



Alberni-Clayoquot Regional District

MINUTES OF THE BOARD OF DIRECTORS MEETING

HELD ON WEDNESDAY, JUNE 27, 2018, 1:30 PM

Du Quah Conference Room, Toquaht Nation Administration Building,
1971 Peninsula Road, Ucluelet, BC

DIRECTORS

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

PRESENT:

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)

Ron Paulson, Councillor, City of Port Alberni (Alternate)

Jack McLeman, Councillor, City of Port Alberni

Alan McCarthy, Member of Legislature, Yuułuꞑiꞑath Government

Dianne St. Jacques, Mayor, District of Ucluelet

Wilfred Cootes, Councillor, Uchucklesaht Tribe Government

Kirsten Johnsen, Member of Council, Toquaht Nation

REGRETS:

Mike Ruttan, Mayor, City of Port Alberni

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

STAFF PRESENT:

Douglas Holmes, Chief Administrative Officer

Teri Fong, Manager of Finance

Mike Irg, Manager of Planning and Development

Rob Williams, General Manager of Environmental Services

Wendy Thomson, Manager of Administrative Services

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 Yuułuꞑiꞑath Government Traditional Territories.

2. APPROVAL OF AGENDA

MOVED: Director McNabb

SECONDED: Director Banton

THAT the agenda be approved as circulated.

CARRIED

3. DECLARATIONS

Director Banton & Paulson declared a conflict with respect to item 8 (c) on the agenda, Request for Decision – Alberni Valley Bulldogs Sponsorship.

4. ADOPTION OF MINUTES

a. Board of Directors Meeting – June 13, 2018

MOVED: Director St. Jacques

SECONDED: Director McNabb

THAT the minutes of the Board of Directors meeting held on June 13, 2018 be adopted.

CARRIED

b. Alberni Valley & Bamfield Services Committee Meeting – June 20, 2018

MOVED: Director McNabb

SECONDED: Director Kokura

THAT the minutes of the Alberni Valley and Bamfield Services Committee meeting held on June 20, 2018 be adopted.

CARRIED

c. Electoral Area Directors Committee Meeting – June 21, 2018

MOVED: Director Banton

SECONDED: Director Bennett

THAT the minutes of the Electoral Area Directors Committee meeting held on June 21, 2018 be adopted.

CARRIED

5. PETITIONS, DELEGATIONS & PRESENTATIONS

- a. Ursula Banke, Community Liaison, Island Work Transitions Inc. & Interim Volunteer Coordinator for West Coast Seniors Hub, Abby Fortune, Parks & Recreation Director, District of Ucluelet, Margaret Morrison, Executive Director, Westcoast Community Resources Society – Request for Special Events Funding Support for Westcoast Community**

Resources Society for the West Coast Seniors Hub Intercommunity Event for Seniors.

Ms. Fortune provided a presentation on the Age Friendly Action Plan and the establishment of a seniors hub on the West Coast. Ms. Morrison provided an overview of the West Coast Community Resources Society and their work to create a database for seniors. The Society will be hosting a forum in the fall on the west coast to gather feedback from seniors. Ms. Banke, facilitator for the West Coast Seniors Hub Working Group provided an overview of the fall forum. The delegation requested the ACRD Board of Directors to provide a letter of support for their Age Friendly initiative and funding towards the fall forum.

MOVED: Director Bennett

SECONDED: Director Banton

THAT the Alberni-Clayoquot Regional District Board of Directors forward a letter supporting the West Coast Senior's Hub age friendly initiatives on the West Coast.

CARRIED

6. CORRESPONDENCE FOR ACTION

- a. **Correspondence dated June 7, 2018 from Island Work Transitions on behalf of West Coast Community Resources Society regarding request for Special Events Funding to Help with the Cost of Hosting the 2018 Fall Forum for Seniors.**

MOVED: Director McNabb

SECONDED: Director Banton

THAT the Alberni-Clayoquot Regional District Board of Directors award \$2,000.00 through the ACRD's Special Events fund to the West Coast Community Resources Society.

CARRIED

Director St. Jacques left the meeting at 1:53 pm.

- b. **Correspondence dated June 2018 from the Honourable Selina Robinson, Minister of Municipal Affairs & Housing regarding request a meeting at UBCM with the Minister & Correspondence dated June 2018 from the Honourable John Horgan, Premier regarding the procedure to request a meeting at UBCM with the Premier or Ministers.**

MOVED: Director Cote
SECONDED: Director Wyton

THAT the Alberni-Clayoquot Regional District instruct staff to request a meeting with the Minister of Municipal Affairs and Housing at the UBCM Convention to discuss affordable housing.

