



Committee-of-the-Whole Meeting

Wednesday, October 8, 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/8-10-2025/>

Register to participate via Zoom Webinar at: https://acrd-bc-ca.zoom.us/webinar/register/WN_SO9VnKLRrs289lebWvfx8A#/registration

- | | PAGE # |
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| 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 – July 23, 2025 | 3-5 |
| <i>THAT the minutes of the Committee-of-the-Whole meeting held on July 23, 2025 be adopted.</i> | |
| 5. <u>PETITIONS, DELEGATIONS & PRESENTATIONS (10 minute maximum)</u> | |
| a. ACRD Procedure Bylaw Review – Presentation. Meeting #5 (H. Zenner) | 6-14 |
| 6. <u>CORRESPONDENCE</u> | |

7. **REQUEST FOR DECISIONS**

8. **REPORTS**

a. **UBCM Roundtable – Verbal Updates**

THAT the verbal updates be received.

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**



Alberni-Clayoquot Regional District

MINUTES OF THE COMMITTEE-OF-THE-WHOLE MEETING HELD ON WEDNESDAY, JULY 23, 2025, 10:00 AM

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)
Marilyn McEwen, Mayor, District of Ucluelet
Moriah Cootes, Councillor, Uchucklesaht Tribe Government
Kirsten Johnsen, Member of Council, Toquaht Nation
Tom Stere, Councillor, District of Tofino
Levana Mastrangelo, Executive Legislator, Yuułu?if?ath Government

REGRETS: Sharie Minions, Mayor, City of Port Alberni

STAFF PRESENT: Daniel Sailland, Chief Administrative Officer
Teri Fong, Chief Financial Officer
Cynthia Dick, General Manager of Administrative Services
Heather Zenner, Manager of Administrative Services
Michael McGregor, Lands and Resources Coordinator
Eddie Kunderman, Operations Manager

The meeting can be viewed on the Alberni-Clayoquot Regional District website at:
<https://www.acrd.bc.ca/events/23-7-2025/7653/?catid=0>

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 Cote
SECONDED: Director Cootes

THAT the agenda be approved as circulated.

CARRIED

3. DECLARATIONS

4. MINUTES

a. Committee-of-the-Whole Meeting held June 25, 2025

MOVED: Director Sparrow
SECONDED: Director Boyko

THAT the minutes of the Committee-of-the-Whole Meeting held on June 25, 2025 be adopted.

CARRIED

5. PETITIONS, DELEGATIONS & PRESENTATIONS

a. Russ Moen, Resident of Cherry Creek Electoral Area, Health and Quality of Life regarding Unlicensed Offroad Vehicles using Public Roads

The meeting was recessed at 10:45am
The meeting was reconvened at 10:51am
Director Stere joined the meeting at 11:04am.

6. CORRESPONDENCE

7. REQUEST FOR DECISIONS

8. REPORTS

a. ACRD Procedure Bylaw Review, Report and Presentation – H. Zenner

MOVED: Director Boyko
SECONDED: Director Sparrow

THAT the Committee-of-the-Whole recommend that the Alberni-Clayoquot Regional District Board of Directors direct staff to include adding the purchase and implementation of Meeting Management Software to the 2026 workplan and budget.

CARRIED

MOVED: Director Cote
SECONDED: Director Haggard

THAT the Committee-of-the-Whole recommend that the Alberni-Clayoquot Regional District Board of Directors direct staff to proceed with status quo for meeting schedules for the Procedure Bylaw update.

TABLED

MOVED: Director Cote
SECONDED: Director Boyko

THAT the Committee-of-the-Whole table this discussion until the next Committee-of-the-Whole meeting.

CARRIED

9. LATE BUSINESS
(requires 2/3 majority vote)

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 Roth
SECONDED: Director Boyko

THAT this meeting be adjourned at 12:27pm.

