



# Alberni-Clayoquot Regional District

## MINUTES OF THE BOARD OF DIRECTORS MEETING HELD ON WEDNESDAY, DECEMBER 11, 2024, 1:30 PM

Hybrid - Zoom/Board Room, 3008 Fifth Avenue, Port Alberni, BC

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### **DIRECTORS PRESENT:**

John Jack, Chairperson, Chief Councillor, Huu-ay-aht First Nations  
Debbie Haggard, Vice-Chair, Councillor, City of Port Alberni  
Bob Beckett, Director, Electoral Area "A" (Bamfield)  
Fred Boyko, Director, Electoral Area "B" (Beaufort)  
Vaida Siga, Director, Electoral Area "C" (Long Beach)  
Penny Cote, Director, Electoral Area "D" (Sproat Lake)  
Susan Roth, Director, Electoral Area "E" (Beaver Creek)  
Mike Sparrow, Director, Electoral Area "F" (Cherry Creek)  
Sharie Minions, Mayor, City of Port Alberni  
Marilyn McEwen, Mayor, District of Ucluelet  
Tom Stere, Councillor, District of Tofino  
Moriah Cootes, Councillor, Uchucklesaht Tribe Government  
Kirsten Johnsen, Member of Council, Toquaht Nation  
Levana Mastrangelo, Executive Legislator, Yuułu?if?ath Government

### **STAFF PRESENT:**

Daniel Sailland, Chief Administrative Officer  
Teri Fong, Chief Financial Officer  
Mike Irg, General Manager of Planning and Development  
Heather Zenner, Manager of Administrative Services  
Karen Freethy, Protective Services Manager  
Charlie Starratt, Regional Fire Services Manager  
Eddie Kunderman, Operations Manager  
Alex Dyer, Planning Manager  
Janice Hill, Executive Assistant

**OTHERS PRESENT:** Harley Wylie, Alternate Director, Electoral Area "E" (Beaver Creek)

The meeting can be viewed on the Alberni-Clayoquot Regional District website at:

<https://www.acrd.bc.ca/events/11-12-2024/>

### **1. CALL TO ORDER**

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

The Vice-Chairperson recognized this meeting is being held throughout the Nuuchah-nulth territories.

The Chairperson reported this meeting is being recorded and livestreamed to YouTube on the Regional District website.

Introductions - Board Members and Staff present in the Boardroom and via Zoom.

**2. APPROVAL OF AGENDA**

*MOVED: Director Cote*  
*SECONDED: Director Cootes*

*THAT the agenda be approved as amended with the following late item added in Correspondence for Action:  
request from Huu-ay-aht First Nations for a letter of support related to a grant application to support a food security initiative.*

**CARRIED**

**3. DECLARATIONS**

**4. ADOPTION OF MINUTES**

**a. Board of Directors Meeting – November 27, 2024**

*MOVED: Director Johnsen*  
*SECONDED: Director Sparrow*

*THAT the minutes of the Board of Directors meeting held on November 27, 2024 be adopted.*

**CARRIED**

**b. West Coast Committee – December 4, 2024**

*MOVED: Director Sparrow*  
*SECONDED: Director Johnsen*

*THAT the minutes of the West Coast meeting held on December 4, 2024 be received.*

**CARRIED**

**5. PETITIONS, DELEGATIONS & PRESENTATIONS**

- a. Jenna Hildebrand, Project Planner, Tiana Lewis, Development Planner, M'akola Development Services, Andrew Scalan-Dickie, Manager, Planning Division, Turner Drake, Re: Presentation on ACRD Draft Interim Housing Needs Report**

Director Mastrangelo entered the meeting at 1:44 pm.  
Director Jack left the meeting at 1:56 pm.

- b. Randy Thoen, FireSmart Coordinator, ACRD, re: FireSmart Update**

**6. CORRESPONDENCE FOR ACTION**

(ALL/UNWEIGHTED)

**a. HUU-AY-AHT FIRST NATIONS REQUEST FOR LETTER OF SUPPORT**

Huu-ay-aht First Nations request for a letter of support from the ACRD Board of Directors related to a grant application for a food security initiative.

