



Alberni-Clayoquot Regional District

MINUTES OF THE BOARD OF DIRECTORS MEETING HELD ON WEDNESDAY, NOVEMBER 13, 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
Debbie Haggard, Councillor, City of Port Alberni
Marilyn McEwen, Mayor, District of Ucluelet
Tom Stere, Councillor, District of Tofino
Moriah Cootes, Councillor, Uchucklesaht Tribe Government
Levana Mastrangelo, Executive Legislator, Yuuʷuʷiʷiʷaʷ Government
Kirsten Johnsen, Member of Council, Toquaht Nation

STAFF PRESENT:

Cynthia Dick, General Manager of Administrative Services
Jenny Brunn, General Manager of Community Services
Heather Zenner, Manager of Administrative Services
Karen Freethy, Protective Services Manager
Shane Koren, Manager of Financial 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/13-11-2024/>

1. CALL TO ORDER

The General Manager of Administrative Services called the meeting to order at 1:30 pm.

The General Manager of Administrative Services recognized this meeting is being held throughout the Nuuchahnulth territories.

The General Manager of Administrative Services 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 Johnsen joined the meeting at 1:34 pm.

2. ELECTIONS – CHAIR AND VICE-CHAIR

a. ELECTION OF CHAIRPERSON – 2024/2025

The General Manager of Administrative Services provided an overview of the election of Chair and Vice-Chair of the Board as specified in the Regional District Procedure Bylaw.

The Manager of Administrative Services conducted elections for Chairperson of the Alberni-Clayoquot Regional District and Vice-Chairperson of the Alberni-Clayoquot Regional Hospital District for 2024/2025.

The Manager of Administrative Services declared Director Jack to the positions of Chairperson of the Alberni-Clayoquot Regional District and Vice-Chairperson of the Alberni-Clayoquot Regional District Hospital District for 2024/2025.

Director Jack assumed the Chair.

b. ELECTION OF VICE-CHAIRPERSON FOR 2024/2025

The Manager of Administrative Services conducted elections for Vice-Chairperson of the Alberni-Clayoquot Regional District and Chairperson of the Alberni-Clayoquot Regional District Hospital District for 2024/2025.

The Manager of Administrative Services declared Director Haggard to the positions of Vice-Chairperson of the Alberni-Clayoquot Regional District and Chairperson of the Alberni-Clayoquot Regional District Hospital District for 2024/2025.

3. APPROVAL OF AGENDA

MOVED: Director Cote

SECONDED: Director Sparrow

THAT the agenda be approved as amended with the addition of a moment of a silence for former Premier John Horgan.

CARRIED

Moment of Silence - The Board of Directors conducted a moment of silence in memory of former Premier John Horgan.

4. DECLARATIONS

5. ADOPTION OF MINUTES

a. Board of Directors Meeting – October 23, 2024

MOVED: Director Sparrow

SECONDED: Director Cote

THAT the minutes of the Board of Directors meeting held on October 23, 2024 be adopted.

CARRIED

b. Agriculture Development Committee Meeting – October 15, 2024

MOVED: Director Sparrow

SECONDED: Director Cote

THAT the minutes of the Agriculture Development Committee meeting held on October 15, be received.

CARRIED

c. Salmon Beach Committee Meeting – October 24, 2024

MOVED: Director Siga

SECONDED: Director Sparrow

THAT the minutes of the Salmon Beach Committee meeting held on October 24, 2024 be received.

CARRIED

6. PETITIONS, DELEGATIONS & PRESENTATIONS

7. CORRESPONDENCE FOR ACTION

a. ANNUAL ELECTORAL AREA DIRECTORS FORUM

Union of British Columbia Municipalities have announced the 2025 Annual Electoral Area Directors Forum will be held February 6-7, 2025 in Richmond, BC

MOVED: Director Haggard

SECONDED: Director Cote

THAT the Board of Directors support Director Sparrow's attendance at the 2025 Electoral Area Directors Forum scheduled for February 6-7, 2025 in Richmond, BC.

