



Alberni-Clayoquot Regional District

MINUTES OF THE BOARD OF DIRECTORS MEETING HELD ON WEDNESDAY, OCTOBER 8, 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)
Penny Cote, Director, Electoral Area "D" (Sproat Lake)
Harley Wylie, Alternate 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, Yuułuꞵiꞵꞵath Government
Sharie Minions, Mayor, City of Port Alberni

REGRETS:

Susan Roth, Director, Electoral Area "E" (Beaver Creek)

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
Shane Koren, Manager of Financial Services
Eddie Kunderman, Operations Manager
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/8-10-2025/7665/?catid=0>

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 Cote

SECONDED: Director Sparrow

*THAT the agenda be approved with the addition of the following late items:
6(c) a request for a letter of support from the Huu-ay-aht Group of Business,
6(d) a request for a letter of support from the Huu-ay-aht First Nations,
10.2 (b) a request for a letter of support from the Clayoquot Biosphere Trust, and
12(a) regarding a letter in support of retrofitting Canada's Hercules fleet into air tankers
for wildfire suppression.*

CARRIED

3. DECLARATIONS

Chair Haggard declared a conflict-of-interest respecting agenda item 8(a), Alberni Valley Golf Club and Long Beach Recreation Cooperative Tax Exemption.

Director Jack declared a conflict-of-interest respecting agenda item 6 (c), Huu-ay-aht Group of Business for letter of support.

Director Mastrangelo joined the meeting at 1:33 pm

4. ADOPTION OF MINUTES

a. Board of Directors Meeting – September 10, 2025

MOVED: Director Cote

SECONDED: Director Sparrow

THAT the minutes of the Board of Directors meeting held on September 10, 2025 be adopted.

CARRIED

Director Minions joined the meeting at 1:34 pm

b. Accessibility Committee Meeting – September 9, 2025

MOVED: Director Siga

SECONDED: Director Cote

THAT the minutes of the Accessibility Committee meeting held on September 9, 2025 be received.

CARRIED

c. Salmon Beach Committee Meeting – September 17, 2025

MOVED: Director Siga

SECONDED: Director Cote

THAT the minutes of the Salmon Beach Committee meeting held on September 17, 2025 be received.

CARRIED

d. Beaver Creek Water Advisory Committee Meeting – September 18, 2025

MOVED: Director Sparrow

SECONDED: Director Cote

THAT the minutes of the Beaver Creek Water Advisory Committee meeting held on September 18, 2025 be received.

CARRIED

5. PETITIONS, DELEGATIONS & PRESENTATIONS

a. Jenna Hildebrand, Project Planner, Sandy Mackay, Housing Research and Policy Lead, M’akola Development Services, ACRD Housing Needs Report

b. Ildiko Dombi, Development Variance Applicant DVA25005, 422 Burlo Island (Bamfield)

MOVED: Director Cote

SECONDED: Director Boyko

THAT the Alberni-Clayoquot Regional District Board of Directors allow the delegate more than ten minutes to deliver the presentation.

CARRIED

c. Nelson Ireland, Response to Development Variance Application DVA25005, 422 Burlo Island (Bamfield)

6. CORRESPONDENCE FOR ACTION

a. REQUEST FOR DELCARATION
Declare October as Foster Family Month

MOVED: Director Cote

SECONDED: Director Sparrow

THAT the Alberni-Clayoquot Regional District declare October as Foster Family Month and thank both family and foster caregivers for their dedication and commitment to children and youth in care.

CARRIED

b. ALBERNI VALLEY CHAMBER OF COMMERCE

Request Visitor Services for Region to be included in upcoming discussion on the establishment of an economic development service for the region.

MOVED: Director Minions

SECONDED: Director Sparrow

THAT the Alberni-Clayoquot Regional District Board of Directors defer a decision on the Alberni Valley Chamber of Commerce request until a discussion can occur regarding this request and allow time for a discussion regarding representation on the Chamber Board with the ACRD Chamber representative and ACRD Board, and to invite the Chamber of Commerce Executive Director to a future Board meeting.

CARRIED

Director Jack declared a conflict-of-interest respecting agenda item 6(c) and left the meeting at 3:10 pm.

c. HUU-AY-AHT GROUP OF BUSINESS

Request for letter of support for a Destination Canada grant application.