*MOVED: Director Beckett*

*SECONDED: Director Cote*

*THAT the Board of Directors provide a letter of support to Huu-ay-aht First Nations application to the Local Food Infrastructure Fund for their food security initiative.*

**CARRIED**

**7. CORRESPONDENCE FOR INFORMATION**

**a. UNION OF BRITISH COLUMBIA MUNICIPALITIES**

2024 Asset Management Planning Program (Winter Intake) Approval Agreement & Terms of Conditions of Funding

**b. PORT ALBERNI PORT AUTHORITY**

Dock+ Market Analysis Survey

**c. PORT ALBERNI ASSOCIATION FOR COMMUNITY LIVING**

Community, Conversation and Connection: Port Alberni and Surrounding Communities

**d. ASSOCIATION OF VANCOUVER ISLAND AND COASTAL COMMUNITIES**

- Friendly Reminder – Deadlines for 2025 AVICC Convention
- AVICC's First Virtual Webinar, 'Finishing Strong: Confidence and Courage in Turbulent Times' A What We Heard Report

**e. CLAIRE TREVENA, DIRECTOR, CENTRAL VANCOUVER ISLAND & NORTHERN GEORGIA STRAIT REGION, BC FERRY AUTHORITY**

Update

*MOVED: Director Johnsen*

*SECONDED: Director Cootes*

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

**CARRIED**

**8. REQUEST FOR DECISIONS & BYLAWS**

- a. Request for Decision regarding Bylaw F1165-4 2024-2028 Financial Plan Amendment – Beaver Creek Fire Protection Additional Information.**

*MOVED: Director Roth*  
*SECONDED: Director Boyko*

*THAT the Alberni-Clayoquot Regional District Board of Directors delay the purchase of a new fire truck for three years and direct staff to find cost-effective ways to maximize the lifespan of Engine 51 as set out in the Fire Underwriter's Service Schedule for Fire Apparatus for Fire Insurance Grading Purposes.*

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

*MOVED: Director Roth*  
*SECONDED: Director Boyko*

*THAT the main motion be amended in bold as follows:  
THAT the Alberni-Clayoquot Regional District Board of Directors delay the purchase of a new fire truck for **up to three years** and direct staff to find cost-effective ways to maximize the lifespan of Engine 51 as set out in the Fire Underwriter's Service Schedule for Fire Apparatus for Fire Insurance Grading Purposes.*

**CARRIED**

*The main motion as amended was*

**CARRIED**

**b. Request for Decision regarding SPARC BC – Local Community Accessibility Grant.**

*MOVED: Director Sparrow*  
*SECONDED: Director Johnsen*

*THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to apply for the SPARC BC Local Community Accessibility Grant subject to receiving a letter of support from the Accessibility Committee.*

**CARRIED**

**c. Request for Decision regarding Next Generation 9-1-1 TELUS Local Government Agreement.**

*MOVED: Director Beckett*  
*SECONDED: Director Cootes*

*THAT the Alberni-Clayoquot Regional District Board of Directors approve entering into the Next-Generation 9-1-1 Local Government Service Agreement with TELUS Communications Inc. and that the CAO be authorized to negotiate and execute the agreement on behalf of the ACRD.*

**CARRIED**

**d. Request for Decision regarding Bamfield Submarine Waterline Replacement Design Review and Construction Services.**

MOVED: Director Beckett

SECONDED: Director Cootes

*THAT the Alberni-Clayoquot Regional District Board of Directors award the Bamfield Submarine Waterline Replacement Design Review and Construction Services contract to Fraser Burrard Diving Ltd. in the amount of \$1,020,843 (excluding GST) plus a 10% project contingency and authorize the CAO to negotiate and execute the contract on behalf of the ACRD.*

**CARRIED**

MOVED: Director Beckett

SECONDED: Director Sparrow

*THAT the Alberni-Clayoquot Regional District Board of Directors send a letter to the Department of Fisheries and Oceans requesting the expedition of the permit for the West Bamfield Submarine Waterline Replacement, to allow for construction to occur before Summer 2025.*

**CARRIED**

MOVED: Director Jack

SECONDED: Director Beckett

*THAT the Alberni-Clayoquot Regional District Board of Directors send a letter to Minister Leboutheillier, Minister of Fisheries, Oceans and the Canadian Coast Guard explaining the issues around the Bamfield Waterline replacement and the need for expediting the process, while sending a copy to Member of Parliament Gord Johns and Huu-ay-aht First Nations.*

*AND THAT the Alberni-Clayoquot Regional District Board of Directors ask that Huu-ay-aht First Nations send a letter of support advocating to the Minister of Fisheries, Oceans and the Canadian Coast Guard for an expeditious permitting process for the Bamfield Waterline replacement.*

**CARRIED**

**e. Request for Decision regarding Disaster & Emergency Management Plan Update.**

MOVED: Director Johnsen

SECONDED: Director Sparrow

*THAT the Alberni-Clayoquot Regional District Board of Directors adopt the updated Disaster and Emergency Management Plan as presented.*

**CARRIED**

*MOVED: Director Jack*  
*SECONDED: Director Boyko*

*THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to add additional preparedness information related to long term power outages added to the upcoming ACRD Crisis Communications Plan and update the ACRD website.*

**CARRIED**

## **9. PLANNING MATTERS**

### **9.1 ELECTORAL AREA DIRECTORS**

Director Minions left the meeting at 3:35 pm.