CARRIED

b. MINISTRY OF CHILDREN AND FAMILY DEVELOPMENT

Request to Proclaim November as Adoption and Permanency Awareness Month.

MOVED: Director Haggard

SECONDED: Director Johnsen

THAT the Alberni-Clayoquot Regional District Board of Directors declare November as Adoption and Permanency Awareness Month.

CARRIED

c. MUNICIPAL FINANCE AUTHORITY OF BC

Municipal Finance Authority of BC, request for appointment of one Director and one Alternate Director to the MFABC for 2025.

MOVED: Director Cote

SECONDED: Director Haggard

THAT the Alberni-Clayoquot Regional District Board of Directors appoint Director Sparrow as appointee on the Municipal Finance Authority of BC for 2025.

THAT the Alberni-Clayoquot Regional District Board of Directors appoint Director Jack as the alternate appointee on the Municipal Finance Authority of BC for 2025.

CARRIED

8. CORRESPONDENCE FOR INFORMATION

a. ASSOCIATION OF VANCOUVER ISLAND & COASTAL COMMUNITIES

- Resolutions Deadline, Nominations Deadline, Session Proposals Deadline, Student Participation Program Deadline
- Virtual Session – Finishing Strong: Confidence & Courage in Turbulent Waters

b. MUNICIPAL FINANCE AUTHORITY

Report from the Chair and Vice-Chair on Activities for the Period Ended September 2024

c. PEACE TRAIN

Invitation to Join the Peace Train Riders to Document Support from our Community

d. BC ECONOMIC DEVELOPMENT ASSOCIATION

- 2025 BC Economic Summit
- Free Webinar – Decarbonize and Manage Demand with BC Hydro

e. COPY OF LETTER FROM P. WIPPER TO MOSAIC FOREST MANAGEMENT

Ash River Watershed

f. VANCOUVER ISLAND UNIVERSITY

Thank you for Funding Support and 2023-24 Research & Creative Activity Highlights

- g. CLAYOQUOT BIOSPHERE TRUST**
October 24, 2024 Regional Forum Summary and Meeting Notes
- h. ISLAND COASTAL ECONOMIC TRUST**
Michelle Staples Announced as New Board Chair of Island Coastal Economic Trust

MOVED: Director Cootes
SECONDED: Director Johnsen

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

CARRIED

9. REQUEST FOR DECISIONS & BYLAWS

- a. Request for Decision regarding 2025 AVICC – Resolutions Notice & Request for Submissions.**

MOVED: Director Cote
SECONDED: Director Cootes

THAT the Alberni-Clayoquot Regional District Board of Directors submit possible resolutions for consideration at the 2025 Association of Vancouver Island and Coastal Communities Convention to the General Manager of Administrative Services on or before January 10, 2025 and, based on submissions received, Regional District staff be instructed to bring back drafted resolutions and background materials for consideration of endorsement by the Board of Directors prior to the submission deadline of February 6, 2025.

CARRIED

- b. Request for Decision regarding Island Health Service Funding Contract – Alberni-Clayoquot Health Network.**

MOVED: Director Siga
SECONDED: Director Cote

THAT the Alberni-Clayoquot Regional District Board of Directors approve a 3-year term, funding service contract with Island Health on behalf of the Alberni-Clayoquot Health Network in the total amount \$345,000.00 commencing July 1, 2024, until March 31, 2027, and authorize the CAO to negotiate and execute the contract on behalf of the Alberni-Clayoquot Regional District.

CARRIED

c. Request for Decision regarding Resolution – Signing Authorities for Banking Purposes.

MOVED: Director Cote

SECONDED: Director Siga

THAT the Board of Directors authorize the following signatories for banking purposes for the Alberni-Clayoquot Regional District and Alberni-Clayoquot Regional Hospital District:

a. The following Directors have signing authority:

i. John Jack, Chairperson

ii. Debbie Haggard, Vice-Chairperson

iii. Mike Sparrow, Director

b. The following Staff members have signing authority:

i. Daniel Sailland, MBA, Chief Administrative Officer

ii. Teri Fong, CPA, CGA, Chief Financial Officer

iii. Shane Koren, Manager of Financial Services

c. One of the above Directors are authorized to sign all Regional District banking documents with one of the above Staff members.

