



Alberni-Clayoquot Regional District

MINUTES OF THE BOARD OF DIRECTORS MEETING HELD ON WEDNESDAY, NOVEMBER 22, 2017, 1:30 PM

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

DIRECTORS

PRESENT:

John Jack, Chairperson, Councillor, Huu-ay-aht First Nation
Josie Osborne, Vice-Chairperson, Mayor, District of Tofino
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)
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
Alan McCarthy, Member of Legislature, Yuułuꞑiꞑath Government
Wilfred Cootes, Councillor, Uchucklesaht Tribe Government
Kirsten Johnsen, Member of Council, Toquaht Nation

STAFF PRESENT:

Douglas Holmes, Chief Administrative Officer
Andrew McGifford, Manager of Environmental Services
Teri Fong, Manager of Finance
Mike Irg, Manager of Planning and Development
Wendy Thomson, Manager of Administrative Services

1. CALL TO ORDER

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

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

2. APPROVAL OF AGENDA

MOVED: Director Kokura

SECONDED: Director McNabb

THAT the agenda be approved as circulated with the addition of the following late item: 6 b. Correspondence from T. St. Jacques regarding flooding at Sproat Lake.

CARRIED

3. DECLARATIONS

4. ADOPTION OF MINUTES

a. Board of Directors Meeting – November 8, 2017

MOVED: Director St. Jacques

SECONDED: Director Kokura

THAT the minutes of the Board of Directors meeting held on November 8, 2017 be adopted as amended.

CARRIED

b. Long Beach Airport Advisory Committee Meeting – November 1, 2017

MOVED: Director Johnsen

SECONDED: Director Osborne

THAT the minutes of the Long Beach Airport Advisory Committee meeting held on November 1, 2017 be adopted.

CARRIED

c. Personnel Committee Meeting – November 8, 2017

MOVED: Director McNabb

SECONDED: Director Ruttan

THAT the minutes of the Personnel Committee meeting held on November 8, 2017 be adopted.

CARRIED

5. PETITIONS, DELEGATIONS & PRESENTATIONS

a. Mr. Bob Cole Regarding Kleekoot Marina

Mr. Cole spoke against the Kleekoot Marina proposed expansion project.

b. Mr. Terry Vogan Regarding Kleekoot Marina

Mr. Vogan spoke against the Kleekhoot Marina proposed expansion project.

6. CORRESPONDENCE FOR ACTION

- a. **Correspondence dated November 16, 2017 from the District of Ucluelet requesting a letter of support for their application to the Province of BC to renew the two per cent Municipal and Regional District Hotel Tax for five years.**

MOVED: Director Bennett

SECONDED: Director McNabb

THAT the Board of Directors forward a letter to the District of Ucluelet supporting their application to the Province of BC to renew the two per cent Municipal and Regional District Hotel Tax for five years.

CARRIED

- b. **Late Correspondence – T. St Jacques regarding concerns with flooding at Sproat Lake.**

MOVED: Director Cote

SECONDED: Director Ruttan

THAT the ACRD Board of Directors write a letter to the Department of Fisheries and Oceans Canada requesting they remove the debris from the sweep at the end Sproat Lake.

CARRIED

MOVED: Director McLeman

SECONDED: Director St. Jacques

THAT the ACRD Board of Directors instruct staff to take the steps necessary to have the debris removed from the sweep at the end of Sproat Lake and approve an expenditure of up to \$5,000 for the clean-up.

CARRIED

MOVED: Director St. Jacques

SECONDED: Director Banton

THAT Regional District staff assist the Regional District Board in finding a quick solution to removing the debris at the end of Sproat Lake.

CARRIED

7. CORRESPONDENCE FOR INFORMATION

- a. **MINISTER OF JOBS, TRADE AND TECHNOLOGY**
Nominations for Open for Business Awards
- b. **CIVICINFO BC**
Consultation Deadlines – Passenger Directed Vehicle Services

c. PORT ALBERNI PORT AUTHORITY
2016 China Creek Marina Lease Payment

MOVED: Director Kokura
SECONDED: Director McLeman

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

CARRIED

8. REQUEST FOR DECISIONS & BYLAWS

a. Request for Decision regarding Bamfield Water System Rate Increase.

MOVED: Director Wyton
SECONDED: Director Cootes

THAT the Alberni Clayoquot Regional District Board of Directors give first reading to Bylaw cited as "Bamfield Water System Specified Area Rates and Regulations Amendment Bylaw F1089-1, 2018".

CARRIED

MOVED: Director Wyton
SECONDED: Director Banton

THAT the Alberni Clayoquot Regional District Board of Directors give second reading to Bylaw cited as "Bamfield Water System Specified Area Rates and Regulations Amendment Bylaw F1089-1, 2018".

CARRIED

MOVED: Director Wyton
SECONDED: Director Cote

THAT the Alberni Clayoquot Regional District Board of Directors give third reading to Bylaw cited as "Bamfield Water System Specified Area Rates and Regulations Amendment Bylaw F1089-1, 2018".

CARRIED

MOVED: Director Wyton
SECONDED: Director Bennett

THAT the Alberni Clayoquot Regional District Board of Directors adopt Bylaw cited as "Bamfield Water System Specified Area Rates and Regulations Amendment Bylaw F1089-1, 2018".

CARRIED

b. Request for Decision regarding Personnel Committee – Terms of Reference.

MOVED: Director Bennett
SECONDED: Director McNabb

THAT the Alberni-Clayoquot Regional District Board of Directors approve the Terms of Reference for the Personnel Committee as presented.

CARRIED

9. PLANNING MATTERS

a. RC17007, ISLAND TIMBERLANDS GP LTD (LONG BEACH)
Rezoning Application – Memorandum and Bylaws P1358 and P1359

MOVED: Director Bennett
SECONDED: Director Cote

THAT Bylaw P1358, South Long Beach Official Community Plan Amendment Bylaw be adopted.

