



# Alberni-Clayoquot Regional District

## MINUTES OF THE BOARD OF DIRECTORS MEETING HELD ON WEDNESDAY, AUGUST 27, 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)  
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)  
Sharie Minions, Mayor, City of Port Alberni  
Marilyn McEwen, Mayor, District of Ucluelet  
Levana Mastrangelo, Executive Legislator, Yuułu?it?ath Government  
Tom Stere, Councillor, District of Tofino

#### REGRETS:

John Jack, Chairperson, Chief Councillor, Huu-ay-aht First Nations  
Moriah Cootes, Councillor, Uchucklesaht Tribe Government  
Kirsten Johnsen, Member of Council, Toquaht Nation

#### STAFF PRESENT:

Daniel Sailland, Chief Administrative Officer  
Teri Fong, Chief Financial Officer  
Cynthia Dick, General Manager of Administrative Services  
Mark Fortune, Airport Manager  
Brett Maclean, Airport Development Manager  
Michael McGregor, Lands and Resource Coordinator  
Eddie Kunderman, Operations Manager  
Alex Dyer, General Manager of Planning & Development  
Janice Hill, Executive Assistant  
Heather Zenner, Manager of Administrative Services

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

<https://www.acrd.bc.ca/events/27-8-2025/>

### 1. **CALL TO ORDER**

The Chairperson called the meeting to order at 1:30 pm.

The Chairperson acknowledged the Mount Underwood Wildfire and expressed appreciation for all those involved in the response.

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 Cote*  
*SECONDED: Director Boyko*

*THAT the agenda be approved as amended with addition of the following late items:*  
*9.1 (b) two letters of correspondence received for TUP25008*  
*9.1 (c) one letter of correspondence received for TUP24008*

**CARRIED**

**3. DECLARATIONS**

*Director Haggard declared a conflict of interest relating to agenda item 9.1 (e) Development Variance Permit, DVF25001, Francoeur, 6614 Andrews Lane.*

**4. ADOPTION OF MINUTES**

**a. Board of Directors Meeting – July 23, 2025**

*MOVED: Director Cote*  
*SECONDED: Director Siga*

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

**CARRIED**

**b. Alberni Valley Regional Airport Advisory Committee Meeting – July 17, 2025**

*MOVED: Director Cote*  
*SECONDED: Director Sparrow*

*THAT the minutes of the Alberni Valley Regional Airport Advisory Committee meeting held on July 17, 2025 be received.*

**CARRIED**

**c. Committee-of-the-Whole Meeting – July 23, 2025**

*MOVED: Director Sparrow*

*SECONDED: Director Cote*

*THAT the minutes of the Committee-of-the-Whole meeting held on July 23, 2025 be received.*

**CARRIED**

**d. Personnel Committee Meeting – July 24, 2025**

*MOVED: Director Cote*

*SECONDED: Director McEwen*

*THAT the minutes of the Personnel committee meeting held on July 24, 2025 be received.*

**CARRIED**

**5. PETITIONS, DELEGATIONS & PRESENTATIONS**

**Presentations:**

- a. **Emergency Operation Centre, Mount Underwood Wildfire Verbal Update, EOC Director Daniel Sailland** - an update was provided regarding the Mount Underwood Wildfire. A formal debrief will be organized at the conclusion of this incident. Fire continues to be classified as Being Held at 3,525 hectares. BC Wildfire Service continues to be well resourced to address hot spots and mop up. The State of Local Emergency for the City of Port Alberni has now been cancelled. The State of Local Emergency for the ACRD remains in place and a reminder that there is an evacuation order and alert in place due to unsafe road conditions. Power was restored to Bamfield on Saturday after being out for 12 days. Beaver Creek and Sproat Lake Volunteer Fire Departments have both sent members to Bamfield, to support the Bamfield Volunteer Fire Department. Ministry of Transportation and Transit continue to work with agencies including BC Wildfire, BC Hydro and Mosaic to address unsafe road conditions.

