



Alberni-Clayoquot Regional District

MINUTES OF THE BOARD OF DIRECTORS MEETING HELD ON WEDNESDAY, AUGUST 24, 2016, 1:30PM

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

DIRECTORS

Josie Osborne, Chairperson, District of Tofino

PRESENT:

Penny Cote, Vice-Chair, Electoral Area "D" (Sproat Lake)

Keith Wyton, Director, Electoral Area "A" (Bamfield)

Mike Kokura, Director, Electoral Area "B" (Beaufort)

Tony Bennett, Director, Electoral Area "C" (Long Beach) (via teleconference)

John McNabb, Director, Electoral Area "E" (Beaver Creek)

Lucas Banton, Director, Electoral Area "F" (Cherry Creek)

John Jack, Councillor, Huu-ay-aht First Nation

Mike Ruttan, Mayor, City of Port Alberni

Jack McLeman, Councillor, City of Port Alberni

Dianne St. Jacques, Mayor, District of Ucluelet

Alan McCarthy, Member of Legislature, Yuułuꞑiꞑath Government

Wilfred Cootes, Councillor, Uchucklesaht Tribe Government

Kirsten Johnsen, Councillor, Toquaht Nation (non-voting member)

STAFF PRESENT:

Russell Dyson, Chief Administrative Officer

Andrew McGifford, Manager of Environmental Services

Teri Fong, Manager of Finance

Alex Dyer, Planner

Shellie Lyle, Administrative Assistant

1. CALL TO ORDER

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

The Chairperson recognized the meeting this afternoon is being held in the Tseshaht First Nation and the Hupacasath First Nation Traditional Territories.

2. APPROVAL OF AGENDA

MOVED: Director Kokura

SECONDED: Director Wyton

THAT the agenda be approved as circulated with the addition of late items as outlined for consideration:

- *RFD AV Landfill Access Road Paving Tender.*
- *Additional reasons to go in-camera – purchase or sale of land or improvements, disclosure of which the Board considers could be harmful to*

- the Regional District's interest AND receiving advice from the Regional District solicitor that is subject to solicitor-client privilege including communications necessary for that purpose.*
- *AVICC Island Corridor Foundation Meeting Invitation for September 12th, 2016.*
 - *Moving item 8j to follow Item 10 reports.*

CARRIED

3. DECLARATIONS

4. ADOPTION OF MINUTES

a. Board of Directors Meeting – July 27, 2016.

*MOVED: Director Ruttan
SECONDED: Director Banton*

THAT the minutes of the Board of Directors meeting held on July 27, 2016 be adopted.

CARRIED

b. Personnel Committee Meeting – July 27, 2016.

*MOVED: Director Kokura
SECONDED: Director McNabb*

THAT the minutes of the Personnel Committee meeting held on July 27, 2016 be adopted.

CARRIED

c. Bamfield Water Committee Meeting – August 16, 2016.

*MOVED: Director Wyton
SECONDED: Director McLeman*

THAT the minutes of the Bamfield Water Committee meeting held on August 16, 2016 be adopted.

CARRIED

5. PETITIONS, DELEGATIONS & PRESENTATIONS

- a. Shelli Lyle, Administrative Assistant, 5 Years of Service;
Brenda Sauve, Accounting Clerk, 5 Years of Service.**

Shelli Lyle and Brenda Sauve were presented with a gift of recognition for 5 years of service with the Alberni-Clayoquot Regional District.

b. Madison Redman, Ross Johnson, Sproat Lake Marine Patrol Year End Report.

Ms. Redman and Mr. Johnson provided an overview of the 2016 Sproat Lake Marine Patrol Program. They attended kindergarten to grade 7 and spoke to 450 students. There was a decline in the number of boats on the water in July compared to last year, the busiest weekend was August 13 and 14. Ms. Redman and Mr. Johnson answered questions from Directors. The Directors thanked the Sproat Lake Marine Patrol for their great work this season.

Mayor St Jacques entered the meeting at 1:50 pm.

