



# Alberni-Clayoquot Regional District

## MINUTES OF THE BOARD OF DIRECTORS MEETING HELD ON WEDNESDAY, MARCH 12, 2025, 1:30 PM

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

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### DIRECTORS

#### PRESENT:

Cindy Solda, Councillor, (Alternate), City of Port Alberni  
Fred Boyko, Director, Electoral Area "B" (Beaufort)  
Vaida Siga, Director, Electoral Area "C" (Long Beach)  
Rene Lacoursiere, Director, (Alternate), 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  
Tom Stere, Councillor, District of Tofino  
Kirsten Johnsen, Member of Council, Toquaht Nation  
Levana Mastrangelo, Executive Legislator, Yuułu?if?ath Government

#### REGRETS:

John Jack, Chief Councillor, HUU-ay-aht First Nations  
Penny Cote, Director, Electoral Area "D" (Sproat Lake)  
Bob Beckett, Director, Electoral Area "A" (Bamfield)  
Marilyn McEwen, Mayor, District of Ucluelet  
Debbie Haggard, Vice-Chair, Councillor, City of Port Alberni  
Moriah Cootes, Councillor, Uchucklesaht Tribe 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  
Alex Dyer, Planning Manager  
Janice Hill, Executive Assistant  
Mike Irg, General Manager of Planning and Development

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

<https://www.acrd.bc.ca/events/12-3-2025/>

### 1. CALL TO ORDER

The Manager of Administrative Services called the meeting to order at 1:30 pm.

The Manager of Administrative Services recognized this meeting is being held throughout the Nuu-chah-nulth territories.

The Manager of Administrative Services 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.

*MOVED: Director Lacoursiere*

*SECONDED: Director Solda*

*That the Alberni-Clayoquot Regional District Board of Directors appoint Director Sparrow as Chair of the March 12, 2025 Alberni-Clayoquot Regional District Board of Directors meeting.*

**CARRIED**

Director Sparrow assumed as Chairperson.

**2. APPROVAL OF AGENDA**

*MOVED: Director Solda*

*SECONDED: Director Lacoursiere*

*THAT the agenda be approved as amended to add three items of correspondence including two support letters for the Alberni Valley Chamber of Commerce Visitor Centre and an email related to Alberni Valley Chamber of Commerce funding.*

**CARRIED**

**3. DECLARATIONS**

**4. ADOPTION OF MINUTES**

**a. Board of Directors Meeting – February 26, 2025**

*MOVED: Director Solda*

*SECONDED: Director Lacoursiere*

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

**CARRIED**

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

*MOVED: Director Solda*

*SECONDED: Director Lacoursiere*

*THAT the minutes of the Agriculture Development Committee meeting held on February 18, 2025 be received.*

**CARRIED**

**c. Parcel Tax Roll Meeting – February 26, 2025**

*MOVED: Director Solda*  
*SECONDED: Director Lacoursiere*

*THAT the minutes of the Parcel Tax Roll meeting held on February 26, 2025 be received.*

**CARRIED**

**d. Bamfield Area Services Committee Meeting – March 5, 2025**

*MOVED: Director Siga*  
*SECONDED: Director Solda*

*THAT the minutes of the Bamfield Area Services Committee meeting held on March 5, 2025 be received.*

**CARRIED**

**e. Committee-of-the-Whole Meeting – March 5, 2025**

*MOVED: Director Solda*  
*SECONDED: Director Lacoursiere*

*THAT the minutes of the Committee-of-the-Whole meeting held on March 5, 2025 be received.*

**CARRIED**

**5. PETITIONS, DELEGATIONS & PRESENTATIONS**

- a. **Colin Fry, President, Colin Fry & Associates Consulting Ltd. presenting Agricultural Land Commission Application – AD24002, 7825 McCoy Lake Road (Sahin).**
- b. **Roger Haggerty, President, Dave Beecroft, Vice President, Alberni Valley Drag Race Association, progress update on finding a permanent race facility.**
- c. **Jolleen Dick, Chief Executive Officer, Alberni Valley Chamber of Commerce, requesting a Grant-in-Aid funding increase to the Alberni Valley and Bamfield grant category.**

**6. CORRESPONDENCE FOR INFORMATION**

- a. **ABBOTSFORD CITY COUNCIL**  
Consideration of support for proposed UBCM Resolution for Infrastructure Support for Specified Municipalities
- b. **LESLIE WALERIUS**  
Robo Washrooms in City of Port Alberni

- c. **HUU-AY-AHT FIRST NATIONS**  
Letter of support for Alberni Valley Chamber of Commerce's request for increased funding.
- d. **RUSSELL & JENNIFER DYSON (COLEMAN MEADOWS FARM)**  
Support Letter for Alberni Valley Visitor Centre.
- e. **KALEY PUGH (ELECORAL AREA E RESIDENT)**  
Support Letter Alberni Valley Visitor Centre.
- f. **ELECTORAL AREA 'B' BEAUFORT DIRECTOR BOYKO**  
Email regarding Alberni Valley Chamber of Commerce funding.