MOVED: Director Beckett

SECONDED: Director Cote

THAT the Alberni-Clayoquot Regional District Board of Directors provide a letter of support for Huu-ay-aht Group of Business for a Destination Canada grant application.

CARRIED

Director Jack re-entered the meeting at 3:11 pm.

d. HUU-AY-AHT FIRST NATIONS

Request for letter of support for the Rural Economic Diversification and Infrastructure Program.

MOVED: Director Stere

SECONDED: Director Beckett

THAT the Alberni-Clayoquot Regional District Board of Directors provide a letter of support for Huu-ay-aht First Nations for a Rural Economic Diversification and Infrastructure grant application.

CARRIED

7. CORRESPONDENCE FOR INFORMATION

- a. **MARK SAGER, MAYOR OF WEST VANCOUVER**
Response to Minister of Housing and Municipal Affairs Directives Letter
- b. **HONOURABLE JOSIE OSBORNE, MLA MID ISLAND**
Thank you Letter
- c. **REBECCA TEREPOCKI**
Wildfire Management – Wesley Ridge, Mount Underwood
- d. **AGRO4HOPE FARMS & PRODUCTS INC.**
Community Initiative

MOVED: Director Cootes

SECONDED: Director Sparrow

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

CARRIED

8. REQUEST FOR DECISIONS & BYLAWS

Chair Haggard declared a conflict-of-interest respecting agenda item 8(a) and left the meeting at 3:14 pm, and Director Cote took over chairing the meeting.

- a. **Request for Decision regarding Alberni Valley Golf Club & Long Beach Recreation Cooperative Tax Exemption.**

MOVED: Director Sparrow

SECONDED: Director Johnsen

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to Bylaw cited as "2026 Tax Exemption Bylaw No. F1172."

CARRIED

MOVED: Director Sparrow

SECONDED: Director Siga

THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to Bylaw cited as "2026 Tax Exemption Bylaw No. F1172."

CARRIED

MOVED: Director Sparrow

SECONDED: Director Siga

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to Bylaw cited as "2026 Tax Exemption Bylaw No. F1172."

CARRIED

*MOVED: Director Sparrow
SECONDED: Director Jack*

THAT the Alberni-Clayoquot Regional District Board of Directors adopt Bylaw cited as "2026 Tax Exemption Bylaw No. F1172."

CARRIED

Chair Haggard re-entered the meeting at 3:18 pm and resumed as Chair.

b. Request for Decision regarding Procurement Policy Draft.

*MOVED: Director Cote
SECONDED: Director Siga*

THAT the Alberni-Clayoquot Regional District Board of Directors adopt the attached Procurement Policy as presented and rescind Purchasing Policy dated September 11, 2013.

Directors Cote, Sparrow, Cootes Johnsen, Beckett, Siga, Minions, Mastrangelo, Stere, McEwen, Jack, Haggard voted in favour of the motion.

Director Boyko voted against the motion.

Director Wylie abstained from voting.

CARRIED

c. Request for Decision regarding Bamfield Submarine Waterline Replacement Design Review and Construction Services.

*MOVED: Director Beckett
SECONDED: Director Boyko*

THAT the Alberni-Clayoquot Regional District Board of Directors approve Contract Amendment 001 to the Bamfield Submarine Waterline Replacement Design Review and Construction with Fraser Burrard Diving Ltd. in the amount of \$40,507.40 (excluding GST) plus a \$75,893.30 project contingency and authorize the CAO to negotiate and execute the amendment on behalf of the ACRD.

CARRIED

d. Request for Decision regarding Establishment of Recycling Depot for Salmon Beach Residents.

MOVED: Director Siga

SECONDED: Director McEwen

THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to incorporate single-stream recycling into the Salmon Beach waste management system, with implementation included in the 2026 workplan.

CARRIED

e. Request for Decision regarding North Reservoir Replacement Design Options.

MOVED: Director Wylie

SECONDED: Director Cote

THAT the Alberni-Clayoquot Regional District Board of Directors receive the report "North Reservoir Replacement – Conceptual Design Option Review"; AND

THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to move forward with a detailed design using Option 1, the epoxy coated steel tank on a raised concrete foundation.

