



Alberni-Clayoquot Regional District

MINUTES OF THE BOARD OF DIRECTORS MEETING HELD ON WEDNESDAY JUNE 26, 2024, 1:30 PM

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

DIRECTORS

Debbie Haggard, Vice-Chair, Councillor, City of Port Alberni

PRESENT:

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

Moriah Cootes, Councillor, Uchucklesaht Tribe Government

REGRETS:

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

Tom Stere, Councillor, District of Tofino

Kirsten Johnsen, Member of Council, Toquaht Nation

Levana Mastrangelo, Executive Legislator, YuułuꞀifꞀathꞀ 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

Shane Koren, Manager of Financial Services

Charlie Starratt, Regional Fire Services Manager

Janice Hill, Executive Assistant

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

<https://www.acrd.bc.ca/events/26-6-2024/>

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

2. APPROVAL OF AGENDA

MOVED: Director Beckett

SECONDED: Director Cote

THAT the agenda be approved as circulated with the following late item:

9.1 (a) Rezoning Application RA23004 for 245 Bamfield Boardwalk & 217 Cape Beale Trail (neighbour letter).

CARRIED

3. DECLARATIONS

4. ADOPTION OF MINUTES

a. Board of Directors Meeting – June 12, 2024

MOVED: Director Sparrow

SECONDED: Director Cote

THAT the minutes of the Board of Directors meeting held on June 12, 2024 be adopted.

CARRIED

b. Committee-of-the-Whole Meeting – June 12, 2024

MOVED: Director Cootes

SECONDED: Director Sparrow

THAT the minutes of the Committee-of-the-Whole meeting held on June 12, 2024 be received.

CARRIED

c. Alberni Valley Regional Airport Advisory Committee Meeting – June 13, 2024

MOVED: Director Cote

SECONDED: Director Cootes

THAT the minutes of the Alberni Valley Regional Airport Advisory Committee meeting held on June 13, 2024 be received.

CARRIED

d. Agricultural Development Committee Meeting – June 18, 2024

MOVED: Director Sparrow

SECONDED: Director Cote

THAT the minutes of the Agricultural Development Committee meeting held on June 18, 2024 be received.

CARRIED

e. Alberni Valley & Bamfield Services Committee Meeting – June 19, 2024

MOVED: Director Cootes

SECONDED: Director Sparrow

THAT the minutes of the Alberni Valley & Bamfield Services Committee meeting held on June 19, 2024 be received.

CARRIED

f. Electoral Area Directors Committee Meeting – June 19, 2024

MOVED: Director Sparrow

SECONDED: Director Cootes

THAT the minutes of the Electoral Area Directors Committee meeting held on June 19, 2024 be received.

CARRIED

5. PETITIONS, DELEGATIONS & PRESENTATIONS

a. Cara Wilkie, Principal, and Haley Gienow-McConnell, Accessibility Specialist, Left Turn Right Turn Ltd. presenting the ACRD Accessibility Plan.

b. Nancy Wilmot, Producer/Director, Alberni Valley Media regarding information about “The Scoop” and branded sponsorship opportunities.

MOVED: Director Haggard

SECONDED: Director Cote

That the ACRD Board of Directors direct the ACRD Communications Coordinator or other staff to work with The Scoop for any communications and or branded sponsorship opportunities.

MOVED: Director Cote

SECONDED: Director Haggard

*THAT the main motion was amended in **bold** as follows:*

*That the ACRD Board of Directors direct the ACRD Communications Coordinator or other staff to work with **local media outlets** for any communications and or branded sponsorship opportunities.*

CARRIED

The main motion as amended was

CARRIED

6. CORRESPONDENCE FOR ACTION

7. CORRESPONDENCE FOR INFORMATION

- a. **C3 ALLIANCE RESOURCE BREAKFAST SERIES**
Invitation to the 11th Annual Resource Breakfast Series
- b. **GOVERNMENT OF CANADA**
Open Net-Pen Salmon News Release
- c. **TOFINO COMMUNITY FOOD INITIATIVE**
Impact Report 2023

*MOVED: Director Sparrow
SECONDED: Director Cootes*

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

CARRIED

8. REQUEST FOR DECISIONS & BYLAWS

- a. **Request for Decision regarding Alberni-Clayoquot Regional District Accessibility Plan – for Adoption**

*MOVED: Director Siga
SECONDED: Director Beckett*

THAT the Alberni-Clayoquot Regional District Board of Directors adopt the Alberni-Clayoquot Regional District Accessibility Plan.

