



Alberni-Clayoquot Regional District

MINUTES OF THE BOARD OF DIRECTORS MEETING HELD ON WEDNESDAY, JUNE 12, 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)
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:

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
Charlie Starratt, Regional Fire Services Manager
Alex Dyer, Planning Manager
Janice Hill, Executive Assistant

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

<https://www.acrd.bc.ca/events/12-6-2024/>

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.

2. **APPROVAL OF AGENDA**

MOVED: Director Cote
SECONDED: Director Sparrow

THAT the agenda be approved as circulated.

CARRIED

3. **DECLARATIONS**

Vice-Chair Haggard declared a conflict-of-interest respecting agenda item 9.1.(i) rezoning application RF22013, McLellan, 2787 Alberni Highway.

4. **ADOPTION OF MINUTES**

a. **Board of Directors Meeting – May 22, 2024**

MOVED: Director Beckett
SECONDED: Director Sparrow

THAT the minutes of the Board of Directors meeting held on May 22, 2024 be adopted.

CARRIED

b. **West Coast Committee Meeting – June 5, 2024**

MOVED: Director Siga
SECONDED: Director Cootes

THAT the minutes of the West Coast Committee meeting held on June 5, 2024 be received.

CARRIED

Director Mastrangelo entered the meeting at 1:39 pm.

5. **PETITIONS, DELEGATIONS & PRESENTATIONS**

- a. **Gary Hackney, Alex Merlich and John Cedargreen regarding objection to Variance Application, DVA24002.**
- b. **Tim Paugh and Dave Dugan, Property Owners regarding Variance Application, DVA24002.**
- c. **Heather Powell, Property Owner requesting reconsideration of \$10,000 bond for Temporary Use Permit Application, TUP23003.**

MOVED: Director Jack
SECONDED: Director Beckett

THAT the ACRD Board of Directors recommend that staff bring further information, documentation and correspondence related to TUP23003 and the security requirements to a future Board meeting.

CARRIED

The meeting was recessed at 2:19 pm

Chair Jack left the meeting at 2:20 pm

Vice-Chair Haggard took over as Chair of the meeting at 2:20 pm

6. CORRESPONDENCE FOR ACTION

7. CORRESPONDENCE FOR INFORMATION

- a. BC FERRY AUTHORITY**
Appointment to the BC Ferry Authority Board of Directors
- b. CITY OF PORT ALBERNI**
Hope Air Day
- c. BC PARKS**
Proposal to Rename Maquinna Marine Park to Nis̓maakqin Park

MOVED: Director Cote
SECONDED: Director Cootes

That the ACRD Board of Directors send a letter of support to BC Parks highlighting support for the proposal to rename Maquinna Marine Park to Nis̓maakqin Park.

CARRIED

- d. CITY OF CAMPBELL RIVER**
Letter to Minister of Forests
- e. UBCM**
Nominations for Convention 2024

MOVED: Director Beckett
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 ACRD Asset Management Policy Amendment

MOVED: Director Stere

SECONDED: Director Cote

THAT the Alberni-Clayoquot Regional District Board of Directors adopt the amended Asset Management Policy as presented.

CARRIED

b. Request for Decision regarding Emergency Program Executive Committee – Terms of Reference Amendment

MOVED: Director Cote

SECONDED: Director Sparrow

THAT the Alberni-Clayoquot Regional District Board of Directors approve the amended Terms of Reference for the Emergency Program Executive Committee as presented.

CARRIED

c. Request for Decision regarding West Coast Transit – Schedule Change and Update

MOVED: Director Stere

SECONDED: Director Cote

THAT the Alberni-Clayoquot Regional District Board of Directors approve a schedule change for the West Coast Transit service to alleviate the labour issues created by the gap in the midday service of the current schedule.

CARRIED

d. Request for Decision regarding Food Security Emergency Planning – Consulting Services Award

MOVED: Director Cote

SECONDED: Director Cootes

THAT the Alberni-Clayoquot Regional District (ACRD) Board of Directors award the ACRD's Food Security Emergency Planning (FSEP) Consulting Services contract to Upland Agricultural Consulting Ltd. in the amount of \$160,980.00 (excluding GST) and authorize the CAO to negotiate and execute the contract on behalf of the Regional District.