CARRIED

f. Request for Decision regarding Alberni Valley Landfill Tipping Fee and Regulation Bylaw Amendment R1029-9.

MOVED: Director Cote

SECONDED: Director Sparrow

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to Bylaw R1029-9 Amendment - Alberni Valley Landfill Tipping Fee and Regulation Bylaw.

CARRIED

MOVED: Director Cote

SECONDED: Director Wylie

THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to Bylaw R1029-9 Amendment - Alberni Valley Landfill Tipping Fee and Regulation Bylaw.

CARRIED

MOVED: Director Cote

SECONDED: Director Cootes

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to Bylaw R1029-9 Amendment - Alberni Valley Landfill Tipping Fee and Regulation Bylaw.

CARRIED

MOVED: Director Cote
SECONDED: Director Sparrow

THAT the Alberni-Clayoquot Regional District Board of Directors adopt Bylaw R1029-9 Amendment -Alberni Valley Landfill Tipping Fee and Regulation Bylaw.

CARRIED

g. Request for Decision regarding Postponement of Adding Mattresses to BC Recycling Regulation.

MOVED: Director Stere
SECONDED: Director Beckett

THAT the ACRD Board of Directors approve sending the attached letter to the BC Minister of Environment and Parks urging that mattresses and foundations (box springs) be added to the Recycling Regulation.

CARRIED

h. Request for Decision regarding New Utility System Bylaw for Long Beach Airport.

MOVED: Director Stere
SECONDED: Director Jack

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to the bylaw cited as "Long Beach Airport Utility System Rates and Regulations Bylaw No. F1171, 2025" as amended to insert January 1, 2026 as the effective date of the repealed bylaw.

CARRIED

MOVED: Director Stere
SECONDED: Director McEwen

THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to the bylaw cited as "Long Beach Airport Utility System Rates and Regulations Bylaw No. F1171, 2025".

CARRIED

MOVED: Director Stere
SECONDED: Director McEwen

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to the bylaw cited as "Long Beach Airport Utility System Rates and Regulations Bylaw No. F1171, 2025".

CARRIED

MOVED: Director Stere
SECONDED: Director McEwen

THAT the Alberni-Clayoquot Regional District Board of Directors adopt bylaw cited as "Long Beach Airport Utility System Rates and Regulations Bylaw No. F1171, 2025".

CARRIED

i. Request for Decision regarding Long Beach Airport Land Use Planning and First Nations Engagement.

MOVED: Director Stere
SECONDED: Director McEwen

THAT the Alberni-Clayoquot Regional District Board of Directors award the Long Beach Airport Land Use Planning and First Nations Engagement contract to Imagination FX in the amount of \$99,979 (excluding GST) and authorize the CAO to negotiate and execute the contract on behalf of the ACRD.

CARRIED

9. PLANNING MATTERS

9.1 ELECTORAL AREA DIRECTORS

a. REQUEST FOR DECISION
2025 Electoral Area Housing Needs Report

MOVED: Director Cote
SECONDED: Director Beckett

THAT the Alberni-Clayoquot Regional District Board of Directors receive the 2025 Electoral Area Housing Needs Reports and Regional Summary Housing Needs Report.

CARRIED

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

MOVED: Director Beckett
SECONDED: Director Boyko

THAT the Alberni-Clayoquot Regional District Board of Directors deny Development Variance Permit DVA25005

CARRIED

c. DVD25004, O'NEILL, LOT 38, BRAND AVENUE (SPROAT LAKE)

Development Variance Permit – Report

MOVED: Director Cote
SECONDED: Director Sparrow

THAT the Alberni-Clayoquot Regional District Board of Directors consider issuing DVD25004 subject to neighbour notification as per the Local Government Act section 499.

CARRIED

d. SE24008PFW, LONGEUAY & FRANK, 5501 STRICK ROAD (BEAVER CREEK)

MOVED: Director Wylie
SECONDED: Director Sparrow

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 Lots 2 and 3 as shown on the subdivision plan for the property located at 5501 Strick Road.

CARRIED

e. SE24011PFW, MELENIUS, 5860 MERSEY ROAD (BEAVER CREEK)
Parcel Frontage Waiver – Report

MOVED: Director Wylie
SECONDED: Director Boyko

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 Lot 2 as shown on the subdivision plan for the property located at 5860 Mersey Road.