CARRIED

Certified Correct:

John Jack,
Chairperson

Cynthia Dick,
General Manager of Administrative Services



To: Committee of the Whole

From: Heather Zenner, Manager of Administrative Services

Meeting Date: October 8, 2025

Subject: **ACRD Procedure Bylaw Review – Presentation. Meeting #5**

Summary:

At the March 12th, March 19th, May 21st and July 23rd 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.

Upon completion of the review of the ACRD Procedure Bylaw, the committee will be asked to pass a resolution recommending 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.

Board Meeting – Start Time

At the March 12th and July 23rd COW meetings, the committee discussed the start time of Board meetings and requested that staff bring back further information. Staff polled Corporate Officers from Regional District across the province and received 21 responses as follows:

Responses received from 20 regional districts (RD) indicated that Board meeting start times ranged between 9am to 4pm. The Fraser Valley Regional District starts their Board meeting at 6pm but are currently drafting amendments to their procedure bylaw to change to daytime Board meetings.

Additionally, staff have found three regional districts have evening meetings including:

- Kitimat-Stikine RD (5:30pm – 7pm)
- North Coast RD (2pm – 7pm)
- Northern Rockies Regional Municipality (6:30pm)

Reasons provided for holding daytime Board meetings	Engagement Level Comments	Integration of COW meetings
Elimination of staff overtime costs	Majority of responses indicated little public participation unless there is a contentious issue. (Regional District of Nanaimo indicated a higher level of public engagement for Board meetings)	Responses were evenly split as to timing of COW meetings. Half of responses indicated that COW meetings immediately precede Board meetings. Half of responses indicated that COW meetings are held on a separate day.
Reduced cognitive fatigue & improved decision making	1 RD indicated better public engagement levels during daytime Board meetings	
Preference for outside agencies to attend daytime meetings without incurring overtime	Of the RD's that had held both daytime and evening meetings, there was little variation in public engagement between meeting time	
	1 RD indicated better public engagement at their in-person Board meetings, held at 4pm in Electoral Areas (twice/year)	
	Most responses indicated that the highest level of public engagement comes from delegations at Board meetings. Delegates present and leave when their agenda item has been actioned	
	Most RD's indicated that livestreaming meetings has reduced in-person public engagement, increased online engagement through participating in meeting remotely or watching the recorded meetings later	

Staff recommend that COW, Electoral Area Director Committee (EA), Alberni Valley and Bamfield Committee (AV&B) meetings continue to be held ahead of Board meetings (same day). West Coast Committee meetings are generally not scheduled on the same day as most of these meetings are held on the West Coast. Alternatively, COW, EA, AV&B meetings could be held on the Wednesday prior to the Board meeting. The committee previously provided support for more in-depth Regional Hospital District meetings to occur four times per year, which will be held on Wednesday's during the day. When additional hospital meetings are required for budget or pressing matters, they are recommended to be held following Board meetings.

Should the Committee wish to explore Board meeting times, the following options are provided for consideration:

- Option 1. 1st Board meeting of the month during day (1:30pm), 2nd Board meeting of the month during evening (recommend 4pm or 4:30pm start time).
- Option 2. All Board meetings in the evening (recommend 4pm or 4:30pm start time).
- Option 3. Status quo – daytime meetings (1:30pm).
- Option 4. Status quo – daytime meetings (1:30pm) and re-visit with newly elected Board in 2026.

Alternate Director Invitations to Board and Committee Meetings

At the July 23rd COW meeting, the committee discussed the process for Alternate Directors to receive agenda packages. 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 is forwarded the in-camera agenda.