CARRIED

e. Request for Decision regarding Grant Funding Application with Ministry of Municipal Affairs

MOVED: Director Beckett

SECONDED: Director Cote

THAT the Alberni-Clayoquot Regional District Board of Directors support the grant funding application to Local Government Infrastructure Planning Grant Program for the Building Energy Efficiency Assessment of the ACRD 5th Avenue Administrative Building.

CARRIED

MOVED: Director Beckett

SECONDED: Director Cote

THAT the Alberni-Clayoquot Regional District Board of Directors support the grant funding application to Local Government Infrastructure Planning Grant Program for the Building Energy Efficiency Assessment of the Beaver Creek Fire Hall.

CARRIED

MOVED: Director Beckett

SECONDED: Director Cote

THAT the Alberni-Clayoquot Regional District Board of Directors support the grant funding application to Local Government Infrastructure Planning Grant Program for the Building Energy Efficiency Assessment of the Sproat Lake Fire Department - Harold Bishop Fire Hall.

CARRIED

MOVED: Director Beckett

SECONDED: Director Cote

THAT the Alberni-Clayoquot Regional District Board of Directors support the grant funding application to Local Government Infrastructure Planning Grant Program for the Building Energy Efficiency Assessment of the Sproat Lake Fire Department - Lakeshore Fire Hall.

CARRIED

MOVED: Director Beckett

SECONDED: Director Cote

THAT the Alberni-Clayoquot Regional District Board of Directors support the grant funding application to Local Government Infrastructure Planning Grant Program for the Building Energy Efficiency Assessment of the East Bamfield Fire Hall.

CARRIED

MOVED: Director Beckett
SECONDED: Director Cote

THAT the Alberni-Clayoquot Regional District Board of Directors support the grant funding application to Local Government Infrastructure Planning Grant Program for the Building Energy Efficiency Assessment of the Bamfield Community Parks - Eileen Scott Centennial Park Building.

CARRIED

MOVED: Director Beckett
SECONDED: Director Cote

THAT the Alberni-Clayoquot Regional District Board of Directors support the grant funding application to Local Government Infrastructure Planning Grant Program for the Building Energy Efficiency Assessment of the Long Beach Airport Terminal Building.

CARRIED

f. Request for Decision regarding 2024 UBCM Convention Meeting Requests – Premier, Cabinet Ministers, MUNI Minister & MACC Staff

MOVED: Director Beckett
SECONDED: Director Cote

THAT the ACRD Board of Directors provide direction to the General Manager of Administrative Services by Monday, June 17, 2024, on meeting requests with the Premier, Cabinet Ministers, Minister of Municipal Affairs, and provincial Ministry, Agency, Commission, and Corporation (MACC) staff in conjunction with the 2024 Union of British Columbia Municipalities Convention respecting issues/concerns impacting communities in the Alberni-Clayoquot region.

CARRIED

g. Request for Decision regarding Notice on Title – 5661 Strick Road, Port Alberni (Lenard and Cherish Clement)

MOVED: Director Roth
SECONDED: Director Beckett

THAT the Board of Directors defer this application to a future meeting.

CARRIED

9. **PLANNING MATTERS**

9.1 **ELECTORAL AREA DIRECTORS**

- a. **DVA24002, POZNIKOFF, LOT 67, HAGGARD COVE (BAMFIELD)**
Development Variance Application – Memorandum and Permit

MOVED: Director Beckett

SECONDED: Director Cote

THAT the Board of Directors defer DVA24002 to a future meeting.

CARRIED

- b. **DVD22003, HETHERINGTON, 8542 STIRLING ARM DRIVE (SPROAT LAKE)**
Development Variance Application – Report and Permit

MOVED: Director Cote

SECONDED: Director Sparrow

THAT the Board of Directors consider issuing Development Variance Permit DVD22003, subject to neighbouring properties being notified as per Local Government Act s. 499.

