



Committee-of-the-Whole Meeting

Wednesday, July 23, 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/23-7-2025/7653/?catid=0>

Register to participate via Zoom Webinar at:

https://acrd-bc-ca.zoom.us/webinar/register/WN_ximl1EruRzma9gV6pgQ2Tw#/registration

- | | 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 – June 25, 2025 | 3-5 |
| <i>THAT the minutes of the Committee-of-the-Whole meeting held on June 25, 2025 be adopted.</i> | |
| 5. <u>DELEGATIONS & PRESENTATIONS (10 minute maximum)</u> | |
| a. Russ Moen, Resident of Cherry Creek Electoral Area, Health and Quality of Life regarding Unlicensed Offroad Vehicles using Public Roads | |

6. **CORRESPONDENCE**

7. **REQUEST FOR DECISIONS**

8. **REPORTS**

- a. **ACRD Procedure Bylaw Review, Report and Presentation – H. Zenner** **6-15**

9. **LATE BUSINESS**

10. **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

11. **ADJOURN**

Next Meeting: **Wednesday, September 10th, at 10:00am
Regional District Board Room & Zoom**



Alberni-Clayoquot Regional District

MINUTES OF THE COMMITTEE-OF-THE-WHOLE MEETING

HELD ON WEDNESDAY, JUNE 25, 2025, 10:00 AM

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

DIRECTORS

PRESENT:

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)
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)
Moriah Cootes, Councillor, Uchucklesaht Tribe Government
Kirsten Johnsen, Member of Council, Toquaht Nation

REGRETS:

John Jack, Chairperson, Chief Councillor, Huu-ay-aht First Nations
Penny Cote, Director, Electoral Area "D" (Sproat Lake)
Sharie Minions, Mayor, City of Port Alberni
Marilyn McEwen, Mayor, District of Ucluelet
Tom Stere, Councillor, District of Tofino
Levana Mastrangelo, Executive Legislator, Yuułu?if?ath Government

STAFF PRESENT:

Daniel Sailland, Chief Administrative Officer
Teri Fong, Chief Financial Officer
Jenny Brunn, General Manager of Community Services
Cynthia Dick, General Manager of Administrative Services
Shane Koren, Manager of Financial Services
Michael McGregor, Lands and Resources Coordinator
Janice Hill, Executive Assistant

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

<https://www.acrd.bc.ca/events/25-6-2025/>

1. **CALL TO ORDER**

The Chairperson called the meeting to order at 10:00am.

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

2. APPROVAL OF AGENDA

MOVED: Director Cootes
SECONDED: Director Sparrow

THAT the agenda be approved as circulated.

CARRIED

3. DECLARATIONS

4. MINUTES

a. Committee-of-the-Whole Meeting – May 21, 2025

MOVED: Director Sparrow
SECONDED: Director Beckett

THAT the minutes of the Committee-of-the-Whole meeting held on May 21, 2025 be adopted.

CARRIED

5. PETITIONS, DELEGATIONS & PRESENTATIONS

6. CORRESPONDENCE

7. REQUEST FOR DECISIONS

a. Request for Decision regarding Log Train Trail Lease Update.

MOVED: Director Roth
SECONDED: Director Siga

THAT the Committee of the Whole recommend that the Alberni-Clayoquot Regional District Board of Directors direct staff to not pursue a Parks Regulation Bylaw and inform the Ministry of Transportation and Transit that the Alberni-Clayoquot Regional District proposes a communication campaign aimed at informing users and the public on clearly outlined expected standards of use.

CARRIED

Director Roth left the meeting at 11:00am.

8. REPORTS

a. ACRD Procurement Policy Discussion.

MOVED: Director Cootes
SECONDED: Director Haggard

THAT the Committee of the Whole recommend that the Alberni-Clayoquot Regional District Board of Directors direct staff to develop a framework for annual reporting on social procurement parameters.