Director Mastrangelo left the meeting at 1:45 pm

Director Mastrangelo re-entered the meeting at 2:11 pm

**Delegations:**

- a. **ACRD Sproat Lake Marine Patrol, Annual Presentation**
- b. **Kara Mackenzie, Temporary Use Permit Applicant TUP25008, 8335 Beaver Creek Road (BEAUFORT)**

Director Mastrangelo left the meeting at 2:14 pm

Director Mastrangelo re-entered the meeting at 2:38 pm

- c. **Caroline Ellis, Resident of Beaufort Electoral Area, Response to Temporary Use Permit Application TUP25008, 8335 Beaver Creek Road (BEAUFORT)**

Director Minions left the meeting at 2:34 pm.

## 6. **CORRESPONDENCE FOR ACTION**

- a. **REQUEST FOR LETTER OF SUPPORT**

Ditidaht First Nation request for a letter of support for their emergency expense authorization application to Emergency Management and Climate Readiness to support road maintenance for the road between Nitinaht and Youbou.

*MOVED: Director Cote  
SECONDED: Director Beckett*

*THAT the Alberni-Clayoquot Regional District Board of Directors forward a letter of support to the Ditidaht First Nation in support of the emergency expense authorization application to Emergency Management and Climate Readiness to support road maintenance.*

**CARRIED**

- b. **REQUEST FOR STUDENT REGISTRATION FOR 2025 UBCM CONVENTION**

Alberni-Clayoquot Regional District request approval to register and sponsor a student to attend the 2025 UBCM Convention.

*MOVED: Director Cote  
SECONDED: Director Siga*

*THAT the Alberni-Clayoquot Regional District Board of Directors approve registering Alex Sam as a student participant to attend the 2025 UBCM Convention in Victoria, BC, scheduled for September 22-26, 2025, and direct staff to apply to the Association of Vancouver Island and Coastal Communities to assist with up to 50% travel and accommodation reimbursement to a maximum of \$1000.*

**CARRIED**

## 7. **CORRESPONDENCE FOR INFORMATION**

- a. **UBCM**  
Annual Report and Resolutions
- b. **UBCM**  
Small Talk Forum 2025
- c. **MINISTER PARMAR, MINISTRY OF FORESTS**  
Development and Implementation of an Alberni Region Forest Action Plan
- d. **MINISTER OSBORNE, MINISTRY OF HEALTH**  
Farmers' Market Nutrition Coupon Program

- e. **TSESHAHT FIRST NATIONS FISHERIES DEPARTMENT**  
Thank you, letter for 2025 Fisheries Engagement Session
- f. **NORTH ISLAND COLLEGE**  
2026 Strategic Plan and Year 4 Dashboard
- g. **VANCOUVER ISLAND ECONOMIC ALLIANCE**  
Summit 2025 Registration
- h. **IVAN SCOTT**  
Letter to Canadian Judicial Council
- i. **THE VILLAGE OF LIONS BAY**  
Request for Support and Endorsement – UBCM Resolution on Emergency Water Treatment Plants
- j. **CITY OF MAPLE RIDGE AND CITY OF MISSION**  
Urgent Call for Restoration and Expansion of Derelict Vessel Removal Program
- k. **REBECCA TEREPOCKI**  
Wesley Ridge Wildfire Concerns
- l. **ISLAND COASTAL ECONOMIC TRUST**  
2025 Impact Report
- m. **PORT ALBERNI ASSOCIATION FOR COMMUNITY LIVING**  
Fetal Alcohol Spectrum Disorder awareness month Events

*MOVED: Director Beckett*

*SECONDED: Director Roth*

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

**CARRIED**

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

- a. **Request for Decision regarding Bylaw F1170-2 – 2025-2029 Financial Plan Amendment – General Government Services – Agenda Management and Electronic Voting Software (ALL/WEIGHTED)**

*MOVED: Director Boyko*

*SECONDED: Director Siga*

*THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to the bylaw cited as “Bylaw F1170-2, 2025 to 2029 Alberni-Clayoquot Regional District Financial Plan Amendment”.*

**CARRIED**

*MOVED: Director Boyko*

*SECONDED: Director Roth*

*THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to the bylaw cited as “Bylaw F1170-2, 2025 to 2029 Alberni-Clayoquot Regional District Financial Plan Amendment”.*

**CARRIED**

Director Minions re-entered the meeting at 2:53 pm.

