



Alberni-Clayoquot Regional District

MINUTES OF THE BOARD OF DIRECTORS MEETING HELD ON WEDNESDAY, June 25, 2025, 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)
Rene Lacoursiere, Alternate 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
Levana Mastrangelo, Executive Legislator, Yuułu?if?ath Government
- REGRETS:** Penny Cote, Director, Electoral Area "D" (Sproat Lake)
Sharie Minions, Mayor, City of Port Alberni
Tom Stere, Councillor, District of Tofino
- 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
Shane Koren, Manager of Financial Services
Eddie Kunderman, Operations Manager
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/25-6-2025/>

1. **CALL TO ORDER**

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

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 Cootes
SECONDED: Director Haggard

THAT the agenda be approved as amended, moving agenda item 8.c to 8.a and with the following late items:

12. a) Apportionment and Withdrawing from a Service

CARRIED

3. DECLARATIONS

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

Director Sparrow declared a conflict of interest relating to agenda item 9.1 (f) Temporary Use Permit, TUP25005, Redman, 4585 Compton Road.

4. ADOPTION OF MINUTES

a. Board of Directors Meeting – June 11, 2025

MOVED: Director Sparrow
SECONDED: Director Haggard

THAT the minutes of the Board of Directors Meeting held on June 11, 2025 be adopted.

CARRIED

b. Electoral Area Directors Committee Meeting – June 18, 2025

MOVED: Director Sparrow
SECONDED: Director Cootes

THAT the minutes of the Electoral Area Directors Committee meeting held on June 18, 2025 be received.

CARRIED

c. Beaver Creek Water Advisory Committee Meeting – June 19, 2025

MOVED: Director Roth
SECONDED: Director Siga

THAT the minutes of the Beaver Creek Water Advisory Committee held on June 19, 2025 be received.

CARRIED

d. Alberni Valley and Bamfield Services Meeting – June 19, 2025

MOVED: Director Haggard

SECONDED: Director Sparrow

THAT the minutes of the Alberni Valley and Bamfield Services meeting held on June 19, 2025 be received.

CARRIED

5. PETITIONS, DELEGATIONS & PRESENTATIONS

a. Adam Bishop, Manager of Accessible Transit, BC Transit, Custom Transit

6. CORRESPONDENCE FOR ACTION

7. CORRESPONDENCE FOR INFORMATION

a. BC Ministry of Environment and Parks and BC Lung FOUNDATION
2024/2025 Provincial Community Wood Smoke Reduction Program (CWSRP)
Spring application

b. BC GOVERNMENT NEWS
The Alberni Valley Makerspace receiving funding from CleanBC Plastics Action Fund

c. UNION OF BC MUNICIPALITIES
Community Emergency Preparedness Fund – 2025

d. DISTRICT OF COLDSTREAM
Modernization of Wastewater Regulations – UBCM Resolution

e. VILLAGE OF CHASE
Funding for Public Education

f. TOWN OF OLIVER
UBCM Resolution for the Province to work with Crown Grant Airport
Brief Description

MOVED: Director Haggard

SECONDED: Director Cootes

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

CARRIED

8. REQUEST FOR DECISIONS & BYLAWS

- a. Request for Decision regarding**
BC Transit Annual Operating Agreements
(ALL/WEIGHTED)

MOVED: Director Haggard

SECONDED: Director Siga

THAT the Alberni-Clayoquot Regional District Board of Directors approve execution of the 2025-2026 Annual Operating Agreement between BC Transit and the Alberni-Clayoquot Regional District for the Alberni Valley Custom and West Coast Conventional Transit systems, and authorize the Chief Administrative Officer to execute the agreement on behalf of the ACRD; and approve execution of the 2025 Annual Operating Agreement – Amendment 1 between BC Transit and the Alberni-Clayoquot Regional District for the Alberni Valley Custom Transit system, which also incorporates the initial agreement for the West Coast Conventional Transit system and authorize the Chief Administrative Officer to execute the agreement on behalf of the ACRD.

CARRIED

- b. Request for Decision regarding**
2024 Statement of Financial Information
(ALL/UNWEIGHTED)

MOVED: Director Roth

SECONDED: Director Johnsen

That the Board of Directors approve the Alberni-Clayoquot Regional District 2024 Statement of Financial Information including all the statements and schedules.