CARRIED

MOVED: Director Cootes
SECONDED: Director Sparrow

THAT this report be received.

CARRIED

9. LATE BUSINESS

10. 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.

11. ADJOURN

MOVED: Director Sparrow
SECONDED: Director Cootes

THAT this meeting be adjourned at 12:21pm.

CARRIED

Certified Correct:

Debbie Haggard,
Vice-Chairperson

Cynthia Dick,
General Manager of Administrative Services



To: Committee of the Whole

From: Heather Zenner, Manager of Administrative Services

Meeting Date: July 23, 2025

Subject: **ACRD Procedure Bylaw Review – Presentation. Meeting #4**

SUMMARY:

At the March 12th, March 19th, and May 21st Alberni-Clayoquot Regional District (ACRD) Committee of the Whole (COW) meetings, 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.

Staff will utilize a presentation to complete the review of items that have not been discussed yet or required further consideration. Items requiring further consideration are summarized below in this report.

Should the review of the ACRD Procedure Bylaw conclude at the July 23rd COW meeting, the committee will be asked to pass a resolution to the ACRD Board of Directors to direct staff to draft the new Procedure Bylaw. A draft version will be brought to the Board for review, prior to the required public advertising.

NEW INFORMATION:

Electoral Area Director Committee Meetings

An Electoral Area (EA) Directors Committee meeting was held on June 18th and the committee discussed the criteria for reviewing major planning applications at EA Committee meetings (historically these applications have all been reviewed as part of an ACRD Board meeting). The Committee has recommended that the criteria for reviewing at EA meetings prior to the Board table should include:

- i. Rezoning and Official Community Plan (OCP) amendment applications that involve comprehensive development uses or a mix of residential and commercial, industrial, or institutional uses on the same property.
- ii. Rezoning applications where the use would change from a residential or rural use to a commercial, industrial, or institutional use.
- iii. Residential rezoning applications where an OCP amendment bylaw is required and where more than 3 new lots would be created.

- iv. Any other individual development application that is referred to the Committee by the Board of Directors or at the request of the Electoral Area Director.

Reviewing major planning applications at EA meetings will allow EA directors the opportunity to have a more fulsome discussion earlier on in the planning application review cycle. The initial discussion could allow an opportunity for staff and the applicant to address questions raised by the Committee. This update intends to streamline the discussion of planning matters at the subsequent Board of Directors meeting. The EA Committee supported the criteria listed above to be utilized for scheduling EA Committee meetings in the future and requested that this be discussed at the July 23rd COW meeting during the Procedures Bylaw update.

Electronic Voting/Agenda Management Software

At the May 21st COW meeting staff presented preliminary information on electronic voting at Board meetings, as requested by the Committee of the Whole in March. Staff shared a high-level overview of a software option including a depiction of how other local governments in BC utilize electronic voting. The Committee asked staff to bring additional information on software related to Board meeting processes and public transparency including electronic voting options. Electronic voting would be available to all Directors and Alternate Directors utilizing a laptop, tablet, or phone. Technology would need to be provided for Alternate Directors who don't have access to technology (spare ACRD laptop or tablet would be provided). Votes are automatically tallied based on the type of vote, and the results are visible to meeting participants and can be shared during the meeting (live and within the video recording).

For context, the ACRD held 145 meetings (Board, Committee, Commission, Public Hearings) in 2024, each requiring an agenda and minutes and most requiring zoom/livestream setup. The current agenda preparation process is a manual process that includes staff preparing reports and supporting documentation, departmental General Manager review and signoff, Corporate Officer review and signoff, followed by final signoff by the Chief Administrative Officer. Administrative staff then compile the agenda once the report review is complete, upload to the website, and send out to Directors and staff. Board meeting agendas can vary in length but are on average around 200 pages in length. The agenda building process is cumbersome and does not easily allow for corrections or changes once prepared, and in the past, we have struggled with version control issues due to the way documents are manually adjusted during the sign off process and minor corrections completed at the latter stages of agenda preparation.

