



Alberni-Clayoquot Regional District

MINUTES OF THE BOARD OF DIRECTORS MEETING HELD ON WEDNESDAY, MARCH 26, 2025, 1:30 PM

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 Cindy Solda, Councillor, City of Port Alberni (Alternate) Bob Beckett, Director, Electoral Area "A" (Bamfield) Fred Boyko, Director, Electoral Area "B" (Beaufort) Kel Roberts, Alternate 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) Sharie Minions, Mayor, City of Port Alberni Marilyn McEwen, Mayor, District of Ucluelet Tom Stere, Councillor, District of Tofino Moriah Cootes, Councillor, Uchucklesaht Tribe Government Levana Mastrangelo, Executive Legislator, Yuułu?if?ath Government |
| REGRETS: | Debbie Haggard, Vice-Chair, Councillor, City of Port Alberni Vaida Siga, Director, Electoral Area "C" (Long Beach) Kirsten Johnsen, Member of Council, Toquaht Nation |
| STAFF PRESENT: | Cynthia Dick, General Manager of Administrative Services Teri Fong, Chief Financial Officer Mike Irg, General Manager of Planning & Development Jenny Brunn, General Manager of Community Services Heather Zenner, Manager of Administrative Services Shane Koren, Manager of Financial Services Charlie Starratt, Regional Fire Services Manager Janice Hill, Executive Assistant |

The meeting can be viewed on the Alberni-Clayoquot Regional District website at:
<https://www.acrd.bc.ca/events/26-3-2025/>

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 Sparrow

THAT the agenda be approved as amended, removing item 9.1 (a) Temporary Use Permit TUP24009 and adding an additional member report from Director Beckett under 10.3 Member Reports.

CARRIED

3. DECLARATIONS

4. ADOPTION OF MINUTES

a. Board of Directors Meeting – March 12, 2025

MOVED: Director Solda
SECONDED: Director Cote

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

CARRIED

b. Salmon Beach Committee Meeting – March 13, 2025

MOVED: Director Roberts
SECONDED: Director Sparrow

THAT the minutes of the Salmon Beach Committee meeting held on March 13, 2025 be received.

CARRIED

c. Committee-of-the-Whole Meeting – March 19, 2025

MOVED: Director Sparrow
SECONDED: Director Solda

THAT the minutes of the Committee-of-the-Whole meeting held on March 19, 2025 be received.

CARRIED

5. PETITIONS, DELEGATIONS & PRESENTATIONS

a. Tanya Shannon, Shannon Farms regarding Agri-tourism accommodation in the Alberni-Clayoquot Regional District

Director Cootes left the meeting at 1:59pm.

MOVED: Director Cote
SECONDED: Director Solda

That the Alberni Clayoquot Regional District Board of Directors invite Ministry of Transportation and Transit staff to provide an update on Highway 4 specifically Cathedral Grove through River Road.

CARRIED

6. CORRESPONDENCE FOR ACTION

- a. **ORGANIZING COMMITTEE FOR FIFA 2026 ACTIVITIES IN ALBERNI VALLEY**
Request for a Letter of Support for the Official Offer Package to become a Host City for a World Cup-playing Nation during FIFA 2026.

MOVED: Director Solda
SECONDED: Director Cote

THAT the Alberni-Clayoquot Regional District Board of Directors forward a letter to the Organizing Committee for FIFA 2026 Activities in Alberni Valley supporting their request to become a host city for a World Cup-playing nation during FIFA 2026.

CARRIED

7. CORRESPONDENCE FOR INFORMATION

- a. **BC HOUSING**
Neighbourhood Update for 3027, 3037 2nd Avenue, Port Alberni
- b. **ISLAND HEALTH**
Public Service Announcement – Small battery, big risk: Survey seeks input from parents on button batteries
- c. **COLUMBIA SHUSWAP REGIONAL DISTRICT**
- Changes to the Community Works Fund Eligibility
 - Short Term Rental Challenges and Concerns
- d. **MINISTRY OF FORESTS & REGIONAL DISTRICT OF CENTRAL KOOTENAY**
- RDCK Letter – Cooperative Community Wildlife Response Program
 - Ministry of Forests Response Letter
- e. **ASSOCIATION OF VANCOUVER ISLAND & COASTAL COMMUNITIES**
- 76th Annual General Meeting & Convention Draft Program for April 11-13, 2025, Nanaimo, BC
 - Feedback Requested: Reforming the Local Government Act – A Roadmap

MOVED: Director Sparrow
SECONDED: Director Cote

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

CARRIED

THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to send a letter to province to extend temporary use permits beyond a three-year extension.

MOVED: Director Cote

SECONDED: Director Sparrow

THAT the Temporary Use Permit discussion occur at the next Electoral Area meeting.

CARRIED

The main motion as amended was

CARRIED

8. REQUEST FOR DECISIONS & BYLAWS

a. Request for Decision regarding Adoption of Bylaw F1170, 2025-2029 Financial Plan.

