



Alberni-Clayoquot Regional District

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

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

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)

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

REGRETS:

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

Shane Koren, Manager of Financial Services

Mark Fortune, Airport Manager

Janice Hill, Executive Assistant

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

<https://www.acrd.bc.ca/events/24-1-2024/>

1. CALL TO ORDER

The Chairperson called the meeting to order at 1:33 pm.

The Chairperson recognized this meeting is being held throughout the Nuuchahnulth 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 Cote

THAT the agenda be approved as circulated with the addition of LATE ITEM 10.1 (c) BC Housing Summit.

CARRIED

3. DECLARATIONS

4. ADOPTION OF MINUTES

a. Alberni Valley Aquatic Centre Advisory Committee Meeting – January 9, 2024

MOVED: Director Haggard

SECONDED: Director Cote

THAT the minutes of the Alberni Valley Aquatic Centre Advisory Committee meeting held on January 9, 2024 be received.

CARRIED

b. Board of Directors Meeting – January 10, 2024

MOVED: Director Boyko

SECONDED: Director Sparrow

THAT the minutes of the Board of Directors meeting held on January 10, 2024 be adopted.

CARRIED

c. Alberni Valley Regional Airport Advisory Committee Meeting – January 18, 2024

MOVED: Director Cote

SECONDED: Director Cootes

THAT the minutes of the Alberni Valley Regional Airport Advisory Committee meeting held on January 18, 2024 be received.

CARRIED

5. PETITIONS, DELEGATIONS & PRESENTATIONS

- a. **Presentation:**
- **Mark Fortune, Airport Manager
10 Year Service Recognition**

Director Minions entered the meeting at 1:43pm.

- b. **Kent Mullinix, PhD., Director, Institute for Sustainable Food Systems regarding Vancouver Island Bioregional Food System Project: Planning for Resilience and Community requesting that ACRD Planner Amy Needham be authorized to contribute to the project as an advisory, and for the ACRD to provide letters of support for grant applications.**

6. CORRESPONDENCE FOR ACTION

- a. **Correspondence January 8, 2024 from the Port Alberni Port Authority requesting the Alberni-Clayoquot Regional District forward a nominee for consideration to the Port Alberni Port Authority's Port Advisory Committee**

MOVED: Director Haggard

SECONDED: Director Roth

THAT the Board of Directors nominate Director Boyko to be the Alberni-Clayoquot Regional District's nominee for consideration to the Port Alberni Port Authority's Port Advisory Nominating Committee.

CARRIED

7. CORRESPONDENCE FOR INFORMATION

- a. **PACIFIC RIM SCHOOL DISTRICT**
Public Consultation on the proposed sale of 3816 Anderson Avenue (PID# 004-119-410)
- b. **HERITAGE BC**
Heritage Week is February 19 – 25, 2025
- c. **OKANAGAN BASIN WATER BOARD**
Call for Immediate Action to Prevent Invasive Mussel Introduction to BC
- d. **CARVING THE EDGE**
2023 Grant-in-Aid Report

MOVED: Director Roth

SECONDED: Director Cote

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

CARRIED

8. REQUEST FOR DECISIONS & BYLAWS

a. Request for Decision regarding 2024 Standing/Select Committee Appointments & Appointments to Outside Organizations.

MOVED: Director Haggard

SECONDED: Director Cote

THAT the Alberni-Clayoquot Regional District Board of Directors approve the 2024 ACRD Standing/Select Committee Appointments and Appointments to Outside Boards, Agencies, and Commissions as presented.

CARRIED

MOVED: Director Roth

SECONDED: Director Cote

THAT the Alberni-Clayoquot Regional District appoint John Jack to the Natural Resources Committee initiated by the Strathcona and Mount Waddington Regional Districts

CARRIED

MOVED: Director Cote

SECONDED: Director Sparrow

THAT the Board of Directors to direct staff to investigate forming an ACRD Water Committee and report back to the Board and investigate the Somass Fish Flow committee and consider appointing an ACRD Director to this committee.

CARRIED

b. Request for Decision regarding Smith Road Watermain Replacement Contract Award.

MOVED: Director Roth

SECONDED: Director Sparrow

THAT the Alberni-Clayoquot Regional District (ACRD) Board of Directors award the Smith Road Watermain Replacement contract to Leuco Construction Inc. in the amount of \$394,420.00 (excluding GST) and authorize the CAO to negotiate and execute the Smith Road Watermain Replacement contract on behalf of the Regional District.

