



# Alberni-Clayoquot Regional District

## MINUTES OF THE BOARD OF DIRECTORS MEETING HELD ON WEDNESDAY, APRIL 24, 2024, 1:30 PM

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

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### **DIRECTORS**

John Jack, Chairperson, Chief Councillor, Huu-ay-aht First Nations

### **PRESENT:**

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)

Rene Lacoursiere, Alternate Director, Electoral Area "D" (Sproat Lake)

Susan Roth, Director, Electoral Area "E" (Beaver Creek)

Mike Sparrow, Director, Electoral Area "F" (Cherry Creek)

Marilyn McEwen, Mayor, District of Ucluelet

Dan Law, Mayor, Alternate Director, District of Tofino

Moriah Cootes, Councillor, Uchucklesaht Tribe Government

Kirsten Johnsen, Member of Council, Toquaht Nation

Sharie Minions, Mayor, City of Port Alberni

### **REGRETS:**

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

Tom Stere, Councillor, District of Tofino

Levana Mastrangelo, Executive Legislator, Yuułu?iŋ?ath Government

### **STAFF PRESENT:**

Daniel Sailland, Chief Administrative Officer

Teri Fong, Chief Financial Officer

Jenny Brunn, General Manager of Community Services

Cynthia Dick, General Manager of Administrative Services

Heather Zenner, Manager of Administrative Services

Charlie Starratt, Regional Fire Services Manager

Eddie Kunderman, Operations Manager

Alex Dyer, Planning Manager

Janice Hill, Executive Assistant

Shane Koren, Manager of Financial Services

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

<https://www.acrd.bc.ca/events/24-4-2024/>

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

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

The Chairperson recognized this meeting is being held throughout the Nuu-chah-nulth territories.

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

Introductions – Directors and Staff present in the Boardroom and via Zoom.

**2. APPROVAL OF AGENDA**

*MOVED: Director Roth*  
*SECONDED: Director Cootes*

*THAT the agenda be approved as circulated.*

**CARRIED**

**3. DECLARATIONS**

Director Haggard declared a conflict-of-interest respecting agenda item 9.1 (f) Rezoning Application McLellan RF22013, McLellan, 2787 Alberni Highway.

**4. ADOPTION OF MINUTES**

**a. Board of Directors Meeting – April 10, 2024**

*MOVED: Director Roth*  
*SECONDED: Director Siga*

*THAT the minutes of the Board of Directors Meeting held on April 10, 2024 be adopted.*

**CARRIED**

**b. Accessibility Committee Meeting – April 9, 2024**

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

*THAT the minutes of the Accessibility Committee Meeting held on April 9, 2024 be received.*

**CARRIED**

**c. Solid Waste Management Plan Committee Meeting – April 11, 2024**

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

*THAT the minutes of the Solid Waste Management Plan Committee Meeting held on April 11, 2024 be received.*

**CARRIED**

**d. Agricultural Development Committee Meeting – April 16, 2024**

*MOVED: Director Cootes*

*SECONDED: Director Roth*

*THAT the minutes of the Agricultural Development Committee Meeting held on April 16, 2024 be received.*

**CARRIED**

**e. Bamfield Area Services Committee Meeting – April 16, 2024**

*MOVED: Director Sparrow*

*SECONDED: Director Siga*

*THAT the minutes of the Bamfield Area Services Committee Meeting held on April 16, 2024 be received.*

**CARRIED**

**f. Alberni Valley & Bamfield Services Committee Meeting – April 17, 2024**

*MOVED: Director Beckett*

*SECONDED: Director Cootes*

*THAT the minutes of the Alberni Valley & Bamfield Services Committee Meeting held on April 17, 2024 be received.*

**CARRIED**

**g. Electoral Area Directors Committee Meeting – April 17, 2024**

*MOVED: Director Siga*

*SECONDED: Director Sparrow*

*THAT the minutes of the Electoral Area Directors Committee Meeting held on April 17, 2024 be received.*