**c. Ken Sander, Alberni Golf Club
Tax Exemption Request**

Mr. Sander thanked the ACRD for the support over the past 14 years. He provided an overview of activities/events in 2016 and benefits to the community. Mr. Sander requested continued support of a tax exemption in 2016 from the ACRD Board.

d. Island Coastal Economic Trust (ICET), Line Robert, ICET Chief Executive Officer regarding an Update on the Work Completed in the Region.

Ms. Robert provided an update on Island Coastal Economic Trust. ICET was created in 2006 with an investment of \$50 million from the province, funding decisions are made by island communities based on what is important to the communities. There is currently \$2 million to allocate. Examples of projects that have benefited the ACRD are Wild Pacific Trail, Historic Alberni Inlet Trail, China Creek Bridge.

Councillor Cootes entered the meeting at 2:04 pm.

6. CORRESPONDENCE FOR ACTION

a. Correspondence dated August 2016 from Alberni Valley Chamber of Commerce, Bill Collette, Executive Director – Chairperson – Tri-Conic Challenge Committee regarding request for sponsorship of the Tri-Conic Challenge from the Alberni-Clayoquot Regional District.

MOVED: Director Banton

SECONDED: Director Cote

THAT the Board of Directors provide \$1000.00 to the Tri-Conic Challenge Committee to sponsor the Tri-Conic Challenge from the special events budget.

CARRIED

- b. Correspondence dated June 3, 2016, from BC Transit, Gina Curran, Senior Regional Transit Manager, June 3, 2016, regarding a request for approval of Transit Term Extension.**

MOVED: Director Cote
SECONDED: Director Ruttan

THAT the Board of Directors defer BC transit's request to support BC Transit in its discussions with the transit operating company surrounding the option of granting a three-year extension to their current contract to the September 14, 2016 Board of Directors Meeting.

CARRIED

- c. Correspondence dated August 15, 2016 from Port Alberni Shelter Society, John Douglas, Special Projects, regarding a letter of support to seek funding streams for an Event Team.**

MOVED: Director Cootes
SECONDED: Director Kokura

THAT the Board of Directors send a letter of support to the Port Alberni Shelter Society to seek funding streams for an Event Team.

CARRIED

7. CORRESPONDENCE FOR INFORMATION

- a. **ASSOCIATION OF VANCOUVER ISLAND COASTAL COMMUNITIES (AVICC)**
Member Update – Forest Enhancement Project Input; Social Procurement working group; Clear Seas Drift Society Participation
- b. **UBCM**
i) Economic Development in BC Survey Results
ii) Gas Tax Agreement Community Works Fund Payment
- c. **MINISTRY OF COMMUNITY, SPORT AND CULTURAL DEVELOPMENT**
Unconditional Grant Funding Letter – June 2016 Payment
- d. **ISLAND COASTAL ECONOMIC TRUST**
i) North Island Communities ATV Network Trails
ii) Remote Coastal Regions Marine Marketing Boost
- e. **CITY OF VICTORIA**
Hearing Order regarding Trans Mountain Pipeline ULC
- f. **EMERGENCY MANAGEMENT BC**
Exercise Coastal Response 2016
- g. **METRO VANCOUVER**
FRASER VALLEY REGIONAL DISTRICT

- h. Mattress and Bulky Furniture Extended Producer Responsibility
HUU AY AHT FIRST NATION
New Executive Director Crystal Clappis
- i. **MINISTER OF JUSTICE AND ATTORNEY GENERAL OF CANADA**
Fishing Rights of five Nuu-chah-nulth Nations

MOVED: Director Kokura

SECONDED: Director McLeman

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

CARRIED

8. REQUEST FOR DECISIONS & BYLAWS

- a. **Request for Decision regarding Woodstove Exchange Funding Program**

MOVED: Director McNabb

SECONDED: Director Banton

THAT the Alberni-Clayoquot Regional District Board of Directors apply for funding through the BC Government "Provincial Wood Stove Exchange Program" in order to continue with the Woodstove Exchange Program in the Alberni-Clayoquot Region in 2017.

