



Alberni-Clayoquot Regional District

MINUTES OF THE BOARD OF DIRECTORS MEETING HELD ON WEDNESDAY, DECEMBER 10, 2025, 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)
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
Moriah Cootes, Councillor, Uchucklesaht Tribe Government
Kirsten Johnsen, Member of Council, Toquaht Nation
Kel Roberts, Alternate Director, Electoral Area "C" (Long Beach)
Marilyn McEwen, Mayor, District of Ucluelet

REGRETS: Vaida Siga, Director, Electoral Area "C" (Long Beach)
Levana Mastrangelo, Executive Legislator, Yuułu?if?ath Government
Tom Stere, Councillor, District of Tofino

STAFF PRESENT: Daniel Sailland, Chief Administrative Officer
Teri Fong, Chief Financial Officer
Alex Dyer, General Manager of Planning & Development
Cynthia Dick, General Manager of Administrative Services
Heather Zenner, Manager of Administrative Services
Karen Freethy, Protective Services Manager
Charlie Starratt, Regional Fire Services Manager
Eddie Kunderman, Operations Manager
Janice Hill, Executive Assistant
Jaleen Rousseau, Planning Manager

The meeting can be viewed on the Alberni-Clayoquot Regional District website at:
<https://www.acrd.bc.ca/events/10-12-2025/7683/?catid=0>

1. **CALL TO ORDER**

The Chairperson called the meeting to order at 1:30 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 - Board Members and Staff present in the Boardroom and via Zoom.

2. APPROVAL OF AGENDA

CAO Daniel Sailland recognized Charlie Starratt, Regional Fire Services Manager and congratulated him on his retirement.

MOVED: Director Sparrow

SECONDED: Director Roberts

THAT the agenda be approved as amended by adding Agenda item 12 to discuss social media conduct and by adding item 7(c) Correspondence for Information related to Highway 4 Closure on December 17th.

CARRIED

3. DECLARATIONS

Director Haggard declared a conflict-of-interest for agenda items 5(b) and 9(g) Development Variance DVF25001, 6614 Andrews Lane.

4. ADOPTION OF MINUTES

a. Board of Directors Meeting – November 26, 2025

MOVED: Director Johnsen

SECONDED: Director Sparrow

THAT the minutes of the Board of Directors meeting held on November 26, 2025 be adopted.

CARRIED

b. Sproat Lake Advisory Planning Commission Meeting – November 24, 2025

MOVED: Director Cote

SECONDED: Director Sparrow

THAT the minutes of the Sproat Lake Advisory Planning Commission Meeting held on November 24, 2025 be received.

CARRIED

c. Alberni Valley & Bamfield Committee Meeting – November 26, 2025

MOVED: Director Cote

SECONDED: Director Sparrow

THAT the minutes of the Alberni Valley & Bamfield Committee Meeting held on November 26, 2025 be received.

CARRIED

d. Long Beach Advisory Planning Commission Meeting - December 1, 2025

MOVED: Director Roberts

SECONDED: Director Sparrow

THAT the minutes of the Long Beach Advisory Planning Commission Meeting held on December 1, 2025 be received.

CARRIED

e. Beaver Creek Advisory Planning Commission Meeting – December 2, 2025

MOVED: Director Roberts

SECONDED: Director Cootes

THAT the minutes of the Beaver Creek Advisory Planning Commission Meeting held on December 2, 2025 be received.

CARRIED

f. West Coast Committee Meeting – December 3, 2025

MOVED: Director Roberts

SECONDED: Director Cootes

THAT the minutes of the West Coast Committee Meeting held on December 2, 2025 be received.

CARRIED

5. PETITIONS, DELEGATIONS & PRESENTATIONS

a. Ione Smith, Director, Upland Agricultural Consulting, Presenting the Food Security Emergency Plan, Livestock Emergency Plans and the Agricultural Water Plan

Director Haggard declared a conflict-of-interest for item 5(b) and left the meeting at 2:08 pm.

b. Denis and Dianne Francoeur, Development Variance Applicants DVF25001, 6614 Andrews Lane (Cherry Creek)

Director Haggard re-entered the meeting at 2:20 pm.

6. CORRESPONDENCE FOR ACTION

a. REQUEST FOR ATTENDANCE

Director Attendance of 2026 Electoral Area Directors' Forum and Local Government Leadership Academy Forum

MOVED: Director Cote

SECONDED: Director Roth

THAT the Board of Directors support all eligible Directors to attend the 2026 Electoral Area Directors' Forum, March 10 – 11, 2026 and LGLA Leadership Forum, March 11 - 13, 2026, in Richmond, BC.

