



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

MINUTES OF THE BOARD OF DIRECTORS MEETING HELD ON Wednesday, August 26, 2026 01:30 PM ACRD Boardroom/Zoom - 3008 Fifth Avenue, Port Alberni, BC

DIRECTORS PRESENT:

John Jack, Chair, Chief Councillor, Huu-ay-aht First Nations
Debbie Haggard, Vice-Chair, Councillor, City of Port Alberni
Bob Beckett, Director, Electoral Area 'A' (Bamfield)
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)
Moriah Cootes, Councillor, Uchucklesaht Tribe Government
Levana Mastrangelo, Executive Legislator, Yuułu?if?ath Government
Marilyn McEwen, Mayor, District of Ucluelet
Tom Stere, Councillor, District of Tofino
Kirsten Johnsen, Member of Council, Toquaht Nation
Cindy Solda, Councillor, City of Port Alberni
Les Toth, Alternate Director, Electoral Area 'B' (Beaufort)

REGRETS:

Fred Boyko, Director, Electoral Area 'B' (Beaufort)
Sharie Minions, Mayor, City of Port Alberni

STAFF PRESENT:

Daniel Sailland, Chief Administrative Officer
Cynthia Dick, General Manager of Administrative Services
Alex Dyer, General Manager of Planning & Development
Jennifer Robb, Chief Financial Officer
Jenny Brunn, General Manager of Community Services
Heather Zenner, Manager of Administrative Services
Janice Hill, Executive Assistant
Karen Freethy, General Manager of Fire & Emergency Services
Mike Cann, Sproat Lake Volunteer Fire Department - Chief
Tanya Carothers, Solid Waste Manager
Shane Koren, Manager of Finance

1. CALL TO ORDER

Recognition of First Nation Traditional Territories.

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

The Chairperson recognized this meeting is being held throughout the Nuuchah-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

The Motion was MOVED and SECONDED

THAT the Alberni-Clayoquot Regional District Board of Directors approve the agenda as circulated.

Carried Unanimously

3. DECLARATIONS

(conflict of interest or gifts exceeding \$250 in value as per section 106 of the Community Charter)

Director Roth declared a conflict of interest with agenda item 12(a)(1) Rezoning RB26004.

Vice-Chair Haggard declared a conflict of interest with agenda items 5(b) Alberni Golf Club Delegation and 10(c) Request for Property Tax Exemption.

4. INVITED PRESENTATIONS

5. DELEGATIONS (10 minute maximum)

- a. Chloe Dubois, Ocean Legacy Foundation presenting the Marine Plastic Waste Diversion and Processing project.**

Vice-Chair Haggard declared a conflict of interest regarding agenda item 5(b) and left the meeting at 2:24 pm. Director Cote resumed as Chair.

- b. Rob Anderson, Director, Alberni Golf Club - Request for Tax Exemption.**

Vice-Chair Haggard entered the meeting at 2:35 pm and resumed as chair.

- c. Aaron Torfs, Ryann Tramer, Logan Jager, Davin Ralla - Sproat Lake Marine Patrol Annual Presentation.**

6. CONSENT AGENDA

a. Board of Directors

1. Board of Directors Meeting - July 22, 2026

2. Special Board of Directors Meeting - July 30, 2026

b. West Coast Committee Meeting - August 19, 2026

c. Beaufort Advisory Planning Committee Meeting - August 11, 2026

d. Sproat Lake Advisory Planning Commission Meeting - August 13, 2026

The Motion was MOVED and SECONDED

THAT the Alberni-Clayoquot Regional District Board of Directors receive and adopt the consent agenda items.

Carried Unanimously

7. ITEMS REMOVED FROM CONSENT AGENDA

8. PUBLIC INPUT PERIOD (15 minute maximum)

(Public will be permitted to speak for up to 3 minutes on an agenda item. No video, use of presentations, handouts, or props are permitted. Virtual attendees, raise your hand in Zoom to request to speak. In-person attendees, raise your hand to request to speak).

9. CORRESPONDENCE FOR INFORMATION

ALL/UNWEIGHTED

a. Union of BC Municipalities - Short Term Rentals

Response to ACRD Resolution - Short Term Rentals on Agricultural Land Reserve land

b. Union of BC Municipalities - Hercules Fleet

Response to ACRD Resolution - CC-130H Hercules Fleet

c. Ombudsperson British Columbia

Quarterly Report for the period covering April 1 - June 30, 2026

d. North Island College

Build 2026 Strategic Plan and Year 5 Dashboard

e. City of New Westminster

Advocating that Provincial Legislation Requiring Housing Targets or Density be Directly Tied to Infrastructure Funding

f. City of Salmon Arm

BC Local Government Climate Action Program - Funding Continuation

g. The Corporation of the Village of Slocan

Support for Continued Local Government Climate Action Program Funding

h. Alberni Valley Food Security Society

Sproat Lake Electoral Area Official Community Plan – Support for Timely Adoption

i. Spirit Square Farmer's Market

Equinox Garlic Festival

The Motion was MOVED and SECONDED

THAT the Alberni-Clayoquot Regional District Board of Directors receive the correspondence for information.