CARRIED

f. RE25002, MCINNES & STRACHAN, 5535 STRICK ROAD (BEAVER CREEK)
Rezoning – Report and Bylaw

MOVED: Director Wylie
SECONDED: Director Sparrow

THAT the Alberni-Clayoquot Regional District Board of Directors consider first reading to Bylaw P1529, Regional District of Alberni-Clayoquot 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 Wylie
SECONDED: Director Cote

THAT the Alberni-Clayoquot Regional District Board of Directors confirm that adoption of Bylaw P1529 is subject to:

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

CARRIED

- g. DVE25010, VAN VLIET & BARR, 5663 MERSEY ROAD (BEAVER CREEK)**
Development Variance Permit – Report and Permit

MOVED: Director Wylie
SECONDED: Director Cote

THAT the Alberni-Clayoquot Regional District Board of Directors consider issuing development variance permit DVE25010 subject to neighbour notification as per Local Government Act s. 499.)

CARRIED

- a. TUP25012, DIROCCO, 3640 FLETCHER ROAD (CHERRY CREEK)**
Temporary Use Permit – Report and Permit

MOVED: Director Sparrow
SECONDED: Director Cote

THAT the Alberni-Clayoquot Regional District Board of Directors consider Temporary Use Permit Application TUP25012 subject to the following:

- a. Confirmation from a Registered On-site Wastewater Practitioner that the sewage disposal system can accommodate the existing duplex and recreational vehicle.*
- b. Neighbourhood notification as per Local Government Act s.494.*

CARRIED

10. REPORTS

10.1 STAFF REPORTS

- a. Procedure Bylaw Review – Verbal Update H. Zenner**

MOVED: Director Beckett
SECONDED: Director Stere

THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to develop the ACRD Procedure Bylaw based on input received at Committee of the Whole meetings from March 12, 2025 through October 8, 2025 and bring a draft copy of the bylaw to a Board meeting prior to public advertising.

CARRIED

- b.** Sproat Lake and Area Official Community Plan Update – Phase 3: Community Engagement Summary Report and Draft Vision and Goals Memorandum – S. Manhas

MOVED: Director Cote

SECONDED: Director Sparrow

That the Alberni-Clayoquot Regional District Board of Directors receive this report.

CARRIED

10.2 COMMITTEE REPORTS

- a. Personnel Committee Meeting, October 6, 2025 (Verbal)**

No formal resolutions moved during the meeting. An In-Camera discussion regarding Exempt Compensation will be brought forward to a future Board of Directors meeting.

- b. West Coast Committee Meeting, October 7, 2025 (Verbal)**

MOVED: Director Stere

SECONDED: Director McEwen

THAT the Alberni-Clayoquot Regional District Board of Directors provide a letter of support for the Clayoquot Biosphere Trust in support of their grant applications to the Community Economic Development and Diversification Program and the Rural Economic Diversification and Infrastructure Program.

CARRIED

- c. Bamfield Area Services Committee Meeting, October 7, 2025 (Verbal)**

Alberni-Clayoquot Regional District Staff provided an update to the Bamfield Submarine Line Replacement project and the Emergency Operations Centre update related to the Mount Underwood fire status.

MOVED: Director Jack

SECONDED: Director Sparrow

THAT the Board of Directors receives the verbal Reports a-c.

CARRIED

10.3 AREA REPORTS

(ALL/UNWEIGHTED)