*MOVED: Director Boyko*

*SECONDED: Director Siga*

*THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to the bylaw cited as “Bylaw F1170-2, 2025 to 2029 Alberni-Clayoquot Regional District Financial Plan Amendment”.*

**CARRIED**

*MOVED: Director Boyko*

*SECONDED: Director Siga*

*THAT the Alberni-Clayoquot Regional District Board of Directors adopt bylaw cited as “Bylaw F1170-2, 2025 to 2029 Alberni-Clayoquot Regional District Financial Plan Amendment”.*

**CARRIED**

**b. Request for Decision regarding Grant Funding Application with UBCM – Community to Community**  
(ALL/UNWEIGHTED)

*MOVED: Director Siga*

*SECONDED: Director Cote*

*THAT the Alberni-Clayoquot Regional District Board of Directors support the UBCM funding application to the Community-to-Community Program to host an Economic Development workshop to gather information on initiatives in the region and begin to define the scope of an ACRD proposed Economic Development Service.*

**CARRIED**

**c. Request for Decision regarding September 20, 2025 Free Transit (West Coast)**  
(PARTICIPANTS/WEIGHTED)

*MOVED: Director McEwen*

*SECONDED: Director Stere*

*THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to designate Saturday, September 20th, 2025, as a free transit day for the West Coast Transit service,*

*in support of the 25<sup>th</sup> Anniversary Gathering hosted by the Clayoquot Biosphere Trust and ʔaʔuuk<sup>w</sup>iʔaʔh (Tla-o-qui-aht First Nation).*

**CARRIED**

**d. Request for Decision regarding Formal Lease Application – LS-A2025007  
Ministry of Forests  
(ALL/WEIGHTED)**

*MOVED: Director Cote*

*SECONDED: Director Siga*

*THAT the Alberni-Clayoquot Regional District Board of Directors approve the amendment of lease LS-A2025007 for the Ministry of Forests at the Alberni Valley Regional Airport to include the adjacent ground-side lot for a term of 10 years and 10 months, commencing September 1, 2025, and ending June 30, 2036.*

**CARRIED**

**e. Request for Decision regarding Formal Lease Application – LS-A2025006  
Coulson Aviation  
(ALL/WEIGHTED)**

*MOVED: Director Cote*

*SECONDED: Director Sparrow*

*THAT the Alberni-Clayoquot Regional District Board of Directors approve lease LS-A2025006 with Coulson Aviation for lots 12 and 13 at the Alberni Valley Regional Airport for a term of three years.*

**CARRIED**

## **9. PLANNING MATTERS**

### **9.1 ELECTORAL AREA DIRECTORS**

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

*MOVED: Director Beckett*

*SECONDED: Director Cote*

*THAT the Alberni-Clayoquot Regional District Board of Directors defer a decision on Development Variance Permit DVA25005 to the October 8, 2025, Board of Directors meeting to allow the applicants to address concerns raised during the public notice period and to invite the applicants to present to the Board as a delegation.*

**CARRIED**

- b. **TUP25008, MACKENZIE, 8335 BEAVER CREEK ROAD (BEAUFORT)**  
Temporary Use Permit – Memorandum and Permit

*MOVED: Director Boyko*  
*SECONDED: Director Cote*

*THAT the Alberni-Clayoquot Regional District Board of Directors issue Temporary Use Permit TUP25008.*

**CARRIED**

- c. **TUP24008, AHIRA, 10404 MARINA VISTA DRIVE (SPROAT LAKE)**  
Temporary Use Permit – Memorandum and Permit

*MOVED: Director Cote*  
*SECONDED: Director Sparrow*

*THAT the Alberni-Clayoquot Regional District Board of Directors issue Temporary Use Permit TUP24008*