CARRIED

d. Request for Decision regarding Long Term Financial Plan Policy.

MOVED: Director Stere

SECONDED: Director Haggard

THAT the Alberni-Clayoquot Regional District Board of Directors adopt the Long-Term Financial Plan Policy.

CARRIED

Director McEwen left the meeting at 2:06 pm.

e. Request for Decision regarding Bylaw F1165-3 2024 -2028 Financial Plan Amendment – Bamfield Fire Protection & Salmon Beach Transportation.

MOVED: Director Beckett

SECONDED: Director Siga

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to the bylaw cited as “Bylaw F1165-3, 2024 to 2028 Alberni-Clayoquot Regional District Financial Plan Amendment”.

CARRIED

MOVED: Director Beckett

SECONDED: Director Siga

THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to the bylaw cited as "Bylaw F1165-3, 2024 to 2028 Alberni-Clayoquot Regional District Financial Plan Amendment".

CARRIED

*MOVED: Director Beckett
SECONDED: Director Siga*

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to the bylaw cited as "Bylaw F1165-3, 2024 to 2028 Alberni-Clayoquot Regional District Financial Plan Amendment".

CARRIED

*MOVED: Director Beckett
SECONDED: Director Siga*

THAT the Alberni-Clayoquot Regional District Board of Directors adopt bylaw cited as "Bylaw F1165-3, 2024 to 2028 Alberni-Clayoquot Regional District Financial Plan Amendment".

CARRIED

*MOVED: Director Beckett
SECONDED: Director Siga*

THAT the Alberni-Clayoquot Regional District Board of Directors award the Bamfield Fire Protection Boat Upgrade contract to Rocky Mountain Phoenix Inc. in the amount of \$86,741.69 (excluding GST) and authorize the CAO to negotiate and execute the contract on behalf of the ACRD.

CARRIED

f. Request for Decision regarding Union of BC Municipalities Grant Application for Emergency Support Services.

Director McEwen re-entered the meeting at 2:16 pm.

*MOVED: Director Stere
SECONDED: Director Haggard*

THAT the Alberni-Clayoquot Regional District Board of Directors apply to the Union of BC Municipalities – Community Emergency Preparedness Program Fund for Emergency Support Services with interested grant partners.

CARRIED

g. Request for Decision regarding Systems Change Project Final Report – Expanding the Influence of Regional Agricultural Support.

MOVED: Director Cote
SECONDED: Director Johnsen

THAT the Alberni-Clayoquot Regional District Board of Directors receive the Expanding the Influence of Regional Agricultural Support final report.

CARRIED

10. PLANNING MATTERS

10.1 ELECTORAL AREA DIRECTORS

a. DVD24004, HERMANSEN, 8682 STIRLING ARM DRIVE (SPROAT LAKE)
Development Variance – Report and Permit

MOVED: Director Cote
SECONDED: Director Sparrow

THAT the Alberni-Clayoquot Regional District Board of Directors issue Development Variance Permit DVD24004.

CARRIED

b. DVD24012, AASEN, 9958 SUNSET ROAD (SPROAT LAKE)
Development Variance – Report and Permit

MOVED: Director Cote
SECONDED: Director Sparrow

THAT the Alberni-Clayoquot Regional District Board of Directors consider issuing Development Variance Permit DVD24012, subject to neighbouring properties being notified as per Local Government Act s. 499.

CARRIED

c. DVD24013, 1249963 B.C. LTD. - CAMPBELL, 10861 LAKESHORE ROAD (SPROAT LAKE)
Development Variance – Report and Permit

MOVED: Director Cote
SECONDED: Director Sparrow

THAT the Alberni-Clayoquot Regional District Board of Directors consider issuing Development Variance Permit DVD24013, subject to neighbouring properties being notified as per Local Government Act s. 499.