- a. Electoral Area "A" (Bamfield) – B. Beckett. Contractor in Bamfield starting the work on the Bamfield Submarine Waterline, with installation to occur during low tides on November 9th. Ongoing closure of the Bamfield Road is difficult for the Bamfield community and is frustrating for community members. All agencies are working hard to get the road open as soon as they can.
- b. Electoral Area "B" (Beaufort) – F. Boyko. Community members are increasingly concerned about ACRD costs and the recently released efficiency report. Community feels they are being forced to support services (eg. Air Quality Council & Chamber of Commerce) they do not want in their area and discussion of Incorporation is increasing. Townhall meeting on October 19th at 2pm at Beaver Creek Community Hall.
- c. Electoral Area "C" (Long Beach) – V. Siga. Attended three recent celebrations on the West Coast: Westcoast Resources Society's 25th Anniversary on September 17, Clayoquot Biosphere Trust's 25th Anniversary on September 20, and North Island College's 50th Anniversary on October 4.
- d. Electoral Area "D" (Sproat Lake) – P. Cote. The Somass Fish Flow committee has recommended to Domtar to remove weir plates as the lake level is rising with the recent rain. Working with Domtar to collect information to be able to better control the lake levels and manage this properly. Received complaints regarding a dock near Fossli Park.
- e. Electoral Area "E" (Beaver Creek) – H. Wylie. No report.
- f. Electoral Area "F" (Cherry Creek) – M. Sparrow. Met with Cherry Creek Community Hall Society and looking for grant funding to support their hall.
- g. City of Port Alberni – S. Minions - City is beginning the budget process and expressed appreciation for City staff being able to balance prioritizing projects and reducing/maintaining budgets.
- h. District of Tofino – T. Stere. Attended the Community Resiliency Workshop, focused on potential seismic events and associated impacts, on October 3, included Ucluelet and First Nations.
- i. District of Ucluelet – M. McEwen. Attended the Ucluelet Medical Centre grand opening on September 13th. Attended the Food Bank on the Edge ribbon cutting ceremony for the new building on October 4th.
- j. Huu-ay-aht First Nations – J. Jack. Entering budget planning, presenting an audit of the 2024 fiscal year at the Peoples' Assembly in November. First Nation Leadership Gathering coming up on November 4 & 5. Looking to hold a debrief from the Mount Underwood Wildfire, including ACRD, Bamfield residents, and other external agencies later this fall.

- k. Toquaht Nation – K. Johnsen. Government building construction is progressing. Starting community engagement project to get Citizen engagement input on Master Plans, two dinners planned in Macoah and Port Alberni. Started Budget process. New position has been hired, Culture, Language and Heritage position filled by a Toquaht citizen who is moving back home to fill this role.
- l. Uchucklesaht Tribe Government – M. Cootes. No report.
- m. Yuułuʔiłʔatḥ Government – L. Mastrangelo. No report.

MOVED: Director Sparrow

SECONDED: Director Cote

THAT the Board of Directors receive the Area Reports.

CARRIED

11. UNFINISHED BUSINESS

12. LATE BUSINESS

a. Late Business

MOVED: Director Cote

SECONDED: Director Sparrow

THAT The Alberni-Clayoquot Regional District Board of Directors send a letter to the Office of the Premier, Union of BC Municipalities and the Association of Vancouver Island and Coastal Communities, to request action for the resolution submitted to the Union of British Columbia Municipalities requesting that the Province of British Columbia collaborate with the Government of Canada to:

- 1. Partner with the private sector and First Nations to retrofit a portion of Canada's retired CC-130H Hercules fleet into large air tankers for wildfire suppression.*
- 2. Deploy these aircraft as part of a strengthened national wildfire response capacity, to be shared with provinces and territories and, where appropriate, used for international humanitarian and emergency missions. Consider that the Canadian Interagency Forest Fire Centre assist in managing deployment under a transparent cost-sharing framework, with initial operating capability by the 2027 wildfire season.*
- 3. Prioritize this made-in-Canada solution that leverages Canadian engineering, protects lives, communities, and the environment.*

CARRIED

13. QUESTION PERIOD

Questions/Comments from the public.

Nelson Ireland, participating via Zoom made the following statement:
“he is willing and interested in seeking an acceptable resolution, privately, between himself and the applicant for the Development Variance Permit (DVA25005) on Burlo Island”.

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
- Submissions received by email at responses@acrd.bc.ca.

Due to the length of the ACRD Board of Directors Meeting the Board rescheduled the Alberni-Clayoquot Regional Hospital District Board of Directors meeting to follow the next ACRD Board of Directors Meeting on October 22, 2025.

14. ADJOURN

MOVED: Director Wylie
SECONDED: Director Cootes

THAT this meeting be adjourned at 5:31 pm.

CARRIED

Certified Correct:



Debbie Haggard,
Chairperson



Heather Zenner,
Manager of Administrative Services