



Alberni-Clayoquot Regional District

MINUTES OF THE BOARD OF DIRECTORS MEETING HELD ON WEDNESDAY, SEPTEMBER 10, 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)
Susan Roth, 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, Yuułuꞵiꞵath Government
Sharie Minions, Mayor, City of Port Alberni

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
Heather Zenner, Manager of Administrative Services
Shane Koren, Manager of Financial Services
Mark Fortune, Airport Manager
Tanya Carothers, Solid Waste Manager
Michael McGregor, Lands and Resources Coordinator
Alex Dyer, General Manager of Planning and Development
Janice Hill, Executive Assistant
Brett MacLean, Airport Development Manager

The meeting can be viewed on the Alberni-Clayoquot Regional District website at:
www.acrd.bc.ca/events/10-9-2025/

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 Nuuchahnulth 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 Beckett
SECONDED: Director Johnsen

THAT the agenda be approved as amended to add potential UBCM resolution under agenda item 10.1(d) and to add the Riders of the Alberni Valley under agenda item 5 (d).

CARRIED

3. DECLARATIONS

Director Haggard declared a conflict-of-interest respecting agenda item 6 (a) Request for Tax Exemption for the Alberni Golf Club Ltd.

4. ADOPTION OF MINUTES

a. Board of Directors Meeting – August 27, 2025

MOVED: Director Roth
SECONDED: Director Sparrow

THAT the minutes of the Board of Directors meeting held on August 27, 2025 be adopted as amended to strike the name S. Roth and replace with M. Sparrow for agenda item 10.4 e, and to add that S. Roth left the meeting at 4 pm.

CARRIED

5. PETITIONS, DELEGATIONS & PRESENTATIONS

Presentations:

- a. **Luc Stefani, Building Inspector/Property Maintenance Coordinator
10 Year Anniversary (A. Dyer, General Manager Planning & Development)**
- b. **Alex Dyer, General Manager of Planning & Development
15 Year Anniversary (D. Sailland, CAO)**
- c. **Janice Hill, Executive Assistant
15 Year Anniversary (D. Sailland, CAO)**

Delegations:

- a. **Inspector Kim Bruce, Port Alberni RCMP, Q2 Reporting Covering April, May, and June 2025**

MOVED: Director Jack
SECONDED: Director Sparrow

THAT the Alberni-Clayoquot Regional District Board of Directors allow Inspector Bruce additional time to complete the RCMP delegation.

CARRIED

Director Minions entered the meeting at 1:45 pm.

- b. **Ken Sander, Alberni Golf Club, Request for Tax Exemption**
- c. **Wayne Coulson, CEO, Britton Coulson, President and COO, Coulson Aircrane Ltd., challenges faced by Coulson Aircrane Ltd. in expansion efforts at the Alberni Valley Regional Airport**
- d. **Nick Holatko, Riders of the Alberni Valley, Maquinna Trail Network.**

6. CORRESPONDENCE FOR ACTION

Director Haggard declared a conflict-of-interest respecting agenda item 6 (a) left the meeting at 3:06 pm.

- a. **REQUEST FOR TAX EXEMPTION**
Alberni Golf Club Ltd. and Long Beach Golf Course requesting property tax exemption

MOVED: Director Roth
SECONDED: Director Siga

THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to prepare a 2026 Tax Exemption Bylaw for the following Board meeting and bring additional information on the non-profit status of the Alberni Golf Club Ltd.

CARRIED

Director Haggard re-entered the meeting at 3:12 pm.

7. CORRESPONDENCE FOR INFORMATION

- a. **CANADA COMMUNITY-BUILDING FUND BC/UBCM**
First Community Works Fund Payment for 2025/2026
- b. **NORTH COAST REGIONAL DISTRICT**

- Support for the City of Mission's and Maple Ridge's Urgent Call for the Restoration and Expansion of a Derelict Vessel Removal Program
- c. **CORRESPONDENCE BETWEEN AGRICULTURAL LAND COMMISSION AND THE SQUAMISH-LILLOOET REGIONAL DISTRICT**
Request to Amend ALC Act to Recognize Non-Treaty First Nations as Eligible Applicants
- d. **BC MINISTRY OF AGRICULTURE AND FOOD**
Farm Worker Housing in the ALR: Discussion Paper and Proposed Minister's Bylaw Standard Criteria
- e. **OFFICE OF THE OMBUDSPERSON**
Quarterly Report for April 1-June 30, 2025
Brief Description

MOVED: Director Roth

SECONDED: Director Sparrow

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

CARRIED

8. REQUEST FOR DECISIONS & BYLAWS

- a. **Request for Decision regarding Riders of the Alberni Valley (ROAV) Maquinna Trail Network.**

MOVED: Director Haggard

SECONDED: Director Sparrow

THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to investigate the feasibility of submitting a Section 57 application in collaboration with the Riders of Alberni Valley, to authorize multi-use recreational trails on Maquinna Crown land, and report back with further information as part of the 2026 workplan.

