



Alberni-Clayoquot Regional District

MINUTES OF THE BOARD OF DIRECTORS MEETING HELD ON WEDNESDAY, NOVEMBER 12, 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 Chairperson, 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
Tom Stere, Councillor, District of Tofino
Kirsten Johnsen, Member of Council, Toquaht Nation
Levana Mastrangelo, Executive Legislator, Yuułu?if?ath Government

REGRETS: Moriah Cootes, Councillor, Uchucklesaht Tribe Government

STAFF PRESENT: Daniel Sailland, Chief Administrative Officer
Teri Fong, Chief Financial Officer
Alex Dyer, General Manager of Planning & Development
Jenny Brunn, General Manager of Community Services
Heather Zenner, Manager of Administrative Services
Charlie Starratt, Regional Fire Services Manager
Eddie Kunderman, Operations Manager
Michael McGregor, Lands and Resources Coordinator
Janice Hill, Executive Assistant
Kylie Pettifer, Community Projects & Engagement Manager

The meeting can be viewed on the Alberni-Clayoquot Regional District website at:
<https://www.acrd.bc.ca/events/12-11-2025/>

1. **CALL TO ORDER**

The Chief Administrative Officer called the meeting to order at 1:30 pm.

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

The Chief Administrative 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.

Director Mastrangelo entered the meeting at 1:38 pm.

2. ELECTIONS – CHAIR AND VICE-CHAIR

a. ELECTION OF CHAIRPERSON – 2025/2026

The Manager of Administrative Services provided an overview of the election of Chair and Vice-Chair of the Board as specified in the Regional District Procedure Bylaw.

The Manager of Administrative Services conducted elections for Chairperson of the Alberni-Clayoquot Regional District and Vice-Chairperson of the Alberni-Clayoquot Regional Hospital District for 2025/2026.

The Manager of Administrative Services declared Director Jack to the positions of Chairperson of the Alberni-Clayoquot Regional District and Vice-Chairperson of the Alberni-Clayoquot Regional District Hospital District for 2025/2026.

b. ELECTION OF VICE-CHAIRPERSON FOR 2025/2026

The Manager of Administrative Services conducted elections for Vice-Chairperson of the Alberni-Clayoquot Regional District and Chairperson of the Alberni-Clayoquot Regional District Hospital District for 2025/2026.

The Manager of Administrative Services declared Director Haggard to the positions of Vice-Chairperson of the Alberni-Clayoquot Regional District and Chairperson of the Alberni-Clayoquot Regional District Hospital District for 2025/2026.

Director Jack assumed as Chair.

3. APPROVAL OF AGENDA

MOVED: Director Beckett

SECONDED: Director Stere

THAT the agenda be approved as amended to add correspondence to agenda item 10.1(c) TUP25012, DIROCCO, 3640 Fletcher Road.

CARRIED

4. DECLARATIONS

5. ADOPTION OF MINUTES

a. Board of Directors Meeting – October 22, 2025

MOVED: Director Cote

SECONDED: Director Jack

THAT the minutes of the Board of Directors meeting held on October 22, 2025 be adopted.

CARRIED

MOVED: Director Cote

SECONDED: Director Roth

THAT the Alberni-Clayoquot Regional District Board of Directors send a thank you letter to Rebecca Terepocki for her correspondence received on October 22nd related to wildfire suppression.

CARRIED

b. Committee-of-the-Whole Committee Meeting – October 22, 2025

MOVED: Director Stere

SECONDED: Director Sparrow

THAT the minutes of the Committee-of-the-Whole held on October 22, 2025 be received.

CARRIED

c. Transportation Committee Meeting – November 5, 2025

MOVED: Director Beckett

SECONDED: Director Roth

THAT the minutes of the Transportation committee held on November 5, 2025 be received.

CARRIED

d. Emergency Program Executive Committee Meeting – November 5, 2025

MOVED: Director Stere

SECONDED: Director Roth

THAT the minutes of the Emergency Program Executive committee held on November 5, 2025 be received.