CARRIED

- c. **RD23017, 0742476 BC LTD. – SPROAT LAKE CAMPGROUND, 18001 STIRLING ARM ROAD (SPROAT LAKE)**
Rezoning Application – Report and Bylaws P1498 and P1499

MOVED: Director Cote

SECONDED: Director Beckett

THAT Bylaw P1498, Regional District of Alberni-Clayoquot Zoning Text Amendment Bylaw be read a first time.

CARRIED

MOVED: Director Cote

SECONDED: Director Beckett

THAT Bylaw P1499, 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 P1498 and P1499 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 Beckett*

THAT the Board of Directors confirm that adoption of Bylaws P1498 and P1499 is subject to:

- a. Confirmation from a Registered On-Site Wastewater Practitioner that the portion of property within CD 565/567 B can accommodate on-site sewage disposal to a 1 hectare minimum lot size for subdivision.*
- b. Meeting all technical referral agency requirements.*

CARRIED

- d. TUP23006, WEIGHTMAN & ARMSTRONG, 8558 STIRLING ARM DRIVE (SPROAT LAKE)**
Short Term Rental Temporary Use Permit Application – Memorandum and Permit

*MOVED: Director Cote
SECONDED: Director Sparrow*

THAT the Board of Directors issue temporary use permit TUP23006.

CARRIED

- e. DVE24003, WILSON, 7250 BEAVER CREEK ROAD (BEAVER CREEK)**
Development Variance Application – Memorandum and Permit

*MOVED: Director Roth
SECONDED: Director Sparrow*

THAT the Board of Directors issue development variance permit DVE24003.

CARRIED

- f. RE23002, HODGSON, 6525 PLESTED ROAD (BEAVER CREEK)**
Rezoning Application – Report and Bylaw P1481

*MOVED: Director Roth
SECONDED: Director Sparrow*

THAT the Board of Directors consider first reading of Bylaw P1481, 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.

CARRIED

*MOVED: Director Roth
SECONDED: Director Sparrow*

THAT the Board of Directors confirm that adoption of Bylaw P1481 is subject to:
a. Confirmation from a Registered On-Site Wastewater Practitioner that the property is capable of accommodating on-site sewage disposal to a 0.24 ha (0.6 ac) density; and
b. Meeting technical referral agency requirements.

CARRIED

- g. TUP24001, MELVILLE, 6546 SMITH ROAD (BEAVER CREEK)**
Short Term Rental Temporary Use Permit Application – Memorandum and Permit

*MOVED: Director Roth
SECONDED: Director Sparrow*

THAT the Board of Directors issue temporary use permit TUP24001.

CARRIED

- h. SE23008, 447927 BC LTD. - GOORTS, 5597 STRICK ROAD (BEAVER CREEK)**
Parcel Frontage Waiver Application – Subdivision Report

*MOVED: Director Roth
SECONDED: Director Sparrow*

THAT the Board of Directors waive the 10% road frontage requirement for proposed Lot A as per subdivision plan of LOT 8, DISTRICT LOT 20, ALBERNI DISTRICT, PLAN 921 EXCEPT THAT PART IN PLAN 9142.

CARRIED

Vice-Chair Haggard declared a conflict-of-interest respecting agenda item 9.1(i) and left the meeting at 3:21 pm.

Director Cote took over as Chair of the meeting.

- i. RF22013, MCLELLAN, 2787 ALBERNI HIGHWAY (CHERRY CREEK)**
Rezoning Application – Memorandum and Bylaws P1475, P1476 and P1483

*MOVED: Director Sparrow
SECONDED: Director Beckett*

THAT Bylaw P1475, Cherry Creek Official Community Plan Amendment Bylaw be adopted.

CARRIED

*MOVED: Director Sparrow
SECONDED: Director Beckett*

THAT Bylaw P1476, Regional District of Alberni-Clayoquot Zoning Text Amendment Bylaw be adopted.

CARRIED

*MOVED: Director Sparrow
SECONDED: Director Beckett*

THAT Bylaw P1483, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be adopted.

CARRIED

Vice-Chair Haggard re-entered the meeting at 3:25 pm and resumed as Chair.

