



Committee-of-the-Whole Meeting

Wednesday, March 19, 2025

Zoom/Board Room (Hybrid) – 3008 Fifth Avenue, Port Alberni, BC

10:00 am

Regular Agenda

Watch the meeting live at: <https://www.acrd.bc.ca/events/19-3-2025/>

Register to participate via Zoom Webinar at:

https://acrd-bc-ca.zoom.us/webinar/register/WN_svyk7or7QZSOonMDTpR71jA

- | | PAGE # |
|---|---------------|
| 1. <u>CALL TO ORDER</u> | |
| Recognition of Territories. | |
| Notice to attendees and delegates that 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. <u>APPROVAL OF AGENDA</u> | |
| <i>(motion to approve, including late items required ALL VOTE 2/3 majority vote)</i> | |
| 3. <u>DECLARATIONS</u> | |
| <i>(conflict of interest)</i> | |
| 4. <u>MINUTES</u> | |
| a. Committee-of-the-Whole Meeting – March 12, 2025 | 3-5 |
| <i>THAT the minutes of the Committee-of-the-Whole meeting held on March 12, 2025 be adopted.</i> | |
| 5. <u>PETITIONS, DELEGATIONS & PRESENTATIONS (10 minute maximum)</u> | |
| a. Claire Trevena, BC Ferry Authority Director, BC Ferry Authority, update on the BC Ferry Authority. | |
| 6. <u>REPORTS</u> | |

a. **ACRD Procedure Bylaw Review – Presentation. (H.Zenner)**

6-8

7. **LATE BUSINESS**

8. **QUESTION PERIOD**

Questions/Comments from the public:

- Participating in Person in the Board Room
- Participating in the Zoom meeting
- Emailed to the ACRD at responses@acrd.bc.ca

9. **ADJOURN**



Alberni-Clayoquot Regional District

MINUTES OF THE COMMITTEE-OF-THE-WHOLE MEETING

HELD ON WEDNESDAY, MARCH 12, 2025, 10:00 AM

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

DIRECTORS

PRESENT:

Cindy Solda, Alternate Director, Councillor, City of Port Alberni
Bob Schmidt, Alternate Director, Electoral Area "A" (Bamfield)
Fred Boyko, Director, Electoral Area "B" (Beaufort)
Vaida Siga, Director, Electoral Area "C" (Long Beach)
Rene Lacoursiere, Alternate 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
Tom Stere, Councillor, District of Tofino
Kirsten Johnsen, Member of Council, Toquaht Nation

REGRETS:

John Jack, Chairperson, Chief Councillor, Huu-ay-aht First Nation
Debbie Haggard, Vice-Chair, Councillor, City of Port Alberni
Bob Beckett, Director, Electoral Area "A" (Bamfield)
Penny Cote, Director, Electoral Area "D" (Sproat Lake)
Marilyn McEwen, Mayor, District of Ucluelet
Levana Mastrangelo, Executive Legislator, Yuuʔuʔiʔath Government
Moriah Cootes, Councillor, Uchucklesaht Tribe Government

STAFF PRESENT:

Daniel Sailland, Chief Administrative Officer
Alex Dyer, Planning Manager
Jenny Brunn, General Manager of Community Services
Cynthia Dick, General Manager of Administrative Services
Heather Zenner, Manager of Administrative Services
Janice Hill, Executive Assistant
Jodie Frank, Acting Solid Waste Manager

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

<https://www.acrd.bc.ca/events/12-3-2025/>

1. **CALL TO ORDER**

The Chief Administrative Officer (CAO) called the meeting to order at 10:00 am.

The CAO recognized this meeting is being held throughout the Nuuchahnulth territories.

The CAO reported this meeting is being recorded and livestreamed to YouTube on the Regional District website.

Introductions - Committee Members and Staff present in the Boardroom and via Zoom.

APPOINTMENT OF CHAIRPERSON

MOVED: Director Lacoursiere

SECONDED: Director Solda

THAT Director Sparrow be appointed as the chairperson for the March 12, 2025 Committee of the Whole meeting.

CARRIED

Director Sparrow assumed as Chairperson.

2. APPROVAL OF AGENDA

MOVED: Director Solda

SECONDED: Director Lacoursiere

THAT the agenda be approved as circulated.

CARRIED

3. DECLARATIONS

4. MINUTES

a. Committee-of-the-Whole Meeting held March 5, 2025

MOVED: Director Solda

SECONDED: Director Lacoursiere

THAT the minutes of the Committee-of-the-Whole Meeting held on March 5, 2025 be adopted.

CARRIED

5. REQUEST FOR DECISIONS

a. Request for Decision regarding Solid Waste Management Plan (SWMP) Engagement Update and Next Steps.