- a. **REQUEST FOR DECISION**  
Interim Housing Needs Reports

*MOVED: Director Boyko*  
*SECONDED: Director Cote*

*THAT the Alberni-Clayoquot Regional District Board of Directors receive the Interim Housing Needs Reports as presented.*

**CARRIED**

- b. **TUP24009, WENSTOB, HOOK BAY, ALBERNI INLET (BAMFIELD)**  
Temporary Use Permit – Report and Bylaw

*MOVED: Director Beckett*  
*SECONDED: Director Sparrow*

*THAT Bylaw P1520, a Bylaw to authorize the issuance of a Temporary Use Permit, be read a first time.*

**CARRIED**

*MOVED: Director Beckett*  
*SECONDED: Director Cote*

*THAT the public hearing for Bylaw P1520 be delegated to the Director for Electoral Area 'A', the Alternate Director, or the Chairperson of the Regional District.*

**CARRIED**

*MOVED: Director Beckett*  
*SECONDED: Director Cote*

*THAT the Alberni-Clayoquot Regional District Board of Directors confirm that adoption of Bylaw P1520 is subject to meeting all technical referral agency requirements.*

**CARRIED**

c. **TUP24011, ALLDER/ZEH, 8619 & 8623 BLAND ROAD (BEAUFORT)**  
Temporary Use Permit – Report

*MOVED: Director Boyko*  
*SECONDED: Director Roth*

*THAT the Alberni-Clayoquot Regional District Board of Directors consider issuing TUP24011 subject to:*

- Confirmation by a Registered On-site Wastewater Practitioner of adequate sewerage capacity for the short-term rental use.*
- neighbour notification as per Local Government Act s. 499.*

**CARRIED**

d. **DVB24011, BOWERS, 8445 BEAVER CREEK ROAD (BEAUFORT)**  
Development Variance Application – Report

*MOVED: Director Boyko*  
*SECONDED: Director Roth*

*THAT the Alberni-Clayoquot Regional District Board of Directors consider issuing DVB24011 subject to neighbour notification as per Local Government Act s. 499.*

**CARRIED**

e. **DVD24013, CAMPBELL, 10861 LAKESHORE ROAD (SPROAT LAKE)**  
Development Variance – Report and Permit

*MOVED: Director Cote*  
*SECONDED: Director Sparrow*

*THAT the Alberni-Clayoquot Regional District Board of Directors issue development variance permit DVD24013.*

**CARRIED**

f. **DVD24012, AASEN, 9958 SUNSET ROAD (SPROAT LAKE)**  
Development Variance – Report and Permit

*MOVED: Director Cote*  
*SECONDED: Director Sparrow*

*THAT the Alberni-Clayoquot Regional District Board of Directors issue development variance permit DVD24012.*

**CARRIED**

**g. RD24009, DURMULLER, 5801 SARENGA ROAD (SPROAT LAKE)**  
Rezoning – Report and Bylaws

*MOVED: Director Cote*  
*SECONDED: Director Sparrow*

*THAT Bylaw P1515, Sproat Lake Official Community Plan Amendment Bylaw, be read a first time.*

**CARRIED**

*MOVED: Director Cote*  
*SECONDED: Director Sparrow*

*THAT Bylaw P1516, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw, be read a first time.*

**CARRIED**

*MOVED: Director Cote*  
*SECONDED: Director Sparrow*

*THAT the public hearing for Bylaws P1515 and P1516 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 Sparrow*

*THAT the Alberni-Clayoquot Regional District Board of Directors confirm that adoption of Bylaws P1515 and P1516 are subject to:*

- a. Confirmation from a Registered On-Site Wastewater Practitioner that the parcel can accommodate on-site sewage disposal to a 0.8 hectare minimum lot size.*
- b. Meeting all technical referral agency requirements.*

**CARRIED**

**h. TUP24010, DG&3 HOLDINGS LTD., 4689-4697 DUNDALK AVE S (CHERRY CREEK)**



Temporary Use Permit – Report and Permit

*MOVED: Director Sparrow*  
*SECONDED: Director Roth*

*THAT the Alberni-Clayoquot Regional District Board of Directors issue TUP24010.*

