



Alberni-Clayoquot Regional District

MINUTES OF THE BOARD OF DIRECTORS MEETING HELD ON WEDNESDAY, JUNE 13, 2018

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

DIRECTORS

PRESENT:

John Jack, Chairperson, Councillor, Huu-ay-aht First Nation
Josie Osborne, Vice-Chair, 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
Wilfred Cootes, Councillor, Uchucklesaht Tribe Government
Kirsten Johnsen, Member of Council, Toquaht Nation

REGRETS:

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

STAFF PRESENT:

Douglas Holmes, Chief Administrative Officer
Teri Fong, Manager of Finance
Mike Irg, Manager of Planning and Development
Wendy Thomson, Manager of Administrative Services

1. CALL TO ORDER

The Chairperson called the meeting to order at 1:31 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 following amendment:

Item 8 (m) Fire Protection Services Agreement – Dist. of Ucluelet - removed and place for consideration on the next Board agenda

Item 12 (a) Discussion - Tax Notices late mailing

10.3 (b) Report – Director Cote regarding Sproat Lake Water Quality

CARRIED

3. **DECLARATIONS**

Director McNabb declared a financial conflict of interest with respect to item 8 (e) Request for Decision – Vehicle Maintenance Contract.

4. **ADOPTION OF MINUTES**

a. **Board of Directors Meeting – May 23, 2018**

MOVED: Director Bennett

SECONDED: Director Cootes

THAT the minutes of the Board of Directors meeting held on May 23, 2018 be adopted.

CARRIED

b. **Fisheries Resource Committee Meeting – May 16, 2018**

MOVED: Director St. Jacques

SECONDED: Director Bennett

THAT the minutes of the Fisheries Resource Committee meeting held on May 16, 2018 be adopted

CARRIED

c. **West Coast Directors Committee Meeting – June 6, 2018**

MOVED: Director St. Jacques

SECONDED: Director Osborne

THAT the minutes of the West Coast Directors Committee meeting held on June 6, 2018 be adopted.

5. **PETITIONS, DELEGATIONS & PRESENTATIONS**

a. **Terry Deakin, Patty Edwards, Alberni Valley Community Stakeholder Initiative to End Homelessness regarding the accomplishments of the Committee.**

Ms. Deakin and Ms. Edwards presented the 2016 – 2026 Port Alberni Strategic Plan to House Our Community & End Homelessness and provided an overview of the Strategic Plan Priorities and activities over the past two years. The delegation requested the Regional District to consider conducting a referendum to establish a homelessness support service similar to one created by the Comox Valley Regional District.

6. **CORRESPONDENCE FOR ACTION**

7. CORRESPONDENCE FOR INFORMATION

- a. **ISLAND COASTAL ECONOMIC TRUST**
Creative, Innovation Economy Builds on Powell River’s Cultural Assets
- b. **OMBUDSPERSON**
Quarterly Report – January 1-March 31, 2018
- c. **UNION OF BRITISH COLUMBIA MUNICIPALITIES**
Alberni-Clayoquot Regional District 2018 Resolution to be presented to the UBCM Membership for Consideration at the 2018 UBCM Convention

MOVED: Director Kokura
SECONDED: Director McLeman

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. 589.**

MOVED: Director Bennett
SECONDED: Director St. Jacques

THAT the Board of Directors approve Finance Warrant Number 589 in the amount of \$1,237,762.47 dated May 31, 2018.

CARRIED

- b. **Request for Decision regarding June 27th Board of Directors Meeting – Location Change.**

MOVED: Director Kokura
SECONDED: Director St. Jacques

THAT the regular meeting of the Alberni-Clayoquot Regional District Board of Directors scheduled for 1:30 pm on June 27, 2018 be held at the Toquaht Nation Administration Building, Du Quah Conference Room, 1971 Peninsula Road, Ucluelet, BC.

CARRIED

- c. **Request for Decision regarding Bylaw A1083, Elections and Assent Voting 2018.**

MOVED: Director Cootes
SECONDED: Director McLeman

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to Bylaw A1083, Elections and Assent Voting, 2018.

CARRIED

*MOVED: Director St. Jacques
SECONDED: Director McLeman*

THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to Bylaw A1083, Elections and Assent Voting, 2018.

CARRIED

*MOVED: Director Bennett
SECONDED: Director McLeman*

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to Bylaw A1083, Elections and Assent Voting, 2018.

CARRIED

*MOVED: Director Kokura
SECONDED: Director Cote*

THAT the Alberni-Clayoquot Regional District Board of Directors adopt Bylaw No. A0183, Elections and Assent Voting, 2018.

CARRIED

d. Request for Decision regarding Memorandum of Understanding – BC Transit/Alberni-Clayoquot Regional District – West Coast Public Transit Feasibility Study.

