



# Alberni-Clayoquot Regional District

## MINUTES OF THE BOARD OF DIRECTORS MEETING HELD ON WEDNESDAY, OCTOBER 11, 2017

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

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- DIRECTORS PRESENT:** John Jack, Chairperson, Councillor, Huu-ay-aht First Nation  
Josie Osborne, Vice-Chair, Mayor, District of Tofino  
Keith Wyton, Director, Electoral Area "A" (Bamfield)  
Mike Kokura, Director, Electoral Area "B" (Beaufort)  
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  
Marilyn McEwen, Councillor,(Alternate), District of Ucluelet  
Alan McCarthy, Member of Legislature, Yuułu?iŋ?ath Government  
Wilfred Cootes, Councillor, Uchucklesaht Tribe Government (via teleconference)  
Kirsten Johnsen, Member of Council, Toquaht Nation
- REGRETS:** Dianne St. Jacques, Mayor, District of Ucluelet  
Tony Bennett, Director, Electoral Area "C" (Long Beach)
- STAFF PRESENT:** Douglas Holmes, Chief Administrative Officer  
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 Cote*

*THAT the agenda be approved as circulated with the addition of the following late item:*

6.b - Correspondence dated October 5, 2017 forwarded from Chris Alemany, Councillor, City of Port Alberni from Erik Krogh, Vancouver

Island University (VIU) requesting a letter of support and a commitment to consider funding of \$7,000.00 for VIU Applied Environmental Research Laboratories for a research project entitled "Regional Air Quality Mapping Pilot Project.

**CARRIED**

**3. DECLARATIONS**

Director Banton declared a conflict of interest with respect to item 8 c. of the agenda - Automatic Aid Agreement – City of Port Alberni, Alberni-Clayoquot Regional District and Cherry Creek Waterworks District.

**4. ADOPTION OF MINUTES**

**a. Board of Directors Meeting – September 13, 2017**

*MOVED: Director McNabb*

*SECONDED: Director Cote*

*THAT the minutes of the Board of Directors meeting held on September 13, 2017 be adopted.*

**CARRIED**

**b. Electoral Area Directors Committee Meeting – September 19, 2017**

*MOVED: Director McNabb*

*SECONDED: Director Wyton*

*THAT the minutes of the Electoral Area Directors Committee meeting held on September 19, 2017 be adopted as amended.*

**CARRIED**

**c. Alberni Valley & Bamfield Services Committee Meeting – September 19, 2017**

*MOVED: Director Banton*

*SECONDED: Director Kokura*

*THAT the minutes of the Alberni Valley & Bamfield Services Committee meeting held on September 19, 2017 be adopted.*

**CARRIED**

**d. Appointment of Fire Chiefs Committee Meeting – September 20, 2017**

*MOVED: Director McNabb*

*SECONDED: Director Cote*

*THAT the minutes of the Appointment of Fire Chiefs Committee meeting held on September 20, 2017 be adopted.*

**CARRIED**

**e. Bamfield Water Committee Meeting – October 2, 2017**

*MOVED: Director Wyton*

*SECONDED: Director Cote*

*THAT the minutes of the Bamfield Water Committee meeting held on October 2, 2017 be adopted.*

**CARRIED**

**5. PETITIONS, DELEGATIONS & PRESENTATIONS**

**a. Deborah Philipp, Terry Ketler regarding Short Term Vacation Rentals at Sproat Lake.**

Mr. Terry Ketler introduced his wife Deboah Philipp and presented concerns with respect to short term vacation rentals at Sproat Lake. He requested the ACRD Board of Directors to budget for enforcement of existing bylaws.

*MOVED: Director McLeman*

*SECONDED: Director Ruttan*

*THAT Regional District staff be instructed to submit a report to the Board on options for addressing short term vacation rentals for consideration by the Board at the November 22<sup>nd</sup> meeting.*

**CARRIED**

**6. CORRESPONDENCE FOR ACTION**

**a. Correspondence dated October 5, 2017 from the District of Tofino inviting the Alberni-Clayoquot Regional District to participate in the District of Tofino's 2018 Official Community Plan Process.**

*MOVED: Director Cote*

*SECONDED: Director Ruttan*

*THAT the Board of Directors direct planning staff to participate in the District of Tofino's 2018 Official Community Plan process.*

**CARRIED**

- b. **Late Item – Correspondence dated October 5, 2017 referred from Chris Alemany, Councillor, City of Port Alberni from Mr. Erik Krogh , VIU requesting a letter of support and a commitment to consider funding of \$7,000.00 for VIU Applied Environmental Research Laboratories for a research project entitled “Regional Air Quality Mapping Pilot Project.**

*MOVED: Director Jack*

*SECONDED: Director Banton*

*THAT Mr. Krogh be invited to address the ACRD Board of Directors.*

**CARRIED**

Mr. Krogh provided an overview of the Regional Air Quality Mapping Pilot project being undertaken by VIU. He requested a letter of support from the ACRD Board of Directors indicating commitment to consider \$7,000 in funding for the research project.

