



# Alberni-Clayoquot Regional District

## MINUTES OF THE BOARD OF DIRECTORS MEETING HELD ON WEDNESDAY, AUGUST 22, 2018, 1:30 pm

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

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### **DIRECTORS**

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

### **PRESENT:**

Duncan McMaster, Councillor, District of Tofino (Alternate)

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)

Lindsay Rodgers, Electoral Area "F" (Cherry Creek) (Alternate)

Mike Ruttan, Mayor, City of Port Alberni

Jack McLeman, Councillor, City of Port Alberni

Alan McCarthy, Member of Legislature, Yuułu?iŋ?ath Government

Wilfred Cootes, Councillor, Uchucklesaht Tribe Government

Kirsten Johnsen, Member of Council, Toquaht Nation

### **REGRETS:**

Josie Osborne, Vice-Chair, Mayor, District of Tofino

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

Dianne St. Jacques, Mayor, District of Ucluelet

### **STAFF PRESENT:**

Douglas Holmes, Chief Administrative Officer

Teri Fong, Manager of Finance

Alex Dyer, Planner

Rob Williams, General Manager of Environmental Services

Wendy Thomson, Manager of Administrative Services

Kelly Gilday, Protective Services Manager

## **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 McNabb*

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

*5 (a) Delegations – Kelly Gilday, Protective Services Manager verbal update regarding the fires, firefighters and apparatus deployment.*

*5 (d) Delegations – Myles Evans, regarding 10884 Lakeshore Road Development Variance DVD18010.*

*10.2 (a) Committee Reports – 2018 Advisory Planning Commission Appointments - Long Beach*

**CARRIED**

### **3. DECLARATIONS**

The Chairperson declared a conflict of interest with respect to item 9.1 (c) Temporary Use Permit TUP18008 on the Board agenda.

### **4. ADOPTION OF MINUTES**

#### **a. Board of Directors Meeting – July 25, 2018**

*MOVED: Director Ruttan  
SECONDED: Director Bennett*

*THAT the minutes of the Board of Directors meeting held on July 25, 2018 be adopted.*

**CARRIED**

#### **b. Salmon Beach Committee Meeting – August 2, 2018**

*MOVED: Director Bennett  
SECONDED: Director Kokura*

*THAT the minutes of the Salmon Beach Committee meeting held on August 2, 2018 be adopted.*

**CARRIED**

#### **c. Alberni Valley Emergency Planning Liaison Group Meeting – July 26, 2018**

*MOVED: Director Cote  
SECONDED: Director Ruttan*

*THAT the minutes of the Alberni Valley Planning Liaison Group meeting held on July 26, 2018 be adopted.*

**CARRIED**

**d. Committee of the Whole Meeting – July 11, 2018**

*MOVED: Director McNabb*  
*SECONDED: Director McLeman*

*THAT the minutes of the Committee of the Whole meeting held on July 11, 2018 be adopted.*

**CARRIED**

**5. PETITIONS, DELEGATIONS & PRESENTATIONS**

- a. Late Delegation - Kelly Gilday, Protective Services Manager verbal update regarding the fires, firefighters and apparatus deployment.**

Mr. Gilday provided an update on recent fires in the Alberni Valley and deployment of local firefighters and apparatus to assist other communities currently fighting fires in BC.

- b. Ross Johnson, Leadhand, Hannah Ramsey, Lauren Ivechic, Ayden Jager, Sproat Lake Marine Patrol, regarding Year End Presentation to the Board.**

The Sproat Lake Marine Patrol staff provided their year end report on the 2018 program at Sproat Lake.

- c. Ken Sanders, President, Alberni Golf Club regarding 2019 Property Tax Exemption.**

Mr. Sander provided a brief update on activities at the Alberni Valley Golf Club over the last year. He spoke to the importance of the annual tax exemption to the Club and requested the ACRD Board of Directors to continued support for the annual tax exemption.

- d. LATE DELIGATION - Myles Evans, regarding 10884 Lakeshore Road Development Variance DVD18010**

Mr. Evans spoke regarding his development variance application at 10884 Lakeshore Road. He requesting the Board to reconsider his application at the next meeting. He provided letters of support from neighbouring properties.