CARRIED

d. RD24005, STRACHAN, 10787 KIMOLA ROAD (SPROAT LAKE)
Rezoning – Report and Bylaw

MOVED: Director Cote
SECONDED: Director Sparrow

THAT the Alberni-Clayoquot Regional District Board of Directors receive the public hearing report.

CARRIED

MOVED: Director Cote
SECONDED: Director Sparrow

THAT the Alberni-Clayoquot Regional District Board of Directors receive the public hearing minutes.

CARRIED

MOVED: Director Cote
SECONDED: Director Sparrow

THAT Bylaw P1509, Sproat Lake Official Community Plan Amendment Bylaw, be read a second time.

CARRIED

MOVED: Director Cote
SECONDED: Director Sparrow

THAT Bylaw P1509, Sproat Lake Official Community Plan Amendment Bylaw, be read a third time.

CARRIED

MOVED: Director Cote
SECONDED: Director Sparrow

THAT Bylaw P1510, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw, be read a second time.

CARRIED

MOVED: Director Cote
SECONDED: Director Sparrow

THAT Bylaw P1510, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw, be read a third time.

CARRIED

- e. **SF23010, VON BRENDEL, 5447 MAEBELLE ROAD (CHERRY CREEK)**
Parcel Frontage Waiver – Report

MOVED: Director Sparrow
SECONDED: Director Cote

THAT the Alberni-Clayoquot Regional District Board of Directors waive the 10% road frontage requirement for proposed Lot 3 in the subdivision plan for the property located at 5447 Maebelle Road.

CARRIED

- f. **TUP24010, DG&3 HOLDINGS LTD, 4689-4697 DUNDALK AVE S (CHERRY CREEK)**
Temporary Use Permit – Report

MOVED: Director Sparrow
SECONDED: Director Cote

THAT the Alberni-Clayoquot Regional District Board of Directors consider issuing Temporary Use Permit TUP24010 subject to neighbourhood notification as per Local Government Act s. 494.

CARRIED

11. REPORTS

10.1 COMMITTEE REPORTS

- a. **Emergency Program Executive Committee Meeting,
November 6, 2024 – M. Sparrow (Verbal)**

Committee received an update on Emergency Program activities including; emergency communications, training, Emergency Support Services, Emergency Operations Centres, FireSmart, Cultural Safety Plan, updates to the ACRD Disaster Emergency Management Plan. Committee recommended that the Board direct staff to investigate satellite communications. Committee recommended that the Board send a resolution to the Association of Vancouver Island Coastal Communities to advocate for funding in situations where a task number is not issued. The committee also supported updates to the ACRD Disaster Emergency Management Plan.

- b. **Agriculture Development Committee Meeting
November 12, 2024 – F. Boyko (Verbal)**

Committee supported changes to the Agriculture Development Committee Terms of Reference including moving from nine meetings per year to quarterly meetings and

updating membership list. Committee concerned about UBCM motions from Pitt Meadows. Concerned about the delays in adoption of Agriculture Land Commission rules loosening the uses for Agriculture Land Reserve land.

MOVED: Director Cote

SECONDED: Director Johnsen

THAT these verbal reports be received.

CARRIED

11.2 AREA REPORTS

(ALL/UNWEIGHTED)