*MOVED: Director Solda*

*SECONDED: Director Lacoursiere*

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

**CARRIED**

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

- a. **Request for Decision regarding Millstream Water System Bylaw F1144-2**

*MOVED: Director Siga*

*SECONDED: Director Stere*

*THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to Bylaw No. F1144-2, Millstream Water Local Service Area Rates and Regulations, Amendment Bylaw, 2025.*

**CARRIED**

*MOVED: Director Siga*

*SECONDED: Director Stere*

*THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to Bylaw No. F1144-2, Millstream Water Local Service Area Rates and Regulations, Amendment Bylaw, 2025.*

**CARRIED**

*MOVED: Director Siga*

*SECONDED: Director Stere*

*THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to Bylaw No. F1144-2, Millstream Water Local Service Area Rates and Regulations, Amendment Bylaw, 2025.*

**CARRIED**

*MOVED: Director Siga*

*SECONDED: Director Stere*

*THAT the Alberni-Clayoquot Regional District Board of Directors adopt Bylaw No. F1144-2, Millstream Water Local Service Area Rates and Regulations, Amendment Bylaw, 2025.*

**CARRIED**

**b. Request for Decision regarding First Reading of Bylaw F1170, 2025-2029  
Financial Plan**

*MOVED: Director Roth*

*SECONDED: Director Solda*

*THAT the Board of Directors amend the 2024 actual costs in Bylaw F1170 to reflect year end adjustments as follows:*

- *General Government, page 9, by increasing the other sources of revenue by \$17*
- *Electoral Area Administration, page 22, by reallocating \$7 from Surplus from Prior Years to Appropriated Surplus from Prior Years and increase the Contribution to Capital Fund by \$7.*

**CARRIED**

*MOVED: Director Roth*

*SECONDED: Director Minions*

*THAT the Board of Directors amend Bylaw F1170, Regional Parks – Capital Fund, page 16, by removing the 2027 Log Train Trail access parking construction of \$600,000 and the related grant funding.*

**CARRIED**

*MOVED: Director Minions*

*SECONDED: Director Solda*

*THAT the Alberni-Clayoquot Regional District Board of Directors amend Bylaw F1170 to increase the Alberni Valley & Bamfield Grant-in-Aid category by \$40,000 for 2025.*

**CARRIED**

*MOVED: Director Stere*

*SECONDED: Director Roth*

*THAT the Board of Directors amend Bylaw F1170, West Coast Grants-in-Aid, page 45, by decreasing the Grants-in-Aid and related Tax Requisition amounts to \$10,000 in each of the years 2025 to 2029.*

**CARRIED**

*MOVED: Director Roth*

*SECONDED: Director Minions*

*That the Board of Directors amend Bylaw F1170, Beaver Creek Water System, page 102, to reduce the parcel tax to reduce the overall tax increase for Beaver Creek to 7%.*

**CARRIED**

*MOVED: Director Lacoursiere*

*SECONDED: Director Solda*

*THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to the bylaw cited as "Bylaw F1170, 2025 to 2029 Alberni-Clayoquot Regional District Financial Plan" as amended.*

**CARRIED**

**c. Request for Decision regarding Alberni Valley Regatta Association – Sproat Lake Noise Control Bylaw Exemption Request**

*MOVED: Director Lacoursiere*

*SECONDED: Director Solda*

*THAT the Alberni-Clayoquot Regional District Board of Directors issue a noise exemption, as per section 7 of the Sproat Lake Noise Control Bylaw No. R1024 for July 11, 12 and 13, 2025 from 9:00 am to 5:00 pm daily to the Alberni Valley Regatta Association.*

**CARRIED**

**d. Request for Decision regarding Grant Funding Applications for Airport Services**

*MOVED: Director Lacoursiere*

*SECONDED: Director Solda*

*THAT the Alberni-Clayoquot Regional District Board of Directors support the grant funding application to BC Air Access Program (BCAAP) for an Equipment Storage Facility at the Alberni Valley Regional Airport and direct staff, if successful, to commit capacity in the 2025 & 2026 workplan to complete the project.*