MOVED: Director Cote

SECONDED: Director Stere

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

MOVED: Director Sparrow

SECONDED: Director Cote

THAT the main motion be amended as follows:

THAT the Alberni-Clayoquot Regional District Board of Directors amend Bylaw F1170, Electoral Area Administration, page 22, by decreasing the Area 'F' – Cherry Creek Administration and related Tax Requisition amounts by \$1,000 in each of the years 2025 to 2029.

CARRIED

The main motion as amended was

CARRIED

MOVED: Director Cote

SECONDED: Director Solda

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

CARRIED

MOVED: Director Stere

SECONDED: Director Sparrow

THAT the Alberni-Clayoquot Regional District Board of Directors adopt bylaw cited as "Bylaw F1170, 2025 to 2029 Alberni-Clayoquot Regional District Financial Plan".

CARRIED

MOVED: Director Boyko

SECONDED: Director Sparrow

That the Alberni Valley Regional District Board of Directors refer a discussion on McLean Mill funding to the next Alberni Valley and Bamfield Committee meeting.

CARRIED

b. Request for Decision regarding Inclusive Regional Governance – Consulting Services Contract Amendment.

MOVED: Director Roberts

SECONDED: Director Stere

THAT the Alberni-Clayoquot Regional District Board of Directors approve amending the Inclusive Regional Governance Consulting Services contract with EcoPlan International Inc. to increase the amount by \$30,000 (excluding GST) and authorize the CAO to negotiate and execute the contract amendment on behalf of the Regional District.

CARRIED

c. Request for Decision regarding West Coast Emergency Cultural Awareness and Safety Plan.

MOVED: Director Roberts

SECONDED: Director Solda

THAT the Alberni-Clayoquot Regional District Board of Directors award the West Coast Emergency Cultural Awareness and Safety Plan contract to KPMG LLP in the amount of \$114,000.00 (excluding GST) and authorize the CAO to negotiate and execute the contract on behalf of the ACRD.

CARRIED

**d. Request for Decision regarding Solid Waste Management Plan (SWMP)
Engagement Update and Next Steps.**

MOVED: Director Stere

SECONDED: Director Sparrow

*THAT the Alberni-Clayoquot Regional District Board of Directors receive the Phase 2:
Public Engagement Summary document for information.*

CARRIED

MOVED: Director Stere

SECONDED: Director Roberts

*THAT the Alberni-Clayoquot Regional District Board of Directors approve the revised
timeline to accommodate additional actions necessary for the further development of
the Solid Waste Management Plan.*

CARRIED

Director Cootes re-entered the meeting at 2:47 pm.

e. Request for Decision regarding Bamfield Community Sewer System Summary.

MOVED: Director Beckett

SECONDED: Director Sparrow

*THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to address
concerns on direct discharge or failing septic systems to the appropriate Provincial
authority for compliance.*

MOVED: Director Boyko

SECONDED: Director Beckett

THAT the main motion be amended in bold as follows:

*THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to continue
the practice of referring concerns on direct discharge or failing septic systems to the
appropriate Provincial authority for compliance.*

CARRIED

The main motion as amended was

CARRIED

**f. Request for Decision regarding Temporary Use Permit Fee Exemption for Agri-
Tourism Accommodation.**

MOVED: Director Cote

SECONDED: Director Solda

THAT the Board of Directors consider an amendment to Bylaw P1480 to exempt farm status properties in the Agriculture Land Reserve that meet current Agriculture Land Commission guidelines from Temporary Use Permit fees for agri-tourism accommodation and direct staff to prepare a report with the legal and financial implications for the April 23, 2025 Board meeting.

CARRIED

MOVED: Director Cote

SECONDED: Director Sparrow

THAT the Alberni-Clayoquot Regional District Board of Directors refer a discussion on Short Term Vacation Rental Temporary Use Permit fees in relation to Permanent Residents to a future Electoral Area Directors to be scheduled at the same meeting as the presentation of the Development Procedures Review project.

CARRIED

The meeting was recessed at 3:19 pm.

The meeting was reconvened at 3:25 pm.

9. PLANNING MATTERS

9.1 ELECTORAL AREA DIRECTORS ONLY

- b. DVD25002, BALLARD, 18440 PACIFIC RIM HIGHWAY (SPROAT LAKE)**
Development Variance Permit – Report

MOVED: Director Cote

SECONDED: Director Roberts

THAT the Alberni-Clayoquot Regional District Board of Directors consider issuing Development Variance permit DVD25002 subject to neighbour notification as per Local Government Act s. 499.

CARRIED

- c. RD24009, DURMULLER, 5791 & 5801 SARENGA ROAD (SPROAT LAKE)**
Rezoning – Report and Bylaw

MOVED: Director Cote

SECONDED: Director Sparrow

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

CARRIED

MOVED: Director Cote
SECONDED: Director Sparrow

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

CARRIED

MOVED: Director Cote
SECONDED: Director Sparrow

THAT Bylaw P1515, Sproat Lake Official Community Plan Amendment Bylaw, be read a second time.