CARRIED

b. REQUEST FOR DELCARATION

Declare January 2026 as Crime Stoppers Month

MOVED: Director Cote

SECONDED: Director Johnsen

THAT the Alberni-Clayoquot Regional District Board of Directors proclaim January 2026 as Crime Stoppers month.

CARRIED

7. CORRESPONDENCE FOR INFORMATION

Director McEwen entered the meeting at 2:23 pm.

a. ASSET MANAGEMENT BC

Free Asset Management Training for Elected Officials and CAOs

b. BILL M 216 – 2025 PROFESSIONAL RELIANCE ACT

- Letter from The Village Radium Hot Springs
- Letter from District of Central Saanich
- Letter from City of Quesnel

c. Highway 4 Closure on Wednesday, December 17 from 9am – 3pm.

MOVED: Director Roberts

SECONDED: Director Cootes

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

CARRIED

8. REQUEST FOR DECISIONS & BYLAWS

a. Request for Decision regarding Payment Acceptance – Credit Card Payment Processing Fees

MOVED: Director Roth

SECONDED: Director Cote

THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to implement a Paymentus Corporation payment system for credit card processing.

CARRIED

b. Request for Decision regarding Port Alberni Transit Future Service Plan

MOVED: Director Haggard

SECONDED: Director Cote

THAT the Alberni-Clayoquot Regional District Board of Directors endorse the 2025 Port Alberni Transit Future Service Plan.

CARRIED

c. Request for Decision regarding Alberni Valley Agricultural Water Plan Final Report

MOVED: Director Roth

SECONDED: Director Cote

THAT the Alberni-Clayoquot Regional District Board of Directors receive the Alberni Valley Agricultural Water Plan Final Report.

CARRIED

d. Request for Decision regarding Alberni Valley/West Coast Food Security Emergency Plan and Livestock Emergency Plan Final Reports

MOVED: Director Roth

SECONDED: Director Johnsen

THAT the Alberni-Clayoquot Regional District Board of Directors receive the Alberni Valley Food Security Emergency Plan, the Alberni Valley Livestock Emergency Plan and the West Coast Food Security Emergency Plan.

CARRIED

e. Request for Decision regarding Hupacasath First Nation - ACRD Fire Suppression and First Responder Service Agreement

MOVED: Director Roth
SECONDED: Director Cootes

THAT the Alberni-Clayoquot Regional District Board of Directors authorize the CAO to enter into an interim Fire Protection Services Agreement until March 31, 2026, with the Hupacasath First Nation allowing the Sproat Lake Volunteer Fire Department to provide structural fire protection services to Kleehkoot Indian Reservation No. 2 with any long-term changes to the agreement being brought back to the Alberni-Clayoquot Regional District Board of Directors.

CARRIED

f. Request for Decision regarding ACRD Emergency Communication and Public Notification Plan

MOVED: Director Roberts
SECONDED: Director Cootes

THAT the Alberni-Clayoquot Regional District Board of Directors adopt the Alberni-Clayoquot Regional District Emergency Communication and Public Notification Plan as presented.

CARRIED

9. PLANNING MATTERS

9.1 ELECTORAL AREA DIRECTORS

- a. **TUP22007R, KIMOLA/KAIKKONEN/COWLAND/BARIL-DIONNE, 2660 TOFINO-UCLUELET HIGHWAY (LONG BEACH)**
Temporary Use Permit – Report and Permit

MOVED: Director Roberts
SECONDED: Director Cote

THAT the Alberni-Clayoquot Regional District Board of Directors consider Issuing TUP22007R subject to:

- a. Safe and suitable access to the site confirmed by the Ministry of Transportation and Transit and the Ucluelet Fire Department.*
b. Neighbour notification in accordance with Section 494 of the Local Government Act.