**CARRIED**

*MOVED: Director Lacoursiere*

*SECONDED: Director Solda*

*THAT the Alberni-Clayoquot Regional District Board of Directors support the grant funding application to Airports Capital Assistance Program (ACAP) for the Apron III culvert replacement at the Long Beach Airport and direct staff, if successful, to commit capacity in the 2025 & 2026 workplan to complete the project.*

**CARRIED**

*MOVED: Director Lacoursiere*

*SECONDED: Director Solda*

*THAT the Alberni-Clayoquot Regional District Board of Directors support the grant funding application to Green Municipal Fund (GMF), Study: New Construction of Municipal and Community Buildings for the Design and Planning of a New Expanded Terminal Building at Long Beach Airport and direct staff, if successful, to commit capacity in the 2025, 2026 & 2027 workplan to complete the project.*

**CARRIED**

*MOVED: Director Lacoursiere*

*SECONDED: Director Stere*

*THAT the Alberni-Clayoquot Regional District Board of Directors support the grant funding application to Rural Economic Diversification and Infrastructure Program (REDIP) for a Land-use and Development Plan for the Long Beach Airport and direct staff, if successful, to commit capacity in the 2026 & 2027 workplan to complete the project.*

**CARRIED**

**e. Request for Decision regarding Letter of Support for a Farmgate Plus Facility**

*MOVED: Director Solda*

*SECONDED: Director Siga*

*THAT the ACRD Board of Directors direct staff to draft a letter of support for Sproat Lake Farm's Farmgate Plus license application.*

**CARRIED**

*MOVED: Director Solda*

*SECONDED: Director Siga*

*THAT the ACRD Board of Directors direct staff to compose letters of support on an as-needed basis for future Farmgate Plus license applications.*

**CARRIED**

*MOVED: Director Solda*

*SECONDED: Director Siga*

*THAT the ACRD Board of Directors direct staff to compose a letter to the Ministry of Agriculture outlining the negative effects requiring a feasibility study for every Farmgate Plus license application within 100km of an abattoir if the distance is not based on actual*

*road access, and to request an increase to the 25 animal unit per year slaughter cap on Farmgate Plus facilities.*

**CARRIED**

**f. Request for Decision regarding West Coast Committee Terms of Reference Amendment**

*MOVED: Director Stere*

*SECONDED: Director Roth*

*THAT the Alberni-Clayoquot Regional District Board of Directors adopt the West Coast Committee Terms of Reference for 2025 as amended to update the name of Pacific Rim National Park Reserve.*

**CARRIED**

**8. PLANNING MATTERS**

**8.1 ELECTORAL AREA DIRECTORS**

**a. TUP24009, WENSTOB, HOOK BAY, LABERNI INLET (BAMFIELD)**  
Temporary Use Permit- Report and Bylaw

*MOVED: Director Siga*

*SECONDED: Director Roth*

*THAT the Alberni-Clayoquot Regional District Board of Directors receive the public hearing report.*

**CARRIED**

*MOVED: Director Siga*

*SECONDED: Director Roth*

*THAT the Alberni-Clayoquot Regional District Board of Directors receive the public hearing minutes.*

**CARRIED**

*MOVED: Director Siga*

*SECONDED: Director Roth*

*THAT Bylaw P1520, a Bylaw to authorize the issuance of a Temporary Use Permit, be read a second time.*

**CARRIED**

*MOVED: Director Siga*

*SECONDED: Director Roth*



*THAT Bylaw P1520, a Bylaw to authorize the issuance of a Temporary Use Permit, be read a third time.*

**CARRIED**

- b. TUP24012, FLYNN, 245 ALBION CRECENT (LONG BEACH)**  
Temporary Use Permit - Report

*MOVED: Director Siga*  
*SECONDED: Director Boyko*

*THAT the Alberni-Clayoquot Regional District Board of Directors consider issuing TUP24012 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**

## **8.2 ALL DIRECTORS**

- a. AD24002, SAHIN, 7825 MCCOY LAKE ROAD (SPROAT LAKE)**  
Agricultural land Commission Subdivision Application - Report

*MOVED: Director Lacoursiere*  
*SECONDED: Director Solda*

*THAT the Alberni-Clayoquot Regional District Board of Directors forward ALC application AD24002 to the Agricultural Land Commission for decision.*

**CARRIED**

## **9. REPORTS**

### **9.1 STAFF REPORTS**

- a. Short Term Vacation Rentals – Enforcement Update**

*MOVED: Director Boyko*  
*SECONDED: Director Roth*

*That the Alberni-Clayoquot Regional District Board of Directors direct staff to halt enforcement of action on illegal Short-Term Rentals, other than enforcing the existing complaint driven process.*