Carried Unanimously

10. CORRESPONDENCE FOR ACTION

ALL/UNWEIGHTED

a. Request for Letter of Support

Tseshaht First Nation request for letter of support for an Additions to Reserve application for a newly purchased property on Bell Road.

The Motion was MOVED and SECONDED

THAT the Alberni-Clayoquot Regional District Board of Directors provide a letter of support to the Tseshaht First Nation indicating support for their Additions to Reserve application to include a newly purchased property on Bell Road.

Carried Unanimously

b. Request for Board Resolution

District of Tofino request for Board resolution related to Municipal and Regional District Tax (MRDT).

The Motion was MOVED and SECONDED

THAT the Alberni-Clayoquot Regional District Board of Directors support the District of Tofino's renewal application for the 2027-2032 Municipal and Regional District Tax at a rate of three percent.

Carried Unanimously

Vice-Chair Haggard declared a conflict of interest with agenda item 10(c) and left the meeting at 3:08 pm. Director Cote resumed as Chair.

c. Request for Tax Exemption

Alberni Golf Club Ltd. and Long Beach Recreation Cooperative requesting property tax exemption.

The Motion was MOVED and SECONDED

THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to prepare a 2025 Tax Exemption Bylaw for the Alberni Valley Golf Club and the Long Beach Recreation Cooperative for the next Board meeting.

Carried Unanimously

Vice-Chair Haggard entered the meeting at 3:11 pm and resumed as Chair.

d. Request for Letter of Support

Alberni Valley Rescue Squad request for letter of support for Capital Gaming Grant application for a rescue response vehicle replacement.

The Motion was MOVED and SECONDED

THAT the Alberni-Clayoquot Regional District Board of Directors provide a letter of support to the Alberni Valley Rescue Squad for its Capital Gaming Grant application seeking funding to replace its primary rescue response vehicle and enhance emergency response capabilities throughout the Alberni Valley and surrounding region.

Carried Unanimously

11. REQUEST FOR DECISION REPORTS

a. Beaver Creek Fire Protection Service Area Amendment, Bylaw E1052-8

BEAVER CREEK/BEAUFORT/CHERRY CREEK/UNWEIGHTED

The Motion was MOVED and SECONDED

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to bylaw E1052-8, Beaver Creek Fire Protection Service Area Amendment, 2026.

Carried Unanimously

The Motion was MOVED and SECONDED

THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to bylaw E1052-8, Beaver Creek Fire Protection Service Area Amendment, 2026.

Carried Unanimously

The Motion was MOVED and SECONDED

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to bylaw E1052-8, Beaver Creek Fire Protection Service Area Amendment, 2026.

Carried Unanimously

b. Grant Funding Application with PacifiCan – Building

ALL/UNWEIGHTED

The Motion was MOVED and SECONDED

THAT the Alberni-Clayoquot Regional District Board of Directors approve the funding application to the Local Impact Stream of the PacifiCan Building Communities Strong Fund to upgrade the power capacity at the West Coast Landfill.

Carried Unanimously

c. Bylaw F1174-3 – 2026-2030 Financial Plan Amendment & West Coast Landfill Design, Operating, and Closure Plan – Contract Award

ALL/WEIGHTED

The Motion was MOVED and SECONDED

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to the bylaw cited as “Bylaw F1174-3, 2026 to 2030 Alberni-Clayoquot Regional District Financial Plan Amendment”.

Carried Unanimously

The Motion was MOVED and SECONDED

THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to the bylaw cited as “Bylaw F1174-3, 2026 to 2030 Alberni-Clayoquot Regional District Financial Plan Amendment”.

Carried Unanimously

The Motion was MOVED and SECONDED

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to the bylaw cited as “Bylaw F1174-3, 2026 to 2030 Alberni-Clayoquot Regional District Financial Plan Amendment”.

Carried Unanimously

The Motion was MOVED and SECONDED

THAT the Alberni-Clayoquot Regional District Board of Directors adopt bylaw cited as "Bylaw F1174-3, 2026 to 2030 Alberni-Clayoquot Regional District Financial Plan Amendment".