CARRIED

- c. Request for Decision regarding**
Bylaw F1170-1 – 2025-2029 Financial Plan Amendment – Beaver Creek Water System – Lower Kitsukis Watermain
(ALL/WEIGHTED)

MOVED: Director Roth

SECONDED: Director Cootes

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to the bylaw cited as “Bylaw F1170-1, 2025 to 2029 Alberni-Clayoquot Regional District Financial Plan Amendment”.

CARRIED

MOVED: Director Roth

SECONDED: Director Sparrow

THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to the bylaw cited as "Bylaw F1170-1, 2025 to 2029 Alberni-Clayoquot Regional District Financial Plan Amendment".

CARRIED

*MOVED: Director Roth
SECONDED: Director Sparrow*

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to the bylaw cited as "Bylaw F1170-1, 2025 to 2029 Alberni-Clayoquot Regional District Financial Plan Amendment".

CARRIED

*MOVED: Director Roth
SECONDED: Director Cootes*

THAT the Alberni-Clayoquot Regional District Board of Directors adopt bylaw cited as "Bylaw F1170-1, 2025 to 2029 Alberni-Clayoquot Regional District Financial Plan Amendment".

CARRIED

*MOVED: Director Roth
SECONDED: Director Cootes*

THAT the Alberni-Clayoquot Regional District Board of Directors authorize the CAO to negotiate and execute the associated Lower Kitsuksis Watermain contract change orders on behalf of the ACRD.

CARRIED

- d. Request for Decision regarding**
TFN/ACRD Landfill Working Group MOU
(ALL/UNWEIGHTED)

*MOVED: Director Cootes
SECONDED: Director Haggard*

THAT the Alberni-Clayoquot Regional District Board of Directors send a letter to Tseshaht First Nation requesting the development of a Memorandum of Understanding regarding the Landfill Crown Tenure.

CARRIED

9. PLANNING MATTERS

9.1 ELECTORAL AREA DIRECTORS ONLY

a. DVC25003, MALLORY, 1186 THIRD AVE, SALMON BEACH (LONG BEACH)
Development Variance Permit – Report

MOVED: Director Siga
SECONDED: Director Sparrow

THAT the Alberni-Clayoquot Regional District Board of Directors consider Development Variance Permit DVC25003 subject to neighbouring properties being notified as per Local Government Act s. 499.

CARRIED

b. DVD24015, ROBERTSON, 9898 LAKESHORE ROAD (SPROAT LAKE)
Development Variance Permit – Memorandum and Permit

MOVED: Director Lacoursiere
SECONDED: Director Roth

THAT the Alberni-Clayoquot Regional District Board of Directors issue Development Variance Permit DVD24015.

CARRIED

c. SD22007, MYKYTE, PARK LAND DEDICATION – 11196 TAYLOR ARM DRIVE (SPROAT LAKE)
Park Land Dedication – Request for Decision

MOVED: Director Lacoursiere
SECONDED: Director Roth

THAT the Alberni-Clayoquot Regional District Board of Directors accept the park land dedication as presented on the proposed subdivision Plan EPP130344 to meet the requirements of Section 510 of the Local Government Act for the 5-lot strata subdivision.

CARRIED

d. SD22007, MYKYTE, PARCEL FRONTAGE WAIVER – 11196 TAYLOR ARM DRIVE (SPROAT LAKE)
Parcel Frontage Waiver – Report

MOVED: Director Lacoursiere
SECONDED: Director Roth

THAT the Alberni-Clayoquot Regional District Board of Directors waive the 10% road frontage requirement, as per section 512 of the Local Government Act, for proposed strata lots 1 through 5 as shown on proposed bare land strata plan EPS8098.

CARRIED

- e. **TUP25001, MESIC, 10407 MARINA VISTA DRIVE (SPROAT LAKE)**
Temporary Use Permit – Report

MOVED: Director Lacoursiere
SECONDED: Director Roth

THAT the Alberni-Clayoquot Regional District Board of Directors consider issuing TUP25001 subject to neighbour notification as per the Local Government Act section 494.

CARRIED

Director Sparrow left the meeting at 2:21pm.

- f. **TUP25005, REDMAN, 4585 COMPTON ROAD (BEAVER CREEK)**
Temporary Use Permit – Memorandum and Permit

MOVED: Director Roth
SECONDED: Director Lacoursiere

THAT the Alberni-Clayoquot Regional District Board of Directors issue Temporary Use Permit TUP25005.

CARRIED

Director Sparrow re-entered the meeting at 2:23pm.