**CARRIED**

**9.2 ALL DIRECTORS**

- a. **AB24003, BOUCHARD, 4625 BATTY ROAD (BEAUFORT)**  
Agricultural Land Commission Application – Report

*MOVED: Director Boyko*  
*SECONDED: Director Roth*

*THAT the Alberni-Clayoquot Regional District Board of Directors forward ALC application AB24003 to the Agricultural Land Commission for decision.*

**CARRIED**

- b. **AD24002, SAHIN, 7825 MCCOY LAKE ROAD (SPROAT LAKE)**  
Agricultural Land Commission Application – Report

*MOVED: Director Cote*  
*SECONDED: Director Boyko*

*THAT the Alberni-Clayoquot Regional District Board of Directors is, at this time, disposed to deny this Agricultural Land Commission application. Prior to doing so, the Board wishes to offer the applicants the opportunity to present their own case as to why this matter should be supported.*

**CARRIED**

- c. **REQUEST FOR DECISION**  
Agricultural Development Committee Meeting Terms of Reference Update

*MOVED: Director Boyko*  
*SECONDED: Director Roth*

*THAT the ACRD Board of Directors adopt the Agricultural Development Committee Terms of Reference as presented.*

**CARRIED**

**10. REPORTS**

**10.1 STAFF REPORTS**

- a. **Meeting Schedule – January 2025**
- b. **Building Report – November 2024**
- c. **Monthly Agreement & Grant Delegation Report - November 1 – November 30, 2024**
- d. **Official Community Plan Updates – Area C Background Research Report – December 2024**

*MOVED: Director Cootes*

*SECONDED: Director Boyko*

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

**CARRIED**

Director Minions re-entered the meeting at 4:00 pm.

## **10.2 COMMITTEE REPORTS**

- a. **Accessibility Committee Meeting, December 10, 2024 (Verbal)**  
**V. Siga**

*MOVED: Director Siga*

*SECONDED: Director Cote*

*THAT the Alberni-Clayoquot Regional District Board of Directors draft a letter to the BC Parks Accessibility Committee to share the Accessibility Committee input on needed accessibility improvements at Sproat Lake Provincial Park.*

**CARRIED**

## **10.3 AREA REPORTS**

- a. **Electoral Area “A” (Bamfield) – B. Beckett.** The Bamfield watermain replacement is an important upcoming project. Will be conducting a Bamfield Sewer Referendum review on Thursday November 12<sup>th</sup> with the Bamfield Community Affairs Executive Committee.
- a. **Electoral Area “B” (Beaufort) – F. Boyko.** Folks have recovered from the storm. The next Beaufort/Beaver Creek town hall will be on March 2, 2025 at Beaver Creek Hall at 2pm. In preparation of the 2025 ACRD financial discussion, noted that local governments in BC are facing financial challenges and many are discussing service cuts and we will need to discuss modifications to ACRD strategic plans.
- b. **Electoral Area “C” (Long Beach) – V. Siga.** Millstream water is having considerable issues. Would like to see investment in infrastructure to maintain the water system.
- c. **Electoral Area “D” (Sproat Lake) – P. Cote.** Getting ready to say goodbye to the Philippine Water Bomber. Sproat Lake Community Association Chair recently stepped down. Elections are coming in late February or early March. Director

Cote volunteer appreciation event will occur in the new year. Sproat Lake will receive a budget presentation from ACRD staff in the new year.

- d. **Electoral Area “E” (Beaver Creek) – S. Roth.** Concerned about the San Group recent announcement. Introduced Harley Wylie, alternate Director for Beaver Creek Electoral Area and is an elected leader of the Tseshaht First Nation.
- e. **Electoral Area “F” (Cherry Creek) – M. Sparrow.** Quiet in Cherry Creek at the moment, but there will be considerable discussion next year related to the conversion study and the results of that.
- f. **City of Port Alberni – S. Minions/D. Haggard.** City now has 17 lifeguards on staff including casual and full-time employees. Council will be receiving a report in the new year to look at extending Saturday evening and Sunday service. Currently working on budget including service cuts but interested in maintaining infrastructure for the long term. The city and the Province have activated the Provincial Community Transition Team to support workers from San Group who are out of work. Provincial Community Transition Team will offer retraining and to connect them with services. City by-election is currently underway with advance voting taking place today and final vote on Saturday December 14<sup>th</sup>.

Director Minions left the meeting at 4:26 pm.

