



# Alberni-Clayoquot Regional District

## MINUTES OF THE COMMITTEE-OF-THE-WHOLE MEETING

HELD ON WEDNESDAY, OCTOBER 8, 2025, 10:00 AM

Hybrid - Zoom/Board Room, 3008 Fifth Avenue, Port Alberni, BC

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### DIRECTORS

John Jack, Chairperson, Chief Councillor, Huu-ay-aht First Nations

### 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)

Harley Wylie, Alternate 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

Moriah Cootes, Councillor, Uchucklesaht Tribe Government

Kirsten Johnsen, Member of Council, Toquaht Nation

Levana Mastrangelo, Executive Legislator, Yuuʷuʷiʷiʷath Government

### REGRETS:

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

### STAFF PRESENT:

Daniel Sailland, Chief Administrative Officer

Cynthia Dick, General Manager of Administrative Services

Heather Zenner, Manager of Administrative Services

Teri Fong, Chief Financial Officer

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

<https://www.acrd.bc.ca/events/8-10-2025/>

## 1. CALL TO ORDER

The Chairperson called the meeting to order at 10:00 am.

The Chairperson recognized this meeting is being held throughout the Nuuchahnulth territories.

The Chairperson reported this meeting is being recorded and livestreamed to YouTube on the Regional District website.

Introductions - Committee Members and Staff present in the Boardroom and via Zoom.

## 2. APPROVAL OF AGENDA

*MOVED: Director Sparrow*

*SECONDED: Director Cote*

*THAT the agenda be approved as circulated.*

**CARRIED**

Director Minions joined the meeting at 10:02 am.

Director Mastrangelo joined the meeting at 10:06 am.

**3. DECLARATIONS**

**4. MINUTES**

**a. 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 adopted.*

**CARRIED**

Director Wylie joined the meeting at 10:20 am.

Director McEwen joined the meeting at 10:33 am.

Director Johnsen left the meeting at 10:50 am.

**5. PETITIONS, DELEGATIONS & PRESENTATIONS**

**a. ACRD Procedure Bylaw Review – Presentation. Meeting #5  
(H. Zenner)**

*MOVED: Director Cote*

*SECONDED: Director Sparrow*

*THAT the Committee of the Whole recommend advancing with option 4 regarding the start time of Board meetings for the Procedure Bylaw update, to remain with status quo and re-visit with the newly elected Board following the 2026 local government election.*

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

Director Boyko voted against the motion.

**CARRIED**

**6. CORRESPONDENCE**

**7. REQUEST FOR DECISIONS**

**8. REPORTS**

Director Minions left the meeting at 11: 52 am.  
Director McEwen left the meeting at 11:59 am.

**a. UBCM Roundtable – Verbal Updates**

*MOVED: Director Sparrow*  
*SECONDED: Director Cootes*

*The ACRD Board of Directors that attended the 2025 UBCM Convention held in Victoria, BC from September 22-26, 2025, conducted a roundtable to share their experiences and key takeaways from the event. Director Cote was congratulated for receiving a Long Service Award at the Convention to recognize her 20+ years of service in local government. Directors expressed concerns with the Convention luncheons and would like to discuss participation at a future date. ACRD sponsored student participant was acknowledged for his participation at the Convention and will be invited to a future meeting to share his experience with the Board. It was noted that the Board endorsed resolution for CC-130H Hercules Fleet was not included as a late resolution at the Convention and a resolution will be brought forward to the next Board of Directors meeting. Presentations from the 2025 UBCM Convention can be found at [Presentations from Clinics, Workshops & Other Sessions | Union of BC Municipalities](#).*

*THAT the verbal updates be received.*

**CARRIED**

**9. LATE BUSINESS**

*(requires 2/3 majority vote)*

**10. QUESTION PERIOD**

Questions/Comments from the public. The General 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).

**11. ADJOURN**

*MOVED: Director Sparrow*

*SECONDED: Director Cote*

*THAT this meeting be adjourned at 12:09pm.*

**CARRIED**

Certified Correct:

*Debbie Haggard*

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Debbie Haggard,  
Chairperson

*Cynthia Dick*

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Cynthia Dick,  
General Manager of Administrative Services