- j. **TUP21002R, SMITH, 3240 CLAYTON ROAD (CHERRY CREEK)**
Temporary Use Permit Renewal Application – Memorandum and Permit

*MOVED: Director Sparrow
SECONDED: Director Cote*

THAT the Board of Directors issue temporary use permit TUP21002R.

CARRIED

9.2 ELECTORAL AREA DIRECTORS AND TOFINO

- a. **ZONING BYLAW TEXT AMENDMENT – SMALL-SCALE MULTI-UNIT HOUSING – SECONDARY SUITES**
Rezoning Text Amendment – Report and Bylaw P1500

*MOVED: Director Cote
SECONDED: Director Sparrow*

THAT Bylaw P1500, Regional District of Alberni-Clayoquot Zoning Text Amendment Bylaw be read a first time.

CARRIED

*MOVED: Director Cote
SECONDED: Director Sparrow*

THAT Bylaw P1500, Regional District of Alberni-Clayoquot Zoning Text Amendment Bylaw be read a second time.

CARRIED

*MOVED: Director Cote
SECONDED: Director Siga*

THAT Bylaw P1500, Regional District of Alberni-Clayoquot Zoning Text Amendment Bylaw be read a third time.

CARRIED

b. FORMER LAND USE CONTRACTS

Zoning Bylaw Text and Atlas Amendment – Memorandum and Bylaws P1496 and P1497

*MOVED: Director Sparrow
SECONDED: Director Cote*

THAT Bylaw P1496, Regional District of Alberni-Clayoquot Zoning Text Amendment Bylaw, be adopted.

CARRIED

*MOVED: Director Sparrow
SECONDED: Director Cote*

THAT Bylaw P1497, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw, be adopted.

CARRIED

9.3 ALL DIRECTORS

a. REQUEST FOR DECISION

South Long Beach and Sproat Lake Official Community Plan Updates – Consulting Award

*MOVED: Director Cote
SECONDED: Director Cootes*

THAT the Alberni-Clayoquot Regional District (ACRD) Board of Directors award the South Long Beach and Sproat Lake Official Community Plan Updates Consulting Services contract to Urban Systems Ltd. in the amount of \$155,000.00 (excluding GST) and authorize the CAO to negotiate and execute the contract on behalf of the Regional District.

CARRIED

10. **REPORTS**

10.1 **AREA REPORTS**

(ALL/UNWEIGHTED)

- a. Electoral Area “A” (Bamfield) – B. Beckett. The Bamfield Community Hall Committee has started construction of their new community hall, utilizing a number of volunteers. The proposed sewer project continues to move along, continuing dialogue with the community and a referendum is planned for November.
- b. Electoral Area “B” (Beaufort) – F. Boyko. Some folks have expressed concerns with tax notices that were just received. LTT meeting at McLean Mill on June 18th.
- c. Electoral Area “C” (Long Beach) – V. Siga. The official grand opening of the Multi Use Path was held recently. Continuing to work with MOTI to improve access points to the path. Kinks to work out with the West Coast Transit system, working with MOTI to get additional bus stops approved.
- d. Electoral Area “D” (Sproat Lake) – P. Cote. Community is excited with the Water Bomber leaving. There are events being planned related to this. Have been working with community association on developing a social committee and environmental committee. Doing a group Sproat Lake water test on July 8th. Newsletter will go out shortly. Working on the Sproat Lake Active Transportation Study to try and bring something forward to the community.
- e. Electoral Area “E” (Beaver Creek) – S. Roth. Need a proper boat launch at Great Central Lake, launch needs attention and is user unfriendly. Concerned about tax increases.
- f. Electoral Area “F” (Cherry Creek) – M. Sparrow. Met with a group of people at the end of Horne Lake Road on May 15th to discuss the Log Train Trail Management Plan (attendees included equestrian, walkers, ATV). Completed a walkthrough of a portion of the Log Train Trail and discussed concerns.
- g. City of Port Alberni – S. Minions/D. Haggard. Mayor Minions, Vice-Chair Haggard, City CAO, and two other city councillors attended the Federation of Canadian Municipalities conference in Calgary. Discussed online bullying and harassment and this is a very significant issue for many local governments.
- h. District of Tofino – T. Stere. Attended a ribbon cutting ceremony for the newest attainable housing opening (Headwaters). Well attended ceremony.
- i. District of Ucluelet – M. McEwen. District of Ucluelet had a delegation yesterday from Erif to provide affordable housing in Ucluelet. Looking forward to working with Erif 250 units within a year.
- j. Huu-ay-aht First Nations – J. Jack. No report.
- k. Toquaht Nation – K. Johnsen. No report.