CARRIED

6. PETITIONS, DELEGATIONS & PRESENTATIONS

a. Alex Sam, Student Participant at 2025 UBCM Convention

b. **Shannon Summersides, Associate, Herold Engineering, Linear Asset Assessment**

MOVED: Director Roth
SECONDED: Director Stere

THAT the Alberni-Clayoquot Regional District Board of Directors allow the delegation more than ten minutes to present to the Board.

CARRIED

7. **CORRESPONDENCE FOR ACTION**

8. **CORRESPONDENCE FOR INFORMATION**

- a. **UNION OF BC MUNICIPALITIES**
Provincial Response to 2024 Resolutions
- b. **ASSOCIATION OF VANCOUVER ISLAND AND COASTAL COMMUNITES**
Registration Information for AVICC Virtual Session
- c. **ASSOCIATION OF VANCOUVER ISLAND AND COASTAL COMMUNITES**
2026 AVICC AGM & Convention
- d. **MINISTRY OF CHILDREN AND FAMILY DEVELOPMENT**
Invitation to Celebrate November as Adoption and Permanency Awareness Month
- e. **COMOX VALLEY REGIONAL DISTRICT**
Proposed Regional Growth Strategy Minor Amendment

MOVED: Director Roth
SECONDED: Director Stere

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

CARRIED

MOVED: Director Roth
SECONDED: Director Sparrow

THAT the Alberni-Clayoquot Regional District Board of Directors send a letter to AVICC identifying that the maximum number of resolutions being capped at three, is too low, and request that the number of resolutions match the number of electoral areas in a Regional District, and that there be no limit on joint resolutions that are developed with other local governments.

CARRIED

MOVED: Director Roth
SECONDED: Director Haggard

THAT the Alberni-Clayoquot Regional District Board of Directors invite Coulson Aviation to provide a presentation on their aviation education program at AVICC in 2026.

CARRIED

9. REQUEST FOR DECISIONS & BYLAWS

a. Request for Decision regarding 2026 ACRD Board, Committee & Financial Plan Meeting Schedule

MOVED: Director Roth

SECONDED: Director Haggard

CARRIED

THAT the Alberni-Clayoquot Regional District Board of Directors approve the 2026 ACRD Board, Hospital, Committee & Financial Plan meeting schedule as presented.

MOVED: Director Stere

SECONDED: Director Haggard

THAT the Alberni-Clayoquot Regional District Board of Directors select the District of Tofino as the May 27, 2026 off-site Board meeting location.

CARRIED

b. Request for Decision regarding 2026 AVICC Resolutions

MOVED: Director Roth

SECONDED: Director Stere

THAT the Alberni-Clayoquot Regional District Board of Directors submit possible resolutions for consideration at the 2026 Association of Vancouver Island and Coastal Communities Convention to the General Manager of Administrative Services on or before January 16, 2026 and, based on submissions received, Regional District staff be instructed to bring back drafted resolutions and background materials for consideration of endorsement by the Board of Directors prior to the submission deadline of February 12, 2026.

CARRIED

MOVED: Director Roth

SECONDED: Director Stere

THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to develop a resolution seeking legislation to allow elected officials the opportunity to hold office and attend Board meetings without penalty.

CARRIED

c. Request for Decision regarding 2026 Appointment to Vancouver Island Regional Library

MOVED: Director Sparrow
SECONDED: Director Haggard

THAT the Alberni-Clayoquot Regional District appoint Director Cote as Board Trustee and Director Boyko as an Alternate Trustee to the Vancouver Island Regional Library Board.

CARRIED

d. Request for Decision regarding NI 9-1-1 Revised and Restated Shareholders Agreement and an Amendment to the Articles of Incorporation.

MOVED: Director Boyko
SECONDED: Director Stere

THAT the Alberni-Clayoquot Regional District Board of Directors approves the Amended and Restated Shareholders Agreement and Shareholders Resolution to alter the articles as provided in the correspondence dated August 6, 2025, from the North Island 9-1-1 Corporation.

CARRIED

e. Request for Decision regarding Linear Asset Management

Director Johnsen left the meeting at 2:51 pm.

MOVED: Director Boyko
SECONDED: Director Roth

THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to investigate how other local governments manage volunteers that work on local government assets such as parks and trails and report back to the Board in early January.

