



Alberni-Clayoquot Regional District

MINUTES OF THE BOARD OF DIRECTORS MEETING HELD ON FRIDAY, DECEMBER 9, 2016, 1:30 PM

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

DIRECTORS

PRESENT:

John Jack, Chairperson, Councillor, Huu-ay-aht First Nation
Josie Osborne, Vice-Chairperson, Mayor, District of Tofino
Keith Wyton, Director, Electoral Area "A" (Bamfield)
Mike Kokura, Director, Electoral Area "B" (Beaufort)
Tony Bennett, Director, Electoral Area "C" (Long Beach)
Penny Cote, Director, Electoral Area "D" (Sproat Lake)
John McNabb, Director, Electoral Area "E" (Beaver Creek)
Lucas Banton, Director, Electoral Area "F" (Cherry Creek)
Mike Ruttan, Mayor, City of Port Alberni
Jack McLeman, Councillor, City of Port Alberni
Dianne St. Jacques, Mayor, District of Ucluelet (via teleconference)
Alan McCarthy, Member of Legislature, Yuułu?iŋ?ath Government
Wilfred Cootes, Councillor, Uchucklesaht Tribe Government
Kirsten Johnsen, Councillor, Toquaht Nation

STAFF PRESENT:

Russell Dyson, Chief Administrative Officer
Andrew McGifford, Manager of Environmental Services
Teri Fong, Manager of Finance
Mike Irg, Manager of Planning and Development
Wendy Thomson, Manager of Administrative Services

1. CALL TO ORDER

The Chief Administrative Officer (CAO) called the meeting to order at 1:30 pm.

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

2. ELECTIONS – CHAIR AND VICE-CHAIR

a. Election of Chairperson

The CAO conducted elections for Chairperson of the Alberni-Clayoquot Regional District and Vice-Chairperson of the Alberni-Clayoquot Regional Hospital District for 2017.

The CAO requested nominations for the positions of Chairperson of the Alberni-Clayoquot Regional District and Vice-Chairperson of the Alberni-Clayoquot Regional Hospital District for 2017 for a first time.

Director Ruttan nominated Director McNabb for the positions of Chairperson of the Alberni-Clayoquot Regional District and Vice-Chairperson of the Alberni-Clayoquot Regional Hospital District for 2017. Director McNabb accepted the nomination.

The CAO requested nominations for the positions of Chairperson of the Alberni-Clayoquot Regional District and Vice-Chairperson of the Alberni-Clayoquot Regional Hospital District for 2017 for a second time.

Director Cote nominated Director Jack for the positions of Chairperson of the Alberni-Clayoquot Regional District and Vice-Chairperson of the Alberni-Clayoquot Regional Hospital District for 2017. Director Jack accepted the nomination.

The CAO requested nominations for the positions of Chairperson of the Alberni-Clayoquot Regional District and Vice-Chairperson of the Alberni-Clayoquot Regional Hospital District for 2017 for a third time.

Director Bennett nominated Director Cootes for the positions of Chairperson of the Alberni-Clayoquot Regional District and Vice-Chairperson of the Alberni-Clayoquot Regional Hospital District for 2017. Director Cootes declined the nomination.

There being no further nominations, the candidates were each provided a two-minute speech on why they should be elected Chairperson of the Alberni-Clayoquot Regional District for 2017.

The CAO and Manager of Administrative Services conducted the election of Chairperson of the Alberni-Clayoquot Regional District and Vice-Chairperson of the Alberni-Clayoquot Regional Hospital District for 2017.

The CAO declared Director Jack elected to the positions of Chairperson of the Alberni-Clayoquot Regional District and Vice-Chairperson of the Alberni-Clayoquot Regional Hospital District for 2017.

b. Election of Vice-Chairperson - 2017

The CAO conducted elections for Vice-Chairperson of the Alberni-Clayoquot Regional District and Chairperson of the Alberni-Clayoquot Regional Hospital District for 2017.

The CAO requested nominations for the positions of Vice-Chairperson of the Alberni-Clayoquot Regional District and Chairperson of the Alberni-Clayoquot Regional Hospital District for 2017 for a first time.

