



# Alberni-Clayoquot Regional District

## BOARD OF DIRECTORS MEETING

WEDNESDAY, JANUARY 23, 2019, 1:30 pm

Regional District Board Room, 3008 Fifth Avenue, Port Alberni, BC

### REVISED AGENDA

PAGE #

1. **CALL TO ORDER**

Recognition of Territories.

2. **APPROVAL OF AGENDA**

*(motion to approve, including late items requires ALL VOTE 2/3 majority vote)*

Late Items:

6(b) Federation of Canadian Municipalities regarding registration for the annual Conference scheduled for May 30 – June, 2019 in Quebec City

9.1 (d) Additional Report Re: SE18008, Haider & Moore, 6210 Drinkwater Road (Beaver Creek)

10.1 (b) Additional Information – Grant Funding

14. Motion to go In-Camera – 90 (1) (i) of the Community Charter: The receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

3. **DECLARATIONS**

*(conflict of interest or gifts exceeding \$250 in value as per section 106 of the Local Government Act)*

4. **ADOPTION OF MINUTES**

(ALL VOTE/UNWEIGHTED)

a. Board of Directors Meeting – January 9, 2019

7-15

*THAT the minutes of the Board of Directors meeting held on January 9, 2019 be adopted.*

b. Committee-of-the-Whole Meeting – January 9, 2019

16-17

*THAT the minutes of the Committee-of-the-Whole meeting held on January 9, 2019 be adopted.*

5. **PETITIONS, DELEGATIONS & PRESENTATIONS (10 minute maximum)**

- a. **Mr. Daniel Sailland, CAO, Town of Qualicum Beach, Mayor Josie Osborne, District of Tofino, regarding the Coastal Community Social Procurement Initiative.** **18-26**
- b. **Inspector Brian Hunter, Officer In Charge, Port Alberni Detachment, RCMP regarding the Port Alberni RCMP Quarterly Report for October to December 2018.** **27-30**
- c. **Ms. Tanya Shannon – Thank You to the ACRD Board and Staff.**

**6. CORRESPONDENCE FOR ACTION**

(ALL VOTE/UNWEIGHTED)

- a. **CALL FOR NOMINATIONS, CALL FOR RESOLUTIONS AND SHELLFISH AQUACULTURE MANAGEMENT ADVISORY COMMITTEE TERMS OF REFERENCE** **31-43**  
Association of Vancouver Island and Coastal Communities, January 11, 2019, Call for Nominations and Resolutions and Shellfish Aquaculture Management Advisory Committee Terms of Reference.

*(Board Direction Requested)*

- b. **LATE ITEM: FEDERATION OF CANADIAN MUNICIPALITIES, 2019 ANNUAL CONFERENCE**  
Federation of Canadian Municipalities, January 19, 2019, registration for the Annual Conference schedule for May 30 – June 2, 2019 in Quebec City.

*(Board Direction Requested)*

**7. CORRESPONDENCE FOR INFORMATION**

(ALL VOTE/UNWEIGHTED)

- a. **MUNICIPAL FINANCE ASSOCIATION OF BRITISH COLUMBIA** **44-46**  
2019 Member and Alternate Contact Information Form
- b. **MUNICIPAL INSURANCE ASSOCIATION OF BRITISH COLUMBIA** **47-49**  
Update
- c. **MINISTRY OF CITIZENS' SERVICES** **50-52**  
Cellular Connectivity Along Highway 4
- d. **BRITISH COLUMBIA LUNG ASSOCIATION** **53-54**  
Wood Stove Exchange Program Grant Funding for 2019
- e. **ISLAND CORRIDOR FOUNDATION TO MINISTER OF TRANSPORTATION & INFRASTRUCTURE** **55-57**  
Future of Rail on Vancouver Island

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

**8. REQUEST FOR DECISIONS & BYLAWS**

- a.     **REQUEST FOR DECISION** **58-59**  
Use of Gas Tax Funds for the Purchase of Fire Trucks  
(ALL VOTE)

*THAT the Alberni-Clayoquot Regional District Board of Directors not propose a resolution at AVICC about the use of Gas Tax funds for purchasing of Fire Trucks at this time.*

- b.     **REQUEST FOR DECISION** **60-62**  
Corporate Credit Cards  
(ALL VOTE)

*THAT the Board of Directors rescind the Corporate Credit Card Policy dated May 26, 2004 and instruct staff to develop an administrative policy regarding the use of corporate credit cards.*

- c.     **REQUEST FOR DECISION** **63-66**  
Strategic Priorities to Support the 2019 – Financial Plan  
(ALL VOTE)

