



Alberni-Clayoquot Regional District

MINUTES OF THE BOARD OF DIRECTORS MEETING HELD ON WEDNESDAY, JANUARY 24, 2017, 1:30 PM

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

DIRECTORS

PRESENT:

John Jack, Chairperson, Councillor, Huu-ay-aht First Nation
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
Josie Osborne, Vice-Chairperson, Mayor, District of Tofino
Dianne St. Jacques, Mayor, District of Ucluelet
Alan McCarthy, Member of Legislature, Yuułuꞑiꞑath Government
Wilfred Cootes, Councillor, Uchucklesaht Tribe Government
Kirsten Johnsen, Member of Council, Toquaht Nation

STAFF PRESENT:

Douglas Holmes, Chief Administrative Officer
Teri Fong, Manager of Finance
Wendy Thomson, Manager of Administrative Services
Alex Dyer, Planner
Peter Thicke, Junior Planner/Bylaw Enforcement Officer

1. CALL TO ORDER

The Chairperson called the meeting to order at 1:00 pm.

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

2. APPROVAL OF AGENDA

MOVED: Director Kokura

SECONDED: Director McCarthy

THAT the agenda be approved as circulated with the addition of the following late items: update from CAO on the tsunami warning event and report from Director Bennett on Marine Protected Area meetings.

CARRIED

3. DECLARATIONS

4. ADOPTION OF MINUTES

a. Board of Directors Meeting – January 10, 2018

MOVED: Director McNabb

SECONDED: Director McLeman

THAT the minutes of the Board of Directors Meeting held on January 10, 2018 be adopted.

CARRIED

b. Electoral Area Directors Committee Meeting – January 17, 2018

MOVED: Director McNabb

SECONDED: Director Bennett

THAT the minutes of the Electoral Area Directors Committee meeting held on January 17, 2018 be adopted.

CARRIED

c. West Coast Directors Committee Meeting – January 18, 2018

MOVED: Director St. Jacques

SECONDED: Director McCarthy

THAT the minutes of the West Coast Committee meeting held on January 18, 2018 be adopted.

CARRIED

5. PETITIONS, DELEGATIONS & PRESENTATIONS

a. Inspector Brian Hunter, Officer In Charge, Port Alberni Detachment, RCMP regarding the Port Alberni RCMP Quarterly Report for October to December 2017.

The Inspector presented the quarterly and year end crime statistics for the Port Alberni RCMP Detachment. He introduced their new Office Manager, Gaylene Thorogood. He discussed the tsunami warning and evacuation event of the tsunami inundation zone that took place on Tuesday morning and thanked everyone involved.

b. Tsunami Warning Event on Tuesday, January 23, 2018.

The Chief Administrative Officer reported on the tsunami warning event on Tuesday morning. A meeting is being held next Tuesday with staff to examine all the information

collected from the event and to explore actions that could be put in place in order to be even more prepared for the next event. Directors provided input on the event.

6. CORRESPONDENCE FOR ACTION

7. CORRESPONDENCE FOR INFORMATION

- a. **KPMG LLP**
Audit Planning Letter

MOVED: Director McNabb
SECONDED: Director McLeman

THAT the Board of Directors receive the letter for information.

CARRIED

8. REQUEST FOR DECISIONS & BYLAWS

- a. **Request for Decision regarding 2018 Standing/Select Committee Appointments & Appointments to Outside Organizations.**

MOVED: Director Bennett
SECONDED: Director McNabb

THAT the Alberni-Clayoquot Regional District (ACRD) Board of Directors approve the 2018 ACRD Standing/Select Committee Appointments and Appointments to Outside Boards, Agencies, and Commissions as presented with housekeeping amendments.

MOVED: Director McLeman
SECONDED: Director McNabb

THAT the Committee appointments be amended to include Chairperson John Jack on the Alberni-Clayoquot Transportation Committee

CARRIED

The main motion as amended was;

CARRIED

- b. **Request for Decision regarding Bylaw E1052-4, Beaver Creek Fire Protection Service Area Amendment, 2018.**

MOVED: Director McNabb

SECONDED: Director Kokura

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to Bylaw E1052-4 cited as Beaver Creek Fire Protection Service Area Amendment, 2018.

CARRIED

MOVED: Director McNabb

SECONDED: Director Kokura

THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to Bylaw E1052-4 cited as Beaver Creek Fire Protection Service Area Amendment, 2018.

CARRIED

MOVED: Director McNabb

SECONDED: Director Kokura

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to Bylaw E1052-4 cited as Beaver Creek Fire Protection Service Area Amendment, 2018.

CARRIED

c. Request for Decision regarding Application for Funding – Community Emergency Preparedness Fund: Emergency Operations Fund, Emergency Operations Centres & Training.

