



# Alberni-Clayoquot Regional District

## MINUTES OF THE BOARD OF DIRECTORS MEETING

HELD ON WEDNESDAY, FEBRUARY 26, 2025, 1:30 PM

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

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### 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)

Penny Cote, Director, Electoral Area "D" (Sproat Lake)

Susan Roth, Director, Electoral Area "E" (Beaver Creek)

Mike Sparrow, Director, Electoral Area "F" (Cherry Creek)

Cindy Solda, Councillor, (Alternate), City of Port Alberni

Marilyn McEwen, Mayor, District of Ucluelet

Tom Stere, Councillor, District of Tofino

Moriah Cootes, Councillor, Uchucklesaht Tribe Government

Kirsten Johnsen, Member of Council, Toquaht Nation

Vaida Siga, Director, Electoral Area "C" (Long Beach)

#### REGRETS:

John Jack, Chairperson, Chief Councillor, Huu-ay-aht First Nations

Sharie Minions, Mayor, City of Port Alberni

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

Heather Zenner, Manager of Administrative Services

Charlie Starratt, Regional Fire Services Manager

Alex Dyer, Planning Manager

Janice Hill, Executive Assistant

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

<https://www.acrd.bc.ca/events/26-2-2025/>

### 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 – Directors and Staff present in the Boardroom and via Zoom.

**2. APPROVAL OF AGENDA**

*MOVED: Director Solda*

*SECONDED: Director Cote*

*THAT the agenda be approved as amended to include a notice of motion from Director Boyko that the Alberni-Clayoquot Regional District direct staff to provide additional information on the Regional Parks Working Group to ensure coverage from all electoral areas of the Alberni Valley and provide additional information on this working group.*

**CARRIED**

**3. PUBLIC CONSULTATION – 2025-2029 ACRD FINANCIAL PLAN**

- a. **Presentation – T. Fong, Chief Financial Officer  
Draft 2025-2029 Alberni-Clayoquot Regional District & Hospital District  
Financial Plan**

Director Mastrangelo entered the meeting at 1:47 pm.

- b. **Public Input and Questions**  
The Manager of Administrative Services advised that there were no budget questions or comments received from the public attending the meeting in person in the Regional District Boardroom, via Zoom and email.

**4. DECLARATIONS**

**5. ADOPTION OF MINUTES**

- a. **Board of Directors Meeting – February 12, 2025**

*MOVED: Director Sparrow*

*SECONDED: Director Siga*

*THAT the minutes of the Board of Directors meeting held on February 12, 2025 be adopted.*

**CARRIED**

- b. **Accessibility Committee Meeting – February 11, 2025**

*MOVED: Director Solda*

*SECONDED: Director Cote*

*THAT the minutes of the Accessibility Committee meeting held on February 11, 2025 be received.*

**CARRIED**

**c. Committee of the Whole Meeting – February 12, 2025**

*MOVED: Director Solda*

*SECONDED: Director Sparrow*

*THAT the minutes of the Committee of the Whole meeting held on February 12, 2025 be received.*

**CARRIED**

**d. Beaver Creek Water Advisory Committee Meeting – February 13, 2025**

Director Johnsen left the meeting at 1:54 pm.

*MOVED: Director Sparrow*

*SECONDED: Director Solda*

*THAT the minutes of the Beaver Creek Water Advisory Committee meeting held on February 13, 2025 be received.*

**CARRIED**

**e. West Coast Committee Meeting – February 19, 2025**

*MOVED: Director Stere*

*SECONDED: Director Siga*

*THAT the minutes of the West Coast Committee meeting held on February 19, 2025 be received.*

**CARRIED**

**f. Alberni Valley and Bamfield Services Committee Meeting – February 20, 2025**

*MOVED: Director Cote*

*SECONDED: Director Sparrow*

*THAT the minutes of the Alberni Valley and Bamfield Services Committee meeting held on February 20, 2025 be received.*

**CARRIED**

**g. Electoral Area Directors Committee – February 20, 2025**

*MOVED: Director Sparrow*  
*SECONDED: Director Solda*

*THAT the minutes of the Electoral Area Directors Committee meeting held on February 20, 2025 be received.*

**CARRIED**

## **6. PETITIONS, DELEGATIONS & PRESENTATIONS**

- a. **Colin Robinson, Program Coordinator, Clayoquot Biosphere Trust presenting the West Coast Regional Climate Planning Project.**

Director Johnsen re-entered the meeting at 2:10 pm.

