



Alberni-Clayoquot Regional District

MINUTES OF THE BOARD OF DIRECTORS MEETING HELD ON WEDNESDAY, JANUARY 10, 2024, 1:30 PM

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

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)
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, Yuułuꞑiꞑꞑath Government

REGRETS:

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

STAFF PRESENT:

Daniel Sailland, Chief Administrative Officer
Teri Fong, Chief Financial Officer
Mike Irg, General Manager of Planning & Development
Jenny Brunn, General Manager of Community Services
Cynthia Dick, General Manager of Administrative Services
Heather Zenner, Manager of Administrative Services
Karen Freethy, Protective Services Manager
Janice Hill, Executive Assistant
Randy Thoen, FireSmart Coordinator

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

<https://www.acrd.bc.ca/events/10-1-2024/>

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

Director Johnson entered the meeting at 1:32pm.

Moment of Silence - The Board acknowledged the passing of Helen Poon, past City Councillor for the City of Port Alberni and conducted a moment of silence.

2. APPROVAL OF AGENDA

MOVED: Director Roth

SECONDED: Director Sparrow

THAT the agenda be approved as circulated.

CARRIED

3. DECLARATIONS

4. ADOPTION OF MINUTES

a. Board of Directors Meeting – December 13, 2023

MOVED: Director Haggard

SECONDED: Director Roth

THAT the minutes of the Board of Directors meeting held on December 13, 2023 be adopted.

CARRIED

b. Committee-of-the-Whole Meeting – December 13, 2023

MOVED: Director Roth

SECONDED: Director Siga

THAT the minutes of the Committee-of-the-Whole meeting held on December 13, 2023 be received.

CARRIED

5. PETITIONS, DELEGATIONS & PRESENTATIONS

a. Introductions:

- Cynthia Dick, General Manager of Administrative Services
- Brooke Eschuk, Junior Planner

b. Presentations:

- Mike Irg, General Manager of Planning & Development

25-year Service Recognition

- c. **Diane MacKay, Island Health, Director of Capital Planning, Real Estate and Leasing, regarding an overview of capital planning process.**

6. CORRESPONDENCE FOR ACTION

- a. **Correspondence December 2023 from Strathcona Regional District regarding the Alberni-Clayoquot Regional District participate in the creation of a Natural Resource Committee and review the terms of reference.**

MOVED: Director Roth

SECONDED: Director Siga

THAT the Alberni-Clayoquot Regional District Board of Directors receive the information, forward further questions to Strathcona Regional District, and bring back at a future meeting.

CARRIED

7. CORRESPONDENCE FOR INFORMATION

- a. **PORT ALBERNI VICTIM SERVICES SOCIETY**
Alberni Clayoquot Regional District Grant in Aid Annual Report 2023
- b. **FIRE CHIEFS' ASSOCIATION OF BC**
OFC/FCABC Live Fire Training Centre Funding Application
- c. **ISLAND RAIL**
Press Release – Assist the Community of Vancouver Island with Rebuilding Vancouver Island's Railway Network
- d. **EMERGENCY AND DISASTER MANAGEMENT ACT**
- Cariboo Regional District
 - Central Kootenay Regional District
 - Thompson-Nicola Regional District
- e. **CITY OF FORT ST. JOHN**
Increases in Criminal Activity and Social Disorder
- f. **ISLAND COASTAL ECONOMIC TRUST**
“Play Sechelt” Merges Outdoor Gathering with Art, Culture, and Play
- g. **COASTAL BRITISH COLUMBIA FIELD UNIT**
Announcement – New Parks Canada Leadership
- h. **COMMUNITY WORKFORCE RESPONSE GRANT PROGRAM**
Grant Agreement for Entry-Level Careers in Supermarket Meat Departments, Meat Processing Facilities, Meat Markets and Abattoirs
- i. **KPMG LLP**
Audit Planning Letter

j. INEO EMPLOYMENT SERVICES
Invitation for Reuse Store Grand Opening

MOVED: Director Siga
SECONDED: Director Boyko

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

CARRIED

MOVED: Director Sparrow
SECONDED: Director Haggard

That the ACRD Board of Directors write a letter to the Province regarding the Highway 4 road closure and lack of detour route that occurred on December 25, 2023.

CARRIED

8. REQUEST FOR DECISIONS & BYLAWS

a. Request for Decision regarding CPA Bulk Water Agreement Rate Letter.

MOVED: Director Roth
SECONDED: Director Boyko

THAT the ACRD Board of Director's direct staff to continue to work with the City of Port Alberni on the City's Water Master Planning and rate structure update as well as work towards drafting an updated Bulk Water Agreement for consideration, recognizing the intent of a bulk water agreement is to use it as a as a temporary measure and a back-up to an upgraded water system in Beaver Creek that includes advanced water treatment.

CARRIED

b. Request for Decision regarding Asset Retirement Obligation Policy.

MOVED: Director Stere
SECONDED: Director Roth

THAT the Board of Directors adopt the Alberni-Clayoquot Regional District Asset Retirement Obligation Policy.