Director Jack nominated Director McNabb for the positions of Vice-Chairperson of the Alberni-Clayoquot Regional District and Chairperson of the Alberni-Clayoquot Regional Hospital District for 2017. Director McNabb accepted the nomination.

The CAO requested nominations for the positions of Vice-Chairperson of the Alberni-Clayoquot Regional District and Chairperson of the Alberni-Clayoquot Regional Hospital District for 2017 for a second time.

Director Wyton nominated Director Cote for the positions of Vice-Chairperson of the Alberni-Clayoquot Regional District and Chairperson of the Alberni-Clayoquot Regional Hospital District for 2017. Director Cote accepted the nomination.

The CAO requested nominations for the positions of Vice-Chairperson of the Alberni-Clayoquot Regional District and Chairperson of the Alberni-Clayoquot Regional Hospital District for 2017 for a third time.

Director Kokura nominated Director Osborne for the positions of Vice-Chairperson of the Alberni-Clayoquot Regional District and Chairperson of the Alberni-Clayoquot Regional Hospital District for 2017. Director Osborne accepted the nomination.

There being no further candidates, the candidates were each provided a two-minute speech on why they should be elected Vice-Chairperson of the Alberni-Clayoquot Regional District and Chairperson of the Alberni-Clayoquot Regional Hospital District for 2017.

The CAO and Manager of Administrative Services conducted the election of Vice-Chairperson of the Alberni-Clayoquot Regional District and Chairperson of the Alberni-Clayoquot Regional Hospital District for 2017.

The CAO declared Director Osborne elected to the positions of Vice-Chairperson of the Alberni-Clayoquot Regional District and Chairperson of the Alberni-Clayoquot Regional Hospital District for 2017.

Chairperson Jack assumed the Chair.

MOVED: Director McNabb
SECONDED: Director Kokura

THAT the ballots for election of Chairperson and Vice-Chairperson for 2017 be destroyed.

CARRIED

3. APPROVAL OF AGENDA

MOVED: Director Cote
SECONDED: Director Bennett

THAT the agenda be approved as circulated with the addition of the following late items:

- *Reminder 2017 AVICC Resolution Deadline*
- *Report on the Sproat Lake Community Meeting regarding Flood Relief*
- *Report on the meeting with Tseshaht First Nation Council regarding Bell Road Water and the Alberni Valley Landfill*

CARRIED

4. DECLARATIONS

5. ADOPTION OF MINUTES

a. Board of Directors Meeting – November 23, 2016

MOVED: Director Cootes
SECONDED: Director Kokura

THAT the minutes of the Board of Directors meeting held on November 23, 2016 be adopted.

CARRIED

b. Alberni Valley & Bamfield Committee Meeting – November 8, 2016

MOVED: Director Kokura
SECONDED: Director McNabb

THAT the minutes of the Alberni Valley & Bamfield Committee meeting held on November 8, 2016 be adopted.

CARRIED

c. Alberni-Clayoquot Transportation Committee Meeting – November 22, 2016

MOVED: Director Banton
SECONDED: Director McLeman

THAT the minutes of the Alberni-Clayoquot Transportation Committee meeting held on November 22, 2016 be adopted.

CARRIED

6. PETITIONS, DELEGATIONS & PRESENTATIONS

7. CORRESPONDENCE FOR ACTION

- a. **Correspondence from Municipal Finance Authority of BC, December 5, 2016 regarding request for Member Appointment and Alternate Member Appointment.**

MOVED: Director McNabb

SECONDED: Director Bennett

THAT the Alberni-Clayoquot Regional District Board of Directors appoint Director Kokura as appointee on the Municipal Finance Authority Board of Directors and Director Banton as the alternate appointee for 2017.