CARRIED

- b. **Request for Decision regarding Regional District of Nanaimo – Legislative Reform. Letter of Support Request.**

*MOVED: Director Cote
SECONDED: Director Sparrow*

THAT the Alberni-Clayoquot Regional District Board of Directors provide a letter of support for the Regional District of Nanaimo Legislative Reform Initiative.

Directors Haggard, Cote, Cootes, Sparrow, Beckett, McEwen, Minions, Siga, voted in favour of the motion.

Directors Roth and Boyko voted against the motion.

CARRIED

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

MOVED: Director Cote

SECONDED: Director Beckett

THAT the ACRD Board of Directors resolve to register a Notice on Title to LOT B, DISTRICT LOT 20, ALBERNI DISTRICT, PLAN 40521 (5661 Strick Road) as per Section 57 of the Community Charter.

Directors Cootes, Sparrow, Cote, Haggard, Siga, Beckett, McEwen, Minions voted in favour of the motion.

Directors Roth and Boyko voted against the motion.

CARRIED

d. Request for Decision regarding Formal Lease Application: LBAlease-2023-005 (Dan Harrison)

MOVED: Director Boyko

SECONDED: Director Siga

THAT the ACRD Board of Directors approve entering into a short-term lease agreement with Dan Harrison for lease lot LS-L2024009 at the Tofino-Long Beach Airport effective July 1, 2024 to July 1, 2027 at a rate of \$6,039.20 per year plus applicable taxes and yearly BC CPI increases.

CARRIED

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

MOVED: Director Boyko

SECONDED: Director Cootes

THAT the Alberni-Clayoquot Regional District Board of Directors support the grant funding application to Local Government Infrastructure Planning Grant Program for the Condition Assessment of the Bridges on the Regional Parks Log Train Trail.

CARRIED

f. Request for Decision regarding Semi-Annual Financial Reporting

MOVED: Director Boyko

SECONDED: Director Roth

THAT the Alberni-Clayoquot Regional District (ACRD) Board of Directors receive the January 1 – April 30, 2024 Semi-Annual Financial Report.

CARRIED

g. Request for Decision regarding 2023 Statement of Financial Information

MOVED: Director Roth

SECONDED: Director Cote

THAT the Board of Directors approve the Alberni-Clayoquot Regional District 2023 Statement of Financial Information (SOFI) including all the statements and schedules.

CARRIED

h. Request for Decision regarding West Coast Transit Bylaw Amendment F1166-1

MOVED: Director Cote

SECONDED: Director McEwen

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to West Coast Transit Fees and Charges Bylaw Amendment, Bylaw No. F1166-1.

CARRIED

MOVED: Director Cote

SECONDED: Director McEwen

THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to West Coast Transit Fees and Charges Bylaw Amendment, Bylaw No. F1166-1.

CARRIED

MOVED: Director Cote

SECONDED: Director McEwen

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to West Coast Transit Fees and Charges Bylaw Amendment, Bylaw No. F1166-1.

CARRIED

MOVED: Director Cote

SECONDED: Director McEwen

THAT the Alberni-Clayoquot Regional District Board of Directors adopt West Coast Transit Fees and Charges Bylaw Amendment, Bylaw No. F1166-1.

CARRIED

i. Request for Decision regarding Sproat Lake Volunteer Fire Department Water Tender Fire Apparatus

MOVED: Director Cote

SECONDED: Director Siga

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to the bylaw cited as "Bylaw F1165-1, 2024 to 2028 Alberni-Clayoquot Regional District Financial Plan Amendment".