Discussion at the COW meeting included whether all Alternate Directors should be forwarded all Board agendas and all Board In-Camera agendas as a matter of practice. As way of reminder, all open Board agendas are available on the ACRD website. There are 14+ Alternate Directors, as each elected Director has an alternate and the City of Port Alberni utilizes several of their councillors as alternates. The Local Government Act requires that alternate directors make an oath of office within “45 days after the effective date of the appointment or the first board meeting or board committee meeting at which the person acts in that capacity, whichever is latest”. Some Alternate Directors have not signed their oath of office as they have never attended a Board or committee meeting. The ACRD has also had a Board In-Camera agenda item leaked to the public and does not currently have security features to identify leaks. Limiting access to confidential information to only those for whom it is necessary is prudent and reduces the chances that this information is leaked (intentionally or accidentally). Staff recommend only sending In-Camera agendas to Alternate Directors when they are attending a meeting on behalf of the Elected Director. Staff have reviewed this recommendation with legal counsel.

This past practice of sending agendas to Alternate Directors 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.

Public Input Period and Question Period

At the July 23rd COW meeting, the Committee expressed a desire to explore public input options to make input more meaningful by adding input at the beginning of meetings rather than only at the end of meetings.

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 current process also allows for three delegations at Board and Committee meetings.

Based on the input provided at the COW meeting, staff drafted the following options to potentially add an opening Public Input (not a Q&A) Period and concluding Question Period:

<p>Recommend:</p>	<p>Add Public Input Period to all Board & Committee meetings at beginning of agenda:</p> <ul style="list-style-type: none"> • Limit Input Period to 10 minutes total • Accept input in-person or virtually • Input must be related to agenda item • 3 minutes max per presenter • No video permitted
<p>Note: <i>Public input is not included for Advisory Planning Commissions as development applications have a separate public input process and that input is directed to the Board.</i></p>	<p>Add Question Period to Board & Committee meetings at end of agenda:</p> <ul style="list-style-type: none"> • Limit Question Period to 10 minutes total • Accept input in-person or virtually • Questions must be related to agenda item • 3 minutes max per presenter • No video permitted

Staff recommend that the public provide their name and their street name (not civic address) prior to providing their input.

Specific direction to the public on how to engage with the Board should be advertised, 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 for inclusion in a future agenda. It should also be noted that formal structured input such as public hearings and/or formal outreach processes remain the primary source for public input on key projects and initiatives of the ACRD.

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).
Will not be included in the Procedure Bylaw, however; will become common practice.	Major Planning Application Criteria	July 23, 2025	Committee supported the criteria developed by the EA committee for major planning applications.
NEW	Electronic Voting/Agenda Management Software	July 23,	Committee supported the adding the purchase and implementation of meeting management software to the 2026 workplan and budget.
NEW	Electronic Voting/Agenda Management Software	August 27, 2025 (Board meeting)	Board approved a Financial Plan amendment for 2026 to allow the purchase and implementation of meeting management software.
6. Time & Location of Meetings	Board Meeting – Start Time	July 23, 2025	Committee requested more information from staff. Determine how other Regional Districts manage start times of their Board meetings. Determine other committee meetings (COW, Alberni Valley & Bamfield, EA, West Coast Committee) will integrate with Board meetings.
NEW	Hospital Meetings	July 23, 2025	Committee supported scheduling quarterly in-depth hospital meetings to allow for more conversation and awareness.
Section 19. Delegations	Add additional clause related to delegations.	July 23, 2025	Committee supported adding a clause to delegate the authority to deny a delegation to the Corporate Officer (specified reasons including disinformation). Committee requested that staff keep a record of denied delegation requests and present this to the Board at year-end.
NEW	Alternate Director Participation	July 23, 2025	Committee discussed the idea of sending all Open Board Agenda and In-Camera Agendas to Alternate Directors. Concerns raised with sharing of confidential information. Bring forward to Oct 8 th COW meeting.
NEW	Recording Votes at Committee Meetings	July 23, 2025	Committee supported recording of votes at committee meetings upon request (until agenda software is implemented in 2026 and will automatically records votes at Board, Hospital, EA, AV&B, WCC and COW meetings).

NEW	Public Input	July 23, 2025	Committee discussed the Public Input period and expressed support for making adjustments to become more meaningful and directed staff to bring back options.
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