CARRIED

8. CORRESPONDENCE FOR INFORMATION

- a. **OFFICE OF THE PRIME MINISTER**
Response to Alberni-Clayoquot Regional District letter on Nuu-chah-nulth Fishing Rights/Ahousaht et al v. Canada
- b. **UNION OF BRITISH COLUMBIA MUNICIPALITIES**
Gas Tax Agreement Community Works Fund Payment
Asset Management Training Subsidy for NAMS Training
- c. **DISTRICT OF SECHLT**
Request to Western Canada Marine Response Corp. for a presentation at the Association of Vancouver Island and Coastal Communities Conference, April 7-9, 2017
- d. **BRITISH COLUMBIA REAL ESTATE ASSOCIATION**
Floodplain Maps Action Plan Progress Report – November 2016
- e. **DISTRICT OF TOFINO**
Copy of letter to Minister of Environment and Climate Change regarding Pacific Traverse Trail in Pacific Rim National Park Reserve
- f. **THE LUNG ASSOCIATION OF BRITISH COLUMBIA**
Provincial Wood Stove Exchange Program Grant Agreement
- g. **MINISTRY OF AGRICULTURE**
At Sea Hake Processing by Domestic Harvesters
- h. **EMPLOYMENT AND SOCIAL DEVELOPMENT CANADA**
Canada's Volunteer Awards
- i. **GUY CARON, MEMBER OF PARLIAMENT**
Ending Unfair Taxation on Family Business Transfers

j. POLIS PROJECT ON ECOLOGICAL GOVERNANCE

POLIS Water Sustainability Project

k. VANCOUVER ISLAND REGIONAL LIBRARY

Newsletter – November 26, 2016

MOVED: Director Ruttan

SECONDED: Director Cootes

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

CARRIED

9. REQUEST FOR DECISIONS & BYLAWS

a. Request for Decision regarding Alberni-Clayoquot Health Network Table of Partners Representative.

MOVED: Director Bennett

SECONDED: Director Banton

THAT the Alberni-Clayoquot Regional District Board of Directors appoint Director Osborne to the Alberni-Clayoquot Health Network Table of Partners for a two (2) year term starting January 1, 2017.

CARRIED

b. Request for Decision regarding Communities on the Move Declaration.

MOVED: Director Wyton

SECONDED: Director Osborne

THAT the Board of Directors sign the Communities on the Move Declaration: creating smart, fair and healthy transportation options for all BC Communities and join the call for healthier British Columbia for all.

CARRIED

c. Request for Decision regarding Canadian Red Cross – Disaster Response Agreement.

MOVED: Director McNabb

SECONDED: Director Kokura

THAT the Alberni-Clayoquot Regional District Board of Directors enter into a Disaster Response Agreement with the Canadian Red Cross Society for a three-year term in the amount of \$10,000.00 annually for the provision of disaster relief services in the Alberni Valley.

CARRIED

d. Request for Decision regarding 2017-2021 ACRD & ACRHD Financial Plan Meeting Schedule.

MOVED: Director Bennett
SECONDED: Director Osborne

THAT the Board of Directors approve the proposed meeting schedule for the 2017 – 2021 Alberni-Clayoquot Regional District Financial Plan and the 2017 Regional Hospital District Budget.

CARRIED

e. Request for Decision regarding 2016 to 2020 Financial Plan Amendment Bylaw.

MOVED: Director Bennett
SECONDED: Director Cote

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to the bylaw cited as “2016 to 2020 Financial Plan Amendment Bylaw No. F1125-1”.

CARRIED

MOVED: Director Kokura
SECONDED: Director Osborne

THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to the bylaw cited as “2016 to 2020 Financial Plan Amendment Bylaw No. F1125-1”.

CARRIED

MOVED: Director Cootes
SECONDED: Director Kokura

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to the bylaw cited as “2016 to 2020 Financial Plan Amendment Bylaw No. F1125-1”.

CARRIED

MOVED: Director Kokura
SECONDED: Director Osborne

THAT the Alberni-Clayoquot Regional District Board of Directors adopt bylaw cited as “2016 to 2020 Financial Plan Amendment Bylaw No. F1125-1”.

CARRIED

f. Request for Decision regarding Finance Warrant No. 571.

