



## ALBERNI-CLAYOQUOT REGIONAL DISTRICT

### MINUTES OF THE BOARD OF DIRECTORS MEETING HELD ON WEDNESDAY, MARCH 25, 2026, 1:30 PM

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

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- DIRECTORS PRESENT:** John Jack, Chairperson, Chief Councillor, Huu-ay-aht First Nations  
Debbie Haggard, Vice-Chairperson, 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)  
Sharie Minions, Mayor, City of Port Alberni  
Marilyn McEwen, Mayor, District of Ucluelet  
Moriah Cootes, Councillor, Uchucklesaht Tribe Government  
Kirsten Johnsen, Member of Council, Toquaht Nation  
Tom Stere, Councillor, District of Tofino
- REGRETS:** Levana Mastrangelo, Executive Legislator, YuułuꞀiꞀiꞀath Government
- STAFF PRESENT:** Daniel Sailland, Chief Administrative Officer  
Teri Fong, Chief Financial Officer  
Alex Dyer, General Manager of Planning and Development  
Cynthia Dick, General Manager of Administrative Services  
Shane Koren, Manager of Financial Services  
Eddie Kunderman, Operations Manager  
Mike Irg, Special Projects Director  
Jaleen Rousseau, Planning Manager  
Tanya Carothers, Solid Waste Manager  
Mark Fortune, Airports Manager

The meeting can be viewed on the Alberni-Clayoquot Regional District website at:  
<https://www.acrd.bc.ca/events/25-3-2026/>

#### 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.

A moment of silence was conducted for late Huu-ay-aht Executive Council member Stella Peters.

Director McEwen joined the meeting at 1:32 pm.

## **2. APPROVAL OF AGENDA**

*The Motion was MOVED and SECONDED*

*THAT the agenda be approved as amended to include the following late items:*

*11 (d) Updated RFD for Bylaw F1174, 2026-2030 Financial Plan*

*14 (i) Interim Fire Protection Service Agreement- Hupacasath First Nation*

**CARRIED UNANIMOUSLY**

The Board acknowledged the long-term service of Teri Fong, Chief Financial Officer who is resigning in her role with the Alberni-Clayoquot Regional District after 18 years of service.

## **3. DECLARATIONS**

## **4. INVITED PRESENTATIONS**

## **5. DELEGATIONS (10 minute maximum)**

## **6. CONSENT AGENDA**

- a. Board of Directors Meeting – March 11, 2026
- b. Salmon Beach Committee Meeting — March 12, 2026
- c. Transportation Advisory Committee Meeting — March 12, 2026

*The Motion was MOVED and SECONDED*

*THAT the items a-c on the consent agenda be received and adopted.*

**CARRIED UNANIMOUSLY**

## **7. ITEMS REMOVED FROM CONSENT AGENDA**

## **8. PUBLIC INPUT PERIOD**

## **9. CORRESPONDENCE FOR INFORMATION**

- a. **MINISTRY OF TRANSPORTATION AND TRANSIT**  
Response to letter regarding safety along Highway 4 in Cathedral Grove
- b. **SPROAT LAKE PROPERTY OWNERS' ASSOCIATION BOARD**  
Email response regarding the 2026-2030 ACRD Financial Plan
- c. **DISTRICT OF UCLUELET**  
Letter inviting the Alberni Valley Clayoquot Regional District to join a regional cost-sharing partnership supporting a Wildlife Safety and Conservation Officer initiative

*The Motion was MOVED and SECONDED*

*THAT the Board of Directors refer item c- Regional cost-sharing partnership supporting a Wildlife Safety and Conservation Officer initiative to the West Coast Committee.*

**CARRIED UNANIMOUSLY**

*The Motion was MOVED and SECONDED*

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

**CARRIED UNANIMOUSLY**

## **10. CORRESPONDENCE FOR ACTION**

## **11. REQUEST FOR DECISION REPORTS**

- a. **Request for Decision regarding Preferred Emergency Route Summary —  
Transportation Committee Recommendations**

Director Stere joined the meeting at 2:12 pm.