## **7. CORRESPONDENCE FOR ACTION**

- a. **2025 Local Government Leadership Academy Registration is open for the 2025 LGLA Leadership Forum will be held March 12-14, 2025 in Richmond, BC.**

*MOVED: Director Roth*  
*SECONDED: Director Cote*

*THAT the ACRD Board of Directors support Alternate Director Harley Wylie to attend the 2025 LGLA Leadership Forum scheduled for March 12-14, 2025 in Richmond, BC.*

**CARRIED**

*MOVED: Director Cote*  
*SECONDED: Director Solda*

*THAT the ACRD Board of Directors direct staff to investigate alternate directors attending conferences on behalf of ACRD Directors and bring further information to a future Board meeting prior to the Association of Vancouver Island and Coastal Communities convention in April 2025.*

**CARRIED**

## **8. CORRESPONDENCE FOR INFORMATION**

- a. **FISHERIES AND OCEANS CANADA**
- Correspondence for the West Bamfield submarine waterline Replacement project
  - Request for the expedition of the permit for the West Bamfield Submarine waterline replacement
- b. **COLUMBIA SHUSWAP REGIONAL DISTRICT**

Letter responding about participation in the cooperative community wildfire response program

*MOVED: Director Solda*

*SECONDED: Director Sparrow*

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

**CARRIED**

## **9. REQUEST FOR DECISIONS & BYLAWS**

### **a. Request for Decision regarding Community Climate Planning**

*MOVED: Director Siga*

*SECONDED: Director Stere*

*THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to work with the Clayoquot Biosphere Trust to apply for grant funding to support Community Climate Action plan development, which will set targets for both mitigation and adaptation actions for the Alberni-Clayoquot Regional District, and to offer collaboration on areas of mutual alignment with all member municipalities and interested First Nations.*

**CARRIED**

### **b. Request for Decision regarding Adoption of Bylaw E1052-7 Expansion of Beaver Creek Fire Department Service Area**

*MOVED: Director Roth*

*SECONDED: Director Solda*

*THAT the Alberni-Clayoquot Regional District Board of Directors adopt bylaw cited as "Bylaw E1052-7, Beaver Creek Fire Protection Service Area Amendment, 2024".*

**CARRIED**

### **c. Request for Decision regarding West Coast Transit – Bylaw F1166-2 Amendment**

*MOVED: Director Siga*

*SECONDED: Director McEwen*

*THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to West Coast Transit Fees and Charges Bylaw Amendment, Bylaw No. F1166-2.*

**CARRIED**

*MOVED: Director Siga*  
*SECONDED: Director McEwen*

*THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to West Coast Transit Fees and Charges Bylaw Amendment, Bylaw No. F1166-2.*

**CARRIED**

*MOVED: Director Siga*  
*SECONDED: Director McEwen*

*THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to West Coast Transit Fees and Charges Bylaw Amendment, Bylaw No. F1166-2.*

**CARRIED**

*MOVED: Director Siga*  
*SECONDED: Director McEwen*

*THAT the Alberni-Clayoquot Regional District Board of Directors adopt West Coast Transit Fees and Charges Bylaw Amendment, Bylaw No. F1166-2.*

**CARRIED**

**d. Request for Decision regarding Beaver Creek Water System Bylaw F1148-4**

*MOVED: Director Roth*  
*SECONDED: Director Sparrow*

*THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to Bylaw No. F1148-4, Beaver Creek Local Service Area Rates and Regulations, Amendment Bylaw, 2025.*

**CARRIED**

*MOVED: Director Roth*  
*SECONDED: Director Solda*

*THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to Bylaw No. F1148-4, Beaver Creek Local Service Area Rates and Regulations, Amendment Bylaw, 2025.*

**CARRIED**

*MOVED: Director Roth*  
*SECONDED: Director Solda*

*THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to Bylaw No. F1148-4, Beaver Creek Local Service Area Rates and Regulations, Amendment Bylaw, 2025.*

**CARRIED**

*MOVED: Director Roth  
SECONDED: Director Sparrow*

*THAT the Alberni-Clayoquot Regional District Board of Directors adopt Bylaw No. F1148-4, Beaver Creek Local Service Area Rates and Regulations, Amendment Bylaw, 2025.*

**CARRIED**

## **10. PLANNING MATTERS**

### **10.1 ELECTORAL AREA DIRECTORS ONLY**

- a. RF24015, Bennett, 6088 Cottam Road (CHERRY CREEK)**  
Rezoning – Report and Bylaw

*MOVED: Director Sparrow  
SECONDED: Director Cote*

*THAT the Alberni-Clayoquot Regional District Board of Directors consider first reading of Bylaw P1524 Alberni-Clayoquot Regional District Zoning Atlas Amendment Bylaw at a future date, and that notice be given in accordance with section 467 of the Local Government Act.*