- b. 2025 ACRD Electoral Areas Full Housing Needs Report Engagement Plan**

*MOVED: Director Lacoursiere*  
*SECONDED: Director Solda*

*THAT the Alberni-Clayoquot Regional District Board of Directors receive the 2025 ACRD Electoral Areas Housing Needs Report Engagement Plan as presented.*

**c. Regional Parks Working Group Update**

*MOVED: Director Boyko*

*SECONDED: Director Solda*

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

**CARRIED**

**9.3 AREA REPORTS**

(ALL/UNWEIGHTED)

- a. Electoral Area "A" (Bamfield) – B. Beckett. No report.
- b. Electoral Area "B" (Beaufort) – F. Boyko. Had a town hall meeting on March 3<sup>rd</sup> at the Beaver Creek Community Hall with ACRD staff attending to speak about the ACRD budget.
- c. Electoral Area "C" (Long Beach) – V. Siga. South Long Beach Official Community Plan open house is being held tomorrow.
- d. Electoral Area "D" (Sproat Lake) – R. Lacoursiere. Appreciated ACRD staff coming to the Sproat Lake community to discuss the budget.
- e. Electoral Area "E" (Beaver Creek) – S. Roth. No report.
- f. Electoral Area "F" (Cherry Creek) – M. Sparrow. Spoke with Cherry Creek Community Hall about their inability to access Community Works Fund. Read out a resolution passed at a recent Cherry Creek Waterworks District Board meeting as follows "That the Cherry Creek Waterworks District Board of Trustees schedule a referendum on the proposed conversation to the District to a Regional Service Area for June 4, 2025. The Cherry Creek Waterworks District Board of trustees agree to hire Wendy Thomson as a referendum consultant to assist with this process". Referendum date could be later than June 4, 2025. Will be enquiring with the Cherry Creek Waterworks District to determine if a Town Hall type meeting could be held to discuss referendum.
- g. City of Port Alberni – S. Minions. Recently passed the budget including a 14% increase. It has been a very challenging year budget wise and have had to make some difficult decisions on service levels, and will continue to reduce some services further.
- h. District of Tofino – T. Stere. No report.
- i. District of Ucluelet – M. McEwen. No report.
- j. Huu-ay-aht First Nations – J. Jack. No report.

- k. Toquaht Nation – K. Johnsen. Toquaht will be holding the People’s Assembly on March 31<sup>st</sup> to review the budget and the budget is expected to be passed on March 31<sup>st</sup>.
- l. Uchucklesaht Tribe Government – M. Cootes. No report.
- m. Yuułuʔiłʔatḥ Government – L. Mastrangelo. Have officially hired a new Director of Operations Christine Brown. We are in the process of developing a Department of Education including hiring a UFN citizen.

*MOVED: Director Solda*

*SECONDED: Director Lacoursiere*

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

**CARRIED**

## **10. UNFINISHED BUSINESS**

### **a. Unfinished Business**

*Director Boyko put forth a Notice of Motion to discuss Agri-Tourism accommodation at the March 26, 2025 ACRD Board of Directors meeting.*

## **11. LATE BUSINESS**

## **12. QUESTION PERIOD**

Questions/Comments from the public. The Manager of Administrative Services read out comments received in zoom from Mike Lesosky regarding City of Port Alberni budget. No questions or comments were received respecting an agenda topic from public:

- Participating in Person in the ACRD Board Room
- Submissions received by email at [responses@acrd.bc.ca](mailto:responses@acrd.bc.ca).

## **13. RECESS**

The meeting was recessed at 4:19 pm.

## **14. RECONVENE**

The meeting was reconvened at 4:31 pm.

## **15. IN-CAMERA**

*MOVED: Director Solda*

*SECONDED: Director Lacoursiere*

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

- i. 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 regional district or another position appointed by the regional district;*

**CARRIED**

The meeting was closed to the public at 4:32 pm.

The meeting was re-opened to the public at 4:35 pm.

**16. 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 appoint the following individual to the Beaufort APC for a two-year term: Shane Eckenswiller.*

*THAT the Alberni-Clayoquot Regional District invite Ken McCrae to represent the Alberni-Clayoquot Regional District on the Island Corridor Foundation for April 2025 – March 2027.*

**17. ADJOURN**

*MOVED: Director Solda*

*SECONDED: Director Johnsen*

*THAT this meeting be adjourned at 4:35 pm.*

**CARRIED**

Certified Correct:

*Mike Sparrow*

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Mike Sparrow,  
Chairperson

*Heather Zenner*

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Heather Zenner,  
Manager of Administrative Services