*The Motion was MOVED and SECONDED*

*THAT the ACRD Board of Directors endorse Routes 1A, 1B and 4, identified in the July 2025 Ministry of Transportation and Transit (MOTT) report 'Highway 4 Emergency Detour Route Options', as the ACRD's primary emergency access routes for discussion with community partners.*

**CARRIED UNANIMOUSLY**

*The Motion was MOVED and SECONDED*

*THAT the ACRD Board of Directors direct ACRD staff to work with provincial government to proceed with the necessary steps to identify the Horne Lake Corridor as an emergency disaster response route with restricted use for key emergency/medical personnel.*

**CARRIED UNANIMOUSLY**

- b. **Request for Decision regarding Salmon Beach Maintenance and  
Operations Services Contract Renewal**

*The Motion was MOVED and SECONDED*

*THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to exercise one of the available 3-year renewal terms for the Salmon Beach Maintenance and Operations Services contract with Goldstone Enterprises Inc. under the existing renewal provision and contract terms in the amount of \$100,796.96 (excluding GST) plus an annual increase of 2.5% per year over a 3-year term, with one additional 3-year renewal term upon mutual agreement.*

**CARRIED UNANIMOUSLY**

**c. Request for Decision regarding Grant Funding Application with NETP —  
Special Projects**

*The Motion was MOVED and SECONDED*

*THAT the Alberni-Clayoquot Regional District Board of Directors approve submission of a funding application to the Nuu-chah-nulth and Employment Training Program for Special Projects funding to coordinate a Crown Leases 101 regional training in partnership with First Nations and municipalities.*

**CARRIED UNANIMOUSLY**

**d. Request for Decision regarding Adoption of Bylaw F1174, 2026-2030  
Financial Plan**

*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, 2026 to 2030 Alberni-Clayoquot Regional District Financial Plan” with the following adjustments:*

*Alberni Valley Landfill, page 37, as follows:*

*GL Category 124 – Fees & Charges – increase 2025 Actual by \$9,928 to \$3,517,005*

*GL Category 126 – Surplus (Deficit) from Prior Years – increase 2026 Budget by \$9,928 to \$981,021*

*GL Category 220 – Contribution to Capital Fund – increase 2026 Budget by \$9,928 to \$1,185,711.*

*Salmon Beach Recreation, page 44 and 45, as follows:*

*GL Category 220 – Contribution to Capital Fund – decrease by \$10,000 to \$27,094*

*GL Category 257 – Operating Costs – increase by \$10,000 to \$20,288*

*Capital Fund – Expenditure – Boat Launch Improvements – increase 2026 to \$16,000 and decrease 2027 to zero.*

*Alberni Valley Emergency Planning, page 66 and 67, as follows:*

*GL Category 103 – Conditional Transfers – decrease 2026 Budget by \$24,000 to \$1,236,540*

*GL Category 220 – Contribution to Capital Fund – remove 2026 Budget of \$24,000  
Alberni Valley Capital Reserve – rename to Bamfield Emergency Planning and move the  
page to follow the Bamfield Emergency Planning Operating Budget*

*Bamfield Emergency Planning, page 68, as follows:*

*GL Category 103 – Conditional Transfers – increase 2026 Budget by \$24,000 to \$90,947*

*GL Category 220 – Contribution to Capital Fund – add 2026 Budget of \$24,000*

*Electoral Area Administration, page 84, as follows:*

*Change the description of Canada Community-Building Fund Reserve – Project Allocation  
from Bamfield westside fire hall upgrade to Bamfield fire department upgrades.*

**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, 2026 to 2030 Alberni-Clayoquot Regional District Financial  
Plan”.*

**CARRIED**

*The Motion was MOVED and SECONDED*

*THAT the Alberni-Clayoquot Regional District Board of Directors adopt bylaw cited as  
“Bylaw F1174, 2026 to 2030 Alberni-Clayoquot Regional District Financial Plan”.*

**CARRIED UNANIMOUSLY**

The meeting was recessed at 2:45 pm.