*MOVED: Director Bennett
SECONDED: Director Osborne*

THAT the Alberni-Clayoquot Regional District Board of Directors enter into a Memorandum of Understanding with BC Transit as presented in order to undertake a public transit feasibility study on the West Coast between Ucluelet and Tofino.

CARRIED

Director McNabb left the meeting at 2:22 pm due to a conflict of interest.

e. Request for Decision regarding Vehicle Maintenance Contract.

*MOVED: Director Kokura
SECONDED: Director McLeman*

THAT this report be deferred and staff be instructed staff to bring back more details to the next Board of Directors meeting.

CARRIED

Director McNabb re-entered the meeting at 2:26 pm

f. Request for Decision regarding Termination of Orca Air – Kiosk #9 Lease – Long Beach Airport Terminal Building.

MOVED: Director Bennett

SECONDED: Director St. Jacques

THAT the Alberni-Clayoquot Regional District Board of Directors terminate the five year lease agreement with Orca Air for kiosk #9 at the Long Beach Airport terminal building.

CARRIED

g. Request for Decision regarding Kiosk #9 Lease – Long Beach Airport Terminal Building.

MOVED: Director Osborne

SECONDED: Director St. Jacques

THAT the West Coast Committee recommends that the Alberni-Clayoquot Regional District Board of Directors enter into a five year lease agreement for kiosk #9 at the Long Beach Airport terminal building with Pacific Coastal Air.

CARRIED

h. Request for Decision regarding Long Beach Airport Lease Lot F – Tofino Air Hangar Lease – Renewal.

MOVED: Director Kokura

SECONDED: Director St. Jacques

THAT the Board of Directors enter into a one year lease agreement with Tofino Air at the Long Beach Airport, commencing August 1, 2018 and expiring July 31, 2019 with an annual rent of \$6,333.43 plus applicable taxes and the option to renew for two additional one year terms.

CARRIED

i. Request for Decision regarding Long Beach Airport Lot A – Atleo Air Hangar – Renewal.

MOVED: Director Osborne

SECONDED: Director Bennett

THAT the Alberni-Clayoquot Board of Directors approve to renew Atleo Air's Hangar lease at the Long Beach Airport for a 3 year term commencing August 1, 2018 and ending July 31, 2021 at a rate of \$5,033.28 plus applicable taxes with increases based on the prior year's BC CPI increases.

CARRIED

j. Request for Decision regarding Long Beach Airport Lease Lot 165 – Ocean Network Canada – Renewal.

MOVED: Director St. Jacques

SECONDED: Director Bennett

THAT the Alberni-Clayoquot Regional District Board of Directors agree to enter in a lease agreement with Oceans Network Canada for a 3 year term commencing July 1, 2018 and ending May 31, 2021 at the rate of \$3,647.28 per year plus applicable taxes, to occupy a portion of land at the Long Beach Airport for the purpose of operation of a High Frequency Radar system to monitor the adjacent ocean surface currents and Tsunami detection.

CARRIED

k. Request for Decision regarding Long Beach Airport (CYAZ) Airport Operations and Staffing.

MOVED: Director Osborne

SECONDED: Director Johnsen

THAT the Alberni-Clayoquot Regional District Board of Directors instruct staff to add an additional full time employee to the Long Beach Airport.

CARRIED

MOVED: Director St. Jacques

SECONDED: Director McNabb

THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to prepare options for increasing the requisition limit for the Long Beach Airport.

CARRIED

l. Request for Decision regarding Composting of Tofino & Ahousaht Liquid Waste Treatment Plant Bio-solids.

MOVED: Director Bennett

SECONDED: Director Osborne

THAT the Alberni-Clayoquot Regional District Board of Directors support that staff continue discussions with both the District of Tofino and the Ahousaht First Nation regarding the possible composting of bio-solids from each of their new waste water treatment plants as part of the future ACRD regional organics diversion program.

CARRIED

n. Request for Decision regarding Cougar Smith Bike Park Maintenance.

MOVED: Director Cote

SECONDED: Director St. Jacques

THAT the Board of Directors direct staff to enter into a maintenance agreement for bike skills section of Cougar Smith Park with Dylan King not to exceed \$6000, inclusive of material and labour.

CARRIED

o. Request for Decision regarding Rogers Communications – Proposal for Cellular Tower at West Coast Landfill.

MOVED: Director Bennett

SECONDED: Director Kokura

THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to enter into initial discussions with Rogers Communications regarding the proposed construction of a cellular tower at the West Coast Landfill.

CARRIED

p. Request for Decision regarding Salmon Beach Administration Building & Carport Demolition.

MOVED: Director Bennett

SECONDED: Director Osborne

THAT the Board of Directors direct staff to award the Salmon Beach Administration Building and Carport Demolition contract to J. Robbins Construction Ltd for \$21,750.00 plus GST inclusive of labour, equipment, materials and tipping fees.

