



Alberni-Clayoquot Regional District

MINUTES OF THE BOARD OF DIRECTORS MEETING HELD ON WEDNESDAY, NOVEMBER 26, 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)
Susan Roth, Director, Electoral Area "E" (Beaver Creek)
Mike Sparrow, Director, Electoral Area "F" (Cherry Creek)
Todd Patola, Alternate Director, Councillor, City of Port Alberni
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, Yuuʷuʷiʷiʷaṭṭ Government
Rene Lacoursiere, Alternate Director, Electoral Area "D" (Sproat Lake)
- REGRETS:** Penny Cote, Director, Electoral Area "D" (Sproat Lake)
Sharie Minions, Mayor, City of Port Alberni
- 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
Cynthia Dick, General Manager of Administrative Services
Heather Zenner, Manager of Administrative 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/26-11-2025/7673/?catid=0>

1. **CALL TO ORDER**

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

The Vice-Chairperson recognized this meeting is being held throughout the Nuu-chah-nulth territories.

The Vice-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 Roth

SECONDED: Director Siga

THAT the agenda be approved as circulated.

CARRIED

3. DECLARATIONS

4. ADOPTION OF MINUTES

a. Board of Directors Meeting – November 12, 2025

MOVED: Director Roth

SECONDED: Director Sparrow

THAT the minutes of the Board of Directors Meeting held on November 12, 2025 be adopted.

CARRIED

b. Agriculture Development Committee Meeting – November 18, 2025

MOVED: Director Roth

SECONDED: Director Siga

THAT the minutes of the Agriculture Development Committee meeting held on November 18, 2025 be received.

CARRIED

c. Bamfield Area Services Committee Meeting – November 18, 2025

MOVED: Director Beckett

SECONDED: Director Roth

That the minutes of the Bamfield Area Services committee meeting held on November 18, 2025 be received.

CARRIED

d. Regional Hospital District Meeting – November 19, 2025

MOVED: Director Roth

SECONDED: Director Siga

That the minutes of the Regional Hospital District meeting held on November 19, 2025 be received.

CARRIED

e. Alberni Valley Regional Airport Advisory Committee Meeting – November 20, 2025

MOVED: Director Sparrow

SECONDED: Director Roth

THAT the minutes of the Alberni Valley Regional Airport Advisory Committee meeting held on November 20, 2025 be received.

CARRIED

5. PETITIONS, DELEGATIONS & PRESENTATIONS

a. Jolleen Dick, Chief Executive Officer, Christine Washington, President, Alberni Valley Chamber of Commerce, Visitor Information Services as a Regional Model

MOVED: Director Roth

SECONDED: Director Siga

THAT the ACRD Board of Directors provide the Alberni Valley Chamber of Commerce additional time to deliver their presentation.

CARRIED

Chair Jack entered the meeting at 2:34 pm.

MOVED: Director McEwen

SECONDED: Director Siga

THAT the ACRD Board of Directors allow the Alberni Valley Chamber of Commerce to apply for a Grant-in-Aid in 2026 in the Alberni Valley & Bamfield GIA category

CARRIED

Chair Jack resumed the position of Chair at 2:49 pm.

6. CORRESPONDENCE FOR ACTION

a. REQUEST FOR LETTER OF SUPPORT

Clayoquot Sound Biosphere Trust, requesting a letter of support to establish a Clayoquot Biosphere Trust Centre in Tofino

MOVED: Director Stere

SECONDED: Director Siga

THAT the ACRD Board of Directors forward a letter to the Clayoquot Sound Biosphere Trust supporting their vision to establish the Clayoquot Sound Biosphere Centre in Tofino on the unceded territories of the nuučaan̓uł (Nuu-chah-nulth) First Nations.

CARRIED

b. REQUEST FOR MEETING

Port Alberni and West Coast RCMP Victim Services, requesting a meeting to discuss Grant-in-Aid funding for the Victim Services Program

MOVED: Director Roth

SECONDED: Director Stere

THAT the ACRD Board of Directors invite Victim Services to a future Committee of the Whole meeting.

CARRIED

c. REQUEST FOR APPOINTMENT OF MEMBERS

Municipal Finance Authority of BC, requesting appointment of members

MOVED: Director Roth

SECONDED: Director Haggard

THAT the ACRD Board of Directors appoint Director Sparrow as a Member to the Municipal Finance Authority of BC (MFA) prior to February 28, 2026, for a period of approximately one year.

CARRIED

MOVED: Director Roth

SECONDED: Director Haggard

THAT the ACRD Board of Directors appoint Director Jack as an Alternate Member to the Municipal Finance Authority of BC (MFA) prior to February 28, 2026, for a period of approximately one year.

CARRIED

7. CORRESPONDENCE FOR INFORMATION

a. KPMG LLP

Audit Planning Letter

b. BRITISH COLUMBIA'S OFFICE OF THE HUMAN RIGHTS COMMISSIONER

Beyond The Headlines – B. C's Toxic Drug Crisis

c. MAHOE PROPERTIES 2002 LTD

Concerns Regarding Bylaw P1528 – Application Fee Structure

MOVED: Director Lacoursiere

SECONDED: Director Roth

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

CARRIED

8. REQUEST FOR DECISIONS & BYLAWS

a. Request for Decision regarding 2026 General Local Election Cost Sharing Agreements

MOVED: Director Haggard

SECONDED: Director Roth

THAT the Alberni-Clayoquot Regional District Board of Directors approve entering into a cost-sharing agreement with School District 70 Pacific Rim for the purposes of conducting the 2026 School Trustee Election and authorize the CAO to negotiate and execute the agreement on behalf of the ACRD.