- g. **District of Tofino – T. Stere.** Council reviewed major projects in 2024 including replacing watermains, sidewalks, upgrades to ball diamonds, wastewater treatment plant, and pickleball courts. Recently attended the Christmas with Santa breakfast event with 300 people participating.
- h. **District of Ucluelet – M. McEwen.** Budget presentation was delivered on December 10<sup>th</sup>. Last year 1 million was put into capital reserves, this year will do approximately \$750,000 into capital reserves.
- i. **Huu-ay-aht First Nations – J. Jack.** Still working on Huu-ay-aht Framework plan with a draft expended in the next month. Huu-ay-aht will celebrate the opening of Oomiiqsu, a “Mothers Centre” will be operational on January 1<sup>st</sup>. This was a huge endeavor by Huu-ay-aht in support of Nuuchahnulth children. This project was supported by Huu-ay-aht, Provincial, Federal, City of Port Alberni, Tseshaht First Nation, Hupacasath First Nation. The San Group announcement is concerning news.
- j. **Toquaht Nation – K. Johnsen.** Had people’s assembly last weekend and presented the draft strategic plan. Will be receiving input from Citizens and hope to adopt the plan in March 2025.
- k. **Uchucklesaht Tribe Government – M. Cootes.** Getting ready for holidays and expressed gratitude to Huu-ay-aht First Nations for their work on Mother’s Centre.
- l. **Yuułuʔiłʔatḥ Government – L. Mastrangelo.** No report.

*MOVED: Director Roth*  
*SECONDED: Director Sparrow*

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

**CARRIED**

## **10.4 MEMBER REPORTS**

- a. **9-1-1 Corporation – B. Beckett.** Moving forward on the budget and will include an increase potentially up to 8%.
- b. **Vancouver Island Regional Library – P. Cote.** Attended meeting last week and discussed the new library in Tahsis. The Vice-Chair of VIRL has finished his eight-year term. Director Cote was thanked for the many years of representing the ACRD on the VIRL Board.
- c. **Alberni Valley Chamber of Commerce – S. Minions/F. Boyko.** Also working on their budget.
- d. **Air Quality Council, Port Alberni – M. Sparrow.** Public service announcements continue on the radio and are related to creating safer air zones at home during smoke events. AQC has had engagement with the Manage Forest Council who ensure compliance with the *Private Managed Forest Land Act*. They have conducted 400 inspections in the last eight years, including lands in the ACRD.
- e. **Association of Vancouver Island & Coastal Communities – P. Cote.** Meeting will be held this Friday and will include convention planning. Next advocacy work will be on legislative reform. Looking for potential students to attend AVICC.
- f. **Tsawak-qin Public Advisory- M. Sparrow.** No report.
- g. **Other Reports**

*MOVED: Director Cootes*  
*SECONDED: Director Johnsen*

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

**CARRIED**

## **10.5 OTHER REPORTS**

### **11. UNFINISHED BUSINESS**

### **12. LATE BUSINESS**

### **13. QUESTION PERIOD**

Questions/Comments from the public. The Manager of Administrative Services advised there were no questions or comments respecting an agenda topic from public:

- Participating in Person in the ACRD Board Room
- Participating in the Zoom webinar
- Submissions received by email at [responses@acrd.bc.ca](mailto:responses@acrd.bc.ca).

**14. RECESS**

*MOVED: Director Sparrow*

*SECONDED: Director Johnsen*

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

**CARRIED**

The meeting was recessed at 4:33 pm.

**15. RECONVENE**

The meeting was reconvened at 4:47 pm.

**16. IN-CAMERA**

*MOVED: Director Haggard*

*SECONDED: Director Jack*

*THAT the meeting be closed to the public as per the Community Charter, sections:*

- i. 90 (1) (a): personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the regional district or another position appointed by the regional district;*
- ii. 90 (1) (f): law enforcement, if the board considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment.*

**CARRIED**

The meeting was closed to the public at 4:47 pm.

The meeting was re-opened to the public at 4:52 pm.

**17. REPORT OUT – RECOMMENDATIONS FROM IN-CAMERA**

The following resolution was passed at the in-camera portion of the Board of Directors meeting were reported out in open meeting:

*THAT the Alberni-Clayoquot Regional District Board of Directors appoint the following individual to the Cherry Creek APC for a two-year term: Diana Banke.*

**18. ADJOURN**

*MOVED: Director Haggard*

*SECONDED: Director Boyko*

*THAT this meeting be adjourned at 4:53 pm.*

**CARRIED**

Certified Correct:

*Debbie Haggard*

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Debbie Haggard,  
Vice-Chairperson

*Heather Zenner*

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Heather Zenner,  
Manager of Administrative Services