*MOVED: Director McNabb*

*SECONDED: Director Kokura*

*THAT the ACRD Board of Directors refer the request for support from Vancouver Island University for the Regional Air Quality Mapping Pilot project to the Air Quality Council requesting input on the benefits to the region from this project.*

**CARRIED**

## **7. CORRESPONDENCE FOR INFORMATION**

a. **TERRY SHANNON**

Thank you to Agricultural Support Workers Funded by Alberni-Clayoquot Regional District with regards to the Army Worm Invasion in the Alberni Valley.

b. **ISLAND COASTAL ECONOMIC TRUST**

Tourism Vancouver Island To Develop New Tourism Investment Attraction Tools

c. **YOUTH PARLIAMENT OF BRITISH COLUMBIA ALUMNI SOCIETY**

Youth Parliament Session – December 27-31, 2017

d. **BC PARKS, MINISTRY OF ENVIRONMENT AND CLIMATE CHANGE STRATEGY WEST COAST REGION**

Sproat Lake Boat Launch

e. **HONOURABLE MARK GARNEAU, MINISTER OF TRANSPORT**

Divestiture of the Bamfield West Public Port Facility, Bamfield, BC

*MOVED: Director Cote*

*SECONDED: Director Wyton*

*THAT the ACRD Board of Directors write back to Mr. Michael Grandbois, BC Parks requesting they reconsider repairs to the boat launch at Sproat Lake including possible liability issues.*

**CARRIED**

*MOVED: Director Wyton  
SECONDED: Director McEwen*

*THAT the ACRD Board of Directors respond to the Minister of Transportation, acknowledging their letter dated September 29, 2017 regarding divestiture of the Bamfield West Public Port Facility and request the Regional District be a conduit for local community engagement with respect to divestiture of the Bamfield dock and that Regional District staff be directed to appropriate staff within the Ministry to ensure this takes place.*

**CARRIED**

*MOVED: Director Kokura  
SECONDED: Director McNabb*

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

**CARRIED**

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

### **a. Request for Decision regarding Bylaw A1075-2, Regional District of Alberni-Clayoquot Procedures Bylaw Amendment, 2017.**

*MOVED: Director Osborne  
SECONDED: Director Banton*

*THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to Bylaw A1075-2, Regional District of Alberni-Clayoquot Procedures Bylaw Amendment, 2017.*

**CARRIED**

*MOVED: Director Osborne  
SECONDED: Director Cote*

*THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to Bylaw A1075-2, Regional District of Alberni-Clayoquot Procedures Bylaw Amendment, 2017.*

**CARRIED**

*MOVED: Director Cote*

*SECONDED: Director Wyton*

*THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to Bylaw A1075-2, Regional District of Alberni-Clayoquot Procedures Bylaw Amendment, 2017.*

**CARRIED**

*MOVED: Director Banton  
SECONDED: Director McNabb*

*THAT the Alberni-Clayoquot Regional District Board of Directors adopt Bylaw A1075-2, Regional District of Alberni-Clayoquot Procedures Bylaw Amendment, 2017.*

**CARRIED**

**b. Request for Decision regarding Policy, Procedures, Job Descriptions & Qualifications – Alberni-Clayoquot Regional District Volunteer Fire Departments.**

*MOVED: Director McNabb  
SECONDED: Director Cote*

*THAT the Alberni-Clayoquot Regional District Board of Directors adopt the following as presented for the Regional District's Volunteer Fire Departments:*

- *Appointment of Fire Chiefs Policy and Procedures*
- *Fire Chief Job Description*
- *Deputy Fire Chief/Training Officer Job Description*
- *Firefighter Qualifications*

**CARRIED**

**c. Request for Decision regarding Automatic Aid Agreement – City of Port Alberni, Alberni-Clayoquot Regional District and Cherry Creek Waterworks District.**

Director Banton left the meeting at 2:48 pm due to conflict of interest.