**CARRIED**

*MOVED: Director Sparrow  
SECONDED: Director Cote*

*THAT the Alberni-Clayoquot Regional District Board of Directors confirm that adoption of Bylaw P1524 is subject to:*

- a. Confirmation from a Registered Onsite 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**

## **11. REPORTS**

### **11.1 STAFF REPORTS**

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

**c. Monthly Agreement & Grant Delegation Report – January 1-31, 2025**

*MOVED: Director Beckett*

*SECONDED: Director Sparrow*

*THAT the Board of Directors receives the staff reports a-c.*

**CARRIED**

**11.2 COMMITTEE REPORTS**

**a. Agriculture Development Committee Meeting – February 18, 2025**

P. Cote. - Request from Shari Patterson, Executive Director of the Cowichan Exhibition asked for the Alberni Valley to host a 'Taste of Alberni Valley' at the welcome reception at the Cowichan Exhibition in February 2026. The ADC has asked for a UBCM resolution to reinstate BC Ferry priority boarding for livestock. Director Cote will speak to AVICC regarding a potential AVICC Executive Resolution. Alberni Fall Fair holding their 80<sup>th</sup> event this year with vendor applications starting on May 1st. Seedy Saturday had 600 people and was very successful. Eat West Coast looking an ACRD support letter to support Farmer Market coupons. ADC has requested that the Board direct staff to amend the Short-Term Rental Bylaw to exempt the need for a Temporary Use Permit for agritourism accommodation on Agricultural Land Reserve properties.

F. Boyko – Reiterated importance of Agritourism.

**b. Parcel Tax Review Panel Meeting – February 26, 2024**

The parcel tax review meeting was held earlier today, and no questions were received from the public.

*MOVED: Director Sparrow*

*SECONDED: Director Solda*

*THAT verbal reports a-b be received.*

**CARRIED**

**11.3 MEMBER REPORTS**

**a. 9-1-1 Corporation – B. Beckett.** No report.

**b. Vancouver Island Regional Library – F. Boyko.** Annual general meeting was held on last Saturday. Received clarification from the director regarding financial mismanagement. For over ten years the previous Director of Finance was not putting money into reserves (listed on paper, but did not exist), underbudgeting and overspending. New Director of Finance has recently been hired. Currently there is no five-year financial plan, but there will be in the future. Tofino will be getting an upgraded library soon.

**c. Alberni Valley Chamber of Commerce – C. Solda.** Currently in budget discussions and will undertaking a membership drive. A workshop was recently



delivered by the Chamber of Commerce on fraud prevention, was interesting but not well attended and may be offered again.

- d. **Air Quality Council, Port Alberni –M. Sparrow.** Attend a recent meeting and learned that the Air Quality Council Coordinator has stepped down. They are currently looking at the structure of the organization.
- e. **Association of Vancouver Island & Coastal Communities – P. Cote.** Reminder of the zoom meeting on Friday, for reforming the *Local Government Act* 9 am – 1pm. AVICC registration is now open, and nominations for positions are now closed, but can still be nominated on the floor during the convention.
- f. **Tsawak-qin Public Advisory Group – M. Sparrow.** New forestry plan is available for viewing on Tsawak-qin website, and currently working on their certification. San Group announcement has negatively impacted them.
- g. **Other Reports. P. Cote.** Recently attended a Mosaic forestry tour with Director Sparrow and some staff.
- h. **Alberni Clayoquot Continuing Care Society - V. Siga.** Identified that there is a Michael Kerr workshop on March 7<sup>th</sup>. Board members and staff are invited to attend. Two separate sessions at Barclay Hotel. One at 9:30am and one at 3:30pm. If interested email [akendrick@accs.ca](mailto:akendrick@accs.ca)
- i. **RCMP – P. Cote.** Requested that the RCMP come and present at a future Board meeting as they have done in the past.
- j. **Community Action Team - D. Haggard.** Attended her first CAT meeting last week as an ACRD representative. Island Health reported statistics from the drug poisoning crisis with some numbers heading down, but this area is higher than the provincial average.

*MOVED: Director Sparrow*

*SECONDED: Director Cote*

*THAT the Board of Directors receive the Member Reports.*

**CARRIED**

**12. UNFINISHED BUSINESS**

**13. LATE BUSINESS**

**14. QUESTION PERIOD**

Questions/Comments from the public. The Manager of Administration 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](mailto:responses@acrd.bc.ca).

**15. ADJOURN**

*MOVED: Director Solda*

*SECONDED: Director Sparrow*

*THAT this meeting be adjourned at 3:09 pm.*

**CARRIED**

Certified Correct:

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Debbie Haggard,  
Vice-Chairperson

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Heather Zenner,  
Manager of Administrative Services