CARRIED

c. Request for Decision regarding West Coast Landfill - Compost Cover Building.

MOVED: Director Stere

SECONDED: Director Roth

THAT the Alberni-Clayoquot Regional District (ACRD) Board of Directors award the West Coast Landfill Cover Building contract to SpanMaster Structures Ltd. in the amount of \$122,824.42 (excluding GST) and authorize the CAO to negotiate and execute the West Coast Landfill Cover Building contract on behalf of the Regional District

CARRIED

d. Request for Decision regarding Canoe Procurement – Group Purchasing Approval.

MOVED: Director Haggard

SECONDED: Director Roth

THAT the Alberni-Clayoquot Regional District (ACRD) Board of Directors direct staff to utilize the Canoe Procurement Group of Canada's co-operative purchasing contracts, as part of the procurement process, when it is in the best interests of the ACRD to do so.

CARRIED

e. Request for Decision regarding AVICC 2024 Resolution – Drought.

MOVED: Director Roth

SECONDED: Director Sparrow

THAT the Alberni-Clayoquot Regional District Board of Directors endorse the following drought-related resolution and direct staff to submit for consideration at the 2024 Association of Vancouver Island and Coastal Communities Conference (AVICC):

THEREFORE BE IT RESOLVED THAT the AVICC request the Ministry of Water, Land and Resource Stewardship conduct a current inventory of surface and groundwater availability, as well as projected future needs, in order to facilitate planning of freshwater storage requirements to supply all residential, commercial, industrial, agricultural, Indigenous, emergency and environmental needs to a minimum 50-year threshold.

CARRIED

f. Request for Decision regarding AVICC 2024 Resolution – Emergency Routes.

MOVED: Director McEwen

SECONDED: Director Boyko

THAT the Alberni-Clayoquot Regional District Board of Directors endorse the following emergency planning resolution and direct staff to submit for consideration at the 2024 Association of Vancouver Island and Coastal Communities Conference (AVICC):

WHEREAS On June 6, 2023, Highway 4 was closed at Cameron Lake Bluff, near Koen Road, due to a wildfire.

WHEREAS A detour route from Port Alberni through Lake Cowichan via Bamfield, using forest-service and privately owned industrial roads was established by the Ministry of Transportation and Infrastructure (MOTI) on Wednesday, July 7, 2023 and was actively maintained until August 31, 2023.

WHEREAS The Highway closure that occurred between June 6, 2023 and August 31, 2023 resulted in significant negative impacts on our resident's health, safety and well-being, and it had devastating economic impacts resulting in the loss of jobs and permanent closure of local businesses.

WHEREAS Similar communities having only one access road in and out of their community experienced similar negative impacts during emergency activations.

THEREFORE BE IT RESOLVED THAT the Association of Vancouver Island Coastal Communities request the Ministry of Transportation and the Ministry of Emergency Management and Climate Readiness work with communities, that have only one access road in and out of their community, to ensure the permanent establishment and maintenance of alternative or emergency transportation routes for use in the event of an emergency.

AND BE IT FURTHER RESOLVED THAT the Association of Vancouver Island Coastal Communities request the Ministry of Forests, Lands and Natural Resource Operations, coordinate with the Ministry of Transportation, the Ministry of Emergency Management and Climate Readiness, and appropriate local governments to conduct an inventory of active forestry roads that could be maintained for emergency evacuation purposes, AND THAT the roads meeting the criteria for emergency evacuation purposes be maintained for these purposes by the province in perpetuity.

CARRIED

9. PLANNING MATTERS

9.1 ELECTORAL AREA DIRECTORS ONLY

- a. **RD22007, DANIELSEN, 7655 TRILL PIT ROAD (SPROAT LAKE)**
Rezoning Application – Memorandum and Bylaws P1461 & P1462

MOVED: Director Cote

SECONDED: Director Roth

THAT Bylaw P1461, Sproat Lake Official Community Plan Amendment Bylaw be adopted.

CARRIED

MOVED: Director Cote
SECONDED: Director Sparrow

THAT Bylaw P1462, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be adopted.