CARRIED

- b. **TUP25015, HETU/REID, 232 ALBION CRESCENT (LONG BEACH)**
Temporary Use Permit – Report and Permit

MOVED: Director Roberts
SECONDED: Director Cote

THAT the Alberni-Clayoquot Regional District Board of Directors consider issuing TUP25015 subject to:

- a. Completion of a health and life safety inspection by the ACRD Building Inspector*
- b. Neighbour notification according to s. 494 of the Local Government Act.*

CARRIED

- c. TUP25014, RUSSELL, 8245 DICKSON DRIVE (SPROAT LAKE)**
Temporary Use Permit – Report and Permit

MOVED: Director Cote

SECONDED: Director Roth

THAT the Alberni-Clayoquot Regional District Board of Directors consider Temporary Use Permit application TUP25014 subject to the following:

- a. Health and safety inspection by the ACRD Building Inspector.*
- b. Neighbourhood notification as per Local Government Act s.494.*

CARRIED

- d. TUP25011, LABRIE, 9694 LAKESHORE ROAD (SPROAT LAKE)**
Temporary Use Permit – Report and Permit

MOVED: Director Cote

SECONDED: Director Sparrow

THAT the Alberni-Clayoquot Regional District Board of Directors consider Temporary Use Permit Application TUP25011 subject to the following:

- a. Health and safety inspection by the ACRD Building Inspector.*
- b. Neighbourhood notification as per Local Government Act s.494.*

CARRIED

- e. RE25002, MCINNES/STRACHAN, 5535 STRICK ROAD (BEAVER CREEK)**
Rezoning – Memorandum and Bylaw

MOVED: Director Roth

SECONDED: Director Cote

THAT Bylaw P1529, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw, be adopted.

CARRIED

- f. RE25004, GIBSON, 5670 GRANDVIEW ROAD (BEAVER CREEK)**
Rezoning – Report and Bylaw

MOVED: Director Roth

SECONDED: Director Sparrow

THAT the Alberni-Clayoquot Regional District Board of Directors consider first reading to Bylaw P1532, Regional District of Alberni-Clayoquot Zoning Amendment Bylaw at a future date, and that notice be given in accordance with Section 467 of the Local Government Act.

CARRIED

*MOVED: Director Roth
SECONDED: Director Sparrow*

THAT the Alberni-Clayoquot Regional District Board of Directors confirm that adoption of Bylaw P1532 is subject to:

- a. Confirmation from a Registered On-site Wastewater Practitioner that the parcel can accommodate onsite sewage disposal to a 0.24 ha minimum lot size.*
- b. Meeting all technical referral agency requirements.*

CARRIED

Director Haggard declared a conflict-of-interest for item 9(g) and left the meeting at 3:12 pm.

- g. DVF25001, FRANCOEUR, 6614 ANDREWS LANE (CHERRY CREEK)**
Development Variance Permit – Memorandum and Report

*MOVED: Director Sparrow
SECONDED: Director Boyko*

THAT the Alberni-Clayoquot Regional District Board of Directors deny Development Variance Permit DVF25001.

CARRIED

The meeting was recessed at 3:34 pm.
Director Haggard re-entered the meeting at 3:34 pm.
The meeting was reconvened at 3:45 pm.

10. REPORTS

*MOVED: Director Roth
SECONDED: Director Cootes*

THAT the Board move agenda item 12 (a) social media discussion to item 10 due to time constraints.

CARRIED

*MOVED: Director Johnsen
SECONDED: Director Roth*

THAT the Board receive the above verbal report on social media.

CARRIED

Director Roth left at 4:00 pm.

10.1 STAFF REPORTS

- a. **Meeting Schedule – January 2026**
- b. **Building Report – November 2025**

MOVED: Director Cote

SECONDED: Director Cootes

THAT the Board of Directors receives the staff reports a-b.

CARRIED

10.2 COMMITTEE REPORTS

- a. **Accessibility Committee Meeting, December 9, 2025 (Verbal) – H. Zenner**

Advised that there were three presentations at the Accessibility Committee: from Sam Turcott, Assistant Deputy Minister from the Ministry of Social Development and Poverty Reduction, Alex Hunter, Constituency Assistant, Office of Gord Johns MP, and from David Calver, Founder Society for Inclusion and Participation. Recommendations from the Accessibility Committee will be brought to the Board in January.

- b. **Salmon Beach Committee Meeting, December 9, 2025 (Verbal) – No report**

MOVED: Director Roth

SECONDED: Director Johnsen

THAT the Board of Directors receive verbal reports a-b.

CARRIED

10.3 AREA REPORTS

- a. **Electoral Area “A” (Bamfield) – B. Beckett.** Commended ACRD staff for their communications on weather and road updates.
- a. **Electoral Area “B” (Beaufort) – F. Boyko.** Concerns regarding taxation increases.
- b. **Electoral Area “C” (Long Beach) – V. Siga.** No report.
- c. **Electoral Area “D” (Sproat Lake) – P. Cote.** A Sproat Lake Volunteer Fire Department member is holding a ‘Light up the Lake’ event at Tall Timbers on December 19th and 20th.
- d. **Electoral Area “E” (Beaver Creek) – S. Roth.** No report.
- e. **Electoral Area “F” (Cherry Creek) – M. Sparrow.** Engaging with Cherry Creek residents on upcoming budget.

