



# Alberni-Clayoquot Regional District

## MINUTES OF THE BOARD OF DIRECTORS MEETING HELD ON WEDNESDAY, MARCH 13, 2024, 1:30 PM

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

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### **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:**

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  
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/13-3-2024/>

### **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 Roth*  
*SECONDED: Director Cootes*

*THAT the agenda be approved as amended with the following late items:*

*9.1(d) Late Submission for DVD23009, Development Variance Application.*  
*9.2(c) Liquor Primary License Structural Change – 10695 Lakeshore Road –*  
*Additional Information from applicant and letter from Island Health Medical*  
*Health Officer, Dr. Enns.*

**CARRIED**

### **3. DECLARATIONS**

Director Haggard declared a conflict-of-interest respecting agenda item 9.1(i) TUP23003, 1047819 BC Ltd., 3133 Alberni Highway (Cherry Creek).

Director Boyko declared a conflict-of-interest respecting agenda item for 9.1(g) RE23014, Schellenberg, 7807 Beaver Creek Road (Beaver Creek).

### **4. ADOPTION OF MINUTES**

#### **a. Parcel Tax Review Committee Meeting – February 27, 2024**

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

*THAT the minutes of the Parcel Tax Review Committee meeting held on February 27, 2024 be adopted.*

**CARRIED**

#### **b. Board of Directors Meeting – February 28, 2024**

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

*THAT the minutes of the Board of Directors meeting held on February 28, 2024 be adopted.*

**CARRIED**

#### **c. West Coast Committee Meeting – February 28, 2024**

*MOVED: Director McEwen*  
*SECONDED: Director Siga*

*THAT the minutes of the West Coast Committee meeting held on February 28, 2024 be received.*

**CARRIED**

**d. Alberni Valley & Bamfield Services Committee Meeting – February 29, 2024**

*MOVED: Director Roth*

*SECONDED: Director Cootes*

*THAT the minutes of the Alberni Valley & Bamfield Services Committee meeting held on February 29, 2024 be received.*

**CARRIED**

**e. Electoral Area Directors Meeting – February 29, 2024**

*MOVED: Director Roth*

*SECONDED: Director Sparrow*

*THAT the minutes of the Electoral Area Directors meeting held on February 29, 2024 be received.*

**CARRIED**

**f. Accessibility Committee Meeting – March 5, 2024**

*MOVED: Director Roth*

*SECONDED: Director Johnsen*

*THAT the minutes of the Accessibility Committee meeting held on March 5, 2024 be received.*

**CARRIED**

**g. Committee-of-the-Whole Meeting – March 6, 2024**

*MOVED: Director McEwen*

*SECONDED: Director Roth*

*THAT the minutes of the Committee-of-the-Whole meeting held on March 6, 2024 be received.*

**CARRIED**

**5. PETITIONS, DELEGATIONS & PRESENTATIONS**

- a. Manager, Tamara Cocco, Port Alberni Victim Services Society regarding Grant-in-Aid application.**

- b. General Manager, Sam Higgs, Sproat Lake Landing presenting information for their application to the BC Liquor Cannabis Regulation Branch.**

*MOVED: Director Cote*

*SECONDED: Director Roth*

*THAT the ACRD Board of Directors provide additional time to the delegation.*

**CARRIED**

**6. CORRESPONDENCE FOR ACTION**

**7. CORRESPONDENCE FOR INFORMATION**

- a. UBCM**  
Province Response to 2023 Resolutions
- b. HUDSON'S HOPE PLAYGROUND OF PEACE**  
Resolution Letter of Support
- c. FOOD SECURITY PLANNING & PREPAREDNESS**  
Grant Decision Approval
- d. REGIONAL DISTRICT CENTRAL KOOTENAY**  
Supplemental Feedback on EDMA and Regulations for Local Authorities
- e. BC RURAL CENTRE**  
Planning of Keeping it Rural Conference – Letter for Sponsorship

*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 LBA – Terminal Building Expansion Plan**

*MOVED: Director Stere*

*SECONDED: Director McEwen*

*THAT the ACRD Board of Directors support the recommendations of the Avia NG report 'CYAZ Long Beach Airport Terminal Building Expansion Phase 1 Pre-design Initial Assessment' and direct staff to incorporate the design of a new terminal building into the 2024-2028 workplan.*

**CARRIED**

*MOVED: Director Stere*

*SECONDED: Director McEwen*

*THAT the ACRD Board of Directors direct staff to seek out grant funding opportunities for design of a new terminal building.*