CARRIED

MOVED: Director Boyko
SECONDED: Director Roth

THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to investigate liability concerns regarding volunteers directed by staff on all linear assets, first with Municipal Insurance Association and report back in December, with an option to request a legal opinion should the information received by Municipal Insurance Association not be sufficient.

CARRIED

MOVED: Director Roth
SECONDED: Director Stere

THAT the Alberni-Clayoquot Regional District Board of Directors receive the following Parks Linear Asset Assessment and Mapping Reports as presented:

- *Regional Parks – Alberni Inlet Trail*
- *Sproat Lake Community Parks – Dickson Park*
- *Beaver Creek Community Parks – Evergreen Park*
- *Bamfield Community Parks – Grappler Wharf*
- *Regional Parks – Log Train Trail*
- *Cherry Creek Community Parks – Maplehurst Park*

CARRIED

f. Request for Decision regarding Log Train Trail Allowable Uses

MOVED: Director Boyko
SECONDED: Director Roth

THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to proceed with option 5 – split-use model with a northern motorized section and a southern non-motorized section, specifically at the Beaufort and Cherry Creek Electoral Area Boundary, and develop the appropriate enforcement management plan, as required by the Ministry of Transportation and Transit and assess this initiative with the new Board of Directors in 18 months.

DEFEATED

MOVED: Director Boyko
SECONDED: Director Sparrow

THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to proceed with option 5 – split-use model with a northern motorized section and a southern non-motorized section, and develop the appropriate enforcement management plan, as required by the Ministry of Transportation and Transit.

CARRIED

MOVED: Director Boyko
SECONDED: Director Roth

THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to engage with user groups and citizens to determine how the implementation of the Log Train Trail Enforcement Plan is working, 18 months from when the enforcement plan is approved.

CARRIED

g. Request for Decision regarding Log Train Trail Bridge Condition

MOVED: Director Boyko

SECONDED: Director Roth

THAT the Alberni-Clayoquot Regional District Board of Directors table the discussion on the Log Train Trail Bridge Condition report until the work on the linear asset management and Log Train Trail enforcement plan is complete and reported back to the Board.

CARRIED

h. Request for Decision regarding Regional Water Governance and Watershed Assessment Study Funding Opportunity – Watershed Security Fund

MOVED: Director Roth

SECONDED: Director Cote

THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to draft a letter of support for West Coast Aquatic's application to the Watershed Security Fund and that the ACRD continue to partner with all other collaborators on the Somass Fish Flow Committee to work towards watershed level governance, led by the Hupacasath and Tseshaht First Nations.

CARRIED

i. Request for Decision regarding Bylaw F1170-4 – 2025-2029 Financial Plan Amendment – Beaver Creek Fire Department – Extrication Combination Tool

MOVED: Director Roth

SECONDED: Director Sparrow

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to the bylaw cited as "Bylaw F1170-4, 2025 to 2029 Alberni-Clayoquot Regional District Financial Plan Amendment".

CARRIED

MOVED: Director Roth

SECONDED: Director Stere

THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to the bylaw cited as "Bylaw F1170-4, 2025 to 2029 Alberni-Clayoquot Regional District Financial Plan Amendment".

CARRIED

MOVED: Director Roth
SECONDED: Director Stere

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to the bylaw cited as "Bylaw F1170-4, 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 adopt bylaw cited as "Bylaw F1170-4, 2025 to 2029 Alberni-Clayoquot Regional District Financial Plan Amendment".

CARRIED

10. PLANNING MATTERS

10.1 ELECTORAL AREA DIRECTORS

- a. **RD24007, ZELLER & VENEMA, 7775 PACIFIC RIM HIGHWAY (SPROAT LAKE)**
Rezoning – Memorandum 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 P1526, Sproat Lake Official Community Plan Amendment Bylaw, be read a second time.

CARRIED

MOVED: Director Cote
SECONDED: Director Sparrow

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

CARRIED

*MOVED: Director Cote
SECONDED: Director Sparrow*

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

CARRIED

*MOVED: Director Cote
SECONDED: Director Sparrow*

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

CARRIED

- b. DEV25010, VAN VLIET & BARR, 5663 MERSEY ROAD (BEAVER CREEK)**
Development Variance Permit – Memorandum and Permit

*MOVED: Director Roth
SECONDED: Director Cote*

THAT the Alberni-Clayoquot Regional District Board of Directors issue development variance permit DVE25010.