*MOVED: Director McNabb  
SECONDED: Director Kokura*

*THAT the Alberni-Clayoquot Regional District Board of Directors enter into the Automatic Aid Agreement as presented with the City of Port Alberni and Cherry Creek Waterworks District AND FURTHER the Chair and Chief Administrative*

*Officer be authorized to enter into the Agreement on behalf of the Regional District.*

**CARRIED**

Director Banton re-entered the meeting at 2:53 pm.

**d. Request for Decision regarding Finance Warrant No. 581.**

*MOVED: Director McNabb*

*SECONDED: Director Johnsen*

*THAT the Board of Directors approve Finance Warrant Number 581 in the amount of \$553,197.53 dated September 30, 2017.*

**CARRIED**

**e. Request for Decision regarding Alberni Valley Golf Club & Long Beach Recreation Cooperative Tax Exemption.**

*MOVED: Director Banton*

*SECONDED: Director Ruttan*

*THAT the Alberni Clayoquot Regional District Board of Directors give first reading to Bylaw cited as "2018 Tax Exemption Bylaw No. F1134."*

**CARRIED**

*MOVED: Director Banton*

*SECONDED: Director Ruttan*

*THAT the Alberni Clayoquot Regional District Board of Directors give second reading to Bylaw cited as "2018 Tax Exemption Bylaw No. F1134."*

**CARRIED**

*MOVED: Director Banton*

*SECONDED: Director Ruttan*

*THAT the Alberni Clayoquot Regional District Board of Directors give third reading to Bylaw cited as "2018 Tax Exemption Bylaw No. F1134."*

**CARRIED**

*MOVED: Director Banton*

*SECONDED: Director Ruttan*

*THAT the Alberni Clayoquot Regional District Board of Directors adopt Bylaw cited as "2018 Tax Exemption Bylaw No. F1134."*

**CARRIED**

**f. Request for Decision regarding Coulson Airplane Land Lease – Alberni Valley Regional Airport.**

*MOVED: Director McLeman*

*SECONDED: Director Kokura*

*THAT the Board of Directors authorize the Chairperson and Chief Administrative Officer to sign the lease for PART OF BLOCK F, OF BLOCK 209, DISTRICT LOTS 130,157, 171, 172, AND 204, ALBERNI DISTRICT as shown on PLAN EPP61119 on behalf of the Alberni-Clayoquot Regional District and instruct staff to submit the land lease to the Provincial Subdivision Approving Officer for approval.*

**CARRIED**

**g. Request for Decision regarding Alberni Valley Regional Airport – Request for Community Works Funding.**

*MOVED: Director McNabb*

*SECONDED: Director Cote*

*THAT the Alberni-Clayoquot Regional District Board of Directors send a letter to the City of Port Alberni to request the allocation of \$70,000 of Community Works Funding in 2018 to the Alberni Valley Regional Airport expansion project.*

**CARRIED**

*MOVED: Director McNabb*

*SECONDED: Director Kokura*

*THAT the Alberni-Clayoquot Regional District Board of Directors allocate Community Works Funding to the Alberni Valley Regional Airport expansion project from the following areas in 2018: Beaufort \$2,000, Sproat Lake \$9,000, Beaver Creek \$12,000 and Cherry Creek \$7,000.*

**CARRIED**

**h. Request for Decision regarding Community/Institutional Crown Land Application for a Portion of District Lot 950. Clayoquot District – Sproat Lake.**

*MOVED: Director Cote*

*SECONDED: Director Kokura*

*THAT the Alberni-Clayoquot Regional District Board of Directors authorize staff to apply for a Crown Lease for a portion of District Lot 950, Clayoquot District for park purposes.*

**CARRIED**



**i. Request for Decision regarding Telus Lease Renewal – Long Beach Airport.**

*MOVED: Director Osborne*  
*SECONDED: Director Ruttan*

*THAT the Alberni-Clayoquot Regional District Board of Directors renew Telus' lease agreement for the telecommunication service facility located at the Long Beach Airport for a fifteen (15) year term commencing December 1, 2017, in the amount of \$2,145, plus applicable taxes per year; with annual increases for CPI (Victoria).*

**CARRIED**

**j. Request for Decision regarding Lease Lot C – Blue Heron Aviation Service.**

*MOVED: Director Osborne*  
*SECONDED: Director Cootes*

*THAT the Board of Directors of the Alberni-Clayoquot Regional District enter into a long term lease up to 20 years with Blue Heron Aviation Service commencing on the date upon which the plan of subdivision by leasehold, as approved by Provincial Approving Officer and registered in the Victoria Land Title Office and ending on the day that is precisely twenty (20 years) from the date of final registration of the Subdivision Plan in the Victoria Land Title office, with an option to renew for an another 20 year term ending on the day that is precisely forty years from the date of final registration of the Subdivision Plan in the Victoria Land title Office.*

