED: Director Bennett  
SECONDED: Director Cote*

*THAT the Alberni-Clayoquot Regional District Board of Directors adopt Salmon Beach Sewage Collection Fee Amendment Bylaw No. F1076 -1, 2017.*

**CARRIED**

**g. Request for Decision regarding Fires Protection Services Agreement - Hupacasath First Nation and Sproat Lake Volunteer Fire Department.**

*MOVED: Director Cote  
SECONDED: Director Ruttan*

*THAT the Alberni-Clayoquot Regional District Board of Directors enter into a Fire Protection Services Agreement with the Hupacasath First Nation for the Sproat Lake Volunteer Fire Department to provide structural fire protection services to Kleekhoot Indian Reservation No. 2 for a three-year term and authorize the Chairperson and Acting Chief Administrative Officer to enter into the Agreement on behalf of the Regional District.*

**CARRIED**

**h. Request for Decision regarding LBA Lease Lot "F" – Tofino Air Hangar Lease.**

*MOVED: Director Bennett  
SECONDED: Director Banton*

*THAT the Alberni-Clayoquot Regional District Board of Directors to approve Tofino Air's LBA Lease Lot "F" – Tofino Air Hangar Lease at Long Beach Airport for a one year term commencing August 1, 2017 and expiring July 31, 2018 with an annual rent of \$6,215.00 plus applicable taxes with the option to renew for four additional one year terms. The final renewal term will expire July 31, 2022.*

**CARRIED**

**9. PLANNING MATTERS**

- a. DVA17007, BRADLEY & MELIS, LOT 1 MICHELSENS LANE (BAMFIELD)**  
Development Variance Permit Application – Report

*MOVED: Director Wyton*

*SECONDED: Director Banton*

*THAT the Board of Directors consider issuing development variance permit DVA17007.*

**CARRIED**

- b. RC17007, ISLAND TIMBERLANDS GP LTD, PART OF LOT 479 PORT ALBION RD (LONG BEACH)**  
Rezoning Application – Report and Bylaws P1358 and P1359

*MOVED: Director Bennett*

*SECONDED: Director Banton*

*THAT Regional District of Alberni-Clayoquot South Long Beach Community Plan Amendment Bylaw P1358 be read a first time.*

**CARRIED**

*MOVED: Director Bennett*

*SECONDED: Director Banton*

*THAT Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw P1359 be read a first time.*

**CARRIED**

*MOVED: Director Bennett*

*SECONDED: Director Wyton*

*THAT the public hearing for Bylaws P1358 and P1359 be delegated to the Director for Electoral Area 'C' or the Chairperson of the Regional District.*

**CARRIED**

*MOVED: Director Bennett*

*SECONDED: Director Cote*

*THAT the Board of Directors confirm that adoption of Bylaws P1358 and P1359 are subject to meeting technical referral agency requirements.*

**CARRIED**

- c. DVD17006, RUDY, 9814 LAKESHORE ROAD (SPROAT LAKE)**

Development Variance Permit Application – Memorandum and Permit

*MOVED: Director Cote*  
*SECONDED: Director Wyton*

*THAT the Board of Directors issue development variance permit DVD17006.*

**CARRIED**

Director Banton declared a conflict and left the meeting at 2:30 pm.

**d. RF17002, CHERRY CREEK WATERWORKS DISTRICT, LOTS 14 & 15 BECKER PLACE (CHERRY CREEK)**

Rezoning Application - Memorandum and Bylaws P1353 and P1354

*MOVED: Director McNabb*  
*SECONDED: Director Cote*

*THAT Regional District of Alberni-Clayoquot Cherry Creek Official Community Plan Amendment Bylaw P1353 be adopted.*

**CARRIED**

*MOVED: Director McNabb*  
*SECONDED: Director Wyton*

*THAT the Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw P1354 be adopted.*

**CARRIED**

Director Banton re-entered the meeting at 2:36 pm.

## **10. REPORTS**

### **10.1 STAFF REPORTS**

- a.** Administration Department Monthly Staff Report – July 26, 2017
- b.** Planning & Development Manager Report – July 18, 2017
- c.** Financial Manager Report – July 14, 2017
- d.** Environmental Services Department Report – July 19, 2017
- e.** Staff Action Items Report – July 21, 2017
- f.** Meeting Schedule – August 2017
- g.** Financial Statement – June 2017

*MOVED: Director Bennett*  
*SECONDED: Director Cote*

*THAT the Board of Directors receives the staff reports a-g.*

**CARRIED**

**10.2 COMMITTEE REPORTS**

**10.3 MEMBER REPORTS**

- a. **9-1-1 Corporation – J. McNabb – No Report**
- b. **Vancouver Island Regional Library - L. Banton – No Report**
- c. **Central West Coast Forest Society – T. Bennett – No Report**
- d. **Alberni Valley Chamber of Commerce – J. McLeman – No Report**
- e. **Coastal Communities Network – T. Bennett/D. St. Jacques – No Report**
- f. **West Island Woodlands Advisory Group – M. Kokura – No Report**
- g. **Island Coastal Economic Trust –J. Jack – No Report**
- h. **Air Quality Council, Port Alberni – K. Wyton –**  
*Director Wyton reported that the next Air Quality Council meeting is September 14, 2017 and they will be looking for a new coordinator.*
- i. **West Coast Aquatic Board – T. Bennett/K. Wyton – No Report**
- j. **Association of Vancouver Island & Coastal Communities – P. Cote – No Report**
- k. **Beaver Creek Water Advisory Committee – J. McNabb – No Report**
- l. **Other Reports**

*MOVED: Director McNabb*

*SECONDED: Director Wyton*

*THAT the Board of Directors receive the Member Reports.*

**CARRIED**

**11. UNFINISHED BUSINESS**

**12. LATE BUSINESS**

**13. QUESTION PERIOD**

**14. RECESS**

*MOVED: Director Bennett*

*SECONDED: Director Cote*

*THAT the Regular Board of Directors meeting be recessed in order to conduct the Regional Hospital District meeting.*

**CARRIED**

The meeting was recessed at 2:41 pm

**15. RECOVENE**

The meeting was reconvened at 2:49 pm

**16. IN-CAMERA**

*MOVED: Director Bennett*

*SECONDED: Director McNabb*

*THAT the meeting be closed to the public as per section*

- i. 90 (1) (c) of the Community Charter: Labour relations or other employee relations.*
- ii. 90 (1) (e) of the Community Charter: The acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the Alberni-Clayoquot Regional District*

**CARRIED**

The meeting was closed to the public at 2:48pm

The meeting was re-opened to the public at 3:50 pm.

**17. RECOMMENDATIONS TO THE BOARD FROM IN-CAMERA**

**18. ADJOURN**

*MOVED: Director Bennett*

*SECONDED: Director McNabb*

*THAT this meeting be adjourned at 3:50 pm.*

Certified Correct:

---

Josie Osborne,  
Chairperson

---

Wendy Thomson,  
Acting Chief Administrative Officer