MOVED: Director Bennett

SECONDED: Director Cootes

THAT the Alberni-Clayoquot Regional District apply for funding in the amount of \$25,000.00 through the Community Emergency Preparedness Fund, Emergency Operations Centres & Training Grant Program in order to prepare the Emergency Operations Center to enhance the resiliency of the Alberni Valley and residents in responding to emergencies.

CARRIED

d. Request for Decision regarding Adoption of the Alberni-Clayoquot Regional District Asset Management Policy.

MOVED: Director Bennett

SECONDED: Director Osborne

THAT the Board of Directors adopt the Alberni-Clayoquot Regional District Asset Management Policy.

CARRIED

e. Request for Decision regarding Log Train Trail, Industrial Road Crossing – Island Timberlands LP.

MOVED: Director Ruttan

SECONDED: Director Cootes

THAT the ACRD Board of Directors provide a letter of support for an access permit to Island Timberlands LP to cross the Log Train Trail for forestry related activities and log hauling.

CARRIED

f. Request for Decision regarding Application for Funding – Strategic Wildfire Prevention Initiative, FireSmart Planning & Activities Grant Program.

MOVED: Director Ruttan

SECONDED: Director Cote

THAT the Alberni-Clayoquot Regional District apply for funding in the amount of \$20,000.00 through the Strategic Wildfire Prevention Initiative (SWPI), FireSmart Planning & Activities Grant Program in order to provide the tools necessary to enable private land owners to fire smart their properties and participate in a community initiative to mitigate the risk of wildfire in the City of Port Alberni and in Beaufort, Sprout Lake, Beaver Creek and Cherry Creek (electoral areas “B”, “D”, “E”, and “F”).

CARRIED

g. Request for Decision regarding Kiosk # 8 Lease – Long Beach Airport Terminal Building – KD Air.

MOVED: Director St. Jacques

SECONDED: Director McCarthy

THAT the Alberni-Clayoquot Regional District Board of Directors enter into a five year lease agreement with KD Air for kiosk #8 at the Long Beach Airport terminal building, commencing February 1, 2018 to January 31, 2023 for \$6,720 per year plus GST and applicable CPI increases.

CARRIED

h. Request for Decision regarding West Coast Transportation Study Scope Setting.

MOVED: Director Bennett

SECONDED: Director Osborne

THAT the Board of Directors approve the study and submit to BC Transit requesting they undertake a regional feasibility study in 2018-2019 to analyze the viability of a local transit system between the west coast communities as defined in the Scope Setting Study.

CARRIED

i. Request for Decision regarding Alberni-Clayoquot Regional District Dangerous Tree Policy.

MOVED: Director Cootes

SECONDED: Director Banton

THAT the ACRD Board of Directors adopt the Alberni-Clayoquot Regional District Dangerous Tree Policy.

CARRIED

9. PLANNING MATTERS

a. RC17009, SURF JUNCTION CAMPGROUND LTD, 2650 TOFINO-UCLUELET HIGHWAY

Rezoning Application – Report and Bylaws P1365, P1366 and P1367

MOVED: Director Bennett

SECONDED: Director McNabb

THAT Bylaw P1365, South Long Beach Official Community Plan Amendment Bylaw be read a first time.

CARRIED

MOVED: Director Bennett

SECONDED: Director Banton

THAT Bylaw P1366, Regional District of Alberni-Clayoquot Zoning Text Amendment Bylaw be read a first time.

CARRIED

MOVED: Director Bennett

SECONDED: Director Cote

THAT Bylaw P1367, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be read a first time.

CARRIED

MOVED: Director Bennett
SECONDED: Director Cote

THAT the public hearing for Bylaws P1365, P1366 and P1367 be delegated to the Director for Electoral Area 'C', the Alternate Director or the Chairperson of the Regional District.

CARRIED

MOVED: Director Bennett
SECONDED: Director McNabb

THAT the Board of Directors confirm that adoption of Bylaws P1365, P1366 and P1367 is subject to:

*Island Health approval for the expanded private water system;
Meeting all technical referral agency requirements.*

CARRIED

MOVED: Director Bennett
SECONDED: Director Cote

THAT the ACRD Board of Directors instruct staff to investigate options to ensure the staff housing portion of the development is constructed in conjunction with the campground.

CARRIED

b. SHORT TERM VACATION RENTALS TEMPORARY USE PERMIT POLICY AND DEVELOPMENT PROCEDURES AND FEES BYLAW AMENDMENT
Memorandum, Policy and Bylaw P1364

MOVED: Director Wyton
SECONDED: Director Bennett

THAT the Board of Directors adopt the Short Term Vacation Rentals Temporary Use Permit Policy.