The software that staff have explored, can allow the preparation of reports directly within the software, allowing for consistency of report type and structure, also allowing a clear review and revision process. Additional features can include creation of tasks assigned to staff (currently staff manually track resolutions to ensure they are captured and actioned). Software has reporting capabilities such as was shown in the May 21st COW meeting using the City of Nanaimo voting results by agenda item. Agendas and minutes can be published to the ACRD website via iFrame (not requiring a manual upload). The software can control and enable access to confidential documents for Directors (Eg. In-Camera Agendas). Software will connect agendas to YouTube video to enable timestamped agenda items (allowing public the ability to click on an agenda item and be taken to that exact point in the video recording).

Staff have engaged with one software company who has provided a cost estimate. Staff have not conducted a competitive process and would recommend exploring more than the one software solution, should the Board wish to consider moving forward with this software.

The software package as described above has been quoted at an annual cost of approximately \$15,000 with an additional one-time implementation cost of approximately \$5,000. The annual cost will increase from the previous years' subscription fee by 4%.

Implementation of this software could take up to six months, including procurement of the software, building templates, training staff, and rolling out the interface. Should the Board wish to pursue the software mentioned above, once the software is implemented, a reduction in administrative time (from all staff across the organization) related to report writing, agenda preparation, and minute taking would be reduced. Electronic voting would be available to the Board once the software is fully rolled out. A reduction in errors related to agendas would likely occur, due to use of technology, reducing opportunity for human error.

Board Meeting – Start Time

A portion of the Board is interested in exploring evening Board meetings to encourage more public participation and to potentially attract new Directors in the 2026 Local Government Election. At the March 12th COW meeting, the committee directed staff to bring back options for evening meetings.

Option 1. 1st Board meeting of the month during day, 2nd Board meeting of the month during evening.

Option 2. All Board meetings in the evening.

Option 3. Status quo – daytime meetings.

Should the Board wish to move away from daytime Board meetings, a resolution of the Committee and Board is requested to direct staff to incorporate this change into the Procedure Bylaw.

For reference the start times of member municipalities and First Nations Council and Executive meetings are listed below:

- Tofino Council meetings: 4:30pm
- Ucluelet Council meetings: 4pm
- City of Port Alberni Regular Council meetings: 2pm, COW meetings: 6pm
- Huu-ay-aht Executive Council meetings: 10am
- Uchucklesaht Council meetings: between 9am and 10:30am (depending on location)
- Toquaht Executive and Council meetings: between 2:30pm and 4pm
- Yuułu?ił?atł Council meetings: (this info was not available at time of writing the report)

Considerations for discussion if considering an evening meeting:

- Would there be an expectation to bring in dinner to facilitate directors that are coming straight from work?
- Would we structure the timing of In-Camera meetings (before or after regular Board meeting) and would the timing have a bearing on the start and/or end time of the regular meetings?
- Would there be onsite childminding options available to lower barriers of evening attendance for parents of young children?

Hospital Meetings

Based on feedback from the ACRD Hospital Strategic Planning session and with input from the Regional Hospital District Chair, quarterly in-depth hospital meetings are proposed. Island Health staff will be invited to share information regarding their plans and approvals. Each municipality and First Nation are encouraged to bring information on health-related matters that their councils are working on. This will allow the Hospital Board to be informed of upcoming proposals, prior to funding requests being made. Shorter hospital meetings (post ACRD Board meetings) will still be required in December for the provisional Hospital District budget bylaw, February for first reading of the Annual Budget bylaw, March for adoption of the Annual Budget bylaw, and April for adoption of the financial statements. Past practice has been to hold 12 Hospital meetings per year, however; at times, agenda items are limited, and agendas have only included adoption of minutes and limited correspondence. Should additional Hospital Board meetings be required, they can be requested by Board members through staff or the Hospital Chair.