CARRIED

MOVED: Director Cote

SECONDED: Director Sparrow

THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to the bylaw cited as "Bylaw F1165-1, 2024 to 2028 Alberni-Clayoquot Regional District Financial Plan Amendment".

CARRIED

MOVED: Director Cote

SECONDED: Director Sparrow

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to the bylaw cited as "Bylaw F1165-1, 2024 to 2028 Alberni-Clayoquot Regional District Financial Plan Amendment".

CARRIED

MOVED: Director Cote

SECONDED: Director Siga

THAT the Alberni-Clayoquot Regional District Board of Directors adopt bylaw cited as "Bylaw F1165-1, 2024 to 2028 Alberni-Clayoquot Regional District Financial Plan Amendment".

CARRIED

MOVED: Director Cote

SECONDED: Director Siga

THAT the Alberni-Clayoquot Regional District (ACRD) Board of Directors award the Water Tender Fire Apparatus contract to HUB Fire Engines & Equipment Ltd. in the

amount of \$678,219.50 (excluding GST), plus a 10% contingency, and authorize the CAO to negotiate and execute the contract on behalf of the ACRD.

CARRIED

j. Request for Decision regarding Security Issuing Bylaw F1167 – for District of Tofino Borrowing

MOVED: Director Siga
SECONDED: Director McEwen

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to the bylaw cited as “Alberni-Clayoquot Regional District Security Issuing Bylaw No. F1167, 2024”.

CARRIED

MOVED: Director Siga
SECONDED: Director McEwen

THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to the bylaw cited as “Alberni-Clayoquot Regional District Security Issuing Bylaw No. F1167, 2024”.

CARRIED

MOVED: Director Siga
SECONDED: Director McEwen

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to the bylaw cited as “Alberni-Clayoquot Regional District Security Issuing Bylaw No. F1167, 2024”.

CARRIED

MOVED: Director Siga
SECONDED: Director McEwen

THAT the Alberni-Clayoquot Regional District Board of Directors adopt bylaw cited as “Alberni-Clayoquot Regional District Security Issuing Bylaw No. F1167, 2024”.

CARRIED

9. PLANNING MATTERS

9.1 ELECTORAL AREA DIRECTORS

- a. **RA23004, MASS, FERGUSON & FAR FROM AVERAGE MANAGEMENT & DEVELOPMENT LTD., 245 BAMFIELD BOARDWALK & 217 CAPE BEALE TRAIL (BAMFIELD)**

Rezoning Application – Memorandum and Bylaw P1488

MOVED: Director Beckett
SECONDED: Director Siga

THAT Bylaw P1488, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be read a first time.

CARRIED

MOVED: Director Beckett
SECONDED: Director Siga

THAT Bylaw P1488, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be read a second time.

CARRIED

MOVED: Director Beckett
SECONDED: Director Siga

THAT Bylaw P1488, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be read a third time.

CARRIED

- b. **TUP24005, DONALDSON, 1360 SMITH-DALE ROAD (LONG BEACH)**
Short Term Rental Temporary Use Permit Renewal – Report

MOVED: Director Siga
SECONDED: Director Sparrow

THAT the ACRD Board of Directors consider issuing Temporary Use Permit TUP24005 subject to neighbourhood notification as per Local Government Act s. 494.

CARRIED

- c. **DVD22003, HETHERINGTON, 8542 STIRLING ARM DRIVE (SPROAT LAKE)**
Development Variance – Memorandum and Permit

MOVED: Director Cote
SECONDED: Director Siga

THAT the Alberni-Clayoquot Regional District Board of Directors issue development variance permit DVD22003.