Carried Unanimously

The Motion was MOVED and SECONDED

THAT the Alberni-Clayoquot Regional District Board of Directors award the West Coast Landfill Design, Operating, and Closure Plan contract to Stantec Consulting Limited to a maximum of \$103,115.25 excluding GST.

Carried Unanimously

d. Sproat Lake Fire Boat Contract Award & Municipal Finance Authority Borrowing

ALL/WEIGHTED

The Motion was MOVED and SECONDED

That the Board of the Regional District of Alberni Clayoquot authorizes up to \$510,000 be borrowed, under Section 403 of the Local Government Act, from the Municipal Finance Authority, for the purpose of purchasing a fire boat and related upgrades for the Sproat Lake Fire Protection Service and that the load be repaid within 5 years, with no rights of renewal.

Carried Unanimously

The Motion was MOVED and SECONDED

THAT the Alberni-Clayoquot Regional District Board of Directors award the Sproat Lake Fire Boat contract to Riptide Marine Sales Limited in the amount of \$373,168.83 excluding GST.

Carried Unanimously

12. PLANNING MATTERS

a. Electoral Area Directors

Director Roth declared a conflict of interest regarding agenda item 12(a)(1) and left the meeting at 3:37 pm.

Director Mastrangelo left the meeting at 3:38pm.

1. Rezoning RB26004 - 6680 Debeaux Rd (Beaufort)

The Motion was MOVED and SECONDED

THAT Bylaw P1543, Beaufort Official Community Plan Amendment Bylaw, be read a first time.

Carried Unanimously

The Motion was MOVED and SECONDED

THAT Bylaw P1544, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw, be read a first time.

Carried Unanimously

The Motion was MOVED and SECONDED

THAT the public hearing for Bylaws P1543 and P1544 be delegated to the Director of Electoral Area 'B', the Alternate Director, or the Chairperson of the Regional District.

Carried Unanimously

The Motion was MOVED and SECONDED

THAT the Alberni-Clayoquot Regional District Board of Directors confirm that the adoption of Bylaws P1543 and P1544 are subject to:

a. Confirmation from a Registered On-site Wastewater Practitioner that the parcel can support on-site sewage disposal to accommodate subdivision to a 0.8 ha minimum lot size.

b. Meeting all technical referral agency requirements.

Carried Unanimously

Director Roth entered the meeting at 3:42 pm.

2. Rezoning RD25006 - 10125 Stirling Arm Cres (Sproat Lake)

The Motion was MOVED and SECONDED

THAT Bylaw P1541, Regional District of Alberni-Clayoquot Zoning Text Amendment Bylaw, be read a first, second, and third time.

Carried Unanimously

3. Temporary Use Permit TUP25007 - 9348 Stirling Arm Dr (Sproat Lake)

The Motion was MOVED and SECONDED

THAT the Alberni-Clayoquot Regional District Board of Directors consider issuing TUP25007 subject to:

a. Neighbour notification as per Local Government Act s.494.

b. Issuance of a civic address for the existing Accessory Dwelling Unit and proposed short-term rental accommodation in accordance with ACRD Bylaw

1018 House Numbering Regulations in the Electoral Areas.

c. Health and Life safety inspection by the ACRD Building Inspector.

d. Confirmation from a Registered On-site Wastewater Practitioner that the sewage disposal system can accommodate the proposed use.

Carried Unanimously

4. Rezoning RE21021 – 7881 Beaver Creek Rd (Beaver Creek)

The Motion was MOVED and SECONDED

THAT Bylaw P1449, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw, be adopted.

Carried Unanimously

Chair Jack left the meeting at 3:55 pm

5. Rezoning RE22009 – Public Hearing Report – 5750 Falls St (Beaver Creek)

The Motion was MOVED and SECONDED

THAT the Alberni-Clayoquot Regional District Board of Directors receive the public hearing report.

Carried Unanimously

The Motion was MOVED and SECONDED

THAT the Alberni-Clayoquot Regional District Board of Directors receive the public hearing minutes.

Carried Unanimously

The Motion was MOVED and SECONDED

THAT the Alberni-Clayoquot Regional District Board of Directors add additional conditions of approval to the adoption of Bylaws P1465, P1466, and P1482 that includes the applicants agreeing to a Restrictive Covenant requiring no year-round or permanent occupation of a campsite and the applicants agreeing to a phased approach to building out the number of campsites permitted in the zoning.

Carried Unanimously

The Motion was MOVED and SECONDED

THAT Bylaw P1465, Beaver Creek Official Community Plan Amendment Bylaw, be read a second time.