CARRIED

The meeting was recessed at 3:28 pm

The meeting reconvened at 3:35 pm

- b. **Request for Decision regarding Alberni Valley Landfill Operations Contract Renewal.**

MOVED: Director Cote

SECONDED: Director Haggard

THAT the Alberni-Clayoquot Regional District Board of Directors renew the Alberni Valley Sort'nGo Centre Operations contract with Berry and Vale Contracting Ltd. in the amount

of \$1,177,918.92 annually plus BC CPI and excluding GST for a 5-year term and authorize the CAO to negotiate and execute the contract on behalf of the Regional District.

CARRIED

c. Request for Decision regarding 2025 Beaufort Grant-in-Aid Application.

MOVED: Director Boyko

SECONDED: Director Roth

THAT the Alberni-Clayoquot Regional District Board of Directors award, from the 2025 Beaufort Grant-in-Aid category, a \$500 grant to the Alberni Valley Enhancement Association.

CARRIED

d. Request for Decision regarding Bylaw F1170-3 – 2025-2029 Financial Plan Amendment – Long Beach Airport – Roof Replacement of Building Currently Leased to Parks Canada.

MOVED: Director Stere

SECONDED: Director McEwen

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to the bylaw cited as “Bylaw F1170-3, 2025 to 2029 Alberni-Clayoquot Regional District Financial Plan Amendment”.

CARRIED

MOVED: Director Stere

SECONDED: Director McEwen

THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to the bylaw cited as “Bylaw F1170-3, 2025 to 2029 Alberni-Clayoquot Regional District Financial Plan Amendment”.

CARRIED

MOVED: Director Stere

SECONDED: Director Johnsen

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to the bylaw cited as “Bylaw F1170-3, 2025 to 2029 Alberni-Clayoquot Regional District Financial Plan Amendment”.

CARRIED

MOVED: Director Stere

SECONDED: Director McEwen

THAT the Alberni-Clayoquot Regional District Board of Directors adopt bylaw cited as "Bylaw F1170-3, 2025 to 2029 Alberni-Clayoquot Regional District Financial Plan Amendment".

CARRIED

*MOVED: Director Stere
SECONDED: Director McEwen*

THAT the Alberni-Clayoquot Regional District Board of Directors award the Long Beach Airport Roofing Replacement contract to Aurora Roofing Ltd in the amount of \$135,355.00 (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. **SD24009PFW, BALLARD, 18440 PACIFIC RIM HIGHWAY**
Parcel Frontage Waiver – Report

*MOVED: Director Cote
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 Strata Lot 1 as shown on the subdivision plan for the property located at 18440 Pacific Rim Highway.

CARRIED

- b. **SE25006PFW, PLETTI, 6320 BEAVER CREEK ROAD**
Parcel Frontage Waiver – Report

*MOVED: Director Roth
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 Lot B as shown on the subdivision plan for the property located at 6320 Beaver Creek Road.

CARRIED

10. REPORTS

10.1 STAFF REPORTS

- a. **Meeting Schedule – October 2025**

- b. Building Report – August 2025**
- c. Monthly Agreement & Grant Delegation Report – August 1 – 31, 2025**
- d. 2025 UBCM Convention Meetings and Resolutions –Report**

MOVED: Director Cote

SECONDED: Director Haggard

THAT the Alberni-Clayoquot Regional District Board of Directors submit the following late resolution to the Union of British Columbia Municipalities:

THEREFORE BE IT RESOLVED that UBCM request that the Province of British Columbia collaborate with the Government of Canada to:

1. Partner with the private sector 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

MOVED: Director Roth

SECONDED: Director Sparrow

THAT the Board of Directors receive the staff reports a-d.

CARRIED

10.2 COMMITTEE REPORTS

- a. Accessibility Committee Meeting, Sept. 9, 2025 (Verbal) V. Siga**

MOVED: Director Boyko

SECONDED: Director Cootes

THAT this verbal report be received.

CARRIED

10.3 AREA REPORTS

- a. Electoral Area “A” (Bamfield) – B. Beckett.** Bamfield community continues to feel the impacts of the Mount Underwood wildfire and road closure. Impacts to businesses have been significant and this incident continues to impact the quality of life for residents in Bamfield and Anacla. Need to understand lessons learned and to build resiliency.