**6. CORRESPONDENCE FOR ACTION**

- a. Correspondence August 13, 2018 from the BC Liberal Official Opposition regarding an invitation to meet during the UBCM Convention**

*MOVED: Director Cote*  
*SECONDED: Director Kokura*

*THAT this correspondence be received.*

**CARRIED**

- b. Correspondence August 15, 2018 from Beaver Creek Community Club regarding a financial request of \$500 towards their Fundraising Event November 2018**

*MOVED: Director Kokura*  
*SECONDED: Director McNabb*

*THAT the Alberni-Clayoquot Regional District Board of Directors grant the Beaver Creek Community Club \$500 from the 2018 Financial Plan, Line 7, Unallocated of the Beaufort Grants in Aid Service.*

**CARRIED**

**7. CORRESPONDENCE FOR INFORMATION**

- a. UNION OF BRITISH COLUMBIA MUNICIPALITIES**  
Gas Tax Agreement Community Works Fund Payment
- b. NORTH ISLAND 911 CORPORATION**  
2017 Year End Financial Statements
- c. BREAD OF LIFE CENTRE**  
Grant in Aid Thank you

*MOVED: Director Bennett*  
*SECONDED: Director Kokura*

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

**CARRIED**

**8. REQUEST FOR DECISIONS & BYLAWS**

- a. Request for Decision regarding Finance Warrant No. 591**

*MOVED: Director Wyton*  
*SECONDED: Director McLeman*

*THAT the Board of Directors approve Finance Warrant Number 591 in the amount of \$844,749.78 dated July 31, 2018.*

**CARRIED**

**b. Request for Decision regarding the Solid Waste Disposal and Tipping Fees Bylaw No. R1027-2, 2018**

*MOVED: Director McNabb*

*SECONDED: Director Ruttan*

*THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to the Bylaw cited as "Alberni Valley Landfill Tipping Fee Regulation Amendment Bylaw No. R1027-2, 2018".*

**CARRIED**

*MOVED: Director Kokura*

*SECONDED: Director Wyton*

*THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to the Bylaw cited as "Alberni Valley Landfill Tipping Fee Regulation Amendment Bylaw No. R1027-2, 2018".*

**CARRIED**

*MOVED: Director Cootes*

*SECONDED: Director Cote*

*THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to the Bylaw cited as "Alberni Valley Landfill Tipping Fee Regulation Amendment Bylaw No. R1027-2, 2018".*

**CARRIED**

*MOVED: Director Kokura*

*SECONDED: Director Cote*

*THAT the Alberni-Clayoquot Regional District Board of Directors adopt the Bylaw cited as "Alberni Valley Landfill Tipping Fee Regulation Amendment Bylaw No. R1027-2, 2018".*

**CARRIED**

**c. Request for Decision regarding the Solid Waste Disposal and Tipping Fees Bylaw No. R1028-1, 2018**

*MOVED: Director Bennett*

*SECONDED: Director Johnsen*

*THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to the Bylaw cited as "West Coast Landfill Tipping Fee Regulation Amendment Bylaw No. R1028-1, 2018".*

**CARRIED**

*MOVED: Director Bennett*  
*SECONDED: Director McCarthy*

*THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to the Bylaw cited as "West Coast Landfill Tipping Fee Regulation Amendment Bylaw No. R1028-1, 2018".*

**CARRIED**

*MOVED: Director Johnsen*  
*SECONDED: Director McCarthy*

*THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to the Bylaw cited as "West Coast Landfill Tipping Fee Regulation Amendment Bylaw No. R1028-1, 2018".*

**CARRIED**

*MOVED: Director Bennett*  
*SECONDED: Director McCarthy*

*THAT the Alberni-Clayoquot Regional District Board of Directors adopt the Bylaw cited as "West Coast Landfill Tipping Fee Regulation Amendment Bylaw No. R1028-1, 2018".*

**CARRIED**

**d. Request for Decision regarding the Community Works Fund - Cherry Creek Waterworks District**

*MOVED: Director Rogers*  
*SECONDED: Director Ruttan*

*THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to carry forward the Community Works Funds allocation of \$625,000 Gas Tax Initiatives to Cherry Creek Waterworks District in the Electoral Area Administration Service to the 2019 budget.*