*THAT the Alberni-Clayoquot Regional District Board of Directors confirm Schedule A as its Strategic Priorities to guide its budget deliberations and operations for 2019 - 2023.*

- d.     **REQUEST FOR DECISION** **67-77**  
2019 Standing/Select Committee Appointments & Appointments to  
Outside Organizations  
(ALL VOTE)

*THAT the Alberni-Clayoquot Regional District (ACRD) Board of Directors approve the 2019 ACRD Standing/Select Committee Appointments and Appointments to Outside Boards, Agencies, and Commissions as presented.*

- e.     **REQUEST FOR DECISION** **78-79**  
2019 By-Election – Electoral Area “B” (Beaufort) and “F” (Cherry Creek)  
(ALL VOTE)

*THAT the Alberni-Clayoquot Regional District Board of Directors, subject to an Order from the Minister of Municipal Affairs and Housing:*

- a.     *Set the date for the By-Election for Director of Electoral Areas “B” (Beaufort) and “F” (Cherry Creek) for Saturday, April 6, 2019.*

- b. *Appoint Wendy Thomson, Chief Election Officer and Rob Williams, Deputy Chief Election Officer for the purposes of conducting the April 6, 2019 By-Election.*

**9. PLANNING MATTERS**

**9.1 ELECTORAL AREA DIRECTORS ONLY**  
(ALL PARTICIPANTS/UNWEIGHTED)

- a. **RC18015, MCMASTER, DISTRICT LOT 1332, CLAYOQUOT DISTRICT (LONG BEACH)** **80-91**  
Rezoning Application – Report and Bylaw P1383

*THAT Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw P1383 be read a first time;*

*THAT the public hearing for Bylaw P1383 be delegated to the Director for Electoral Area 'C', the Alternate Director or the Chairperson of the Regional District; and*

*THAT the Board of Directors confirm that adoption of Bylaw P1383 is subject to:*

*Confirmation of support from Yuułu?it?atḥ Government and Toquaht Nation;*

*Restrictive covenant registered on the property title requiring suitable public access to water, acceptable to the ACRD, at the time of subdivision;*

*Restrictive covenant registered on the property title prohibiting any land clearing, vegetation removal or development within 30 metres of the natural boundary of Barkley Sound with the exception of low-impact access trails; and*

*Meeting technical referral agency requirements.*

- b. **RD18016, MCINNES & STRACHAN, 8885 CENTRAL LAKE ROAD (SPROAT LAKE)** **92-100**  
Rezoning Application – Report and Bylaws P1387 and P1388

*THAT Bylaw P1387 Sproat Lake Official Community Plan Amendment Bylaw be read a first time.*

*THAT Bylaw P1388 Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be read a first time.*

*THAT the public hearing for Bylaws P1387 and P1388 be delegated to the Director for Electoral Area 'D', the Alternate Director or the Chairperson of the Regional District.*

*THAT the Board of Directors confirm that adoption of Bylaws P1387 and P1388 is subject to:*

*Confirmation from a Registered On-Site Wastewater Practitioner that the proposed development is capable of accommodating on-site sewage disposal to a minimum 2.47 acre density;*

*Meeting all technical referral agency requirements.*

- c. **RD18017, THOMSON, 7940 TYLER DRIVE (SPROAT LAKE)** **101-116**  
Rezoning Application – Report and Bylaws P1384, P1385 and P1389

*THAT Bylaw P1384 Sproat Lake Official Community Plan Amendment Bylaw be read a first time.*

*THAT Bylaw P1385 Regional District of Alberni-Clayoquot Zoning Text Amendment Bylaw be read a first time.*

*THAT Bylaw P1389 Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be read a first time.*

*THAT the public hearing for Bylaws P1384, P1385, and P1389 be delegated to the Director for Electoral Area 'D', the Alternate Director or the Chairperson of the Regional District.*

*THAT the Board of Directors confirm that adoption of Bylaws P1384, P1385, and P1389 is subject to:*

*Confirmation from a Registered On-Site Wastewater Practitioner that the property is capable of accommodating on-site sewage disposal to a minimum 1 acre density;*

*The registration of a covenant on the subject property restricting the total possible number of lots created by subdivision to 25 (twenty-five);*

*Meeting all technical referral agency requirements.*

- d. **SE18008, HAIDER & MOORE, 6210 DRINKWATER ROAD (BEAVER CREEK)** **117-123**  
Subdivision Referral/Parkland Dedication – Request for Decision