The meeting was reconvened at 2:56 pm.

**e. Request for Decision regarding ACRD and ACRHD Payment Processing Policy**

*The Motion was MOVED and SECONDED*

*THAT the Alberni-Clayoquot Regional District Board of Directors adopt the attached  
Payment Processing Policy as presented and rescind Payment Processing Policy dated  
August 8, 2012 and last amended September 22, 2021.*

**CARRIED UNANIMOUSLY**

**f. Request for Decision regarding Accessibility Committee  
Recommendations — Improved Crosswalk Infrastructure on Johnston  
Road**

*The Motion was MOVED and SECONDED*

*THAT the Alberni-Clayoquot Regional District Board of Directors send a letter to the  
Ministry of Transportation and Transit requesting improved crosswalk infrastructure on  
Johnston Road for accessibility purposes including audible crossing signals.*

*The Motion was MOVED and SECONDED*

*THAT the motion be amended in **bold** as follows:*

*THAT the Alberni-Clayoquot Regional District Board of Directors send a letter to the Ministry of Transportation and Transit requesting improved crosswalk infrastructure on Johnston Road for accessibility purposes including audible crossing signals **and request that the City of Port Alberni also send a letter.***

**CARRIED UNANIMOUSLY**

*The Motion as amended was*

**CARRIED UNANIMOUSLY**

**g. Request for Decision regarding Fire Protection Service/Agreement — Long Beach Airport**

*The Motion was MOVED and SECONDED*

*THAT the Alberni-Clayoquot Regional District Board of Directors enter into the Fire Protection Services Agreement, for a two-year term following execution by all parties, with the District of Tofino for the Tofino Volunteer Fire Department to provide structural firefighting protection services to the Long Beach Airport for a fee of \$10.00.*

*The Motion was MOVED and SECONDED*

*THAT the motion be amended in **bold** as follows:*

*THAT the Alberni-Clayoquot Regional District Board of Directors enter into the Fire Protection Services Agreement, for a two-year term following execution by all parties, with the District of Tofino for the Tofino Volunteer Fire Department to provide structural **and aircraft** firefighting protection services to the Long Beach Airport for a fee of \$10.00.*

**CARRIED UNANIMOUSLY**

*The Motion as amended was*

**CARRIED UNANIMOUSLY**

**h. Request for Decision regarding Bylaw Enforcement Officer Designation**

*The Motion was MOVED and SECONDED*

*THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to bring a report to a future meeting regarding short-term vacation rentals, and an overview of bylaw enforcement in the region.*

**CARRIED UNANIMOUSLY**

*The Motion was MOVED and SECONDED*

*THAT the Alberni-Clayoquot Regional District Board of Directors designate Kerri Creighton as Bylaw Enforcement Officer.*

**CARRIED UNANIMOUSLY**

## **12. PLANNING MATTERS**

### **12.1 ELECTORAL AREA DIRECTORS**

- a. **TUP25013, DON SAYWELL DEVELOPMENTS LTD, 10411 MARINA VISTA DRIVE (SPROAT LAKE)**

Temporary Use Permit –Memorandum and Permit

*The Motion was MOVED and SECONDED*

*THAT the Alberni-Clayoquot Regional District Board of Directors issue Temporary Use Permit TUP25013.*

**CARRIED UNANIMOUSLY**

- b. **DVD26001, DEBRUYNE & REHILL, 10170 KYUNIM ROAD (SPROAT LAKE)**

Development Variance – Memorandum and Permit

*The Motion was MOVED and SECONDED*

*THAT the Alberni-Clayoquot Regional District Board of Directors issue Development Variance Permit No. DVD26001 to vary Section 6.5.1.e of Zoning Bylaw No. 15 to increase the maximum allowable height of an accessory structure in an RA1 zone from 12 ft (3.65 m) to 17 ft (5.18 m).*