**CARRIED**

**b. Request for Decision regarding West Bamfield Submarine Line Replacement Engineering Contract Award**

*MOVED: Director Beckett*

*SECONDED: Director Siga*

*THAT the Alberni-Clayoquot Regional District (ACRD) Board of Directors award the West Bamfield Submarine Line Replacement Engineering contract to Great Pacific Engineering and Environment in the amount of \$214,857.00 (excluding GST) and authorize the CAO to negotiate and execute the West Bamfield Submarine Line Replacement Engineering contract on behalf of the ACRD.*

**CARRIED**

**c. Request for Decision regarding First Reading of Bylaw F1165, 2024-2028 Financial Plan**

*MOVED: Director Roth*

*SECONDED: Director Cootes*

*THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to the bylaw cited as "Bylaw F1165, 2024 to 2028 Alberni-Clayoquot Regional District Financial Plan" with the following adjustments:*

*Bamfield Fire Protection, page 56, as follows:*

*GL Category 127 – Tax Requisition – decrease by \$29,000 to \$221,000*

*GL Category 220 – Contribution to Capital Fund – decrease by \$29,000 to \$154,339*

*Beaver Creek Fire Protection, page 99, as follows:*

*GL Category 127 – Tax Requisition – decrease by \$20,000 to \$525,000*

*GL Category 220 – Contribution to Capital Fund – decrease by \$20,000 to \$139,593*

**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 Cote*

*THAT the Board of Directors consider first reading of Bylaw P1488, 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 Beckett*  
*SECONDED: Director Roth*

*THAT the Board of Directors confirm that adoption of Bylaw P1488 is subject to:*

- a) Confirmation from a Registered On-Site Wastewater Practitioner (ROWP) that the subject properties are capable of supporting on-site sewage disposal for the proposed development;*
- b) Meeting all servicing requirements for connection to the Bamfield Water System;*
- c) Confirmation of adequate off-street parking of 12 spaces in a location suitable to the ACRD on the east side of Bamfield; and*
- d) Meeting technical referral agency requirements.*

**CARRIED**

**b. DVC23010, OLCEN, 2430 WILLOWBRAE ROAD (LONG BEACH)**  
Development Variance Application – Memorandum and Permit

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

*THAT the Board of Directors issue development variance permit DVC23010.*

**CARRIED**

**c. DVC23011, KNUCKEY & MARSMAN, 1074 FRONT STREET (LONG BEACH)**  
Development Variance Application – Memorandum and Permit

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

*THAT the Board of Directors issue development variance permit DVC23011.*

**CARRIED**

**d. DVD23009, NU BODY EQUIPMENT SALES LTD./AMANDA HALL, 9010 LORD ROAD (SPROAT LAKE)**  
Development Variance Application – Memorandum and Permit

*MOVED: Director Cote*  
*SECONDED: Director Roth*

*THAT the Board of Directors issue development variance permit DVD23009.*

**CARRIED**

- e. TUP20004R, DAHLING & MOHAN, 5458 HIGHLAND DRIVE (BEAVER CREEK)**  
Short Term Vacation Rental Temporary Use Permit Application

*MOVED: Director Roth*  
*SECONDED: Director Cote*

*THAT the Board of Directors consider issuing TUP20004R subject to public notification as per the Local Government Act s. 494.*

**CARRIED**

- f. SE23006, HETHERINGTON, 6038 KIRKPATRICK ROAD (BEAVER CREEK)**  
Subdivision Application – Parcel Frontage Waiver

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

*THAT the Board of Directors waive the 10% road frontage requirement for proposed Lot 3 as per subdivision plan of LOT A, DISTRICT LOT 88, ALBERNI DISTRICT, PLAN 15897.*

**CARRIED**

Director Boyko declared a conflict-of-interest respecting agenda item 9.1(g) and left the meeting at 2:46 pm.

- g. RE23014, SCHELLENBERG, 7807 BEAVER CREEK ROAD (BEAVER CREEK)**  
Rezoning Application – Memorandum and Bylaw P1489

*MOVED: Director Roth*  
*SECONDED: Director Cote*

*THAT the Board of Directors consider first reading of Bylaw P1489, 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 P1489 is subject to:*

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

**CARRIED**

Director Boyko re-entered the meeting at 2:48 pm.