**CARRIED**

**h. Alberni Valley Regional Airport Advisory Committee Meeting – April 18, 2024**

*MOVED: Director Siga*

*SECONDED: Director Cootes*

*THAT the minutes of the Alberni Valley Regional Airport Advisory Committee Meeting held on April 18, 2024 be received.*

**CARRIED**

**i. Alberni Valley Aquatic Centre Advisory Committee Meeting – April 18, 2024**

*MOVED: Director Haggard*

*SECONDED: Director Sparrow*

*THAT the minutes of the Alberni Valley Aquatic Centre Advisory Committee Meeting held on April 18, 2024 be adopted.*

**CARRIED**

**5. PETITIONS, DELEGATIONS & PRESENTATIONS**

- a. Seth Wright, Senior Manager of Government Relations, BC Transit. Update on the BC Transit service expansions for the 2024-2025 year.**
- b. Lenora Lee, Lead Audit Engagement Partner and Cameron Rice-Gural, Senior Manager, KPMG regarding Audit Findings Report for the year ending December 31, 2023.**
- c. Janessa Dornstauder, Conservation Partnerships Coordinator, Clayoquot Biosphere Trust update on semi-annual Regional Forum Gathering on May 7, 2024.**

**6. CORRESPONDENCE FOR ACTION**

- a. Correspondence March 22, 2024 from Ministry of Agriculture and Food regarding an opportunity for Ministry staff to present agriculture land use planning to local government elected officials.**

*MOVED: Director Haggard*

*SECONDED: Director Roth*

*THAT the Alberni-Clayoquot Regional District Board of Directors issue an invitation to representatives of the Land Use and Geospatial Unit of the B.C. Ministry of Agriculture and Food to make a presentation on agricultural land use planning and the legislative tools available for consideration by local government at an upcoming Board of Directors meeting.*

**CARRIED**

- b. Correspondence April 10, 2024 from Wesco Food Society regarding letter of support for United Way BC, Critical Food Infrastructural Grant.**

*MOVED: Director Haggard*

*SECONDED: Director Siga*

*THAT the Alberni-Clayoquot Regional District Board of Directors forward a letter to Wesco Food Society for their application to the Critical Food Infrastructural Grant offered by the United Way, BC to support their goal of assisting remote communities on Vancouver Island to sustainably nourish themselves by providing accessibility to locally produced food and local food production opportunities.*

**CARRIED**

**7. CORRESPONDENCE FOR INFORMATION**

- a. ALBERNI DISTRICT HISTORICAL SOCIETY**  
Spring Newsletter
- b. PORT ALBERNI AIR QUALITY COUNCIL**  
Thank-You Letter
- c. NORTH VANCOUVER DISTRICT**  
Support for Resolution – Black Bear Club Conflict Response by BC Conservation Officer Service
- d. MINISTER OF HOUSING**
- New Legislation Bill 16
  - Housing Shortage
- e. COMMUNITY ENERGY ASSOCIATION**  
VICC Climate Summit

*MOVED: Director Roth*

*SECONDED: Director Siga*

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

**CARRIED**

**8. REQUEST FOR DECISIONS & BYLAWS**

- a. Request for Decision regarding Beaver Creek Community Club – Community Works Fund Agreement**

*MOVED: Director Boyko*

*SECONDED: Director Roth*

*THAT the Alberni-Clayoquot Regional District Board of Directors approve a Contribution Agreement for \$48,000 with the Beaver Creek Community Club to*

*provide the organization Community Works Funding for upgrades to the Beaver Creek Community Hall.*

**CARRIED**

Director Law left the meeting at 2:27 pm.