- a. Electoral Area "A" (Bamfield) – B. Beckett. Bamfield referendums underway in Bamfield for sewer system. Provincial Response team came into Bamfield to complete two peer grief support sessions to deal with the recent deaths on the Bamfield Road.
- b. Electoral Area "B" (Beaufort) – F. Boyko. Had a Solid Waste Management Plan (SWMP) open house at the Beaver Creek Community Hall last week. Lack of support was noted for three-stream collection services for single family dwellings. Requested that staff notify Directors of upcoming surveys. Concerned with City of Port Alberni's recent discussions on funding for recreation services and other services (ex. Police Services). Requested info on when the tour of the Echo Centre Aquatic Facility will occur.
- c. Electoral Area "C" (Long Beach) – V. Siga. Official Community Plan engagement was recently held at the Ucluelet Co-op.
- d. Electoral Area "D" (Sproat Lake) – P. Cote. Sent condolences to Director Beckett and Chair Jack regarding the loss of life on the Bamfield Road. The Philippine Martin Mars airplane is in the water and will be leaving the community soon. SWMP Open House in Sproat Lake, was well received by the community.
- e. Electoral Area "E" (Beaver Creek) – S. Roth. Beaver Creek does not wish to become a revenue stream for the City of Port Alberni. Concerned with parking area at Maplehurst Park.
- f. Electoral Area "F" (Cherry Creek) – M. Sparrow. The Cherry Creek Waterworks meeting was held last Wednesday to talk about the conversion study. There will be a referendum vote in 2025 regarding the conversion over to the ACRD. Part of the referendum question will be related to borrowing money to help facilitate the conversion over. SWMP open house tonight in Cherry Creek.
- g. City of Port Alberni – S. Minions/D. Haggard. Looking to have a discussion with the ACRD regarding equity of city recreation services, but first the City wants to collect further information on usage numbers of facilities. Started the budget process earlier this year to allow for discussion and public input. The tour of

- the pool has not been requested yet, but the City is willing to provide the tour and Port Alberni Council members will join ACRD directors on this tour.
- h. District of Tofino – T. Stere. Finalized an AVICC motion for funding residential rainwater collection. Remembrance Day ceremony in Tofino has become a community event including the full engagement of youth for this event. Renovations of council chambers almost complete and hope to hold the next council meeting in the new facility.
 - i. District of Ucluelet – M. McEwen. Attended Ucluelet Remembrance Day Ceremony and kids were involved in the ceremony with lunch. Recently discussed the sanitary sewer system in Ucluelet. Upgrades will occur on 16 projects (lift stations and enlarging pipes) and once complete will support the community and future development.
 - j. Huu-ay-aht First Nations – J. Jack. Thanked the Board for reaching out to Huu-ay-aht regarding the deaths in Bamfield. Discussions will take place with the province regarding the Bamfield Road (who monitors, whose responsibility is it to communicate the risks, and who closes the road). Also looking to access funding for climate change adaptation and mitigation. HFN continues to work on the Huu-ay-aht Framework Plan. Holding People’s Assembly on November 16th at the Athletic Hall. Also attended the Remembrance Day Ceremony at Glenwood Centre.
 - k. Toquaht Nation – K. Johnsen. Strategic planning and budgeting sessions are underway. Continuing to hold Emergency Operations Centre training. Peoples assembly on December 7. Undergoing a complete Economic Development restructuring project.
 - l. Uchucklesaht Tribe Government – M. Cootes. Excited to have recently filled the Communications Coordinator position who is working on a new website for Uchucklesaht. Continue work on Strategic Plan. Recognized the deaths on the Bamfield Road.
 - m. Yuułuʔiłʔatḥ Government – L. Mastrangelo. Moving forward with a number of Executive positions including a Chief Financial Officer and Lands and Resources Director and Director of Operations. Restructuring economic development to allow the Nation to develop solid strategic goals. Also looking for a new Director of Health.

MOVED: Director Mastrangelo

SECONDED: Director Cootes

THAT the Board of Directors receive the Area Reports.

CARRIED

11.3 OTHER REPORTS

12. UNFINISHED BUSINESS

13. LATE BUSINESS

14. 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.

15. RECESS

MOVED: Director Cote

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 3:06 pm.

16. RECONVENE

The meeting was reconvened at 3:12 pm.

17. ADJOURN

MOVED: Director Johnsen

SECONDED: Director Mastrangelo

THAT this meeting be adjourned at 3:12 pm.

CARRIED

Certified Correct:



John Jack,
Chairperson



Heather Zenner,
Manager of Administrative Services