



Alberni-Clayoquot Regional District

MINUTES OF THE BOARD OF DIRECTORS MEETING HELD ON WEDNESDAY, MAY 14, 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)
Vaida Siga, Director, Electoral Area "C" (Long Beach)
Dustin Dame, Councillor, City of Port Alberni
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
Tom Stere, Councillor, District of Tofino
Moriah Cootes, Councillor, Uchucklesaht Tribe Government
Kirsten Johnsen, Member of Council, Toquaht Nation
Levana Mastrangelo, Executive Legislator, Yuułu?if?ath 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
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/14-5-2025/>

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 - Board Members and Staff present in the Boardroom and via Zoom.

2. APPROVAL OF AGENDA

MOVED: Director Jack
SECONDED: Director Cootes

THAT the agenda be approved as circulated.

CARRIED

3. DECLARATIONS

Director Sparrow declared a conflict-of-interest respecting agenda item 9.1 (c) Temporary Use Permit TUP25005, Redman, 4585 Compton Road.

4. ADOPTION OF MINUTES

a. Board of Directors Meeting – April 23, 2025

MOVED: Director Haggard
SECONDED: Director Sparrow

THAT the minutes of the Board of Directors meeting held on April 23, 2025 be adopted.

CARRIED

b. Agricultural Development Committee Meeting – April 15, 2025

MOVED: Director Boyko
SECONDED: Director Roth

THAT the minutes of the Agricultural Development Committee Meeting held on April 15, 2025 be received.

CARRIED

c. Alberni Valley Regional Airport Advisory Committee Meeting – April 17, 2025

MOVED: Director Stere
SECONDED: Director Sparrow

THAT the minutes of the Alberni Valley Regional Airport Advisory Committee Meeting held on April 17, 2025 be received.

CARRIED

d. Alberni Valley & Bamfield Area Services Committee Meeting – April 23, 2025

MOVED: Director Stere
SECONDED: Director Cootes

THAT the minutes of the Alberni Valley & Bamfield Area Services Committee Meeting held on April 23, 2025 be received.

CARRIED

MOVED: Director Cote
SECONDED: Director Cootes

THAT the minutes of the April 23, 2025 ACRD Board of Directors be amended to reflect that AVICC directors include Ben Geselbracht, Vanessa Craig, Sarah Fowler, Will Cole-Hamilton, Trina Isakson, Alison MacKenzie and Donna McMahon.

CARRIED

5. PETITIONS, DELEGATIONS & PRESENTATIONS

6. CORRESPONDENCE FOR ACTION

7. CORRESPONDENCE FOR INFORMATION

- a. **VILLAGE OF TELKWA**
Letter to Premier and BC Utilities Commission
- b. **CITY OF ENDERBY**
Letter to MLA David Williams – Economic Stabilization Act
- c. **PORT ALBERNI COMMUNITY ACTION TEAM**
Horsepower for Healing Car Show Information

MOVED: Director Haggard
SECONDED: Director Stere

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

CARRIED

8. REQUEST FOR DECISIONS & BYLAWS

- a. **Request for Decision regarding Firesmart Vehicle Lease Buyout and Purchasing Policy Exemption**

MOVED: Director Haggard
SECONDED: Director Stere

THAT the Alberni-Clayoquot Regional District Board of Directors exempt the purchase of a heavy-duty pickup truck from the ACRD's Purchasing Policy Request for Proposal process and delegate authority to the CAO to exercise the option to purchase of the 2023 Silverado 3500 Crew Cab currently leased by the ACRD to a maximum amount of \$67,000.00 (excluding GST).

CARRIED

**b. Request for Decision regarding Letter of Support for the Farmers’
Market Nutrition Coupon Program**

MOVED: Director Stere

SECONDED: Director Cote

THAT the Alberni-Clayoquot Regional District Board of Directors write a letter of support for the Farmers’ Market Nutrition Coupon Program to the Minister of Health, Josie Osborne and the Deputy Minister of Health, Stephen Brown requesting continued support and funding.