Director Minions entered the meeting at 2:39pm.

CARRIED

c. Request for Decision regarding Log Train Trail Management Plan.

MOVED: Director Boyko

SECONDED: Director Roth

THAT the ACRD Board of Directors adopt the Log Train Trail Regional Park Management Plan.

CARRIED

MOVED: Director Boyko

SECONDED: Director Roth

THAT the Board of Directors direct staff to incorporate operational action items into the 2024 –2028 workplan and Regional Parks Service Financial Plan.

CARRIED

MOVED: Director Boyko

SECONDED: Director Roth

THAT the ACRD Board of Directors direct staff to update the Log Train Trail lease agreement with the Ministry of Transportation and Infrastructure to reflect the Log Train Trail Management Plan.

CARRIED

MOVED: Director Boyko

SECONDED: Director Roth

THAT the ACRD Board of Directors direct staff to investigate expanding the ACRD managed area of the Log Train Trail network to improve access and connectivity to the main trail corridor.

CARRIED

MOVED: Director Boyko

SECONDED: Director Roth

THAT the ACRD Board of Directors direct staff to investigate options to consider local input into the development of Regional Parks and Trails Committee and report back.

CARRIED

d. Request for Decision regarding Grant Funding Application with BC Air Access Program.

MOVED: Director Haggard

SECONDED: Director Boyko

THAT the Alberni-Clayoquot Regional District Board of Directors support the grant funding application to British Columbia Air Access Program (BCAAP) for the

construction of a maintenance and storage building at Alberni Valley Regional Airport.

CARRIED

e. Request for Decision regarding Grant Funding Application with BC Air Access Program.

MOVED: Director Stere

SECONDED: Director McEwen

THAT the Alberni-Clayoquot Regional District Board of Directors support the grant funding application to British Columbia Air Access Program (BCAAP) for the purchase and installation of back-up generator at Long Beach Airport.

CARRIED

f. Request for Decision regarding LBA (CYAZ) Lease Application – Long Beach Golf Course & Campground (Long Beach Recreation Cooperative).

MOVED: Director Stere

SECONDED: Director Roth

THAT the Alberni-Clayoquot Regional District Board of Directors approve entering into a 10-year lease agreement with the Long Beach Golf Course and Campground (Long Beach Recreational Cooperative) for lease lot LS-L2024001 at market rate, which is \$56,300 per year, effective 1st, April 2024, and authorize the CAO to negotiate and execute the LS-L2024001 lease on behalf of the Regional District.

CARRIED

g. Request for Decision regarding West Coast Landfill Operations Contract

MOVED: Director Stere

SECONDED: Director Roth

THAT the Alberni-Clayoquot Regional District (ACRD) Board of Directors award the West Coast Landfill Operations contract to Berry and Vale Contracting Ltd. in the amount of \$3,176,100.00 (excluding GST) for a 5-year term and authorize the CAO to negotiate and execute the West Coast Landfill Operations contract on behalf of the Regional District.

CARRIED

h. Request for Decision regarding Revenue Anticipation Borrowing Bylaw No. F1162.

MOVED: Director Roth

SECONDED: Director Boyko

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to the bylaw cited as "Revenue Anticipation Borrowing Bylaw No. F1162, 2024".

CARRIED

MOVED: Director Roth

SECONDED: Director Sparrow

THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to the bylaw cited as "Revenue Anticipation Borrowing Bylaw No. F1162, 2024".

CARRIED

MOVED: Director Roth

SECONDED: Director Sparrow

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to the bylaw cited as "Revenue Anticipation Borrowing Bylaw No. F1162, 2024".

CARRIED

MOVED: Director Roth

SECONDED: Director Sparrow

THAT the Alberni-Clayoquot Regional District Board of Directors adopt bylaw cited as "Revenue Anticipation Borrowing Bylaw No. F1162, 2024".

CARRIED

9. PLANNING MATTERS

9.1 ELECTORAL AREA DIRECTORS ONLY

- a. **DVD23008, KUPNICKI & SHERWOOD, 7636 BELL ROAD (SPROAT LAKE)**
Development Variance Application – Memorandum and Permit

MOVED: Director Boyko

SECONDED: Director Roth

THAT the Board of Directors issue development variance permit DVD23008.

CARRIED

- b. **RE22015, GILMOUR, 6399 WALKER ROAD (BEAVER CREEK)**
Rezoning Application – Memorandum and Bylaw P1474

MOVED: Director Roth

SECONDED: Director Sparrow

THAT Bylaw P1474, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw, be adopted.

CARRIED

- c. **RE230075, BRAR, 6210 DRINKWATER ROAD (BEAVER CREEK)**
Rezoning Application – Memorandum and Bylaw P1487

MOVED: Director Roth

SECONDED: Director Siga

THAT the Board of Directors consider first reading of Bylaw P1487, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw at a future date, and that notice be given in accordance with section 467 of the Local Government Act.