MOVED: Director Kokura

SECONDED: Director Cote

THAT the Board of Directors approves Finance Warrant Number 571 in the amount of \$920,982.06 dated November 30, 2016.

CARRIED

g. Request for Decision regarding Alberni Valley Regional Airport Runway Expansion and Northwest Industrial Road Tender.

MOVED: Director Ruttan

SECONDED: Director McNabb

THAT the Board of Directors of the Alberni Clayoquot Regional District direct staff to proceed with the tendering of the Northwest Road relocation as outlined in the December 2, 2016 report of the Airport Superintendent, subject to approval to proceed from the Ministry of Forests, Lands and Natural Resource Operations.

CARRIED

Director St. Jacques left the meeting at 2:50 pm

h. Request for Decision regarding Shared Services.

MOVED: Director Bennett

SECONDED: Director Cote

THAT a joint meeting between the Alberni Valley & Bamfield Services Committee and Port Alberni City Council be held to identify specific services the ACRD and CPA wish to explore, and develop an action plan to assess and implement practical solutions in a timely manner.

CARRIED

MOVED: Director Bennett

SECONDED: Director McNabb

THAT the CAOs of the ACRD and CPA meet on a regular basis to review opportunities for sharing resources at the time of hiring and/or contracts for services in consideration of the potential for shared efficiencies and for the purpose of fostering information sharing and problem solving among like

departments with an annual report to the board / council to describe realized opportunities. The CAOs may at their discretion involve other ACRD and CPA staff members where that is deemed appropriate.

CARRIED

i. Request for Decision regarding Alberni Valley Landfill Operations.

MOVED: Director Bennett

SECONDED: Director Kokura

THAT this report be referred to the Alberni Valley Committee and Bamfield Services Committee.

CARRIED

j. Request for Decision regarding Letter of Understanding – Suncoast Waste Services – Bailing Incentives.

MOVED: Director Wyton

SECONDED: Director Ruttan

THAT the Alberni-Clayoquot Regional District Board of Directors agree to enter into a Letter of Understanding with Suncoast Waste Services in order to provide the financial incentives received for baling materials (less a 15% administration fee to the ACRD) from Multi Materials British Columbia.

CARRIED

k. Request for Decision regarding South Bamfield Road Hydrant Installation – Tender Recommendation.

MOVED: Director Wyton

SECONDED: Director Ruttan

THAT the Board of Directors of the Alberni-Clayoquot Regional District award the South Bamfield Road Hydrant Installation tender to Bowerman Excavating Ltd. in the amount of \$67,829.73 including GST.

CARRIED

l. Request for Decision Award Contract – Bamfield Water System Treatment Plant Project.

MOVED: Director Wyton

SECONDED: Director Ruttan

THAT the Alberni-Clayoquot Regional District (ACRD) Board of Directors award the Bamfield Water System Treatment Plant Project to ADI Water Solutions for a total cost of \$551,250 including taxes and authorize the Chief Administrative Officer and Chairperson

to enter into the contract subject to the Alberni-Clayoquot Regional District receiving the Certificate of Approval for Borrowing from the Ministry of Community, Sport and Cultural Development.

CARRIED

m. **Request for Decision - 2017 ACRD & ACRHD Meeting Schedule.**

MOVED: Director Kokura

SECONDED: Director Bennett

THAT the ACRD Board of Directors approves the Alberni-Clayoquot Regional District and Alberni-Clayoquot Regional Hospital District Meeting Schedule for 2017.

CARRIED

n. **Request for Decision –Letter to Ministry of Transportation and Infrastructure regarding Maintenance of the Entrance to Toquaht Main Road.**

MOVED: Director Osborne

SECONDED: Director Bennett

THAT the ACRD Board of Directors to forward a letter to the Ministry of Transportation and Infrastructure regarding maintenance of the entrance to Toquaht Main Road.

CARRIED

10. PLANNING MATTERS

a. **DVE16011, WATT, SAUNDERS ROAD N**
Development Variance Application – Memorandum and Permit

MOVED: Director McNabb

SECONDED: Director Wyton

THAT the Board of Directors issue development variance permit DVE16011.