- a. **Electoral Area “B” (Beaufort) – F. Boyko.** Harvest is occurring in Beaufort. Next town hall meeting is Oct 19th at 2pm at the Beaver Creek Community Hall. Looking forward to discussing the efficiency report that was recently released. River’s Day will be held on September 28th at Beaver Creek Community Hall and Stamp River Provincial Park.
- b. **Electoral Area “C” (Long Beach) – V. Siga.** Tourism congestion in the West Coast. The multi-use path continues to be very well used by locals and tourists.
- c. **Electoral Area “D” (Sproat Lake) – P. Cote.** Annual beach clean-up is on September 14th. All are welcome to join by starting at the Fish and Duck.
- d. **Electoral Area “E” (Beaver Creek) – S. Roth.** The Canadian Federation of Independent Business recently released a report that sighted the ACRD amongst the least efficient in the province. Need to acknowledge the perception that this creates for taxpayers and the business community. Would like focus on core services, reduce unnecessary spending, and ensure every dollar spent provide real value.
- e. **Electoral Area “F” (Cherry Creek) – M. Sparrow.** Cherry Creek Firehall is under construction and coming along well.
- f. **City of Port Alberni – S. Minions/D. Haggard.** Roundabout at River Road/Beaver Creek Road will be under construction soon. City Council recently approved a 7-million-dollar sewer infrastructure project, funded by reserve funds.
- g. **District of Tofino – T. Stere.** Council passed a single use item regulation amendment to prohibit the sale of plastic water bottles (1L and smaller). This initiative was well supported by the business community and service providers. There is an exemption for water shortages. Preparing for UBCM. Several capital projects underway.
- h. **District of Ucluelet – M. McEwen.** Grant opening of the Ucluelet Health Centre will occur this weekend. Minister Osborne will be there to open the facility. The bus stop sign is missing from the Millstream area. Identified that the Food Bank on the Edge has additional funding requests for the removal of their previous building (staff will follow up).
- i. **Huu-ay-aht First Nations – J. Jack.** Thanked everyone who was involved in the Mount Underwood Wildfire response. Anacla is still impacted by the road closure. Commended BC Hydro for their efforts to restore power to Anacla, Bamfield and area. The road between Port Alberni and Bamfield/Anacla, and the Bamfield/Anacla and the Cowichan Valley deserve provincial attention and are a viable alternate route for Highway 4. Strong linkages to the Ditidaht First Nation and their reliance on the road. Pacheedaht First Nation is currently dealing with unwanted protestors in their territory. Multiple First Nations have provided support for Pacheedaht First Nation and their request for the protestors to leave their territory.

- j. **Toquaht Nation – K. Johnsen.** Hosting People’s Assembly on September 20th. This will be the first year that a couple of Toquaht Council members will be attending UBCM.
- k. **Uchucklesaht Tribe Government – M. Cootes.** Had the annual citizens picnic in August in Ethlateese. Appreciated support of Francis Barkley for their transportation efforts to the village. Raised a totem pole in Ethlateese on August 15th, the first pole raised in approximately 150 years. The pole was raised to thank the previous Chief Charlie Cootes who dedicated 55 years to Uchucklesaht Tribe and the Nuu-Chah-Nulth as a whole. Recently held People’s Assembly and have accepted their audit.
- l. **Yuułuʔiłʔatḥ Government – L. Mastrangelo.** Installed new signage on the Wild Pacific Trail to honour Bob and Vi Mundy. Yuułuʔiłʔatḥ Days are September 19 – September 21 for citizens. Kwisis Beach closed September 10th and September 24th, 2025, in recognition of Yuułuʔiłʔatḥ’s historical and modern connection to their ḥaḥuufi.

MOVED: Director Cote

SECONDED: Director Roth

THAT the Board of Directors receive the Area Reports.

CARRIED

10.4 MEMBER REPORTS

- 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.** The Chambers’ main activities were supporting businesses during the Mount Underwood Fire.
- d. **Air Quality Council, Port Alberni – M. Sparrow.** No report.
- e. **Association of Vancouver Island & Coastal Communities – P. Cote.** Director Cote is running in the AVICC election and requests your support. We have a student attending the UBCM conference.
- f. **Tsawak-qin Public Advisory –M. Sparrow.** No report.

MOVED: Director Roth

SECONDED: Director Siga

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 Administrative Services read out an email question from Colin McLeman regarding staffing for the staff report related to the Maquinna trails. 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

14. RECESS

MOVED: Director Cote

SECONDED: Director Siga

THAT the Regular Board of Directors meeting be recessed in order to conduct the Regional Hospital District meeting.

CARRIED

The meeting was recessed at 4:36 pm.

15. RECONVENE

The meeting was reconvened at 4:51 pm.

16. IN-CAMERA

MOVED: Director Jack

SECONDED: Director Cote

THAT the meeting be closed to the public as per the Community Charter, sections:

- i. 90 (2) (b) The consideration of information received and held in confidence relating to negotiations between the regional district and a provincial government or the federal government or both, or between a provincial government or both, or between a provincial government or the federal government or both and a third party.*

CARRIED

The meeting was closed to the public at 4:52 pm.

The meeting was re-opened to the public at 5:07 pm.

17. REPORT OUT – RECOMMENDATIONS FROM IN-CAMERA

18. ADJOURN

MOVED: Director Boyko

SECONDED: Director Roth

THAT this meeting be adjourned at 5:08 pm.

CARRIED

Certified Correct:

John Jack

John Jack,
Chairperson

Heather Zenner

Heather Zenner,
Manager of Administrative Services