**b. Request for Decision regarding Alberni-Clayoquot Regional District (ACRD) Financial Statements**

*MOVED: Director Roth*

*SECONDED: Director Siga*

*THAT the Alberni-Clayoquot Regional District (ACRD) Board of Directors approve the 2023 Audited Financial Statements for the Alberni-Clayoquot Regional District as presented.*

**CARRIED**

**c. Request for Decision regarding the Alberni Valley Aquatic Centre Feasibility Study Final Report**

*MOVED: Director Siga*

*SECONDED: Director Sparrow*

*THAT the Alberni-Clayoquot Regional District Board of Directors accept the Alberni-Clayoquot Regional District Aquatic Centre Feasibility Study Final Report as presented.*

**CARRIED**

*MOVED: Director Siga*

*SECONDED: Director Sparrow*

*THAT the Alberni-Clayoquot Regional District Board of Directors instruct staff to send out letters of appreciation to all members of the Alberni Valley Aquatic Centre Advisory Committee, thanking them for their advice and service during the first two phases of this initiative.*

**CARRIED**

**9. PLANNING MATTERS**

**9.1 ELECTORAL AREA DIRECTORS**

**a. TUP23007, BUSBY, 2315 TOFINO-UCLUELET HIGHWAY (LONG BEACH)  
Temporary Use Permit – Memorandum**

*MOVED: Director Siga*

*SECONDED: Director Roth*

*THAT the Alberni-Clayoquot Regional District Board of Directors issue temporary use permit TUP23007.*

**CARRIED**

- b. **DVD23012, NASH, 8243 DICKSON DRIVE (SPROAT LAKE)**  
Development Variance Application – Report

*MOVED: Director Lacoursiere*

*SECONDED: Director Siga*

*THAT the Alberni-Clayoquot Regional District Board of Directors consider issuing Development Variance Permit DVD23012, subject to neighbouring properties being notified as per Local Government Act s. 499.*

**CARRIED**

Director McEwen left the meeting at 2:48 pm.

- c. **TUP23006, WEIGHTMAN & ARMSTRONG, 8558 STIRLING ARM DRIVE (SPROAT LAKE)**  
Short Term Rental Temporary Use Permit – Report

*MOVED: Director Lacoursiere*

*SECONDED: Director Boyko*

*THAT the Alberni-Clayoquot Regional District Board of Directors consider Temporary Use Permit TUP23006 subject to the following:*

- *Issuance of an occupancy permit for Building Permit SL21-40.*
- *Confirmation from the Sproat Lake Fire Department that adequate fire protection can be provided to the development.*
- *Neighbourhood notification as per Local government Act S. 494.*

**CARRIED**

- d. **DVE24001, DHILLON, LOT B MERSEY ROAD (BEAVER CREEK)**  
Development Variance Permit - Memorandum

*MOVED: Director Roth*

*SECONDED: Director Sparrow*

*THAT the Alberni-Clayoquot Regional District Board of Directors issue development variance permit DVE24001.*

**CARRIED**

Director Law re-entered the meeting at 2:54 pm.

- e. **TUP20004R, DAHLING & MOHAN, 5458 HIGHLAND DRIVE (BEAVER CREEK)**  
Temporary Use Permit Renewal Application – Memorandum

*MOVED: Director Roth*  
*SECONDED: Director Siga*

*THAT the Alberni-Clayoquot Regional District Board of Directors issue Temporary Use Permit TUP20004R.*

**CARRIED**

Director Haggard declared a conflict-of-interest respecting agenda item 9.1 (f) and left the meeting at 2:55 pm.

f. **RF22013, MCLELLAN, 2787 ALBERNI HIGHWAY (CHERRY CREEK)**  
Public Hearing Report – Memorandum and Bylaws P1475, P1476 & P1483

*MOVED: Director Sparrow*  
*SECONDED: Director Siga*

*THAT the Alberni-Clayoquot Regional District Board of Directors receive the public hearing report.*

**CARRIED**

*MOVED: Director Sparrow*  
*SECONDED: Director Siga*

*THAT the Alberni-Clayoquot Regional District Board of Directors receive the public hearing minutes.*