CARRIED

MOVED: Director Bennett
SECONDED: Director Wyton

THAT the ACRD Development Procedures and Fees Bylaw P1364, 2018 be read a first time.

CARRIED

MOVED: Director Cote
SECONDED: Director Bennett

THAT the ACRD Development Procedures and Fees Bylaw P1364, 2018 be read a second time.

CARRIED

MOVED: Director Bennett

SECONDED: Director Cote

THAT the ACRD Development Procedures and Fees Bylaw P1364, 2018 be read a third time.

CARRIED

MOVED: Director McNabb

SECONDED: Director Cote

THAT the ACRD Development Procedures and Fees Bylaw P1364, 2018 be adopted.

CARRIED

10. REPORTS

10.1 STAFF REPORTS

- a. Revised 2018-2022 Financial Plan Meeting Schedule**
- b. Meeting Schedule – February 2018**

MOVED: Director McNabb

SECONDED: Director Kokura

THAT the Board of Directors receives the staff reports a-b with the following amendment:

West Coast Committee Meeting and West Coast Committee Financial Plan Meeting has been re-scheduled from Thursday, Feb. 15th to Friday, Feb. 16th at 1:00 pm and will be held at the District of Tofino Office.

CARRIED

10.2 COMMITTEE REPORTS

- a. Alberni Valley & Bamfield Services Committee Meeting – January 24, 2018 (Verbal) – J. McNabb**

MOVED: Director McNabb

SECONDED: Director Cote

THAT this verbal report be received.

CARRIED

10.3 MEMBER REPORTS

a. **9-1-1 Corporation – J. McNabb – No report**

b. **Vancouver Island Regional Library - L. Banton**

Director Banton report on the Annual General Meeting.

c. **Central West Coast Forest Society – T. Bennett – No report**

d. **Alberni Valley Chamber of Commerce – J. McLeman – No report**

e. **Coastal Communities Network – T. Bennett/D. St. Jacques – No report**

Director St. Jacques reported the Groundfish Trawl Advisory Committee has retained the services of a contractor to conduct an economic impact study on the Hake fishery.

f. **Island Coastal Economic Trust –J. Jack – No report**

g. **Air Quality Council, Port Alberni – K. Wyton – No report**

h. **West Coast Aquatic Board – T. Bennett/K. Wyton – No report**

i. **Association of Vancouver Island & Coastal Communities – P. Cote –
No report**

j. **Beaver Creek Water Advisory Committee – J. McNabb – No report**

k. **Other Reports**

Director Bennett reported on the two-day Marine Protected Area sessions.

MOVED: Director Bennett

SECONDED: Director Banton

THAT the Board of Directors receive the Member Reports.

CARRIED

11. UNFINISHED BUSINESS

12. LATE BUSINESS

13. QUESTION PERIOD

14. IN-CAMERA

MOVED: Director McNabb

SECONDED: Director Osborne

The meeting be closed to the public as per the Community Charter sections:

- i. *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 regional district or another position appointed by the regional district;*
- ii. *90 (1) (c) Labour relations or other employee relations;*
- iii. *90 (1) (k) Negotiations and related discussions respecting the proposed provision of a regional district service that are at their preliminary stages and that, in the view of the Board, could reasonably be expected to harm the interests of the regional district if they were held in public;*
- iv. *90 (1) (f) Law enforcement, if the regional district considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment.*

CARRIED

The meeting was closed to the public at 3:29 pm.

The meeting was re-opened to the public at 4:00 pm.

15. RECOMMENDATIONS TO THE BOARD FROM IN-CAMERA

MOVED: Director McLeman

SECONDED: Director McNabb

THAT the ACRD Board of Directors instruct staff to develop a news release with respect to Bland Road property.

DEFEATED

The following resolutions from the in-camera portion of the meeting were reported out in open meeting:

The ACRD Board of Directors will proceed with an enforcement action against an unsightly property on Bland Road in Port Alberni.

The ACRD Board of Directors supports an application to the Ministry of Forests, Lands, Natural Resource Operations and Rural Development for tenure on approximately 150 hectares of Crown Land in the vicinity of the Alberni Valley Regional Airport for the purpose of managing the Obstacle Limitation Surface.

The ACRD Board released the 2018 – 2022 Strategic Priorities to the public and the report will be included in the February 14, 2018 regular Board agenda for information.

16. ADJOURN

MOVED: Director McNabb

SECONDED: Director Kokura

THAT this meeting be adjourned at 4:06 pm.

CARRIED

Certified Correct:

John Jack,
Chairperson

Wendy Thomson,
Manager of Administrative Services