CARRIED

9. PLANNING MATTERS

9.1 ELECTORAL AREA DIRECTORS

a. DVA25005, DOMBI-SAHI, 422 BURLO ISLAND (BAMFIELD)
Development Variance Permit – Report

MOVED: Director Beckett

SECONDED: Director Roth

THAT the Alberni-Clayoquot Regional District Board of Directors consider development variance permit application DVA25005 and direct staff to proceed with notification as per section 499 of the Local Government Act.

CARRIED

b. RE25001, BEECROFT, 6317 WALKER RD (BEAVER CREEK)
Rezoning – Report & Bylaw

MOVED: Director Roth

SECONDED: Director Siga

THAT the Alberni-Clayoquot Regional District Board of Directors consider first reading of Bylaw P1525, Regional District of Alberni-Clayoquot Regional District 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 P1525 is subject to:

- a. Confirmation from a Registered On-site Wastewater Practitioner that the parcel can accommodate on-site sewage disposal to a 0.4 ha minimum lot size.*
- b. Meeting all technical referral agency requirements.*

CARRIED

Director Sparrow declared a conflict-of-interest respecting agenda item 9.1.(c) and left the meeting at 1:51 pm.

- c. TUP25005, REDMAN, 4585 COMPTON RD (BEAVER CREEK)**
Temporary Use Permit – Report & Permit

MOVED: Director Roth

SECONDED: Director Siga

THAT the Alberni-Clayoquot Regional District Board of Directors consider issuing Temporary Use Permit TUP25005 subject to:

- a. Neighbour notification as per Local Government Act s. 499.*
- b. A health and life safety inspection by ACRD Building Inspector.*

CARRIED

Director Sparrow re-entered the meeting at 1:54 pm.

- d. RF24015, BENNETT, 6088 COTTAM RD (CHERRY CREEK)**
Rezoning – Memorandum & Bylaw

MOVED: Director Sparrow

SECONDED: Director Cote

THAT the Alberni-Clayoquot Regional District Board of Directors add an additional condition of approval to the adoption of Bylaw P1524 that includes the applicant agreeing to a Restrictive Covenant requiring that a Stormwater Management Plan prepared by an Engineer be required at subdivision to ensure that runoff and groundwater is managed to pre-development conditions.

CARRIED

MOVED: Director Sparrow

SECONDED: Director Cote

THAT Bylaw P1524, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw, be read a first time.

CARRIED

MOVED: Director Sparrow

SECONDED: Director Cote

THAT Bylaw P1524, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw, be read a second time.

CARRIED

MOVED: Director Sparrow

SECONDED: Director Cote

THAT Bylaw P1524, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw, be read a third time.

CARRIED

10. REPORTS

10.1 STAFF REPORTS

a. Bamfield Development Plan – A Review of Land Capacity and Infrastructure

MOVED: Director Beckett

SECONDED: Director Stere

THAT the Alberni-Clayoquot Regional District Board of Directors receive the report titled “Bamfield Development Plan – A Review of Land Capacity and Infrastructure”.

CARRIED

b. Area C Official Community Plan Update – Phase 3: Community Engagement Summary Report and Draft Vision and Goals Memorandum

MOVED: Director Siga

SECONDED: Director Stere

THAT the Alberni-Clayoquot Regional District Board of Directors receive the Area C (South Long Beach) Official Community Plan Update - Phase 3: Community Engagement Summary Report and the Draft Vision and Goals Memorandum as presented.

CARRIED

10.2 COMMITTEE REPORTS

a. Accessibility Committee Meeting – May 13, 2025

Two new members on the Accessibility Committee, and a presentation was received from the Inclusive Play PA.

b. West Coast Committee Meeting – May 14, 2025

Received a delegation regarding challenges being experienced with the transit services in the Millstream subdivision. Committee recently made recommendations on West

Coast Grant-in-Aids and these recommendations will be forwarded to the Board of Directors at a future meeting.

MOVED: Director Stere

SECONDED: Director McEwen

THAT these verbal reports a-b be received.

