



# 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

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**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, Yuułuꞑiꞑath 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 Nuuchahnulth 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](mailto: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