CARRIED

- b. **Request for Decision regarding Bylaw E1052-2, Beaver Creek Fire Protection Service Area Amendment, 2016**

MOVED: Director McNabb

SECONDED: Director Kokura

THAT the Alberni-Clayoquot Regional District Board of Directors adopt Bylaw E1052-2 cited as Beaver Creek Fire Protection Service Area Amendment, 2016.

CARRIED

- c. **Request for Decision regarding Bamfield and Anacla First Responder Program**

MOVED: Director Wyton

SECONDED: Director Jack

THAT the Alberni-Clayoquot Regional District Board of Directors:

1. *Authorize the implementation of a First Responder Program for Bamfield and Anacla.*

2. *Authorize that the program operates under the Bamfield Volunteer Fire Department as a separate division of the Department.*
3. *Authorize the ACRD Chairperson and Chief Administrative Officer to execute a First Responder Consent and Indemnity Agreement, which is attached as Appendix "A" to this report, with the B.C. Emergency Health Services Commission.*

CARRIED

d. Request for Decision regarding Cherry Creek Community Parks - Bike BC Funding Conditional Grant Agreement

MOVED: Director Banton
SECONDED: Director Ruttan

THAT the Alberni-Clayoquot Regional District Board of Directors enter into a Conditional Grant Agreement with the Ministry of Transportation and Infrastructure, BikeBC Program, to receive a maximum of \$38,549 or 50% of total eligible project costs, whichever is less, towards construction of the Cherry Creek Cycling and Walking Trail.

CARRIED

e. Request for Decision regarding appointment of Interim Fire Chief – Bamfield Volunteer Fire Department

MOVED: Director Wyton
SECONDED: Director St. Jacques

THAT the Alberni-Clayoquot Regional District Board of Directors appoint Mr. Mark Kelly, Interim Fire Chief of the Bamfield Volunteer Fire Department.

CARRIED

MOVED: Director Wyton
SECONDED: Director Jack

THAT the Alberni-Clayoquot Regional District Board forward a letter of appreciation to Eric Clelland for his service as Fire Chief of the Bamfield Volunteer Fire Department

CARRIED

f. Request for Decision regarding Finance Warrant No. 567

MOVED: Director Jack
SECONDED: Director Ruttan

THAT the Board of Directors approves Finance Warrant Number 567 in the amount of \$1,313,107.32 dated July 31, 2016.

CARRIED

- g.** Request for Decision regarding Bylaw No. F1126, Bamfield Water System Treatment Plant Loan Authorization Bylaw

MOVED: Director Wyton

SECONDED: Director Jack

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to Bylaw cited as "Bamfield Water System Treatment Plant Loan Authorization Bylaw No. F1126, 2016".

CARRIED

MOVED: Director Wyton

SECONDED: Director Jack

THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to Bylaw cited as "Bamfield Water System Treatment Plant Loan Authorization Bylaw No. F1126, 2016".

CARRIED

MOVED: Director Wyton

SECONDED: Director Jack

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to Bylaw cited as "Bamfield Water System Treatment Plant Loan Authorization Bylaw No. F1126, 2016".

CARRIED

- h.** Request for Decision regarding Alberni Valley Stakeholders Initiative to End Homelessness Grant

MOVED: Director Wyton

SECONDED: Director Cootes

THAT the Board of Directors allow Ms. Edwards address the Board.

CARRIED

Ms. Edwards explained the Alberni Valley Stakeholders Initiative to End Homelessness have hired a coordinator, Terry Deakin who has a Masters in Community Development from the University of Victoria. Ms. Edwards stated they are committed to getting the monies to sustain the position, at this point they are targeting the United Way.

MOVED: Director Osborne

SECONDED: Director Wyton

THAT the \$10,000.00 from the City of Port Alberni Services Advisory Committee meets the requirements of matching funding for the purposes of the ACRD's grant-in aid to the Alberni Valley Stakeholders Initiative to End Homelessness and that the matching \$10,000.00 be released and invite Ms. Edwards to return to the Board when other sources of funding are secured.