CARRIED

- d. **TUP24002, PICHOR, 10250 STIRLING ARM CRESCENT (SPROAT LAKE)**
Temporary Use Permit Application – Report

MOVED: Director Cote
SECONDED: Director Sparrow

THAT the ACRD Board of Directors consider Temporary Use Permit application TUP24002 subject to the following:

- *Neighbourhood notification as per Local Government Act s. 494.*
- *Confirmation from Island Health that the on-site management of any sewage or grey water from the recreational vehicle complies with the Sewerage System Regulation.*

CARRIED

9.2 ELECTORAL AREA DIRECTORS AND TOFINO

- a. **RT24004, SMALL-SCALE MULTI-UNIT HOUSING – SECONDARY SUITES**
Rezoning Text Amendment – Memorandum and Bylaw P1500

MOVED: Director Cote
SECONDED: Director Sparrow

THAT Bylaw P1500, Regional District of Alberni-Clayoquot Zoning Text Amendment Bylaw, be adopted.

CARRIED

10. REPORTS

10.1 STAFF REPORTS

- a. **Meeting Schedule – July 2024**
b. **Building Report – May 2024**
c. **Monthly Agreement & Grant Delegation Report – May 1, 2024 to May 31, 2024**
d. **2024 UBCM Resolutions from the City of Pitt Meadows – A. Needham, Sustainability Planner**

MOVED: Director Beckett
SECONDED: Director Cootes

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

CARRIED

10.2 MEMBER REPORTS (ALL/UNWEIGHTED)

- a. 9-1-1 Corporation – B. Beckett. Next meeting is Friday June 28th.

- b. Vancouver Island Regional Library – P. Cote. VIRL had their first financial committee meeting with the Board and everything went well.
- c. Alberni Valley Chamber of Commerce – D. Haggard. Visitor numbers are increasing every month. Hiring another staff member for the summer. Acquiring new merchandise for the Visitors Centre. Next Board meeting is on Thursday June 27th.
- d. Air Quality Council, Port Alberni –M. Sparrow. A new radio ad is being developed (building do-it-yourself air cleaners for wildfire season) for airing during July and August. Follow-up to recent letters between AQC and Ministry of Forests (MOF) regarding slash-pile burning. The PurpleAir low-cost air quality monitor on 14th Avenue went offline and they are trying to fix it. AQC has requested ACRD feedback on the possibility of cooperating in applying for a PlanH BC Healthy Communities grant of up to \$15,000.
- e. Association of Vancouver Island & Coastal Communities – P. Cote. Had the first meeting with new executive. Looking at the results of the survey related to advocacy work. Also discussed the legislative reform initiative that was discussed earlier in this meeting.
- f. Tsawak-qin Public Advisory Group (WIWAG) – M. Sparrow. Tsawak-qin signed agreements with Tseshaht, Hupacasath, Uchucklesaht, and Pacheedaht First Nations to create their own Integrated Resource Management Plans to inform forest management about their territories. Helicopter logging has started on Henderson Lake. Funding received to de-build 14 kilometers of old roads to reforest with a carbon objective. Received a presentation of the sustainability indicators that describe the forest certification process. The Indicators describe a forest value, state an objective, and state a target outcome. They are reported annually and are a matter of public record. Have a new plan that is advertised in the local paper today.
- g. Other Reports. D. Haggard thanked Directors Cote and Siga for attending the Health Summit event on Saturday. P. Cote met with BC Timber Sales to discuss logging plans in 2024 and 2025.

MOVED: Director Sparrow

SECONDED: Director Cootes

THAT the ACRD 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.

14. IN-CAMERA

MOVED: Director Cootes

SECONDED: Director Sparrow

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

- 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;*
- 90 (1) (c): labour relations or other employee relations.*

CARRIED

The meeting was closed to the public at 3:20 pm.

The meeting was re-opened to the public at 3:43 pm.

15. 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 Board of Directors appoint the following individuals to the Sproat Lake APC for a two-year term: Joann Bessler and Mark Molander.

16. ADJOURN

MOVED: Director Sparrow

SECONDED: Director Cootes

THAT this meeting be adjourned at 3:43 pm.

CARRIED

Certified Correct:

Debbie Haggard

Debbie Haggard,
Chairperson

Heather Zenner

Heather Zenner,
Manager of Administrative Services