Carried Unanimously

The Motion was MOVED and SECONDED

THAT Bylaw P1465, Beaver Creek Official Community Plan Amendment Bylaw, be read a third time.

Carried Unanimously

The Motion was MOVED and SECONDED

THAT Bylaw P1466, Regional District of Alberni-Clayoquot Zoning Text Amendment Bylaw, be read a second time.

Carried Unanimously

The Motion was MOVED and SECONDED

THAT Bylaw P1466, Regional District of Alberni-Clayoquot Zoning Text Amendment Bylaw, be read a third time.

Carried Unanimously

The Motion was MOVED and SECONDED

THAT Bylaw P1482, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw, be read a second time.

Carried Unanimously

The Motion was MOVED and SECONDED

THAT Bylaw P1482, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw, be read a third time.

Carried Unanimously

13. REPORTS

a. STAFF REPORTS

ALL/UNWEIGHTED

- 1. Beaufort Official Community Plan 'What We Heard' Report Survey 1**
- 2. Board Remuneration Historical Analysis – 2000 to Current**
- 3. Building Inspector Report - July 2026**
- 4. Agreement and Grant Delegation Report - July 2026**
- 5. September 2026 Directors Meeting Schedule**

The Motion was MOVED and SECONDED

THAT the Alberni-Clayoquot Regional District Board of Directors receive the staff reports.

Carried Unanimously

b. COMMITTEE REPORTS

ALL/UNWEIGHTED

1. Alberni Valley and Bamfield Services Committee Meeting, August 26, 2026 (Verbal), Chair Haggard

The Motion was MOVED and SECONDED

THAT the Alberni-Clayoquot Regional District Board of Directors receive the committee report.

Carried Unanimously

c. MEMBER REPORTS

ALL/UNWEIGHTED

Director Solda – City of Port Alberni recently adopted their new Official Community Plan. August 28, 2026, 2 – 5pm the Home Town Takeover reveal will occur at Harbour Quay. The roundabout at River Road and Beaver Creek is open and the contractor is still working on landscaping. Artwork will be installed in September in the middle of the roundabout. Tariffs are a concern for the City. Community Engagement will occur this fall regarding the future of Somass Lands.

Director Roth – Stated that Section 273 of the *Local Government Act* prevents local governments from giving assistance to businesses unless the public receives equivalent value or the assistance is provided under a uniform policy available to all eligible businesses.

Director Cote – Enquired about the Sproat Lake Official Community Plan survey. A. Dyer indicated that there have been many survey responses with the survey being open until beginning of September. Staff will be analyzing survey results in September. Indicated that road conditions are a concern in the Sproat Lake area and highlighted safety concerns with Cathedral Grove. Attended the Canadian Maritime Engineering tour and their improvements are very exciting.

Director Toth – Enquired about the timeline for eScribe (agenda management software) and if we are paying for this software. H. Zenner indicated that eScribe is currently being implemented and the subscription is being paid. Staff reports and Board and Committee agendas being prepared in eScribe. Electronic voting for Directors will be implemented after the election.

THAT the Alberni-Clayoquot Regional District Board of Directors receive the member

reports.

Carried Unanimously

14. OTHER BUSINESS (including Late Items)

(Late Items are defined as matters arising after the preparation of the agenda which, if not acted upon in a timely manner, would prejudice or compromise either the Regional District's position or the position of a constituent or group of constituents).

15. QUESTION PERIOD (15 minute maximum)

(Public will be permitted to ask questions for up to 3 minutes on an agenda item. No video, use of presentations, handouts, or props are permitted. Virtual attendee, raise your hand in Zoom to request to speak. In-person attendees, raise your hand to request to speak).

16. RECESS

17. IN CAMERA

ALL/UNWEIGHTED

The Motion was MOVED and SECONDED

Motion to close the meeting to the public as per the Community Charter, sections:

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 municipality or another position appointed by the municipality.

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:

21(1)(a)(ii): the head of a public body must refuse to disclose to an applicant information that would reveal commercial, financial, labour relations, scientific or technical information of or about a third party.

Carried Unanimously

The meeting was closed to the public at 4:29 pm.

18. RECONVENE

The meeting was re-opened to the public at 5:14 pm.

ALL/UNWEIGHTED

The Motion was MOVED and SECONDED

THAT the meeting was adjourned at 5:14 pm.

19. REPORT OUT - RECOMMENDATIONS FROM IN-CAMERA

20. ADJOURN

ALL/UNWEIGHTED

John Jack

John Jack, Chairperson, or Debbie Haggard, Vice-Chairperson

Heather Zenner

Heather Zenner, Manager of Administrative Services or Cynthia Dick, General Manager of Administrative Service