



Salmon Beach Committee Meeting

Thursday, March 13, 2025

Via Zoom

1:30 pm

Regular Agenda

Watch the meeting live at: <https://www.acrd.bc.ca/events/13-3-2025/>

Register to participate via Zoom Webinar at:

https://acrd-bc-ca.zoom.us/webinar/register/WN_efYOCiUmSoGTbP4PxxClgg#/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.	
2.	<u>APPROVAL OF AGENDA</u> <i>(motion to approve, including late items requires 2/3 majority vote)</i>	
3.	<u>DECLARATIONS</u> <i>(conflict of interest)</i>	
4.	<u>MINUTES</u>	
a.	Salmon Beach Committee Meeting held October 24, 2024	3-5
	<i>THAT the minutes of the Salmon Beach Committee meeting held on October 24, 2024 be adopted.</i>	
5.	<u>REQUEST FOR DECISIONS</u>	
a.	REQUEST FOR DECISION Salmon Beach Committee Terms of Reference – Annual Review	6-10
	<i>THAT the Salmon Beach Committee re-confirm their Terms of Reference for 2025 as presented.</i>	
6.	<u>REPORTS</u>	

**a. Operations Update, Eddie Kunderman, Operations Manager, ACRD
(Verbal)**

THAT the Salmon Beach Committee receives report a.

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

8. QUESTION PERIOD

Questions/Comments from the public:

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

9. ADJOURN



Alberni-Clayoquot Regional District

MINUTES OF THE SALMON BEACH COMMITTEE MEETING HELD ON THURSDAY, OCTOBER 24, 2024, 1:30 PM

Zoom

- MEMBERS PRESENT:** Kel Roberts, Chairperson, Alternate Director, Electoral Area “C”
(Long Beach)
Ellen Peete, Member at Large
Ron McKinlay, Member at Large
Ken Lunde, Member at Large
Vaida Siga, Director, Electoral Area “C” (Long Beach)
Terry Graff, Member at Large
- REGRETS:** Jill Maibach, Member at Large
- STAFF PRESENT:** Eddie Kunderman, Operations Manager
Wendy Hayes, Community Services Assistant

The meeting can be viewed on the Alberni-Clayoquot Regional District website at:
<https://www.acrd.bc.ca/events/24-10-2024/>

1. **CALL TO ORDER**

The Chairperson called the meeting to order at 1:31 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 – Committee Members and Staff present in the Boardroom and via Zoom.

2. **APPROVAL OF AGENDA**

MOVED: E. Peete

SECONDED: R. McKinlay

THAT the agenda be approved as circulated.

CARRIED

3. **DECLARATIONS**

4. **MINUTES**

a. **Salmon Beach Committee Meeting held March 14, 2024**

MOVED: R. McKinlay

SECONDED: E. Peete

THAT the minutes of the Salmon Beach Committee meeting held on March 14, 2024 be adopted.

CARRIED

5. PRESENTATIONS

- a. **Solid Waste Management Plan Engagement Presentation, Jodie Frank, Solid Waste Project Coordinator, Paulo Eichelberger, Solid Waste Manager**

6. CORRESPONDENCE FOR ACTION/INFORMATION

7. REQUESTS FOR DECISIONS

- a. **Request for Decision regarding Financial Plan Amendment.**

MOVED: E. Peete

SECONDED: K. Lunde

THAT the Salmon Beach Committee recommend that the ACRD Board of Directors approve a Financial Plan amendment for the Salmon Beach Transportation Capital Fund, increasing the budget for the Interior Road upgrades to \$185,000 for 2024.

CARRIED

- a. **Request for Decision regarding 2025 Workplan.**

MOVED: E. Peete

SECONDED: R. McKinlay

THAT the Salmon Beach Committee confirm the projects and priorities for Salmon Beach Services which will be considered for inclusion in the development of the overall ACRD 2025 workplan.

CARRIED

8. REPORTS

9. LATE BUSINESS

10. QUESTION PERIOD

Questions/Comments from the public. The Community Services Assistant 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: R. McKinlay
SECONDED: K. Lunde

THAT this meeting be adjourned at 2:15 pm.

CARRIED

Certified Correct:

Kel Roberts,
Chairperson

Wendy Hayes,
Community Services Assistant



To: Salmon Beach Committee

From: Heather Zenner, Manager of Administrative Services

Meeting Date: March 13, 2025

Subject: Salmon Beach Committee Terms of Reference – Annual Review

Recommendation:

THAT the Salmon Beach Committee re-confirm their Terms of Reference for 2025 as presented.