**h. TUP23003, 1047819 BC LTD., 3133 ALBERNI HIGHWAY (CHERRY CREEK)**  
Temporary Use Permit Application

*MOVED: Director Sparrow*

*SECONDED: Director Roth*

*THAT the Board of Directors consider issuing the Temporary Use Permit TUP23003 subject to the following:*

- a) The applicant agreeing to proposed TUP23003 conditions numbered 1 through 23.*
- b) Issuance of a Ministry of Transportation & Infrastructure Commercial Access Permit for the operation of a 35-site campground and golf course.*
- c) Confirmation from a Registered On-Site Wastewater Practitioner that the sewage disposal system installed in 2019 can accommodate the 35-site campground.*
- d) Confirmation from the Cherry Creek Waterworks District that adequate community water supply can be provided for the 35-site campground.*
- e) Confirmation from Island Health that the campground water system and on-site sewage disposal system meet all Ministry of Health requirements.*
- f) The provision of landscaped screening in the form of vegetation, solid fencing, or a combination thereof, to the satisfaction of the ACRD, along the Highway frontage and between the campground and neighbouring residential uses.*
- g) The applicant agreeing to provide a \$10,000 security to guarantee the performance of the terms of the permit as per Local Government Act section 496.*
- h) Neighbourhood notification as per the Local Government Act section 494.*

**CARRIED**

Director Haggard declared a conflict-of-interest respecting agenda item 9.1(i) and left the meeting at 3:03 pm.

**i. RF23006, VON BRENDDEL, 5447 MAEBELLE ROAD (CHERRY CREEK)**  
Rezoning Application – Memorandum and Bylaw P1484

*MOVED: Director Sparrow*

*SECONDED: Director Roth*



*THAT Bylaw P1484, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be adopted.*

**CARRIED**

Director Haggard re-entered the meeting a 3:05 pm.

Meeting recessed at 3:05 pm.

Meeting reconvened at 3:12 pm.

## **9.2 ALL DIRECTORS**

- a. BAMFIELD DEVELOPMENT PLAN – CONSULTING SERVICES AWARD**  
Request for Decision

*MOVED: Director Beckett*

*SECONDED: Director Cote*

*THAT the Alberni-Clayoquot Regional District (ACRD) Board of Directors award the Bamfield Development Plan Consulting Services contract to Urban Systems Ltd. in the amount of \$99,400.00 (excluding GST) and authorize the CAO to negotiate and execute the contract on behalf of the Regional District.*

**CARRIED**

- b. NON-FARM USE APPLICATION FOR AN ABATTOIR, 9649 LAKESHORE ROAD (SPROAT LAKE)**  
Request for Decision

*MOVED: Director Cote*

*SECONDED: Director Roth*

*THAT the Board of Directors pass a resolution to support this application for a local abattoir, noting that the ACRD recognizes the need for this type of facility to support the growth and expansion of local agriculture in the ACRD, and that the application and recommendation be forwarded to the Agricultural Land Commission (ALC).*

**CARRIED**

- c. LIQUOR PRIMARY LICENSE STRUCTURAL CHANGE, SPROAT LAKE LANDING, 10695 LAKESHORE RD (SPROAT LAKE)**  
Request for Decision

*MOVED: Director Stere*

*SECONDED: Director Cote*

*THAT the Board of Directors not support the application for a structural change to the Sproat Lake Landing Liquor Primary License to expand the licensing to the lakefront outdoor area zoned C6 to allow for an additional site capacity of 200 persons and to resolve that the ACRD opts out of conducting a public input process.*

**DEFEATED**

*Directors Cote, Johnsen, Stere, Beckett voted in favour of the motion.  
Directors McEwen, Roth, Haggard, Sparrow, Cootes, Jack, Mastrangelo, Minions, Siga, Boyko voted not in favour of the motion.*

*MOVED: Director Haggard*

*SECONDE: Director Roth*

*THAT the Board of Directors support the application for a structural change to the Sproat Lake Landing Liquor Primary License to expand the licensing to the lakefront outdoor area zoned C6 to allow for an additional site capacity of 200 persons and to resolve that the ACRD opts out of conducting a public input process.*

**CARRIED**

**d. NOT2023-03, NOTICE ON TITLE, ANKENMAN, LOT K, CHEEYAH ISLAND  
(BAMFIELD)**

Request for Decision

*MOVED: Director Beckett*

*SECONDED: Director Cote*

*THAT the Board of Directors register a Notice on Title to LOT K, DISTRICT LOT 682, CLAYOQUOT DISTRICT, PLAN EPP24389 as per Section 57 of the Community Charter.*

**CARRIED**

**e. NOT2023-04, NOTICE ON TITLE, SPROULE, LOT E, CHEEYAH ISLAND  
(BAMFIELD)**

Request for Decision

*MOVED: Director Beckett*

*SECONDED: Director Cote*

*THAT the Board of Directors register a Notice on Title to LOT E, DISTRICT LOT 682, CLAYOQUOT DISTRICT, PLAN EPP24389 as per Section 57 of the Community Charter.*

Director Stere left the meeting at 3:59 pm.