**CARRIED**

**k. Request for Decision regarding Long Term Leases at Long Beach Airport.**

*MOVED: Director Johnsen*  
*SECONDED: Director Cote*

*THAT the Alberni-Clayoquot Regional District Board of Directors provide direction to staff to investigate establishing long-term (airside and non-airside) lease lots at the Long Beach Airport, and that any costs incurred for site preparation be considered during 2018 budget discussions.*

**CARRIED**

**l. Request for Decision regarding Bamfield Water System – Community Works Funding.**

*MOVED: Director McNabb*  
*SECONDED: Director McEwen*

*THAT the Alberni-Clayoquot Regional District Board of Directors allocate \$400,000 of Community Works Funding to the Bamfield Water System for inclusion in the 2018-2022 Financial Plan.*

*MOVED: Director Cote*

*SECONDED: Director Kokura*

*THAT the above recommendation be postponed until after the next Electoral Area Directors meeting.*

**DEFEATED**

the main motion was;

**CARRIED**

*MOVED: Director Wyton*

*SECONDED: Director Osborne*

*THAT the ACRD Board of Directors forward a letter to the Federation of Canadian Municipalities requesting support for the ability to stack grant funding for projects and use the Bamfield Water System treatment plant project as an example for the need to be able to stack funding programs.*

**CARRIED**

**m. Request for Decision regarding Bamfield Water System – Tender Award for the Bamfield Water Treatment Plant Construction.**

*MOVED: Director Ruttan*

*SECONDED: Director Wyton*

*THAT the Board of Directors of the Alberni-Clayoquot Regional District award the Bamfield Water Treatment Plant construction tender to Ridgeline Mechanical Ltd. in the amount of \$ 1,888,710.25, plus applicable taxes (GST).*

**CARRIED**

**n. Request for Decision regarding Cherry Creek Community Parks – Moore Road Trail Joint Project.**

*MOVED: Director Banton*

*SECONDED: Director Ruttan*

*THAT the Board of Directors of the Alberni-Clayoquot Regional District approve the expenditure of \$37,000.95 plus GST to Bowerman Excavating Ltd. to extend the Moore Road Trail.*

**CARRIED**

**9. PLANNING MATTERS**

- a. RD17004, 1077514 BC LTD, DL 197, KATHERINE DRIVE (SPROAT LAKE)**  
Rezoning Application – Memorandum and Bylaw P1348

*MOVED: Director Cote*  
*SECONDED: Director Banton*

*THAT Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw P1348 be adopted.*

**CARRIED**

- b. DVE17009, BRUESSLER, 5957 SAUNDERS ROAD N (BEAVER CREEK)**  
Development Variance Permit Application – Memorandum and Permit

*MOVED: Director McNabb*  
*SECONDED: Director Kokura*

*THAT the Board of Directors issue development variance permit DVE17009.*

**CARRIED**

- c. MISC17015, BLAKEY, LOT 8, KAREN PLACE (BEAVER CREEK)**  
Discharge of Covenant FA43286 – Memorandum

*MOVED: Director McNabb*  
*SECONDED: Director Banton*

*THAT the Board of Directors receive the public meeting report.*

**CARRIED**

*MOVED: Director McNabb*  
*SECONDED: Director Banton*

*THAT the Board of Directors receive the public meeting minutes.*

**CARRIED**

*MOVED: Director McNabb*  
*SECONDED: Director Kokura*

*THAT the Board of Directors proceed with the discharge of Restrictive Covenant FA43286 from LOT 8, PLAN VIP82844, DISTRICT LOT 40, ALBERNI DISTRICT to facilitate a subdivision application.*

**CARRIED**

- d. DVF17008, PEARSON, 5915 STRATHCONA STREET (CHERRY CREEK)**  
Development Variance Permit Application – Memorandum and Permit

*MOVED: Director Banton*  
*SECONDED: Director Wyton*

*THAT the Board of Directors issue development variance permit DVF17008.*

**CARRIED**

- e. LD17007, HUPACASATH FIRST NATION, NW OF ALBERNI VALLEY REGIONAL AIRPORT (SPROAT LAKE)**  
Crown Land Referral – Report

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

*THAT ACRD staff notify the Ministry of Forests, Lands, Natural Resource Operations & Rural Development that the proposal is supported subject to:*