**CARRIED**

- d. **RD24007, ZELLER, 7775 PACIFIC RIM HIGHWAY (SPROAT LAKE)**  
Rezoning – Report and Bylaw

*MOVED: Director Cote*  
*SECONDED: Director Sparrow*

*THAT Bylaw P1526, Sproat Lake Official Community Plan Amendment Bylaw, be read a first time.*

**CARRIED**

*MOVED: Director Cote*  
*SECONDED: Director Siga*

*THAT Bylaw P1527, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw, be read a first time.*

**CARRIED**

*MOVED: Director Cote*  
*SECONDED: Director Siga*

*THAT the public hearing for Bylaws P1526 and P1527 be delegated to the Director of Electoral Area 'D', the Alternate Director, or the Chairperson of the Regional District.*

**CARRIED**

*MOVED: Director Cote*  
*SECONDED: Director Siga*

*THAT the Alberni-Clayoquot Regional District Board of Directors confirm that the adoption of Bylaws P1526 and P1527 are subject to:*

- a. *Confirmation from a Registered On-site Wastewater Practitioner that the parcel can support on-site sewage disposal to a density of 0.24 ha.*
- b. *The applicant agreeing to discharge Restrictive Covenant EF95869.*
- c. *Meeting all technical referral agency requirements.*

**CARRIED**

Director Haggard left the meeting at 3:38 pm.  
Director Cote resumed as Chairperson

- e. **DVF25001, FRANCOEUR, 6614 ANDREWS LANE (CHERRY CREEK)**  
Development Variance Permit – Memorandum and Permit

*MOVED: Director Sparrow*  
*SECONDED: Director Siga*

*THAT the Alberni-Clayoquot Regional District Board of Directors defer a decision on Development Variance Permit DVF25001 to allow the applicants to address concerns raised during the public notice period and to invite the applicants to present to the Board as a delegation.*

**CARRIED**

Director Haggard re-entered the meeting at 3:52 pm.  
Director Haggard resumed as Chairperson.

## **10. REPORTS**

- a. **Electoral Area Incorporation Report**
- b. **Meeting Schedule – September 2025**
- c. **Building Report – July 2025**
- d. **Monthly Agreement & Grant Delegation Report – July 2025**

*MOVED: Director Cote*  
*SECONDED: Director Sparrow*

*THAT the Board of Directors receives the staff reports a-d*

**CARRIED**

### **10.3 AREA REPORTS**

- a. **Electoral Area “A” (Bamfield) – B. Beckett.** Thank you to the agencies and staff for their contribution to the Mount Underwood wildfire response and thanks to the Directors who reached out for support. Thank you to the Bamfield residents who support their neighbours throughout the power outage. Will participate in a

debrief to understand what went right and what needs to be improved. This long weekend is the Port Alberni Salmon Festival and Fishing Derby. Come to Bamfield and fish in the area.

- a. **Electoral Area “B” (Beaufort) – F. Boyko.** Busy time of year in the Beaufort area. Harvest time. Encouraged residents to take it upon themselves to get prepared for emergencies, get yourself a generator and fuel, talk to your neighbours. Looking forward to the Transportation Committee meeting and discussion on alternate routes.
- b. **Electoral Area “C” (Long Beach) – V. Siga.** Another public forum was recently held for the Long Beach Official Community Plan and thanked staff for their efforts.
- c. **Electoral Area “D” (Sproat Lake) – P. Cote.** Sproat Lake Official Community Plan had a BBQ last Friday at Cougar Smith Park with approximately 100 people attending. Great turnout and good engagement. Expressed thanks to staff for helping in the Emergency Operations Centre. Sproat Lake Annual Beach Clean-up is happening on Sunday September 14 at 9:30am. Sproat Lake Community Association in partnership with the Fish and Duck are hosting the event.
- d. **Electoral Area “E” (Beaver Creek) – S. Roth.** Noted that the air quality from the wildfire is bad and a health concern and requests that BC Wildfire Service adopts a faster initial attack system.

Director Roth left the meeting at 4:00 pm.