Committee & Commission Meetings

There are no proposed changes to timing of Committee or Commission meetings. Currently, most are during the day except for Advisory Planning Commissions, Agricultural Advisory Committee, and Bamfield Area Services Committee meetings. The committee has requested that all Committee and Commission meetings be livestreamed and made available to watch later.

Delegations

The topic of delegations has not been previously discussed as part the Procedures Bylaw update. Staff recommend adding the following clause to clearly delegate authority to the Corporate Officer to deny a delegation: “The Corporate Officer or designate shall make the determination on whether a delegation request is outside the scope of the bylaw and will notify the requestor if the request to appear as a delegation is not accepted”.

The reasons a delegation would be denied were previously discussed at the March 19th COW meeting and include the following: matters related to public hearings, personnel matters, legal action, promotion of business, active procurement process, and matters outside of the jurisdiction of the ACRD (including hate messaging or sharing of misinformation).

Alternate Director Invitations to Board and Committee Meetings

Past practice has been for Elected Directors to advise ACRD administration staff when they could not attend a Board or Committee meeting. Once staff are notified, the agenda and meeting details are then forwarded to Alternate Directors to ensure they are prepared for upcoming meetings. Should an in-camera meeting be scheduled, the Alternate Director are forwarded the in-camera agenda.

This past practice is not addressed in the Procedure Bylaw, but could be by including the following clause:

Alternate Directors will receive agendas for meetings if they are replacing their respective absent Director at the meeting, if staff have been advised by the regular Director of the Alternate Director’s attendance with sufficient notice.

ACRD staff have received a request to have alternates regularly receive all meeting agendas and information regardless of whether they are expected to attend on behalf of an absent Director. If this is something the Board would like include, staff will work on wording and would have the language legally vetted as it pertains to guiding legislation (*Local Government Act* and *Community Charter*).

Recorded Votes at Committee Meetings

The existing Procedure Bylaw is written to only record votes at Board meetings upon request, however, at recent committee meetings, Directors have requested recorded votes. Should the Board wish to change this aspect of the Procedure Bylaw, direction to staff is requested.

Public Input

The current Procedure Bylaw - Section 15 identifies that there is a 'question period' at the end of Board meetings and committee meetings, however no specifics are described in terms of time period, number of questions, whether both comments or questions should be received. This level of detail should be agreed upon in a procedure document and staff flag this topic for consideration.

The current public input process for Board and Committee meetings is to allow the public to ask questions for the Board or Committee at the end of the meeting in-person, via email, or submitting a text in the Q&A function in Zoom. The in-person question period receives some interest but is not exercised frequently. From April 2024 through July 2025, two emails from the public have been received at responses@acrd.bc.ca. Statistics from Zoom on how many comments or questions have been received was not available; however, this communication channel is used regularly. Responses received are often framed as a statement rather than a question, sometimes without enough information to identify the individual. Occasionally statements or questions are received regarding a particular agenda item, but by the time staff read out the comment/question, the context is not fully explained and may not be able to be connected back to the agenda item.

Should the Board wish to make changes to the public input period to gather greater public input, clarification on what will be accepted should be provided. Staff recommend that all public responses require the public to identify their name and their street name (not civic address). Consideration should be given to whether question period is applicable at committee and commission meetings.

Specific direction to the public on how to engage with the Board should be outlined, allowing the public to be informed of the proper channels of communication, and how their correspondence will be shared with the Board. Emails/letters should be directed to ACRD Board of Directors and delivered to administration@acrd.bc.ca or mailed to ACRD office. Correspondence will be added to the next Board meeting under the Correspondence section of the agenda.