CARRIED

b. OFFICIAL COMMUNITY PLAN UPDATES - WORK PLAN AND COMMUNITY ENGAGEMENT STRATEGY

Request for Decision

MOVED: Director Roth
SECONDED: Director Cote

THAT the Board of Directors resolve to proceed with comprehensive updates to the Electoral Area Official Community Plans in the following order:

- 1.South Long Beach / Sproat Lake*
- 2.Beaver Creek / Beaufort*
- 3.Bamfield / Cherry Creek*

CARRIED

MOVED: Director Cote
SECONDED: Director Roth

THAT the Board of Directors authorize proceeding with a Request for Proposals to hire a consultant to lead updates to the six Electoral Area Official Community Plans (OCPs), and that the Board of Directors support the OCP Updates Work Plan and Community Engagement Strategy.

CARRIED

9.2 ALL DIRECTORS

a. PARTICIPATION IN KWANTLEN POLYTECHNIC UNIVERSITY'S VANCOUVER ISLAND BIOREGIONAL FOOD SYSTEM STUDY

Request for Decision

MOVED: Director Roth
SECONDED: Director Sparrow

THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to participate in Kwantlen Polytechnic University's (KPU) Bioregional Food System study and supply a letter of support for their grant application(s).

CARRIED

10. **REPORTS**

10.1 **STAFF REPORTS**

- a. **Meeting Schedule – February 2024**
- b. **Building Report – December 2023**
- c. **LATE ITEM: BC Housing Summit – H. Zenner, Manager of Administrative Services (verbal)**

MOVED: Director Roth
SECONDED: Director Boyko

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

CARRIED

MOVED: Director Roth
SECONDED: Director McEwen

THAT the Board of Directors authorize Director Cote's attendance to the 2024 Housing Summit scheduled for February 13-14, 2024 in Vancouver, BC.

CARRIED

10.2 **COMMITTEE REPORTS**

- a. **Agricultural Development Committee Meeting, January 23, 2024 – (F. Boyko) – Verbal**

Elected a new Chair Heather Shobe, Vice-Chair Tanya Shannon. North Island College is offering their second intake of the Meat Fundamentals Course starting in February in Port Alberni, still accepting applications. Island Agriculture Show is in Duncan, on February 2nd and 3rd. Shannon Farms is interested in doing another local food dinner this year, well received with locally sourced food.

- b. **Bamfield Area Services Committee Meeting, January 23, 2024 (B. Beckett) – Verbal**

Met for the first time yesterday, was an excellent meeting and expressed appreciations to staff for attending.

MOVED: Director Roth
SECONDED: Director Sparrow

THAT these verbal reports be received.

CARRIED

10.3 **MEMBER REPORTS**

(ALL/UNWEIGHTED)

- a. 9-1-1 Corporation – B. Beckett. No report.
- b. Vancouver Island Regional Library – P. Cote. Interested in having VIRL come to meet with Board and discuss budget, staff confirmed that VIRL is attending the February 14th Board meeting.
- c. Alberni Valley Chamber of Commerce – D. Haggard. Thanked Chair Jack for attending the last meeting to speak on the Transportation Committee.
- d. Air Quality Council, Port Alberni –M. Sparrow. No report.
- e. Association of Vancouver Island & Coastal Communities – P. Cote. Convention is coming, deadline for resolutions is soon. Please step up if you are interested being on the executive.
- f. Tsawak-qin Public Advisory Group – M. Sparrow. No reports.
- g. Other Reports

MOVED: Director Boyko

SECONDED: Director Roth

THAT the Board of Directors receive the Member Reports.

CARRIED

11. 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.

12. IN-CAMERA

MOVED: Director Jack

SECONDED: Director Cote

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.*

CARRIED

The meeting was closed to the public at 3:04 pm.

The meeting was re-opened to the public at 3:18 pm.

15. REPORT OUT – RECOMMENDATIONS FROM IN-CAMERA

The following resolutions were 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 appoint Amber Severinson, Helen Dick, Deanna Spencer, Nicole Uzelman, Rainie O'Connor, Jamie Tattrie to the Accessibility Committee.

16. ADJOURN

MOVED: Director Roth
SECONDED: Director Sparrow

THAT this meeting be adjourned at 3:18 pm.

CARRIED

Certified Correct:

John Jack

John Jack,
Chairperson

Heather Zenner

Heather Zenner,
Manager of Administrative Services