CARRIED

i. Memorandum regarding Bamfield Water System – Water Treatment Plant Update (Water Treatment Works RFP and Borrowing Bylaw)

MOVED: Director Wyton

SECONDED: Director Jack

THAT the Board of Directors receive the memorandum.

CARRIED

j. Memorandum regarding Alberni Valley Landfill (AVLF) – Access Road Paving project

MOVED: Director McNabb

SECONDED: Director Cootes

THAT the Board of Directors of the Alberni-Clayoquot Regional District award the Access Road Paving tender to Bowerman Excavating Ltd. in the amount of \$246,316.83 including GST.

CARRIED

9. PLANNING MATTERS

a. DVD16006, DANELIUK, LOT 364 CLAYOQUOT DISTRICT
Development Variance Application – Memorandum and Permit

MOVED: Director Cote

SECONDED: Director McNabb

THAT the Board of Directors issue development variance permit DVD16006.

CARRIED

b. DVD16007, COLE, 10180 KYUNIM ROAD
Development Variance Application – Memorandum and Permit

Directors McNabb and Banton left the meeting at 2:49 pm due to a potential conflict of interest.

MOVED: Director Cote
SECONDED: Director Wyton

THAT the Board of Directors issue development variance permit DVD16007.

CARRIED

Directors McNabb and Banton re-entered the meeting at 2:50 pm.

- c. DVF16008, MADILL, PARCEL G DURHAM STREET**
Development Variance Application – Report

MOVED: Director Banton
SECONDED: Director Kokura

THAT the Board of Directors consider issuing development variance permit DVF16008.

CARRIED

10. REPORTS

10.1 STAFF REPORTS

- a. CAO Report – August 15, 2016**
- b. Financial Manager Report – August 17, 2016**
- c. Financial Statements – July 2016**
- d. Extending a Fire Service Area Boundary – August 18, 2016**
- e. Environmental Service Department Staff Report – August 18, 2016**
- f. Planning Manager Report – August 18, 2016**
- g. Building Inspector Report – July 2016**
- h. Staff Action Items Report – August 19, 2016**
- i. Meeting Schedule – September 2016**

MOVED: Director Cootes
SECONDED: Director Kokura

THAT the Board of Directors receives the staff reports a-i.

CARRIED

10.2 MEMBER REPORTS

- a. 9-1-1 Corporation – J. McNabb -No Report**
- b. Vancouver Island Regional Library - L. Banton - No Report**
- c. Central West Coast Forest Society – T. Bennett - No Report**
- d. Emergency Planning – J. McNabb/P. Cote/M. Kokura/M. Ruttan/L. Banton/J. Osborne**

Director Cote reported a 911 fire call out on Friday, August 12th was directed to the Beaver Creek Volunteer Fire Department and the Sproat Lake Volunteer Fire Department was not called out.

e. Alberni Valley Chamber of Commerce – J. McLeman – No Report

f. Coastal Communities Network – T. Bennett – No Report

Mayor St. Jacques reported her attendance at the Groundfish Development Authority meeting. Mayor St. Jacques has an appointment with the Minister of Agriculture on Friday, August 26.

g. West Island Woodlands Advisory Group – L. Banton

h. Island Coastal Economic Trust –Josie Osborne – No Report

i. Air Quality Council, Port Alberni – J. McNabb – No Report

Minutes attached to Agenda

j. West Coast Aquatic Board – T. Bennett/K. Wyton

Director Wyton reported work is continuing on the draft Marine Spatial Report.

k. Association of Vancouver Island & Coastal Communities – P. Cote No Report

l. Beaver Creek Water Advisory Committee – J. McNabb - No Report

m. Other Reports

Director Cote reported attending a tour along with Mayor Ruttan of the Omega Hatchery a locally owned and operated hatchery which has cultured Chinook salmon ongoing 30 years.

Director McNabb reported his attendance along with CAO Russell Dyson at the AVICC Solid Waste Special Committee meeting held Tuesday, August 2. Minutes will be distributed. There will be a meeting regarding Solid Waste with the Minister and staff at UBCM.