**CARRIED**

**e. Request for Decision regarding the Conditional Grant Agreement for BC Air Access Program (BCAAP)**

*MOVED: Director Bennett*  
*SECONDED: Director Cote*

*THAT the Alberni-Clayoquot Regional District Board of Directors enter into a Conditional Agreement with the Ministry of Transportation & Infrastructure through the BC Air Access Program to a maximum of \$67,405.00 or 50% of the total eligible*

*project costs, whichever is less, towards the Long Beach Airport Terminal Pavement Extension.*

**CARRIED**

**f. Request for Decision regarding Number One Hangar Lease – Alberni Valley Airport**

*MOVED: Director Kokura*

*SECONDED: Director Cote*

*THAT the Alberni-Clayoquot Regional District Board of Directors enter into a three (3) year hangar lease agreement commencing September 1, 2018 with Number One Hangar Group for \$3,380.27 per year plus GST and CPI increases as applicable.*

**CARRIED**

**g. Request for Decision regarding the Waiving Tipping Fee Policy**

*MOVED: Director McLeman*

*SECONDED: Director Ruttan*

*THAT the Alberni-Clayoquot Regional District Board of Directors approves the Waiving Fee Policy that will allow ACRD staff to approve one request per year per community group or individual.*

**CARRIED**

**h. Request for Decision regarding the Green Infrastructure Grant Submission**

*MOVED: Director Wyton*

*SECONDED: Director Cote*

*THAT the ACRD Board of Directors approve the submission of a grant application to the Green Infrastructure Grant Program for the construction of a liquid wastewater main line and pump station to connect the Bamfield Wastewater Treatment Plant (WWTP) to the future Huu-ay-aht First Nation/Bamfield Marine Science Centre Wastewater Treatment Plant in order to manage liquid waste byproduct from the Bamfield Water Treatment Plant (BWTP) operation.*

**CARRIED**

**i. Request for Decision regarding Exempt Staff Compensation – Emergency Operation Centre (EOC) Activation**

*MOVED: Director McNabb*

*SECONDED: Director Ruttan*

*THAT the ACRD Board of Directors approve the attached Exempt Staff Compensation Policy for EOC Activations.*

**CARRIED**

**j. Request for Decision regarding Bylaw A1084 – Board Member Remuneration, Expenses & Benefits**

*MOVED: Director Kokura*

*SECONDED: Director McLeman*

*THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to the Bylaw cited as “Board Remuneration, Expenses and Benefits No. A1084, 2018”.*

**CARRIED**

*MOVED: Director Bennett*

*SECONDED: Director McLeman*

*THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to the Bylaw cited as “Board Remuneration, Expenses and Benefits No. A1084, 2018”.*

**CARRIED**

*MOVED: Director McNabb*

*SECONDED: Director McLeman*

*THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to the Bylaw cited as “Board Remuneration, Expenses and Benefits No. A1084, 2018”.*

*MOVED: Chairperson Jack*

*SECONDED Chairperson Wyton*

*THAT Schedule “A” of Bylaw A1084 be amended by increasing Directors annual remuneration from \$7,150 to 7,900 annually.*

**DEFEATED**

*The main motion of third reading of Bylaw A1084 was*

**CARRIED**

*MOVED: Director Kokura*

*SECONDED: Director McNabb*

*THAT the Alberni-Clayoquot Regional District Board of Directors adopt the Bylaw cited as “Board Remuneration, Expenses and Benefits No. A1084, 2018”.*

**CARRIED**

*MOVED: Director McNabb*

*SECONDED: Director Kokura*

*THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to investigate increasing the Public Hearing Fee to include an amount to cover the Director's remuneration for chairing the meeting.*

**CARRIED**

**k. Request for Decision regarding the contract for Animal Control and Kennel Services**

*MOVED: Director McNabb*

*SECONDED: Director Cote*

*THAT the Board of Directors renew the agreement for animal control and kennel services with Coastal Animal Control Services of BC LTD. until December 31, 2021.*

**CARRIED**

**9. PLANNING MATTERS**

**a. RA18001, BRADLEY, 290 NORTH ROAD (BAMFIELD)**

Rezoning Application – Memorandum and Bylaws P1371 and P1372

*MOVED: Director Wyton*

*SECONDED: Director Bennett*

*THAT Bylaw P1371, Bamfield Official Community Plan Amendment Bylaw be adopted.*

**CARRIED**

*MOVED: Director Wyton*

*SECONDED: Director Cote*

*THAT Bylaw P1372, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be adopted.*

**CARRIED**

**b. DVA18012, BRADLEY, 290 NORTH ROAD (BAMFIELD)**

Development Variance Application – Memorandum and Permit

*MOVED: Director Wyton*

*SECONDED: Director Cote*

*THAT the Board of Directors issue development variance permit DVA18012.*

**CARRIED**

Director Jack left the meeting at 3:03 pm due to a conflict of interest.