**CARRIED**

*MOVED: Director Haggard*

*SECONDED: Director Sparrow*

*THAT the Board of Directors direct staff to bring a report to the Board in 2024, outlining options for both the Bylaw Enforcement Policy and the Building Bylaw regarding enforcement and fine options.*

**CARRIED**

## **10. REPORTS**

### **10.1 AREA REPORTS**

(ALL/UNWEIGHTED)

- a. Electoral Area “A” (Bamfield) – B. Beckett. Lots happening in Bamfield. Good news with respect to tourism. Number of projects ongoing including; the proposed Bamfield Sewage Connection Project, Bamfield Development Plan helping to inform and advise the development of the Bamfield Official Community Plan. Director Beckett and Daniel Sailland will be presenting to the Bamfield Community Affairs Society on Monday March 18<sup>th</sup> to discuss engagement processes.
- b. Electoral Area “B” (Beaufort) – F. Boyko. Quiet in Beaufort. Beaufort residents concerned about tax increases.
- c. Electoral Area “C” (Long Beach) – V. Siga. Looking forward to the developments in the Long Beach OCP.
- d. Electoral Area “D” (Sproat Lake) – P. Cote. Sproat Lake Community Association had a meeting on March 11<sup>th</sup> with their new president Tamara Thorpe. Director Cote is supporting AED training on March 21<sup>st</sup> at the Community Hall.
- e. Electoral Area “E” (Beaver Creek) – S. Roth. Doing research on working poor in Beaver Creek.
- f. Electoral Area “F” (Cherry Creek) – M. Sparrow. There will be a presentation on Thursday March 14<sup>th</sup> from the consultant regarding Cherry Creek Water Conversation study. Study will be available soon on the ACRD website along with a survey.
- g. City of Port Alberni – D. Haggard. Finalizing budget at the moment. Largest increases are related to Library and Protective Services contracts.
- h. District of Tofino – T. Stere. No report.
- i. District of Ucluelet – M. McEwen. Finalizing budget process. Teri Fong presented at Ucluelet Council recently, Open House on March 14<sup>th</sup> in Ucluelet.
- j. Huu-ay-aht First Nations – J. Jack. Working on budget including discussions including considering contributions to ACRD Grant-in-Aids. Working with Form Asset Management on the master planning process – Huu-ay-aht Framework Plan (on HFN territory and on private lands in Bamfield), by taking advantage of opportunities that the Bamfield Road has presented and diversifying the economy initiatives. Securing funding for the completion of Mother’s Centre in Port Alberni (modelled on East Vancouver Mother’s Centre).

- k. Toquaht Nation – K. Johnsen. Also working on annual budget. Toquaht Peoples Assembly next weekend with Toquaht citizens. Close to getting a Director of Operations.
- l. Uchucklesaht Tribe Government – M. Cootes. In budget process and also holding Peoples Assembly later this month. Also getting close to public information process for the Redford Housing development. In the structural design phase. Working on annual plan.
- m. Yuułuʔiłʔatḥ Government – L. Mastrangelo. Adopted budget. Acting Director of Operations is John Rankin and recruiting for a permanent Director of Operations.

*MOVED: Director Roth*

*SECONDED: Director Cootes*

*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 received by email at [responses@acrd.bc.ca](mailto:responses@acrd.bc.ca).

Staff read out questions from questions presented in Zoom from Mike Lesosky including “What did the Port Alberni Airport cost to operate in 2023, what revenue did the airport generate in revenue in 2023, and what is being done to correct the problem of this continuous loss of money”. Staff provided responses which are also available in the ACRD Financial Plan available publicly.

The applicant Heather from Hollies Golf Course spoke to TUP23003, 1047819 BC LTD., 3133 ALBERNI HIGHWAY. Heather presented a statement on the Security Deposit for the TUP.

**14. RECESS**

*MOVED: Director Roth*

*SECONDED: Director Cootes*

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

**CARRIED**

The meeting was recessed at 4:28 pm.

**15. RECONVENE**

The meeting was reconvened at 4:35 pm.

**16. 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) (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.*

**CARRIED**

The meeting was closed to the public at 4:35 pm.

The meeting was re-opened to the public at 4:45 pm.

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

**18. ADJOURN**

*MOVED: Director Roth*

*SECONDED: Director Siga*

*THAT this meeting be adjourned at 4:45 pm.*

**CARRIED**

Certified Correct:



John Jack,  
Chairperson



Heather Zenner,  
Manager of Administrative Services