*Height restriction clause being added to Crown tenure documents that indicate that all obstacles that penetrate the 2.5% approach surface and associated transitional surfaces for runway 12 Obstacle Limitation Surface (OLS) be removed. OLS surface calculated as per Transport Canada Document TP312 5<sup>th</sup> Edition Aerodrome Standards and Recommended Practices, Chapter 4, table 4-1 a through e; and*

*Consultation with the Tseshaht First Nation.*

**CARRIED**

*MOVED: Director McLeman*  
*SECONDED: Director Ruttan*

*THAT the ACRD Board of Directors request the Hupacasath First Nation to consider the Regional District's timeframe, operational and regulatory requirements for completion of the GPS approach project at the Alberni Valley Regional Airport and request they proceed with clearing at the Airport as soon as possible within the two year tenure term and advise the Ministry of Forests, Lands and Natural Resource operations of this request.*

**CARRIED**

## **10. REPORTS**

### **10.1 STAFF REPORTS**

- a. Planning and Development Report – October 5, 2017**
- b. Financial Department Report – October 2, 2017**
- c. Environmental Services Manager Report – October 11, 2017**
- d. Staff Action Items Report- October 5, 2017**

**e. Ingenious Software Report – (T. Fong) – October 5, 2017**

*MOVED: Director Cote*  
*SECONDED: Director Kokura*

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

**CARRIED**

*MOVED: Director Cote*  
*SECONDED: Director McEwen*

*THAT the ACRD Board of Directors to contact the Department of Fisheries and Oceans and Ministry responsible for water informing that there is with a sweep on Sproat River with debris being deposited and if it sweep breaks this could possibly do damage downstream and advise the cost to remove the debris is approximately \$5,000.00.*

**CARRIED**

**10.2 COMMITTEE REPORTS**

**a. West Coast Committee Meeting – October 4, 2017 (verbal)**

Director Osborne reported on the meeting. The Committee is working with staff at ACRD and professors at VIU on a survey for the proposed multiplex facility on the West Coast. The Committee discussed the West Coast Transportation project being undertaken on proposed transit service between Tofino and Ucluelet.

*MOVED: Director McLeman*  
*SECONDED: Director Ruttan*

*THAT this verbal report be received.*

**CARRIED**

**10.3 OTHER REPORTS**

**a. Vancouver Island Regional Library**

- Adopted 2018 Budget Letter, News Release, Quick Reference (2018-2022 Financial Plan to be presented during 2018 budget discussions)

*MOVED: Director McNabb*  
*SECONDED: Director Banton*

*THAT the ACRD Board of Directors to refer the following for discussion and consideration by the Alberni Valley & Bamfield Services Committee at their next meeting: options for the delivery of adequate library services for the region.*

**CARRIED**

**b. Alberni Valley Heritage Commission**

- Notes for September 5, 2017 City Council Meeting
- Notes for September 18, 2017 City Council Meeting

*MOVED: Director McLeman*

*SECONDED: Director Osborne*

*THAT reports a-b be received.*

**CARRIED**

**11. UNFINISHED BUSINESS**

**12. LATE BUSINESS**

**13. QUESTION PERIOD**

**14. RECESS**

*MOVED: Director Osborne*

*SECONDED: Director Jack*

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

**CARRIED**

**15. RECONVENE**

The meeting was recessed at 4:28 pm.

The meeting was reconvened at 4:36 pm.

**16. IN-CAMERA**

*MOVED: Director McNabb*

*SECONDED: Director McLeman*

*THAT the meeting be closed to the public to discuss matters relating to:*

- 90 (1) (k) of the Community Charter: Negotiations and related discussions respecting the proposed provision of a Regional District service that are at their preliminary stages and that, in the view of the Board could reasonably be expected to harm the interest of the Regional District if they were held in public.*

**CARRIED**

The meeting was closed to the public at 4:36 pm.

The meeting was re-opened to the public at 4:42 pm.

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

The following recommendation was reported out in open meeting:

*THAT the Board of Directors amend the monthly fee for the West Coast Recycling, Garbage Collection and Disposal Program contract: Garbage Collection - Curbside Collection Services: from \$8.20 to \$8.88, effective July 1, 2017.*

**18. ADJOURN**

*MOVED: Director McLeman*

*SECONDED: Director Kokura*

*THAT this meeting be adjourned at 4:42 pm*

**CARRIED**

Certified Correct:

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John Jack,  
Chairperson

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Wendy Thomson,  
Manager of Administrative Services