- I. Uchucklesaht Tribe Government – M. Cootes. Waiting for final report on planning matters. Attended a Fisheries meeting in the Village of Ehtlathese at the new building. Hosting a Youth Treaty Simulation Workshop in July in the Village of Ehtlathese for Uchucklesaht Tribe Youth (16 -35 years) and to give them the experience of negotiating and implementing treaty.
- m. Yuułuʔiłʔatḥ Government – L. Mastrangelo. Highlighted success with housing completed first housing project this term. Going through final selection six one-bedroom units, four two-bedroom units, and one four-bedroom unit. Continuing work on two more housing projects that will open up more three or four-bedroom units. Still searching for a CFO and Director of Operations and potentially opening additional positions in the Lands and Resources Department.

MOVED: Director Beckett

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
- Submissions received by email at responses@acrd.bc.ca.

The Manager of Administrative Services read out questions received in Zoom.

Mike Lesosky enquired why the delegation was asked to speak through the Chair. Chair Jack answered this question during the meeting.

Mike Lesosky enquired about ACRD Director email addresses. The Manager of Administrative Services provided a written response in Zoom.

Greg Poznikoff stated “Ok that was very frustrating to hear that variance DVA24002 is being deferred with no clarity on timelines. Potentially extending a meeting at the end of August. Can we please provide a commitment to a timeline in the next two weeks? that extends the notification period from 30 days to approximately 45 days and I am happy to answer any reasonable questions.” Vice Chair Haggard explained that the

Bamfield Director and the Planning Department would communicate the timeline to Greg Poznikoff.

14. RECESS

MOVED: Director Cootes
SECONDED: Director Sparrow

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

CARRIED

The meeting was recessed at 3:58 pm.

15. RECONVENE

The meeting was reconvened at 4:04 pm.

16. IN-CAMERA

MOVED: Director Haggard
SECONDED: Director Cootes

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 (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 4:05 pm.

The meeting was re-opened to the public at 4:11 pm.

17. REPORT OUT – RECOMMENDATIONS FROM IN-CAMERA

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

THAT the ACRD Board of Directors appoint the following individuals to the Bamfield Advisory Planning Commission for a two-year term: John Mass, Kevin McAughtrie, Glenn Ballman, Brian McKay, Stella Wenstob, Tom Campbell, and James Willock.

THAT the ACRD Board of Directors appoint the following individuals to the Beaufort Advisory Planning Commission for a two-year term: George Haack, Steve King, Lisa Aylard, and Graham Tate.

THAT the ACRD Board of Directors appoint the following individuals to the Long Beach Advisory Planning Commission for a two-year term: Scott MacDonald, Carol Sedgwick, Jamie Pleune, Terry Graff, and Julie Edwards.

THAT the ACRD Board of Directors appoint the following individuals to the Sproat Lake Advisory Planning Commission for a two-year term: Walter Konkin, Roberta Jensen, Ken Watts, and Harley Wiley.

THAT the ACRD Board of Directors appoint the following individuals to the Beaver Creek Advisory Planning Commission for a two-year term: Christy Arsenault, and Brad Jasken.

THAT the ACRD Board of Directors appoint the following individuals to the Cherry Creek Advisory Planning Commission for a two-year term: Lynn Krupek, Denis Francoeur, and Lars Banke.

18. ADJOURN

*MOVED: Director Cootes
SECONDED: Director Sparrow*

THAT this meeting be adjourned at 4:11 pm.

CARRIED

Certified Correct:

Debbie Haggard

Debbie Haggard,
Vice-Chairperson

Heather Zenner

Heather Zenner,
Manager of Administrative Services