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

Reviewed by: *Cynthia Dick*
Cynthia Dick, General Manager of Administrative Services

Approved by: *Daniel Sailland*
Daniel Sailland, MBA, Chief Administrative Officer

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 (CO) 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.	March 12, 2025	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.	March 12, 2025	Support. Committee has asked staff to post all agendas (Board, Committee, and Commissions) in the same manner (i.e. ACRD Website).
16. Late Items	Include a deadline of when late items can be received & criteria for what type of items are eligible.	March 19, 2025	Support for a deadline (48 hours before meeting) for late items. Items that may be considered as late items include: matters arising after the preparation of the agenda and which, if not acted upon in a timely manner, would prejudice or compromise either the Regional District's position or the position of a constituent or group of constituents, and developing criteria for urgent matters.
17. Voting at Meetings	Update language on debate. Simplify language. Remove Mover & Secunder. Recording of votes.	March 19, 2025	Support to update language to "The vote on a motion will be taken when the Chair is satisfied that its intent is clear to Directors". Support to remove the name of the mover & seconder of a motion and replace with "The motion was moved & seconded". Committee is interested in exploring alternative ways of recording of votes (while being timely & accurate), including electronic voting.
18. Chief Administrative Officer	Remove Chief Administrative Officer section 18 in entirety.	March 19, 2025	Support to remove.
19. Delegations	Change timeframe for a delegation request (to 7 days) ahead of meeting and change date that a presentation must be submitted (48 hours) ahead of meeting. Propose to allow delegation to submit a two-page executive summary to be included in the agenda package. Add a section on agenda for presentations.	March 19, 2025	Support to change timelines as presented. Support to allow delegations to submit an executive summary. Support to add presentation section on agenda (where Board extends an invitation or staff presentation ex- Long Term Staff Award).
20. Points of Order	Combine into Conduct and Debate Section of Bylaw.	Not reviewed	N/A
21. Conduct and Debate	Minor wording changes.	March 19, 2025	Support

NEW	Add process for 'Notice of Motion'.	March 19, 2025	Support to add a process for a Notice of Motion (NOM) including providing the CO with a written or emailed copy of motion, no later than seven days prior to the scheduled meeting, and the CO shall add the motion to the agenda. Add ability to submit a NOM for Special Board meeting.
22. Motions Generally	Add 'If a motion is not seconded, the motion is "lost for lack of seconder" and add ability to 'withdraw' a motion. Remove 'matters not on agenda' in favour of new 'Notice of Motion' section. Add motions: 'Recess, point of order'. Change 'move the previous question' to 'call the question and 'refer to committee' to 'refer to committee or staff'. Change order of precedence.	March 19, 2025	Support for all changes.
23. Motion to Commit	Remove 'Motion to Commit'.	March 19, 2025	Support to remove as precedence already covers this situation.
24. Motion for the Main Question	Remove 'Motion for the Main Question', Combine 24. a & b. Remove requirement to have written motion. Simplify wording.	March 19, 2025	Support for all changes.
25. Amendments	Simplify wording for voting on amendments.	March 19, 2025	Support to change to simplify wording to "Amendments shall be voted on in the reverse order to that in which they are moved".
26. Reconsideration by Member	Replace entire section with simplified wording.	March 19, 2025	Support for rewording.
Section 27. Reports from Committees	Remove the level of detail.	March 19, 2025	Support to change the wording to "All committee recommendations are subject to being actioned by the Board".
Section 28. Adjournment	Change wording for end time of Board meetings. Change wording for adjournment of Board meeting. Remove 28.3.	March 19, 2025	Support to change end time of Board meetings to 3.5 hours from the time the meeting was convened. Support to change adjournment wording and removal of 28.3.
NEW	Add	May 21, 2025	Support to record and livestream all Board, Committee, and Commission meetings and post videos and minutes in a reasonable timeframe.

NEW	Electronic Voting	May 21, 2025	Committee requested additional information on electronic voting. Will be brought to the July 23 rd COW meeting.
Will not be included in the Procedure Bylaw, however; will become practice should the Committee provide support for this change.	Major Planning Application Criteria	June 18, 2025 (EA Committee)	EA committee developed criteria for reviewing major planning applications at EA Committee meetings (historically these applications have all been reviewed at ACRD Board meetings).