- g. **RE25001, BEECROFT, 6317 WALKERROAD (BEAVER CREEK)**
Rezoning – Memorandum and Bylaw P1525

MOVED: Director Roth
SECONDED: Director Lacoursiere

THAT Bylaw P1525, Regional District of Alberni-Clayoquot Regional District Zoning Amendment Bylaw, be read a first time.

CARRIED

MOVED: Director Roth
SECONDED: Director Lacoursiere

THAT Bylaw P1525, Regional District of Alberni-Clayoquot Regional District Zoning Amendment Bylaw, be read a second time.

CARRIED

MOVED: Director Roth
SECONDED: Director Lacoursiere

THAT Bylaw P1525, Regional District of Alberni-Clayoquot Regional District Zoning Amendment Bylaw, be read a third time.

CARRIED

Director Haggard left the meeting at 2:25pm.

- h. **DVF25001, FRANCOEUR, 6614 ANDREWS LANE (CHERRY CREEK)**
Development Variance Permit– Report

MOVED: Director Sparrow

SECONDED: Director Lacoursiere

THAT the Alberni-Clayoquot Regional District Board of Directors consider issuing Development Variance Permit DVF25001 subject to:

- i. the issuance of a development permit to satisfy the guidelines of DPA I – Riparian Area Protection in the Cherry Creek Official Community Plan.*
- ii. neighbouring properties being notified as per Local Government Act s. 499.*

CARRIED

Director Haggard re-entered the meeting at 2:28pm.

10. REPORTS

10.1 STAFF REPORTS

- a. **Semi-Annual Financial Report**
- b. **Minister of Agriculture & Food Letter – Farmgate License Program Review**
- c. **Meeting Schedule – July 2025**
- d. **Building Report – May 2025**
- e. **Monthly Agreement & Grant Delegation Report – May 2025**

MOVED: Director Roth

SECONDED: Director Cootes

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

CARRIED

10.2 COMMITTEE REPORTS

10.3 MEMBER REPORTS (ALL/UNWEIGHTED)

- a. 9-1-1 Corporation – B. Beckett- Next meeting Friday June 27, 2025.
- b. Vancouver Island Regional Library – F. Boyko- June 7, 2025, Board meeting financial statements were presented as well as the statements of financial information. Unfunded liabilities are now being funded. The Masset branch in Haida Gwaii is almost completed and the grand opening is in September. Looking into a mobile book program which would deliver books to people that may not

be able to access library services. Acknowledge director of VIRL, Ben Hyman, he will be moving to a new role with Vancouver Public Library.

- c. Alberni Valley Chamber of Commerce – S. Minions/F. Boyko- No report. Reminder that designated appointments of Directors and Alternates should be followed for all external appointments to boards and committees.
- d. Air Quality Council, Port Alberni –M. Sparrow- No report.
- e. Association of Vancouver Island & Coastal Communities – P. Cote- No report.
- f. Tsawak-qin Public Advisory Group – M. Sparrow- at the recent meeting, members reviewed the detailed indicators and results. Currently doing road building and logging in TFL 44. Heli-logging has been postponed due to fire season, endorsement of forest certification, annual allowable cut down to 45-50%, as well as amount of direct and indirect jobs are down.
- g. Other Reports- J. Jack- recently participated on a panel at the Indigenous Resource Opportunities Conference- despite annual allowable cut, amount being harvested is lower than that causing issues for mills with fibre supply. Addressing that issue was one of the primary considerations brought forward to Ministers. Important for Indigenous communities, local communities and businesses to work together to provide solutions in partnership with the province.

MOVED: Director Roth

SECONDED: Director Sparrow

THAT the Board of Directors receive the Member Reports.

CARRIED

11. UNFINISHED BUSINESS

12. LATE BUSINESS

a) Apportionment and Withdrawing from a Service

MOVED: Director Lacoursiere

SECONDED: Director Roth

THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to investigate alternative apportionment methods for the Alberni Valley custom transit system as well as the steps involved in withdrawing from a service and bring a report back to the Alberni Valley & Bamfield Services Committee for further discussion.

CARRIED

13. QUESTION PERIOD

Questions/Comments from the public. The General 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. ADJOURN

MOVED: Director Boyko

SECONDED: Director Roth

THAT this meeting be adjourned at 2:43pm.

CARRIED

Certified Correct:

John Jack

John Jack,
Chairperson

Cynthia Dick

Cynthia Dick
General Manager of Administrative Services