*THAT the Board of Directors recommend that parkland be dedicated by the owner of DISTRICT LOT 24, ALBERNI DISTRICT, EXCEPT THE WEST 10 CHAINS THEREOF, AND EXCEPT THE RIGHT OF WAY OF THE ESQUIMALT AND NANAIMO RAILWAY COMPANY AS SAID RIGHT OF WAY IS SHOWN ON PLAN DEPOSITED UNDER DD 19321 as shown on the proposed plan of subdivision to meet the requirements of Section 510 of the Local Government Act.*

**9.2 ALL DIRECTORS**

(ALL PARTICIPANTS/UNWEIGHTED)

a. **SOMASS WATERSHED FLOOD MAPPING PROJECT**

**124-126**

Request for Decision – Stakeholder Committee Appointments

*That the Board of Directors establish a select committee to provide stakeholder input into the Somass Basin Flood Mapping project consisting of the following representatives; Tseshah First Nation, Hupacasath First Nation, Nuuchahnulth Tribal Council, DFO, BC Hydro, West Coast Aquatic, Alberni Valley Enhancement Society, Timber West, Island Timberlands, Ministry of Environment, PAPA, Catalyst, and three ACRD Directors.*

**10. REPORTS**

**10.1 STAFF REPORTS**

(ALL VOTE/UNWEIGHTED)

- a. Meeting Schedule – February 2019
- b. Island Work Transitions Inc. – Special Event Funding
- c. Building Inspectors Report – December 2018

**127**

**128-131**

**132**

*THAT the Board of Directors receives the Staff Reports a-c.*

**10.2 COMMITTEE REPORTS**

**West Coast Committee Meeting – January 17, 2019 (verbal)**

**10.3 MEMBER REPORTS**

**11. UNFINISHED BUSINESS**

**12. LATE BUSINESS**

**13. QUESTION PERIOD**

**14. IN CAMERA**

(ALL VOTE)

*LATE ITEM: Motion to close the meeting to the public as per section:*

- i. *90 (1) (i) of the Community Charter: The receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.*

**15. RECOMMENDATIONS TO THE BOARD FROM IN-CAMERA**

**16. ADJOURN**  
(ALL VOTE/UNWEIGHTED)

**Next Board of Directors Meeting: Wednesday, February 13, 2019, 1:30 pm**  
**Regional District Board Room**

**From:** [Wendy Thomson](#)  
**To:** [Tracy Bond](#)  
**Subject:** FW: 2019 Annual Conference launches January 21!  
**Date:** Friday, January 18, 2019 11:02:33 AM

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Late item for board agenda  
W

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**From:** FCM Conference <communiqué@fcm.ca>  
**Sent:** Friday, January 18, 2019 7:31 AM  
**To:** Wendy Thomson <wthomson@acrd.bc.ca>  
**Subject:** 2019 Annual Conference launches January 21!

[View email in your browser](#)

**January 18, 2019**



## Registration and hotel accommodations launch on Monday!

Online registration and hotel accommodations will be available starting on **Monday, January 21 at 1 p.m. Eastern Time (ET)** for Canada's largest gathering of municipal leaders: [FCM's 2019 Annual Conference and Trade Show!](#)

This year, more than 2,000 people will head to majestic Québec City with its old-world European charm and francophone joie-de-vivre. The conference will be held in the state-of-the-art Québec City Convention Centre, May 30 to June 2—**four days** of can't-miss plenaries, workshops, industry-led seminars and networking opportunities.

### At the conference, you will:

- **Learn** best practices and gain new insights to solve your municipality's challenges.
- **Network** with more than 2,000 delegates from across the country.
- **Influence** the municipal agenda while hearing from federal party leaders.
- **Exchange** and share knowledge that can help strengthen your community.
- **Achieve** your municipality's full potential and raise your community's profile.

### Here are some program features you will want to take advantage of:

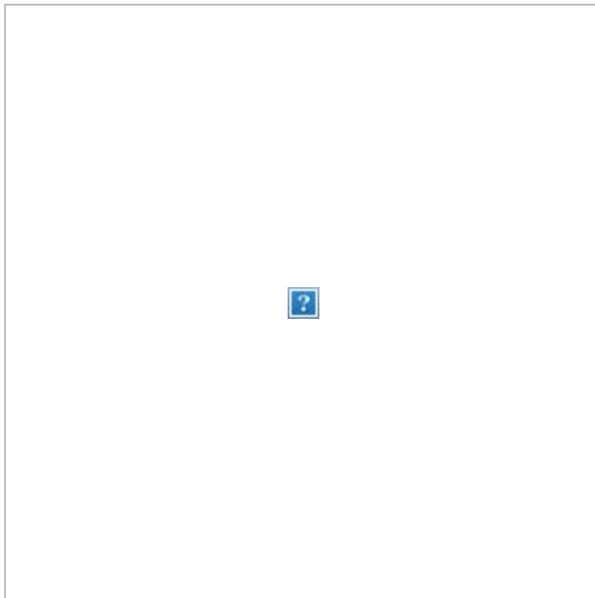
- A dedicated rural content stream, including a rural plenary.
- More than 195 exhibitors presenting the newest services and products tailored for

the municipal sector at our popular trade show.