CARRIED

9. PLANNING MATTERS

**a. DVE18008, MCCARTHY, 6390 KAREN PLACE (BEAVER CREEK)
Development Variance Application – Report**

MOVED: Director McNabb

SECONDED: Director Cote

THAT the Board of Directors is, at this time, disposed to deny this application and prior to doing so, the Board wishes to offer the applicants the opportunity to present their own case as to why this matter should not be denied.

CARRIED

b. RE18005, CHARLESWORTH, 8088 CAMERON ROAD (BEAVER CREEK)

Rezoning Application – Report and Bylaws P1375 and P1376

MOVED: Director McNabb

SECONDED: Director Wyton

THAT Beaver Creek Official Community Plan Amendment Bylaw P1375 be read a first time.

CARRIED

MOVED: Director McNabb

SECONDED: Director Kokura

THAT Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw P1376 be read a first time.

CARRIED

MOVED: Director McNabb

SECONDED: Director Cote

THAT the public hearing for Bylaws P1375 and P1376 be delegated to the Director for Electoral Area 'E', the Alternate Director or the Chairperson of the Regional District.

CARRIED

MOVED: Director McNabb

SECONDED: Director Banton

THAT the Board of Directors confirm that adoption of Bylaws P1375 and P1376 is subject to:

Confirmation from a Registered On-Site Wastewater Practitioner that the proposed lot is capable of accommodating on-site sewage disposal to a minimum 2 acre density; and

Meeting technical referral agency requirements.

CARRIED

c. SHORT TERM VACATION RENTAL UPDATE
Memorandum

MOVED: Director Bennett
SECONDED: Director Banton

THAT the Board of Directors receive the memorandum.

CARRIED

d. AHOUSAHT CEMETERY APPLICATION
Memorandum

MOVED: Director Bennett
SECONDED: Director St. Jacques

THAT the Board of Directors receive the memorandum.

CARRIED

e. CANNABIS REGULATIONS
Request for Decision

MOVED: Director McNabb
SECONDED: Director Ruttan

THAT the Board of Directors direct staff to develop a policy for reviewing cannabis retail referrals from the Liquor Control and Licensing Branch which would set out criteria the Board would use in assessing cannabis retail referrals, including public input.

CARRIED

MOVED: Director McNabb
SECONDED: Director Kokura

THAT the Board of Directors direct staff to prepare a zoning bylaw amendment to regulate cannabis production.

CARRIED

10. REPORTS

10.1 STAFF REPORTS

a. Building Inspectors Report – May 2018

MOVED: Director Kokura

SECONDED: Director McLeman

THAT this report be received.

CARRIED

10.2 COMMITTEE REPORTS

a. 2018 Advisory Planning Commission Appointments - Bamfield

MOVED: Director Wyton

SECONDED: Director Bennett

THAT the following individual be appointed to the Bamfield Advisory Planning Commission for a 23-month term: Kevin McAughtrie.

CARRIED

10.3 OTHER REPORTS

a. BC Transit Forum – June 4-7, 2018 – J. McNabb/P. Cote (Verbal)

Director McNabb reported on the forum. He attending sessions respecting custom transit services and BC Transit's long-term plan for vehicles and infrastructure for those vehicles.

Director Cote reported on attendance at the BC Transit workshop. Several topics were covered including climate change and how it will affect transit.

b. Other Report – Sproat Lake Water Quality

Director Cote reported she has been getting complaints from Sproat Lake residents concerning their water quality. Director Cote contacted the Ministry of Environment, Department of Fisheries and Oceans and Island Health. She is waiting for more information from Island Health.

MOVED: Director Kokura

SECONDED: Director McLeman

THAT this verbal report be received.

CARRIED

11. UNFINISHED BUSINESS

12. LATE BUSINESS

13. QUESTION PERIOD

14. RECESS

Director Cootes left the meeting at 4:05 pm.

MOVED: Director Osborne
SECONDED: Director St. Jacques

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

CARRIED

15. RECONVENE

The meeting was recessed at 4:07 pm

The meeting was reconvened at 4:12 pm

16. IN-CAMERA

MOVED: Director Osborne
SECONDED: Director Cote

THAT the meeting be closed to the public as per the Community Charter section:

- 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) (n) The consideration of whether a regional district meeting should be closed under a provision of this subsection or subsection (2);*
- iv. 90 (1) (g) Litigation or potential litigation affecting the regional district;*
- v. 90 (1) (f) Law enforcement, if the board considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;*
- vi: 90 (1) (i) The receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.*

CARRIED

The meeting was closed to the public at 4:12 pm.

The meeting was re-opened to the public at 5:01 pm.

17. RECOMMENDATIONS TO THE BOARD FROM IN-CAMERA

18. ADJOURN

MOVED: Director Cote

SECONDED: Director Osborne

THAT this meeting be adjourned at 5:01 pm

CARRIED

Certified Correct:

John Jack,
Chairperson

Wendy Thomson,
Manager of Administrative Services