Desired Outcome:

To review and re-confirm the terms of reference for the Salmon Beach Committee for 2025.

Background:

The *Local Government Act* enables Regional District's to establish and appoint members to standing committees to deal with matters the Board considers would be better dealt with by a committee.

The Salmon Beach Committee is a standing committee of the Alberni-Clayoquot Regional District (ACRD) that advises the ACRD Board of Directors on matters relating to Salmon Beach Services including security, garbage collection and disposal, recreation, transportation, water supply and sewage disposal.

At the first meeting each year, all Regional District standing committees review their terms of reference and consider any amendments. All amendments to their terms of reference require Board approval.

Staff are not recommending any changes to the Terms of Reference but would like to remind the committee that in 2024 the committee recommended changing the term of committee members from one to three years, which the ACRD Board of Directors supported.

Time Requirements – Staff & Elected Officials:

None.

Financial:

N/A

Strategic Plan Implications:

N/A

Policy or Legislation:

The *Local Government Act* provides the designated authority for Regional District Boards to create standing committees.

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



Alberni-Clayoquot Regional District

Terms of Reference Salmon Beach Committee

1. Introduction

- 1.1 The Alberni-Clayoquot Regional District (ACRD) has formed the Salmon Beach Committee to advise the ACRD Board (“the Board”) on matters relating to Salmon Beach Services (“the Services”).

2. Objective

- 2.1 The Salmon Beach Committee advises the Board on matters relating to Salmon Beach Services, including but not limited to security, garbage collection and disposal, recreation, transportation, water supply and sewage disposal.

3. Scope of Work

- 3.1 To achieve this objective, the Salmon Beach Committee will undertake the following activities:
- In conjunction with contractors, the General Manager of Community Services or his/her designate, initiate, implement and oversee the provision of the Services;
 - Seek input from Salmon Beach lot owners on the annual budget and work plan;
 - Prepare and present an annual budget and work plan for approval by the Board no later than October 1st of each year of the year previous;
 - Operate within the budget approved by the Board;
 - Operate within the work plan approved by the Board;
 - Operate within all applicable policies including the purchasing policy of the ACRD;
 - Seek and obtain Board approval before embarking on an activity that is outside the scope of the work plan or the budget approved by the Board;
 - Committee deliberations and recommendations to the Board will be guided by the ACRD’s Strategic Plan;
 - Seek input from Salmon Beach property owners on the Services, consider recommended changes and bring forward for approval by the Board;
 - Provide input regarding matters relating to the service such as regulations and policy.

4. Membership

- 4.1 In order to provide representation from the Salmon Beach area, membership on the Committee is as follows:
- Five (5) Members at-large from Salmon Beach, each of whom must own property at Salmon Beach;
 - The Director for Electoral Area “C” (Long Beach) or his/her alternate.

5. Appointment and Term

- 5.1 The Salmon Beach Committee will conduct an election of new Members-at-large with Salmon Beach Lot Owners at the Annual General Meeting. Following the election, the Committee will make recommendations on Member-at-large appointments to the Board.
- 5.2 Members-at-large of the Committee shall serve for a three (3) year term.
- 5.3 The Board may, at any time, remove any Member of the Committee and any Member of the Committee may resign at any time upon sending written notice to the Chairperson of the Committee. The Board may appoint a replacement upon recommendation from the Committee.
- 5.4 The Board may dissolve the Committee following written notice being provided to all Members.
- 5.5 Members of the Committee may stand for re-appointment by the Board at the conclusion of their term.
- 5.6 Members-at-large of the Committee shall serve without remuneration.

6. Committee Chair

- 6.1 The Committee Chair shall be the Director for Electoral Area “C” (Long Beach) or his/her alternate.

7. Meeting Procedures

- 7.1 Meetings of the Committee shall be held a minimum of two times per year. Additional meetings will be held at the call of the Committee Chairperson, time and location to be determined by the Chairperson of the Committee.
- 7.2 A quorum for a meeting of the Committee shall be a majority of the Members of the Committee.

7.3 Meetings of the Committee shall be conducted and held in accordance with the Regional District's Procedures Bylaw.

8. Reporting to the Board

8.1 The Committee will report to the Board on the activities of the Committee annually or as requested by the Board.

8.2 Recommendations from the Committee to the Board must be adopted by the Committee prior to presentation to the Board.

9. Resources

9.1 On behalf of the Committee, Regional District staff will provide advice and professional assistance to the Committee including arranging meetings, preparing and circulating agendas and minutes, writing letters, correspondence and preparing reports to the Board.

Adopted by the ACRD Board: May 13, 2015, March 10, 2021