**CARRIED UNANIMOUSLY**

## **13. REPORTS**

### **13.1 STAFF REPORTS**

**a. Meeting Schedule — April 2026**

**b. Building Report — February 2026**

**c. Monthly Agreement & Grant Delegation Report — February 2026**

*The Motion was MOVED and SECONDED*

*THAT the Board of Directors receives the staff reports a-c.*

**CARRIED UNANIMOUSLY**

### **13.2 MEMBER REPORTS (ALL/UNWEIGHTED)**

- a) Electoral Area 'E' Beaver Creek- **S. Roth**- Beaver Creek and Beaufort had their Town Hall meeting where ACRD staff presented the Financial Plan.
- b) Uchucklesaht Tribe Government- **M. Cootes**- Peoples Assembly scheduled for this Saturday, March 28, 2026, at the Nuchii Building (previously Redford School), to discuss budget.
- c) Electoral Area 'D' Sproat Lake- **P. Cote**- attended EA Directors Forum and LGLA in Richmond- great format, presentations, and discussions. Will provide Directors with a report and share presentations. Acknowledged Chair Jack for the presentation at the event.
- d) Electoral Area 'C' Long Beach- **V. Siga**- Official Community Plan meeting that was well attended on March 24, 2026, where ACRD staff presented the plan and the community is looking forward to next steps including the updating of zoning and bylaws for the area.
- e) Electoral Area 'B' Beaufort- **F. Boyko**- had Town Hall meeting and residents would like to keep taxes low and not take part in services that are not being utilized by the residents in the area. Beaufort Official Community Plan is progressing and simplifying from what it currently is. Advisory Planning group is meeting next week to advance this work and scheduled to be presented to the Beaufort residents at the June Town Hall with a goal of finalizing in September.
- f) Toquaht Nation- **K. Johnsen**- Peoples Assembly scheduled for this Saturday March 28, 2026, and will be presenting budget.
- g) Huu-ay-aht First Nations- **J. Jack**- Funeral service for late Huu-ay-aht Executive Council member Stella Peters will be held on Monday, March 30, 2026, at 11:00 am at Chapel of Memories and luncheon to follow at the Italian Hall at 1:30pm. Attended the LGLA Forum and was a panelist for the discussion on wildfires and was well received.

*The Motion was MOVED and SECONDED*

*THAT the Alberni-Clayoquot Regional District Board of Directors receive the Member Reports.*

**CARRIED UNANIMOUSLY**

#### **14. OTHER BUSINESS (including Late Items)**

- i. Interim Fire Protection Services Agreement- Hupacasath First Nation (Klehkoot Reservation)**

*The Motion was MOVED and SECONDED*

*THAT the Alberni-Clayoquot Regional District Board of Directors authorize the CAO to enter into an interim Fire Protection Services Agreement until March 31, 2027, with the Hupacasath First Nation allowing the Sproat Lake Volunteer Fire Department to provide structural fire protection services to Klehkoot Indian Reservation No. 2 with any long-*

*term changes to the agreement being brought back to the Alberni-Clayoquot Regional District Board of Directors.*

**CARRIED UNANIMOUSLY**

**15. QUESTION PERIOD**

**16. RECESS**

(ALL/UNWEIGHTED)

*The Motion was MOVED and SECONDED*

*Motion to recess the Regular Board of Directors Meeting in order to conduct the Regional Hospital District Meeting.*

**CARRIED UNANIMOUSLY**

The meeting recessed at 3:32 pm.

**17. RECONVENE**

The meeting was reconvened at 3:43 pm.

**18. REPORT OUT – RECOMMENDATIONS FROM IN-CAMERA**

**19. ADJOURN**

*The Motion was MOVED and SECONDED*

*THAT this meeting be adjourned at 3:43 pm.*

**CARRIED UNANIMOUSLY**

Certified Correct:

*John Jack*

John Jack,  
Chairperson

*Cynthia Dick*

Cynthia Dick  
General Manager of Administrative Services