CARRIED

b. **DVF16013, NEWBERRY, LOT 2, EPP63338 CHERRY CREEK ROAD**
Development Variance Application – Memorandum and Permit

MOVED: Director Banton

SECONDED: Director Cote

THAT the Board of Directors issue development variance permit DVF16013.

CARRIED

c. **BUILDING SETBACKS FROM WATER COURSES, LAKES AND OCEAN**

Request for Decision

MOVED: Director Bennett

SECONDED: Director Cote

THAT the Board of Directors instruct staff to prepare a Zoning Bylaw text amendment to amend Section 6.2: increasing the vertical setback to 4 metres from the natural boundary of a water course, water body, lake or ocean; increasing the horizontal setback to 15 metres from the natural boundary of a water body, lake or ocean; and limiting the ceiling height of any non-habitable space within the 4 metre vertical setback to 1.5 metres or less.

MOVED: Director McNabb

SECONDED: Director Banton

*THAT the above resolution be referred to the next regular Board of Directors meeting.
board of Directors meeting.*

CARRIED

d. AB16003, WING, 9592 COMOX TRAIL ROAD
ALR Non-Farm Use Application – Report

MOVED: Director Kokura

SECONDED: Director Wyton

THAT the Board of Directors pass a resolution to forward the non-farm use application to the Agricultural Land Commission noting that support of the non-farm use is subject to rezoning or the issuance of a temporary use permit.

CARRIED

e. MISC16015, BC TIMBER SALES WEST COAST FOREST STEWARDSHIP PLAN
Miscellaneous Referral - Memorandum

MOVED: Director Bennett

SECONDED: Director Cote

THAT the Board of Directors direct staff to provide a response to BC Timber Sales stating that the West Coast Forest Stewardship Plan does not impact the Regional District's interests.

CARRIED

11. REPORTS

11.1 STAFF REPORTS

a. Administration Department Monthly Staff Report – December 6, 2016

- b. **Planning and Development Report – December 8, 2016**
- c. **Environmental Services Manager Report – December 2, 2016**
- d. **Financial Department Report – December 2, 2016**
- e. **Staff Action Items Report – December 6, 2016**
- f. **Meeting Schedule – January 2017**
- g. **Financial Statements – November 30, 2016**
- h. **Building Report – November 2016**
- i. **Vehicle Maintenance – Inclusion of Fire Departments on Service Agreement**

MOVED: Director Kokura

SECONDED: Director McLeman

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

CARRIED

11.2 COMMITTEE REPORTS

11.3 OTHER REPORTS

- a. **Minutes from the Air Quality Council Meeting – October 13, 2016
(J. McNabb)**
- b. **Minutes from the Air Quality Council Meeting – November 17, 2016
(J. McNabb)**

MOVED: Director McNabb

SECONDED: Director Wyton

THAT reports a-b be received.

CARRIED

- c. **Late Report – AVICC Resolutions** - Director Cote reminded Directors the resolution submission deadline for the 2017 AVICC Convention is February 21, 2017.
- d. **Late Report – Sproat Lake Community Meeting** - Director Cote reported on the Sproat Lake Community meeting on December 1st regarding flood relief. Emergency Management BC attending and provided good information on flood relief, protecting the home, mold prevention etc. The meeting was well received with approximately 30 people in attendance.
- e. **Late Report – Meeting with Tseshaht First Nation** - Director Cote reported on a meeting she attended along with Director McNabb and the CAO with the new Tseshaht First Nation Council regarding Bell Road Water and the Alberni Valley Landfill. A tour of the AV Landfill is scheduled for next Friday.

MOVED: Director Bennett
SECONDED: Director Cote

THAT the verbal reports from Director Cote be received.

CARRIED

12. UNFINISHED BUSINESS

13. LATE BUSINESS

14. QUESTION PERIOD

15. ADJOURN

MOVED: Director Kokura
SECONDED: Director McNabb

THAT this meeting be adjourned at 3:37 pm

CARRIED

Certified Correct:

John Jack,
Chairperson

Russell Dyson,
Chief Administrative Officer