- Exciting study tours allowing you to discover Québec City and learn innovative local solutions.
- The Connected Lounge and Tech Bar.
- A friendlier mobile app.
- Child-minding services for registered delegates.

Canada's local governments are making history, and you can be part of it.

**Register and reserve hotel accommodations starting at 1 p.m. ET on Monday.**



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# ALBERNI-CLAYOQUOT REGIONAL DISTRICT

3008 Fifth Avenue, Port Alberni BC, CANADA V9Y 2E3 Telephone (250) 720-2700 Fax (250) 723-1327

## MEMORANDUM

**To:** Board of Directors  
**From:** Mike Irg, Manager of Planning and Development  
**Date:** January 23, 2019  
**Subject:** Beaver Creek APC Decision regarding Parkland Dedication for SE18008

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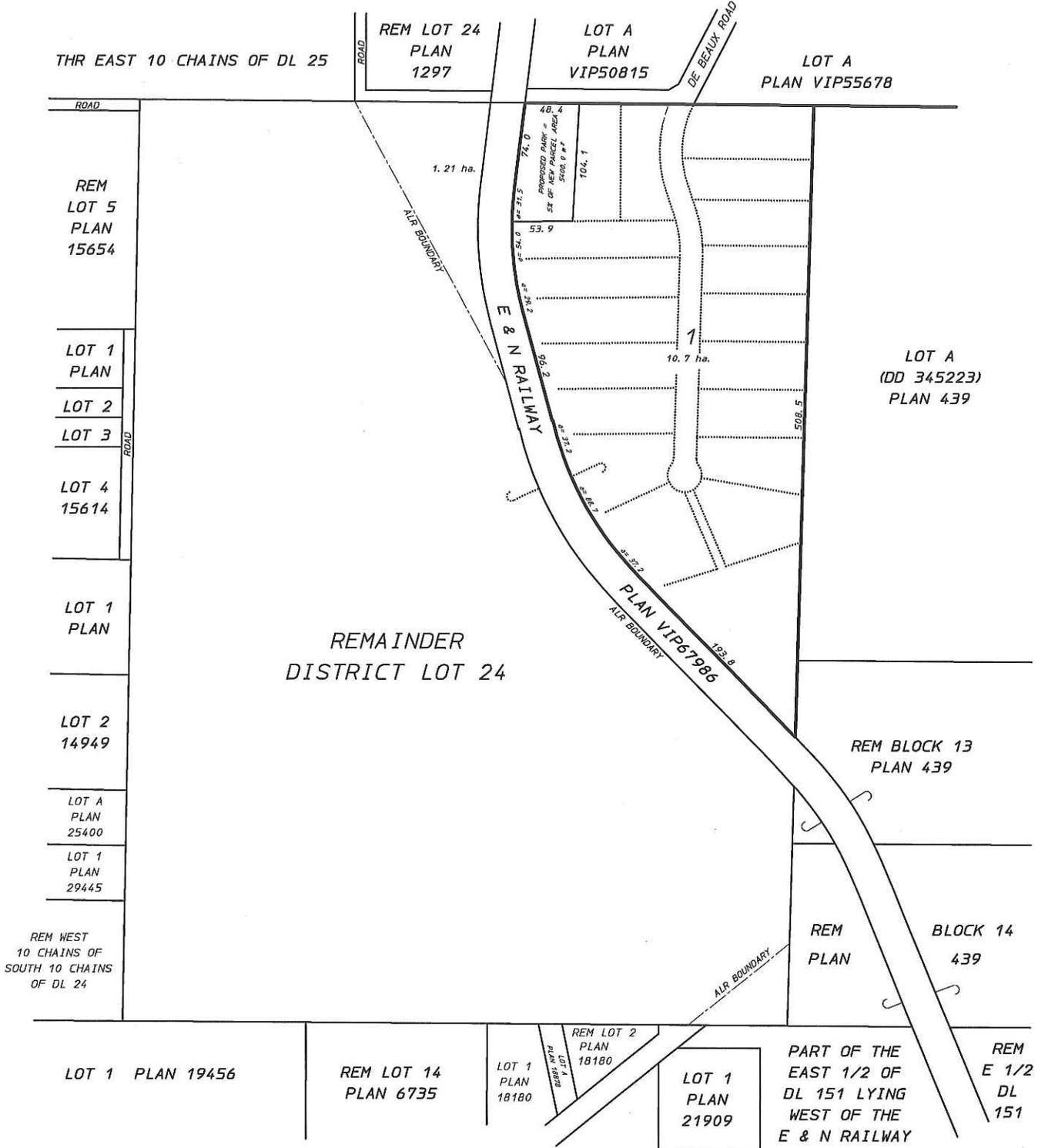
On January 21<sup>st</sup>, 2019, the Beaver Creek APC met to discuss the location of the proposed parkland dedication associated with application SE18008.