Chairperson Osborne reported an AVICC Island Corridor Foundation meeting will be held Monday, September 12th, the CAO, Chair and ACRD Representative are invited to attend. The Island Corridor Foundation financial and governance report will be released.

MOVED: Director McLeman

SECONDED: Director Cootes

THAT the Board of Directors receive the Member Reports.

CARRIED

11. RECESS

MOVED: Director McLeman

SECONDED: Director Cootes

THAT the meeting be recessed at 3:00 pm.

CARRIED

12. RECOVENE

The meeting was re-convened at 3:10 pm.

13. IN-CAMERA

MOVED: Director Ruttan

SECONDED: Director Cootes

THAT the meeting be closed to the public to discuss matters relating to:

- i. receiving advice from the Regional District solicitor that is subject to solicitor-client privilege including communications necessary for that purpose.*

CARRIED

The meeting was closed to the public at 3:11 pm.

MOVED: Director McLeman

SECONDED: Director Jack

The meeting was re-opened to the public at 3:35 pm.

CARRIED

14. UNFINISHED BUSINESS

15. LATE BUSINESS

- a. RFD Alberni Valley Regional Airport Lighting – Waving of Mandatory completed meeting**

The CAO indicated that staff had advised the Bowerman representative that attendance at the later part of the site meeting was not necessary on account of their knowledge of the site.

MOVED: Director McNabb

SECONDED: Director Kokura

THAT the Board of Directors hereby resolves to waive the lack of compliance with the AVRA lighting Tender by Bowerman in its failure to attend, in its entirety, the mandatory site meeting set out in Article 5 of the Tender because of Bowerman

Excavating Ltd. familiarity with the site as a consequence of its ongoing presence and work at the AVRA site.

CARRIED

b. Alberni Valley Regional Airport Lighting Project – Tender Award

*MOVED: Director Jack
SECONDED: Director Ruttan*

THAT the Board of Directors receive the Alberni Valley Regional Airport Lighting tender results dated August 24, 2016.

CARRIED

In response to questions of the Directors, the CAO advised the Board they could delay consideration to provide more time or adopt a resolution different to the advice received.

*MOVED: Director Osborne
SECONDED: Director Kokura*

WHEREAS the recommendation of the Alberni-Clayoquot Regional Districts Engineering Consultant is that Raylec Power LP represents the best value to the Regional District and that the lowest bidder did not demonstrate required experience with the Electrical Work on the Contract.”

THEREFORE BE IT RESOLVED THAT the Board of Directors award the AVRA Lighting Tender to Raylec Power LP in the amount of \$1,187,727.15 including GST based on an evaluation of all the bids in accordance with the Tender provisions.

CARRIED

Director Banton left the meeting @ 4:05 pm.
Director Jack left the meeting at 4:08 pm.
Councillor Johnsen left the meeting at 4:15 pm.
Director Kokura left the meeting at 4:15 pm.

QUESTION PERIOD

16. RECESS

*MOVED: Director McLeman
SECONDED: Director Cootes*

THAT the meeting be recessed at 4:08 pm in order to conduct the Regional Hospital District Meeting.

CARRIED

17. RECOVENE

The meeting was re-convened at 4:14 pm.

18. IN-CAMERA

MOVED: Director Osborne

SECONDED: Director Cootes

THAT the meeting be closed to the public to discuss matters relating to:

- ii. law enforcement, disclosure of which the board considers could be harmful to the conduct of an investigation under or enforcement of an enactment.*
- iii. purchase or sale of land or improvements, disclosure of which the Board considers could be harmful to the Regional District's interest.*

CARRIED

The meeting was closed to the public at 4:15 pm.

MOVED: Director McLeman

SECONDED: Director Jack

The meeting was re-opened to the public at 4:25 pm.

19. RECOMMENDATIONS TO THE BOARD FROM IN-CAMERA

20. ADJOURN

MOVED: Director Cote

SECONDED: Director Cootes

THAT this meeting be adjourned at 4:33 pm.

CARRIED

Certified Correct:

Josie Osborne,
Chairperson

Russell Dyson,
Chief Administrative Officer