CARRIED

MOVED: Director Haggard

SECONDED: Director Roth

THAT the Alberni-Clayoquot Regional District Board of Directors approve entering into a cost-sharing agreement with the City of Port Alberni for the purposes of conducting the 2026 School Trustee Election and any potential ACRD referendum questions within City of Port Alberni boundaries and authorize the CAO to negotiate and execute the agreement on behalf of the ACRD.

CARRIED

b. Request for Decision regarding Formal Lease Application – LS-A2025008 Warwick Patterson

MOVED: Director Sparrow

SECONDED: Director Haggard

THAT the Alberni-Clayoquot Regional District Board of Directors approve lease LS-A2025008 with Warwick Patterson for lot 15 at the Alberni Valley Regional Airport for a term of three years.

CARRIED

c. Request for Decision regarding Long Beach Airport Pump Station - Phase 4 Domestic Pumps and Controls

MOVED: Director Stere

SECONDED: Director Roth

THAT the Alberni-Clayoquot Regional District Board of Directors award the Long Beach Airport (LBA) Pump Station - Phase 4 Domestic Pumps and Controls contract to Ridgeline Mechanical Ltd. in the amount of \$164,974.00 (excluding GST) plus a 5% project contingency and authorize the CAO to negotiate and execute the contract on behalf of the ACRD.

CARRIED

d. Request for Decision regarding Bylaw F1170-5 – 2025-2029 Financial Plan Amendment – Long Beach Airport – Weather Station Upgrades – Project expenditure allocation to 2025 & Beaver Creek Water System – Scada Upgrades – Addition

*MOVED: Director Roth
SECONDED: Director Stere*

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to the bylaw cited as “Bylaw F1170-5, 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 F1170-5, 2025 to 2029 Alberni-Clayoquot Regional District Financial Plan Amendment”.

CARRIED

*MOVED: Director Roth
SECONDED: Director Siga*

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to the bylaw cited as “Bylaw F1170-5, 2025 to 2029 Alberni-Clayoquot Regional District Financial Plan Amendment”.

CARRIED

*MOVED: Director Roth
SECONDED: Director Siga*

THAT the Alberni-Clayoquot Regional District Board of Directors adopt bylaw cited as “Bylaw F1170-5, 2025 to 2029 Alberni-Clayoquot Regional District Financial Plan Amendment”.

CARRIED

9. PLANNING MATTERS

9.1 ELECTORAL AREA DIRECTORS ONLY

- a. **RE25002, MCINNES AND STRACHAN, 5535 STRICK ROAD (BEAVER CREEK)**
Rezoning – Memorandum and Bylaw

MOVED: Director Roth
SECONDED: Director Siga

THAT Bylaw P1529, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw, be read a first time.

CARRIED

MOVED: Director Roth
SECONDED: Director Sparrow

THAT Bylaw P1529, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw, be read a second time.

CARRIED

MOVED: Director Roth
SECONDED: Director Siga

THAT Bylaw P1529, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw, be read a third time.

CARRIED

10. REPORTS

10.1 STAFF REPORTS

- a. **Meeting Schedule – December 2025**
- b. **Building Report – October 2025**
- c. **Monthly Agreement & Grant Delegation Report – October 2025**
- d. **Exempt Compensation Review Results**
- e. **Draft Track and Bridge Condition Assessment, ACRD Rail Corridor**

MOVED: Director Roth
SECONDED: Director Siga

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

CARRIED

10.2 COMMITTEE REPORTS

- a. **Alberni Valley & Bamfield Services Committee Meeting, November 26, 2025 (Verbal) D. Haggard**

Committee received a presentation from BC Transit and staff provided information on solid waste at the Alberni Valley Sort'nGo Centre.

MOVED: Director Roth
SECONDED: Director Siga

THAT the Board of Directors receive committee report.

CARRIED

**10.3 MEMBER REPORTS
(ALL/UNWEIGHTED)**

- a. 9-1-1 Corporation – B. Beckett. No report.
- b. Vancouver Island Regional Library – F. Boyko. No report.
- c. Alberni Valley Chamber of Commerce – S. Minions/F. Boyko. No report.
Director Haggard indicated that the Chamber is hosting many events, reminder to check their website.
- d. Association of Vancouver Island & Coastal Communities – P. Cote.
- e. Tsawak-qin Public Advisory Group – M. Sparrow. The public advisory group conducted a field trip viewing Old Growth. Working on Integrated Resource Management Plan. Discussed fuel management plans around the West Coast General Hospital.
- f. Other Reports

MOVED: Director Roth

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 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 Haggard

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) (c) : labour relations or other employee relations;*
- iii. 90 (1) (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):

- iv. 21 (1) (c) (i) of FOIPPA: 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 3:22 pm.

The meeting was re-opened to the public at 3:55 pm.

15. REPORT OUT – RECOMMENDATIONS FROM IN-CAMERA

The following resolution passed at the in-camera portion of the Board of Directors meeting and was reported out in open meeting:

THAT the Alberni-Clayoquot Regional District Board of Directors appoint Len Watts to the Sproat Lake APC for a two-year term.

16. ADJOURN

MOVED: Director Roth
SECONDED: Director Stere

THAT this meeting be adjourned at 3:55 pm.

CARRIED

Certified Correct:



John Jack,
Chairperson



Heather Zenner,
Manager of Administrative Services