COTE/Rogers THAT Director McNabb assume the Chair.

CARRIED

- c. **TUP18008, HFN LANDS LTD PARTNERSHIP, 390 GRAPPLER ROAD (BAMFIELD)**  
Temporary Use Permit Amendment – Memorandum and Permit

*MOVED: Director Wyton*

*SECONDED: Director Cote*

*THAT the Board of Directors amend Temporary Use Permit TUP18008 as presented.*

**CARRIED**

The Chairperson re-assumed the Chair at 3:04 pm.

- d. **RC18009, TIAN CHENG MINING LTD, 1855 PORT ALBION ROAD (LONG BEACH)**  
Rezoning Application – Report and Bylaw P1382

*MOVED: Director Bennett*

*SECONDED: Director McNabb*

*THAT this be deferred.*

**CARRIED**

- e. **TUP18012, UHER & TAYLOR, 1430 PORT ALBION ROAD (LONG BEACH)**  
Temporary Use Permit Application – Report

*MOVED: Director Bennett*

*SECONDED: Director Cote*

*THAT the Regional Board consider issuing Temporary Use Permit TUP18012 subject to neighbouring properties being notified as per Local Government Act s.494.*

**CARRIED**

- f. **DVE18013, LOKSZYN & WIGGINS, 7898 BEAVER CREEK ROAD (BEAVER CREEK)**  
Development Variance Application – Memorandum and Permit

*MOVED: Director McNabb*

*SECONDED: Director Cote*

*THAT the Board of Directors issue development variance permit DVD18013.*

**CARRIED**

## **10. REPORTS**

### **10.1 STAFF REPORTS**

- a. Meeting Schedule – September 2018
- b. Monthly Activity Report – Planning and Development – August 17, 2018
- c. Building Inspector’s Report – July 2018
- d. West Coast Transit Study
- e. Financial Statement – July 31, 2018
- f. Board Strategic Priorities and Resolved Staff Actions
- g. Impacts of the Implementation of Employer Health Tax

*MOVED: Director Kokura*

*SECONDED: Director Ruttan*

*THAT the Board of Directors receive reports a-g.*

**CARRIED**

### **10.2 COMMITTEE REPORTS**

- a. *Late Item - Long Beach Advisory Planning Commission Appointment*

*MOVED: Director Bennett*

*SECONDED: Director Wyton*

*THAT Rachael O’Callahan be appointed the Long Beach Advisory Planning Commission for a two-year term.*

**CARRIED**

### **10.3 OTHER REPORTS**

## **11. UNFINISHED BUSINESS**

## **12. LATE BUSINESS**

## **13. QUESTION PERIOD**

## **14. RECESS**

*MOVED: Director Ruttan*

*SECONDED: Director McCarthy*

*THAT the Regular Board of Directors meeting be recessed in order to conduct the Regional Hospital District meeting.*

**CARRIED**

The meeting was recessed at 3:11 pm

**15. RECONVENE**

The meeting was reconvened at 3:15 pm

**16. IN-CAMERA**

*MOVED: Director Cote*

*SECONDED: Director Ruttan*

*THAT the meeting be closed to the public as per section:*

- i. 90 (1) (a) of the Community Charter: 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) of the Community Charter: labour relations or other employee relations;*
- iii. 90 (1) (i) of the Community Charter: the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;*
- iv. 90 (1) (k) of the Community Charter: 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 council, could reasonably be expected to harm the interests of the municipality if they were held in public.*
- v. 90 (2) (b) of the Community Charter: the consideration of information received and held in confidence relating to negotiations between the Regional District and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party;*

**CARRIED**

The meeting was closed to the public at 3:16 pm.

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

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

**18. ADJOURN**

*MOVED: Director McNabb*

*SECONDED: Director Cote*

*THAT this meeting be adjourned at 4:31 pm*

**CARRIED**

Certified Correct:

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John Jack,  
Chairperson

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Wendy Thomson,  
Manager of Administrative Services