**CARRIED**

*MOVED: Director Sparrow*  
*SECONDED: Director Siga*

*THAT Bylaw P1475, Cherry Creek Official Community Plan Amendment Bylaw be read a second time.*

**CARRIED**

*MOVED: Director Sparrow*  
*SECONDED: Director Siga*

*THAT Bylaw P1475, Cherry Creek Official Community Plan Amendment Bylaw be read a third time.*

**CARRIED**

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



*THAT Bylaw P1476, Regional District of Alberni-Clayoquot Zoning Text Amendment  
Bylaw be read a second time.*

**CARRIED**

*MOVED: Director Sparrow  
SECONDED: Director Roth*

*THAT Bylaw P1476, Regional District of Alberni-Clayoquot Zoning Text Amendment  
Bylaw be read a third time.*

**CARRIED**

*MOVED: Director Sparrow  
SECONDED: Director Roth*

*THAT Bylaw P1483, Regional District of Alberni-Clayoquot Zoning Atlas Amendment  
Bylaw be read a second time.*

**CARRIED**

*MOVED: Director Sparrow  
SECONDED: Director Roth*

*THAT Bylaw P1483, Regional District of Alberni-Clayoquot Zoning Atlas Amendment  
Bylaw be read a third time.*

**CARRIED**

Director Haggard re-entered the meeting at 3:04 pm.

## **10. REPORTS**

### **10.1 STAFF REPORTS**

- a. Meeting Schedule – May 2024**
- b. Building Report – March 2024**

*MOVED: Director Sparrow  
SECONDED: Director Roth*

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

**CARRIED**

### **10.2 MEMBER REPORTS (ALL/UNWEIGHTED)**

- a. 9-1-1 Corporation – B. Beckett. No report.
- b. Vancouver Island Regional Library – P. Cote. No report.

- c. Alberni Valley Chamber of Commerce – S. Minions. Financial audit is underway, no concerns have come up.
- d. Air Quality Council (AQC), Port Alberni –M. Sparrow. AQC did public service announcements in March regarding back yard burning. Drafted letters to Ministry of Environment and Catalyst Paper to reduce emissions. AQC drafting letter to Ministry of Forests regarding air quality in the Alberni Valley.
- e. Association of Vancouver Island & Coastal Communities – P. Cote. No report.
- f. Tsawak-qin Public Advisory Group (WIWAG) – M. Sparrow. Presentation on tethered harvesting, developed in New Zealand to overcome challenging harvesting on steep slopes and is used in TFL 44. New provincial requirement as of April 2024 for forest licensees to have all new proposed road and cutblocks made available for review and comment by the public. Public is notified by via local paper and company website. Any public comment received must be considered, but licensee is not obligated to incorporate all public comments received. Indefinite closure announced at APD.
- g. Other Reports

*MOVED: Director Haggard*

*SECONDED: Director Siga*

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

**CARRIED**

## **11. UNFINISHED BUSINESS**

## **12. LATE BUSINESS**

## **13. QUESTION PERIOD**

Questions/Comments from the public. The Manager of Administration 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. IN-CAMERA**

*MOVED: Director Jack*

*SECONDED: Director Roth*

*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) (c): labour relations or other employee relations;
- iii. 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;
- iv. 90 (2) (b): the consideration of information received and held in confidence relating to negotiations between the regional district and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.

**CARRIED**

The meeting was closed to the public at 3:13 pm.

The meeting was re-opened to the public at 3:41 pm.

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

The following resolution 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 Sheryl Ferguson as a member of the Bamfield Parks Commission for a one-year term, and Daniel Zayonc, Andrea Butler and Jacque Dennis as members of the Bamfield Parks Commission for a two-year term.*

**16. ADJOURN**

*MOVED: Director Roth*

*SECONDED: Director Sparrow*

*THAT this meeting be adjourned at 3:42 pm.*

**CARRIED**

Certified Correct:



John Jack,  
Chairperson



Heather Zenner,  
Manager of Administrative Services