- e. **Electoral Area “F” (Cherry Creek) – M. Sparrow.** Underwood Fire started in Cherry Creek Electoral Area near China Creek Campground. Thankful to those that helped with the wildfire response. Road closure in front of Cherry Creek Firehall as there is construction underway. Interested in getting a Cherry Creek Enhancement Society formed again to support Salmon Enhancement in Cherry Creek.
- f. **City of Port Alberni – S. Minions/D. Haggard.** Expressed appreciation for staff and their role in the Mount Underwood emergency response and was pleased with the response.
- g. **District of Tofino – T. Stere.** Expressed appreciation to wildfire responders and those staff that responded.
- h. **District of Ucluelet – M. McEwen.** Thanked staff for daily updated on Mount Underwood wildfire, as it helped to answer questions. Received many questions regarding the highway and air quality. All five of the UBCM meeting request have been accepted. Completed a tour of the new medical clinic in Ucluelet. Grand opening is tentatively Sunday September 14<sup>th</sup>. Island Health has put a request into BC Transit to request a bus stop near the clinic.
- i. **Huu-ay-aht First Nations – J. Jack.** No report.
- j. **Toquaht Nation – K. Johnsen.** No report.

- k. **Uchucklesaht Tribe Government – M. Cootes.** No report.
- l. **Yuuʕuʔiʔaʔ Government – L. Mastrangelo.** Have been working towards their people's assembly and just finished 4<sup>th</sup> quarter community assembly as well. Have several employment opportunities on the website. Recently held an open house for housing and will be opening the doors to 30 new homes and another 30 + on the horizon. Have recently onboarded the Director of Education, a Yuuʕuʔiʔaʔ citizen who has joined the government.

*MOVED: Director Cote*  
*SECONDED: Director Boyko*

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

**CARRIED**

Director Minions left the meeting at 4:16 pm.

#### **10.4 MEMBER REPORTS**

- a. **9-1-1 Corporation – B. Beckett.** No report.
- b. **Vancouver Island Regional Library – F. Boyko.** An audit meeting was held last week and back-up reserve funds are increasing.
- c. **Alberni Valley Chamber of Commerce – S. Minions/F. Boyko.** No report.
- d. **Association of Vancouver Island & Coastal Communities – P. Cote.** AVICC is providing a lunch at UBCM. A couple of AVICC members running for UBCM executive including Director Cote, would appreciate your support.
- e. **Tsawak-qin Public Advisory – M. Sparrow.** Announced the passing of Harold Carlson a 25-year member of the Tsawak-qin Public Advisory group. Staff also recognized Harold was also recognized as a long-term trail volunteer of the ACRD and he will be missed.
- f. **Other Reports**

*MOVED: Director Cote*  
*SECONDED: Director Sparrow*

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

**CARRIED**

#### **11. UNFINISHED BUSINESS**

#### **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](mailto:responses@acrd.bc.ca).

#### **14. IN-CAMERA**

*MOVED: Director Cote*

*SECONDED: Director Sparrow*

*Motion to close the meeting to the public as per the Community Charter, section(s):  
90 (1) : A part of a board meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:  
(j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act;*

*Motion to close the meeting to the public as per the Freedom of Information and Protection of Privacy Act, section(s):*

*21. (1) The head of a public body must refuse to disclose to an applicant information*

*(c) the disclosure of which could reasonably be expected to*

*(i) harm significantly the competitive position or interfere significantly with the negotiating position of the third party,*

**CARRIED**

The meeting was closed to the public at 4:23 pm.

The meeting was re-opened to the public at 4:34 pm.

#### **15. REPORT OUT – RECOMMENDATIONS FROM IN-CAMERA**

#### **16. ADJOURN**

*MOVED: Director Boyko*

*SECONDED: Director Sparrow*

*THAT this meeting be adjourned at 4:34 pm.*

**CARRIED**

Certified Correct:

*Debbie Haggard*

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Debbie Haggard,  
Chairperson

*Heather Zenner*

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Heather Zenner,  
Manager of Administrative Services