THAT the Board of Directors confirm that adoption of Bylaw P1487 is subject to:

- a. *Confirmation from a Registered On-Site Wastewater Practitioner (ROWP) that the portion of the property to be rezoned is capable of supporting on-site sewage disposal to a minimum 0.24 hectare density.*
- b. *Meeting technical referral agency requirements.*

CARRIED

10. REPORTS

10.1 STAFF REPORTS

- a. **2024 BC Assessment Values – T. Fong, CPA, CGA, Chief Financial Officer**
- b. **FireSmart – Community Wildfire Protection Plan (2019) Recommendations Status – Randy Thoen, FireSmart Coordinator**

MOVED: Director Roth

SECONDED: Director Sparrow

THAT the Board of Directors receive the staff reports.

CARRIED

10.2 AREA REPORTS

(ALL/UNWEIGHTED)

- a. Electoral Area “A” (Bamfield) – B. Beckett. Commended BC Hydro for their response to West Bamfield power outage. Crews and helicopter working hard to get power back on with great communication to the community. Thanks to Community Services Staff and consultant on the public consultation process for the Wastewater Sewage Project. The 2024 assessment values shows that Bamfield has a large assessment increase.

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- b. Electoral Area “B” (Beaufort) – F. Boyko. Thanks to the Community Services Department staff for their efforts on the Log Train Trail plan. Beaufort/Beaver Creek Town Hall will be held January 21st at 2pm at the Beaver Creek Community Hall with the following agenda items: Aquatics, Log Train Trail, OCP.
 - c. Electoral Area “C” (Long Beach) – V. Siga. No report.
 - d. Electoral Area “D” (Sproat Lake) – P. Cote. No report.
 - e. Electoral Area “E” (Beaver Creek) – S. Roth. Thank you to Colin McLemen for taking seat the last couple of months. Thanked West Coast General Hospital and Nanaimo Regional General Hospital for their health care in November. Will be participating in the Town Hall meeting on January 21st at the Beaver Creek Community Hall.
 - f. Electoral Area “F” (Cherry Creek) – M. Sparrow. Having a town hall meeting in Cherry Creek on Sunday, February 11th at 2pm.
 - g. City of Port Alberni – D. Haggard. Matthews West Developments Ltd has been named the developer for the Somass Lands, have worked on a similar development in Squamish.
 - h. District of Tofino – T. Stere. Wastewater treatment plant construction is carrying on, on time, on budget. Described an opportunity for ACRD residents to apply for the next Tofino Housing Corporation development (37 units at Headwaters South). Must live in the ACRD for the last 24 months to apply for this opportunity. Move in date is May 2024. Assessments are high again in Tofino.
 - i. District of Ucluelet – M. McEwen. Began budget process earlier this week, have been without a Chief Financial Officer for several months. Anticipating a new medical clinic, just waiting on Island Health to announce.
 - j. Huu-ay-aht First Nations – J. Jack. Held People’s Assembly and working on Budget. Focusing on Forestry Operations and development of Master Plan.
 - k. Toquaht Nation – K. Johnsen. We are without a Director of Operations at the moment and currently recruiting for this position. Also working on budget.
 - l. Uchucklesaht Tribe Government – M. Cootes. Our Election was recently held, new Chief Councillor, executive and legislative positions were elected.
 - m. Yuułuʔiłʔatḥ Government – L. Mastrangelo. Welcoming a new Director of Operations - Anita Sharma on January 22nd. Also hiring four other staff members (Infrastructure Manager, HR Manager, Admin Assistant to the Operations Manager, and Daycare position).

MOVED: Director Roth

SECONDED: Director Sparrow

THAT the Board of Directors receive the Area Reports.

CARRIED

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.

14. RECESS

MOVED: Director Siga

SECONDED: Director Roth

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

CARRIED

The meeting was recessed at 3:50 pm.

15. RECONVENE

The meeting was reconvened at 3:56 pm.

16. IN-CAMERA

MOVED: Director Jack

SECONDED: Director Roth

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

- 90 (1) (j): information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act;*
- 21 (1) (c) (i) of FOIPPA: harm significantly the competitive position or interfere significantly with the negotiating position of the third party.*

CARRIED

The meeting was closed to the public at 3:57 pm.

The meeting was re-opened to the public at 4:04 pm.

17. REPORT OUT – RECOMMENDATIONS FROM IN-CAMERA

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

THAT the Alberni-Clayoquot Regional District Board of Directors amend Schedule "A" of the contract with Marcie Jennifer DeWitt, Alberni-Clayoquot Health Network Coordinator, increasing the annual fee for service from \$80,000 to \$90,000 starting on February 1, 2024.

18. ADJOURN

MOVED: Director Roth

SECONDED: Director Haggard

THAT this meeting be adjourned at 4:04 pm.

CARRIED

Certified Correct:

John Jack

John Jack,
Chairperson

Heather Zenner

Heather Zenner,
Manager of Administrative Services