CARRIED

- c. TUP25012, DIROCCO, 3640 FLECTER ROAD (CHERRY CREEK)**
Temporary Use Permit – Memorandum and Permit

*MOVED: Director Sparrow
SECONDED: Director Roth*

THAT the Alberni-Clayoquot Regional District Board of Directors issue Temporary Use permit TUP25012.

CARRIED

11. REPORTS

11.1 STAFF REPORTS

11.2 COMMITTEE REPORTS

11.3 AREA REPORTS
(ALL/UNWEIGHTED)

- a. Electoral Area "A" (Bamfield) – B. Beckett – Bamfield continues to experience challenges with respect to the temporary closures of the Bamfield Road. Communication challenges with Ministry of Transportation (DriveBC) on when road closures are occurring.
- b. Electoral Area "B" (Beaufort) – F. Boyko. Things are good in Beaufort. Looking forward to implementation of motorization of the Log Train Trail in the future.
- c. Electoral Area "C" (Long Beach) – V. Siga. No report.
- d. Electoral Area "D" (Sproat Lake) – P. Cote. Sproat Lake water levels are rising. There is a derelict sailboat floating on Sproat Lake. Sproat Lake Volunteer Fire Department held a haunted house at their firehall that was a great success. AVICC is holding an on-line session on November 27th regarding the Cowichan Tribes Case Commentary: A Focused Dialogue for Local Government. Questions can be submitted to Teresa at AVICC by November 20th.
- e. Electoral Area "E" (Beaver Creek) – S. Roth. No report.
- f. Electoral Area "F" (Cherry Creek) – M. Sparrow. Impressed with Fireworks at Halloween Event in Cherry Creek. The motorcross facility experienced a fire in one of their structures. Concerned about motorized use on the Cherry Creek portion of the Log Train Trail.
- g. City of Port Alberni – S. Minions/D. Haggard. Director Haggard thanked the Board for electing her as Vice-Chair of the Board and Chair of the Hospital Board.
- h. District of Tofino – T. Stere. Working on budget and commented on the Remembrance Day celebration in Tofino. Well attended event.
- i. District of Ucluelet – M. McEwen. Was the Master of Ceremonies at the Remembrance Day celebration in Ucluelet which was also well attended. Attended the District of Ucluelet Parks and Recreation Master Plan workshop this morning. On the Board of Tourism Ucluelet and are holding their weekend retreat event in Bamfield this weekend.
- j. Huu-ay-aht First Nations – J. Jack. In strategic planning process. People's Assembly will be held on November 22nd. Recently attended the First Nations Leadership Gathering (equivalent to UBCM) and discussed power and energy, forestry, alternate routes, Bamfield Road, etc. Attended the Remembrance Day ceremony yesterday in Port Alberni and laid wreaths for Huu-ay-aht and ACRD.
- k. Toquaht Nation – K. Johnsen. No report.
- l. Uchucklesaht Tribe Government – M. Cootes. No report.
- m. Yuułuʔiłʔatḥ Government – L. Mastrangelo. No report.

MOVED: Director Roth

SECONDED: Director Cote

THAT the Board of Directors receive the Area Reports.

CARRIED

12. UNFINISHED BUSINESS

13. LATE BUSINESS

14. 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.

15. IN-CAMERA

MOVED: Director Jack

SECONDED: Director Roth

THAT the meeting be closed the meeting to the public as per the Community Charter, section(s):

- i. 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:*
- (c) labour relations or other employee relations*

CARRIED

The meeting was closed to the public at 4:24 pm.

The meeting was re-opened to the public at 4:28 pm.

16. REPORT OUT – RECOMMENDATIONS FROM IN-CAMERA

17. ADJOURN

MOVED: Director Mastrangelo

SECONDED: Director Sparrow

THAT this meeting be adjourned at 4:28 pm.

CARRIED

Certified Correct:

John Jack,
Chairperson

Heather Zenner,
Manager of Administrative Services