- f. **City of Port Alberni – S. Minions/D. Haggard.** City Chief Administrative Officer is leaving for the City of North Vancouver and wish him well. Andrew McGifford will be the interim Chief Administrative Officer for a one-year period.
- g. **District of Tofino – T. Stere.** No report.
- h. **District of Ucluelet – M. McEwen.** In budget season.
- i. **Huu-ay-aht First Nations – J. Jack.** Held the People’s Assembly on November 22nd. A strong mandate was given to the Huu-ay-aht government to support the coastal and pipeline impacted First Nations in British Columbia who are impacted by the Alberta/Canada MOU with regard to pipeline and tanker ban. Will be signing a Memorandum of Understanding next week with the Ministry of Children and Family Development. Office will be closed December 19th though January 5th.
- j. **Toquaht Nation – K. Johnsen.** Held a People’s Assembly this last Saturday. Office closing December 24 – January 5th. Turkey dinner in Port Alberni on December 12th.
- k. **Uchucklesaht Tribe Government – M. Cootes.** Annual Christmas luncheon on Saturday. Office will be closed December 19th through January 5th.
- l. **Yuufu?if?ath Government – L. Mastrangelo.** No report.

MOVED: Director Cootes

SECONDED: Director Sparrow

THAT the Board of Directors receive the Area Reports.

CARRIED

10.4 MEMBER REPORTS

- a. **9-1-1 Corporation – B. Beckett.** Meeting held on November 28th.
- b. **Vancouver Island Regional Library – F. Boyko.** No recent meeting. Financial Audit meeting will be held this coming Friday.
- c. **Alberni Valley Chamber of Commerce – S. Minions/F. Boyko.** No report.
- d. **Association of Vancouver Island & Coastal Communities – P. Cote.** Getting ready for next AVICC convention. Resolution deadline is coming in January. Deadline for student submissions is coming soon.

MOVED: Director Cote

SECONDED: Director Cootes

That the Board of Directors support two student delegates to attend AVICC in 2026.

CARRIED

- e. **Tsawak-qin Public Advisory – M. Sparrow.** Tsawak-qin is submitting a Forest Operation Map on December 16th.

f. Other Reports

MOVED: Director Sparrow
SECONDED: Director Johnsen

THAT the Board of Directors receive the Member Reports.

CARRIED

11. UNFINISHED BUSINESS

12. LATE BUSINESS

a. Social Media Conduct discussion.

13. 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.

14. RECESS

MOVED: Director Cootes
SECONDED: Director Johnsen

THAT the Regular Board of Directors meeting be recessed in order to conduct the Regional Hospital District meeting.

CARRIED

The meeting was recessed at 4:16 pm.

15. RECONVENE

The meeting was reconvened at 4:27 pm.

16. IN-CAMERA

MOVED: Director
SECONDED: Director

THAT the meeting be closed to the public as per the Community Charter, sections:

- 90 (1) (i): the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;*
- 90 (1)(a): personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality.*

CARRIED

The meeting was closed to the public at 4:31 pm.

The meeting was re-opened to the public at 5:30 pm.

17. REPORT OUT – RECOMMENDATIONS FROM IN-CAMERA

The following resolutions passed at the in-camera portion of the Board of Directors meeting were reported out in open meeting:

THAT the Alberni-Clayoquot Regional District Board of Directors approve the lease agreement with Coulson Aviation for the temporary construction laydown area at the Alberni Valley Regional Airport at a rate equal to 15% of market value, applicable for the duration of site construction for up to three years, backdated to June 2025, ensuring that the lease rate will be 100% of market value at the end of the three term and staff be directed to develop an Interim Laydown Lease Policy for the Alberni Valley Regional Airport establishing criteria and a uniform temporary rate applicable to all airport businesses requiring short-term laydown space outside of their established lease area.

THAT the Alberni-Clayoquot Regional District Board of Directors approve the rent-credit request of \$46,000.00 from Coulson Aviation for security fence and gate enhancements associated for Lease LS-A2025005, which may be applied to other Coulson lease rent amounts owing or due in 2026.

18. ADJOURN

MOVED: Director Cootes

SECONDED: Director Johnsen

THAT this meeting be adjourned at 5:30 pm.

CARRIED

Certified Correct:

John Jack,
Chairperson

Heather Zenner,
Manager of Administrative Services