CARRIED

MOVED: Director Cote
SECONDED: Director Roberts

THAT Bylaw P1515, Sproat Lake Official Community Plan Amendment Bylaw, be read a third time.

CARRIED

MOVED: Director Cote
SECONDED: Director Roberts

THAT Bylaw P1516, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw, be read a second time.

CARRIED

MOVED: Director Cote
SECONDED: Director Sparrow

THAT Bylaw P1516, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw, be read a third time.

CARRIED

**d. RE24012 PLETTI & CHORNEY, 6320 & 6326 BEAVER CREEK ROAD
(BEAVER CREEK)**

MOVED: Director Roth
SECONDED: Director Sparrow

THAT Bylaw P1519, Regional District of Alberni – Clayoquot Zoning Atlas Amendment Bylaw be read a first time.

CARRIED

MOVED: Director Roth
SECONDED: Director Sparrow

THAT Bylaw P1519, Regional District of Alberni – Clayoquot Zoning Atlas amendment Bylaw be read a second time.

CARRIED

MOVED: Director Roth
SECONDED: Director Sparrow

THAT Bylaw P1519, Regional District of Alberni – Clayoquot Zoning Atlas Amendment Bylaw be read a third time.

CARRIED

10. REPORTS

10.1 STAFF REPORTS

- a. **Meeting Schedule – April 2025**
- b. **Building Report – February 2025**
- c. **Monthly Agreement & Grant Delegation Report – February 1, 2025 to February 28, 2025**
- d. **Permitted Participation at the Association of Vancouver Island and Coastal Communities and Union of British Columbia Municipality Conventions**
- e. **Official Community Plan Updates – Sproat Lake and Area Background Research Report**

MOVED: Director Roberts
SECONDED: Director Sparrow

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

CARRIED

10.2 COMMITTEE REPORTS

10.3 MEMBER REPORTS

- a. 9-1-1 Corporation – B. Beckett. No report.
- b. Vancouver Island Regional Library – F. Boyko. Participated in on the VIRL Audit and Finance Committee last week as a non-voting member. Clarified a previous statement that said “people/taxpayers were out millions of dollars” but rather should be “what happened is that the reserves were underfunded, and the budget was overspent, so moving forward additional funds form taxpayers are required and put in the budgets to fully fund the reserves”.

- c. Alberni Valley Chamber of Commerce – S. Minions. No specific report, but they are working on their funding and budget. Chair Jack expressed appreciation for Alberni Valley Chamber of Commerce CEO Jolleen Dick and her work on the economic impacts related to Cameron Lake Bluffs wildfire.
- d. Air Quality Council, Port Alberni –M. Sparrow. No report.
- e. Association of Vancouver Island & Coastal Communities – P. Cote. Indicated that the Legislative Reform Forum that was recently held was well attended and a report and survey are available. Reminder about upcoming convention.
- f. Tsawak-qin Public Advisory Group – M. Sparrow. No report.
- g. Director Beckett – Relayed his experience regarding his recent trip to Ukraine, Director Beckett’s fourth trip to Ukraine. Almost a million dollars has been donated for meals for 85,000 displaced Ukrainians, medical equipment, fire rescue equipment, school busses, education supplies, and all necessary equipment to establish the third breast milk bank in Ukraine. Have established formal relationships with five municipalities and two hospitals. Thanked the Board for their support and thanked Huu-ay-aht First Nations for a donation of a ceremonial drum that was presented to a children’s hospital on the opening of the breast milk bank.

MOVED: Director Roberts

SECONDED: Director Sparrow

THAT the Board of Directors receive the Member Reports.

CARRIED

11. UNFINISHED BUSINESS

a. Notice of Motion to discuss to discuss Agri-tourism

This item was removed from agenda as it was addressed in 8. (f).

12. LATE BUSINESS

13. 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.

14. IN-CAMERA

MOVED: Director Jack
SECONDED: Director Solda

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;*
- ii. 90 (1) (i) : The receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;*
- iii. 90 (1) (k): Negotiations and related discussions respecting the proposed provision of a regional district service that are at their preliminary stages and that, in the view of the board, could reasonably be expected to harm the interest of the regional district if they were held in public.*

CARRIED

The meeting was closed to the public at 3:44 pm.

The meeting was re-opened to the public at 4:08 pm.

15. 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 direct staff to continue with the current contract model for the Bamfield Water System, while continuing to investigate the options for reducing costs including the use of ACRD employees and partnering with Huu-ay-aht First Nations.

THAT the Alberni-Clayoquot Regional District Board of Directors appoint Deserray McClary and Kat Belisle to the Accessibility Committee.

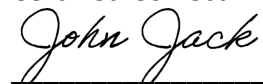
16. ADJOURN

MOVED: Director Roberts
SECONDED: Director Roth

THAT this meeting be adjourned at 4:08 pm.

CARRIED

Certified Correct:



John Jack,
Chairperson



Heather Zenner,
Manager of Administrative Services