MOVED: Director Stere

SECONDED: Director Siga

THAT the Committee of the Whole receive the Phase 2: Public Engagement Summary document for information.

CARRIED

MOVED: Director Stere

SECONDED: Director Siga

THAT the Committee of the Whole recommend that the Alberni-Clayoquot Regional District Board of Directors approve the revised timeline for development of the Solid Waste Management Plan to accommodate additional actions as identified in this report.

CARRIED

6. REPORTS

a. ACRD Procedure Bylaw Review – Presentation (H. Zenner)

Director Stere left the meeting at 11:30 am

7. LATE BUSINESS

(requires 2/3 majority vote)

8. QUESTION PERIOD

Questions/Comments from the public. The General 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.

9. ADJOURN

MOVED: Director Solda

SECONDED: Director Siga

THAT this meeting be adjourned at 11:54 am.

CARRIED

Certified Correct:

Mike Sparrow,
Chairperson

Cynthia Dick,
General Manager of Administrative Services



To: Committee of the Whole

From: Heather Zenner, Manager of Administrative Services

Meeting Date: March 19, 2025

Subject: **ACRD Procedure Bylaw Review – Presentation. Meeting #2**

Summary:

At the March 12th Alberni-Clayoquot Regional District (ACRD) Committee of the Whole (COW) meeting, the committee commenced the review of the ACRD Procedure Bylaw. The attached document provides a summary of bylaw sections that were reviewed and the committee's recommendations.

At the March 19th COW meeting, the committee will continue the review of the procedure bylaw. Staff will forward the presentation one day in advance of the March 19th COW meeting.

Policy or Legislation:

The *Local Government Act* and *Community Charter* apply to the Procedure Bylaw.

Submitted by: Heather Zenner
Heather Zenner, MA, Manager of Administrative Services

Approved by: Cynthia Dick
Cynthia Dick, General Manager of Administrative Services

Bylaw Section (Consolidated Version 2021)	Proposed Changes for Consideration	Date Committee Reviewed:	Committee Recommendations:
NEW	Consent Agenda.	March 12, 2025	Support to utilize a consent agenda for non-controversial items such as receipt/adoption of meeting minutes & correspondence not requiring action.
NEW	Use of Electoral Area Committee meetings for review of Planning Applications.	March 12, 2025	Committee asked staff to investigate options for reviewing Planning Applications at EA committee meetings, rather than at Board meetings, while ensuring that planning applications aren't delayed.
Area & Member Reports (15. Order of Proceedings & Business)	Streamline Area Reports & Member reports section of the agenda.	March 12, 2025	Utilize "Member Reports (Including Electoral Area Reports, First Nation Governments Reports, Municipality Reports and Committee Reports)" heading for all meetings.
3. Application of Rules of Procedure	No changes.	March 12, 2025	N/A.
4. Inaugural Meeting	Change Chair of the Inaugural meeting to be chaired by Corporate Officer (from CAO).	March 12, 2025	Support.
5. Election of the Chair & Vice-Chair	Change Chair & Vice-Chair Elections to be conducted by Corporate Officer (from CAO).	March 12, 2025	Support.
6. Time & Location of Meetings	Board requested discussion on start time of Board meetings.	March 12, 2025	Committee requested staff bring back options related to evening Board meetings.
7. Notice of Regular Board & Committee Meetings	Remove reference to the 'notice board' as one of the ACRD's Public Notice Posting Place & modify wording from providing agendas at the ACRD reception desk to boardroom.	March 12, 2025	Support. Committee requested that staff investigate options for providing presentations (for upcoming Board/Committee meetings) be provided in advance.
8. Notice of Special Meetings	Reduce notice period for Special Meetings from five days to 24 hours notice.	March 12, 2025	Support.
9. Electronic Meetings & Participation	Remove subsection ii. (Board member to notify Corporate Officer 24 hours in advance if participating electronically).	March 12, 2025	Support. Committee has asked staff to work towards standardizing format for all Electronic Meetings (livestreamed & accessible after meeting ends).
10. Attendance of Public at Meetings	Modify wording, not content.	March 12, 2025	Support.
11. Minutes of Meetings to be Maintained & Available to the Public	No proposed changes to bylaw.	March 12, 2025	Board has requested to receive all committee, APC, and Parks Commission meeting minutes.
12. Calling Meeting to Order	No proposed changes.	N/A	N/A.

13. Adjourning Meeting Where No Quorum	Change from 30 minutes to 15 minutes.	March 12, 2025	Support
14. Agenda	Modify wording, not content.		Support. Committee has asked staff to post all agendas (Board, Committee, and Commissions) in the same manner (ie. ACRD Website).