CARRIED

10.3 AREA REPORTS

(ALL/UNWEIGHTED)

- a. Electoral Area "A" (Bamfield) – B. Beckett. Busy in Bamfield and expecting a great tourist season.
- b. Electoral Area "B" (Beaufort) – F. Boyko. Residents are preparing for fire season, first cut of hay is occurring. Next Townhall meeting is June 22nd 2 – 4pm at the Beaver Creek Community Hall. Expressed appreciation for volunteers on Log Train Trail.
- c. Electoral Area "C" (Long Beach) – V. Siga. ACRD staff attended a BBQ on the West Coast to engage with residents. Expressed appreciation to staff for attending.
- d. Electoral Area "D" (Sproat Lake) – P. Cote. The Sproat Lake Official Community Plan Open House was held last Thursday. Staff did excellent job engaging with the community.
- e. Electoral Area "E" (Beaver Creek) – S. Roth. Expressed appreciation to the Log Train Trail volunteers who repaired a bridge on the trail. Kama Money provided Director Roth who provided her a watercolor painting of the new welcome to Port Alberni sign.
- f. Electoral Area "F" (Cherry Creek) – M. Sparrow. On June 1st at 2pm a Townhall meeting will be held to talk about conversion (put on by residents). On June 4th at 6pm the Annual General Meeting for the Cherry Creek Waterboard will be held and will also discuss conversion. Referendum on conversion will be held on June 14th.
- g. City of Port Alberni – D. Haggard & D. Dame. Road paving and several road improvements currently being done. Safety improvements being implemented at the corner of 10th and Dunbar and a new stop sign on Lathom at Helen. Lions Club donated to a zip line to the city, being installed in Roger Creek Park. Work continues at Clutesi Haven Marina.
- h. District of Tofino – T. Stere. Tofino entered into a fee for service agreement with Chamber of Commerce. Tofino Housing Corporation has their Annual General Meeting recently, and they have a new Executive Director, Lee King. Tofino received a presentation regarding green burials. Canadian National Surf Championships was held recently.

- i. District of Ucluelet – M. McEwen. Ucluelet Parks Master Plan having pop-up events. District of Ucluelet by-election is occurring June 28th for one Councillor.
- j. Huu-ay-aht First Nations – J. Jack. Huu-ay-aht recently adopted the Huu-ay-aht Framework Plan. Will form the baseline for developing HFN lands. West Coast Trail is open but has experienced damage from windthrow, washouts, and landslides taking train users more time to complete the trail. Huu-ay-aht will be hosting the May 28th ACRD Board meeting. On July 19th Huu-ay-aht is hosting a 25-year anniversary celebration for the House of Huu-ay-aht. June 21st National Indigenous People’s Day coming up.
- k. Toquaht Nation – K. Johnsen. Busy planning for People’s Assembly in June at the new lodge. Celebration will include a walk from Macoah to Secret Beach.
- l. Uchucklesaht Tribe Government – M. Cootes. Raise hands to the City of Port Alberni on their road safety improvements. Raise hands to the Broombusters who have done so much good work in the Valley.
- m. Yuułuʔiłʔatḥ Government – L. Mastrangelo. Have started the Education Department, with a new Director of Education. Added another executive to their legislature and will announce the results of their by-election soon.

MOVED: Director Cootes

SECONDED: Director Stere

THAT the Board of Directors receive the Area Reports.

CARRIED

11. UNFINISHED BUSINESS

a. Notice of Motion to discuss Recorded Meetings

MOVED: Director Boyko

SECONDED: Director Roth

THAT the Alberni-Clayoquot Regional District Board of Directors add to the procedure bylaw review scheduled for May 21, 2025, a discussion to have all Board, Committee, and APC, meetings recorded.

CARRIED

12. LATE BUSINESS

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 Stere

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

CARRIED

The meeting was recessed at 2:45 pm.

15. RECONVENE

The meeting was reconvened at 3:01 pm.

16. IN-CAMERA

MOVED: Director Jack
SECONDED: Director Cootes

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 municipality or another position appointed by the municipality;

CARRIED

The meeting was closed to the public at 3:02 pm.

The meeting was re-opened to the public at 3:18 pm.

17. REPORT OUT – RECOMMENDATIONS FROM IN-CAMERA

18. ADJOURN

MOVED: Director Johnsen
SECONDED: Director Stere

THAT this meeting be adjourned at 3:18 pm.

CARRIED

Certified Correct:

John Jack

John Jack,
Chairperson

Heather Zenner

Heather Zenner,
Manager of Administrative Services