They resolved that the ACRD Board of Directors consider either the northeast corner of the proposed lot to be subdivided or the northwest corner of the proposed lot to be subdivided to be chosen as the required parkland dedication, as shown on the associated handout.

An email received by Staff from the applicant's agent indicates that the applicant and family are in agreement that the ACRD Board of Directors decide which location is appropriate.

**Options:**

- 1/ Proceed with original staff recommendation.
  
- 2/ Accept the parkland dedication adjacent to the rail road right of way as shown on the attached map.



PROPOSED SUBDIVISION OF PART OF DL 24, ALBERNI DISTRICT, EXCEPT THE WEST 10 CHAINS THEREOF, AND EXCEPT THE RIGHT OF WAY OF THE ESQUIMALT & NANAIMO RAILWAY COMPANY AS SAID RIGHT OF WAY IS SHOWN ON PLAN DEPOSITED UNDER DD 19321.

**SCALE 1:2500**  
 ALL DISTANCES ARE IN METRES.  
 ALL DIMENSIONS AND AREAS ARE SUBJECT TO FINAL SURVEY.

No.	DATE	REVISION
1	2018/05/18	
2	2018/08/12	ADD TEST PITS
3	2018/11/01	ADD PROPOSED PARK IN NE CORNER
4	2019/01/22	ADD PROPOSED PARK IN NW CORNER VERSION 2

**SIMS ASSOCIATES**  
 LAND SURVEYING  
 7221 PERIM ROAD, WEST  
 DUALCUM BEACH, B.C.  
 V0K 1S4  
 PHONE: (250) 752-0121  
 FAX: (250) 752-0241  
 REG. NO. 418-51  
 COND. 18-018 P.2

## Teri Fong

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**From:** Teri Fong  
**Sent:** January-23-19 11:07 AM  
**To:** ACRD Directors  
**Cc:** Wendy Thomson; Mike Irg; Rob Williams; Douglas Holmes  
**Subject:** FW: 2019 West Coast Job Expo - ACRD Grant Funding

Hi Directors,

Further to the Staff Report 10.1 b. Island Work Transitions Inc. – Special Event Funding the following email was received and staff is confident that the legislation permits Special Events funding to the Ucluelet Chamber of Commerce as it is a non-profit organization. If the Board would like to provide the funding to the Ucluelet Chamber of the Commerce then the following motion is recommended:

THAT the ACRD Board of Directors award a special events grant in the amount of \$1,000.00 to the Ucluelet Chamber of Commerce to support the West Coast Job Expo.

Please let me know if you have any questions.

Regards,

*Teri Fong, CPA, CGA*

Manager of Finance

(t) (250)720-2715

(f) (250)723-1327



ALBERNI-CLAYOQUOT  
REGIONAL DISTRICT

*This e-mail is confidential and may be privileged. Any use of this e-mail by an unintended recipient is prohibited. If you receive this e-mail in error please notify me immediately and delete it.*

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**From:** Reef Point Oceanfront B&B <bdmccreary@reefpoint.ca>  
**Sent:** January-22-19 8:59 AM  
**To:** Teri Fong <tfong@acrd.bc.ca>  
**Cc:** Ursula Banke <ubanke@avemployment.ca>; Ucluelet Chamber of Commerce <chamberoffice@uclueletinfo.com>; Reef Point Oceanfront B&B <bdmccreary@reefpoint.ca>  
**Subject:** 2019 West Coast Job Expo - ACRD Grant Funding

Hello Teri:

We received a request from Ursula Banke of Alberni Valley Employment Center to contact you regarding Grant Funding.

This letter is to confirm that the Ucluelet Chamber of Commerce, a Non-Profit Organization, is a partner with IWT/Alberni Valley Employment Center, in the 2019 West Coast Job Expo.

Please let us know what you require from the Chamber of Commerce in order to release the grant funding.

Respectfully.

*Dian McCreary*

**DIAN MCCREARY – PRESIDENT  
UCLUELET CHAMBER OF COMMERCE**