CARRIED

MOVED: Director Bennett
SECONDED: Director Kokura

THAT Bylaw P1359, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be adopted.

CARRIED

b. RT17008, SALMON BEACH (LONG BEACH)
Zoning Text Amendment – Memorandum and Bylaw P1360

MOVED: Director Bennett
SECONDED: Director Kokura

THAT Bylaw P1360, Regional District of Alberni-Clayoquot Zoning Text Amendment Bylaw be adopted.

CARRIED

c. SHORT TERM VACATION RENTALS CONSULTATION SUMMARY AND RECOMMENDATIONS REPORT (ALL ELECTORAL AREAS)
Memorandum and Report

MOVED: Director Bennett
SECONDED: Director Kokura

THAT the Board of Directors receive the Short Term Vacation Rentals Consultation Summary and Recommendations Report;

THAT the Board of Directors direct staff to:

Prepare a policy document for consideration by the Board requiring that Short Term Rental (STR) applications are first considered by Temporary Use Permit;

Draft an amendment to the Development Procedures Bylaw to increase the application fee for a STR Temporary Use Permit from \$300 to \$600; and;

Include a potential increase to bylaw enforcement resources to the 2018 budget discussions.

MOVED: Director Wyton

SECONDED: Director Kokura

THAT the main motion be amended as follows: THAT prior to the ACRD Board of Directors adopting the policy, a public meeting be held and the policy be referred to the Advisory Planning Commissions for input.

DEFEATED

The main motion as presented was

CARRIED

MOVED: Director Bennett

SECONDED: Director Kokura

THAT the following additional staff recommendations with respect to Short Term Vacation Rentals be referred for consideration at the next Electoral Area Directors meeting:

- Refer draft policy document to the Advisory Planning Commissions in each area for their consideration;*
- Hold a public meeting to discuss draft policy document prior to consideration by the Board;*
- Add a clear definition of short term vacation rentals to the Zoning Bylaw – this will be added to the updated Zoning Bylaw which is currently underway;*
- More clearly articulate the permitted uses in each zone in the Zoning Bylaw to ensure use cannot be misconstrued with allowing short term vacation rentals – this will be added to the updated Zoning Bylaw which is currently underway; and*
- Have an education or social marketing campaign once the new rules are in place to ensure all residents and property owners are aware of what is or is not permitted.*

CARRIED

d. MISC17018, REGIONAL DISTRICT OF NANAIMO
Miscellaneous Referral – Memorandum

MOVED: Director Kokura
SECONDED: Director St. Jacques

THAT the Board of Directors accept “Regional District of Nanaimo Electoral Area ‘H’ Official Community Plan Bylaw No. 1335.06, 2017” and direct staff to respond that the ACRD’s interests are unaffected.

CARRIED

10. REPORTS

10.1 STAFF REPORTS

- a. Staff Action Items Report – November 17, 2017
- b. Meeting Schedule – December 2017
- c. Financial Statement – October 31, 2017
- d. Alberni Valley Regional Airport – Cost Update – Nov. 22, 2017

MOVED: Director Kokura
SECONDED: Director Ruttan

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

CARRIED

10.2 COMMITTEE REPORTS

10.3 MEMBER REPORTS

a. 9-1-1 Corporation – J. McNabb

Director McNabb reported on the Board meeting held last Friday. The Peace River project goes live tomorrow.

b. Vancouver Island Regional Library - L. Banton – No Report

c. Central West Coast Forest Society – A. McCarthy

Director McCarthy reported on the Annual General meeting. Mr. Don McMillan was elected Chair.

d. Alberni Valley Chamber of Commerce – J. McLeman

Director McLeman reported on the Chamber Newsletter circulated to Directors.

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

The Chairperson reported at the last meeting there was discussion regarding re-investment of the \$10 million dollars.

h. Air Quality Council, Port Alberni – K. Wyton

Director Wyton reported Ms. Anna Lewis has been appointed coordinator for the Council. Next meeting December 7th.

i. West Coast Aquatic Board – T. Bennett/K. Wyton

Director Bennett provided a brief update on the last meeting. The Board is currently reviewing future plans and priorities.

j. Association of Vancouver Island & Coastal Communities – P. Cote

Director Cote reported that AVICC call for nominations and resolutions will be coming out shortly for consideration at the 2018 Convention. Deadline for submissions is February 14, 2017.

k. Beaver Creek Water Advisory Committee – J. McNabb

Director McNabb reported on the Development Cost Charge public meeting held last night at the Beaver Creek Fire Hall. He thanked the Manager of Environmental Services for all his hard work on this session.

l. Other Reports

- **Island Corridor Foundation Strategic Priorities & Operations Plan November 2017**

MOVED: Director McNabb

SECONDED: Director McLeman

THAT the Board of Directors receive the Member Reports.

CARRIED

11. UNFINISHED BUSINESS

12. LATE BUSINESS

13. QUESTION PERIOD

14. IN-CAMERA

MOVED: Director McLeman

SECONDED: Director Kokura

Motion to close the meeting to the public as per section;

- i. 90 (1) (c) of the Community Charter: Labour relations or other employee relations.*

CARRIED

The meeting was closed to the public at 3:33 pm.

The meeting was re-opened to the public at 3:54 pm.

15. RECOMMENDATIONS TO THE BOARD FROM IN-CAMERA

16. ADJOURN

MOVED: Director Kokura

SECONDED: Director McNabb

THAT this meeting be adjourned at 3:54 pm.

CARRIED

Certified Correct:



John Jack,
Chairperson



Wendy Thomson,
Manager of Administrative Services