CARRIED

The Board identified the following meeting requests with Ministers at UBCM. Staff will coordinate meeting requests with the municipalities and come back to the next Board meeting with a list of requests and topics:

- Meeting with Minister of Transportation – Highway to Port Alberni and the junction – Follow-up on promises that were made.
- Minister of Fisheries & Agriculture – Staffing support for fisheries issues on the west coast.
- Minister of Forests – Log Exploration

7. CORRESPONDENCE FOR INFORMATION

- a. **FISHERIES AND OCEANS CANADA**
External Review of the Critical Habitat (Section 7) of the Draft *Species at Risk Act Amended Recovery Strategy for the Northern and Southern Resident Killer Whales in Canada*.
- b. **MARILYNN AND TERRY NEWSTED**
Copy of Letter sent to Premier Horgan regarding Rail Service on Vancouver Island
- c. **ICET**
Planning Process Launched for Discovery Islands Marine Trail Development
- d. **MINISTRY OF FORESTS, LANDS, NATURAL RESOURCE OPERATIONS AND RURAL DEVELOPMENT**
Hucuktliis Lake Adopted as Official Place Name Replacing Name “Henderson Lake”

MOVED: Director Kokura
SECONDED: Director McNabb

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

CARRIED

8. REQUEST FOR DECISIONS & BYLAWS

- a. **Request for Decision regarding Plan H: Creating Healthy Spaces Grant.**

MOVED: Director Wyton

SECONDED: Director Kokura

THAT the Alberni-Clayoquot Regional District Board of Directors apply for funding on behalf of the Air Quality Society to the Plan H: Creating Healthy Spaces Grant in the amount of \$5,000.00 towards the creation of an air shed management strategy for the Alberni Valley.

CARRIED

b. Request for Decision regarding Fire Protection Services Agreement – District of Ucluelet.

MOVED: Director Bennett

SECONDED: Director McNabb

THAT the Alberni-Clayoquot Regional District Board of Directors enter into a Fire Protection Services Agreement with the District of Ucluelet for the Ucluelet Volunteer Fire Department to provide structural firefighting to the Long Beach Airport for a fee of \$10.00 for a ten year term.

CARRIED

Director Banton and Paulsen left the meeting at 2:16 pm due to a conflict of interest.

c. Request for Decision regarding 2018/19 Alberni Valley Bulldogs Partnership Program.

MOVED: Director McNabb

SECONDED: Director McLeman

THAT the Alberni-Clayoquot Regional District Board of Directors approve the 2018/2019 partnership program with the Alberni Valley Bulldogs as presented in the amount of \$25,000.00 plus applicable taxes.

CARRIED

Director Banton and Paulsen re-entered the meeting at 2:17 pm.

d. Request for Decision regarding 2017 Statement of Financial Information.

MOVED: Director Bennett

SECONDED: Director McLeman

THAT the Board of Directors approve the Alberni-Clayoquot Regional District 2017 Statement of Financial Information (SOFI) including all of the statements and schedules.

CARRIED

Director Cootes left the meeting at 2:21 pm

e. Request for Decision regarding Public Transit Study for the Alberni Valley Electoral Areas & New Taxi Saver Program.

MOVED: Director McNabb

SECONDED: Director Banton

THAT the Alberni Valley & Bamfield Services Committee recommend that the Alberni-Clayoquot Regional District Board of Directors instruct staff to work with BC Transit on a transit service options feasibility study for the Alberni Valley Electoral Areas, as well as potentially increasing the taxi supplement program and or the creation of a new taxi saver program for the custom transit function.

AS AMENDED CARRIED

f. Request for Decision regarding Data Sharing Agreement with Integrated Cadastral Information Society (ICI Society) to Retain Access to Utilities Mapping.

MOVED: Director Bennett

SECONDED: Director McNabb

THAT the Board of Directors authorizes signature of the addendum agreement with ICI Society in order to retain access to utility mapping as presented.

CARRIED

g. Request for Decision regarding Cannabis Regulations – Letter to Minister of Health.

MOVED: Director Bennett

SECONDED: Director Banton

THAT the ACRD Board of Directors write a letter to the Federal Minister of Health, with copies to the local MP, MLA, and Provincial Minister of Municipal Affairs and Housing, requesting a change in legislation for designated production licenses for medical cannabis. The Alberni-Clayoquot Regional District request that designated production of medical cannabis, resulting in multiple licenses at one address, be considered a commercial operation and that local government bylaws regulating commercial uses apply.

CARRIED

Director Cootes re-entered the meeting at 2:31 pm.

h. Request for Decision regarding Exempt Compensation Policy.

MOVED: Director Kokura
SECONDED: Director Banton

THAT the Alberni-Clayoquot Regional District Board of Directors:
1. Rescind the 2005 Exempt Employee Vacation Policy as presented;
2. Adopt the Exempt Compensation Policy as presented with the following amendment: Section 4.0 (1) be changed to the Board of Directors will engage the consultant.

CARRIED

i. Request for Decision regarding Security Issuing Bylaw F1138, 2018.

MOVED: Director Wyton
SECONDED: Director McNabb

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to the bylaw cited as "Alberni-Clayoquot Regional District Security Issuing Bylaw No. F1138, 2018".

CARRIED

MOVED: Director Bennett
SECONDED: Director Wyton

THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to the bylaw cited as "Alberni-Clayoquot Regional District Security Issuing Bylaw No. F1138, 2018".

CARRIED

MOVED: Director Bennett
SECONDED: Director Cote

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to the bylaw cited as "Alberni-Clayoquot Regional District Security Issuing Bylaw No. F1138, 2018".

CARRIED

MOVED: Director Wyton
SECONDED: Director Bennett

THAT the Alberni-Clayoquot Regional District Board of Directors adopt bylaw cited as "Alberni-Clayoquot Regional District Security Issuing Bylaw No. F1138, 2018".

CARRIED

j. Request for Decision regarding Bylaw No. R1021-6, Garbage and Recyclable Materials Collection Amendment.

MOVED: Director McNabb
SECONDED: Director Cootes

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to the bylaw cited as "Bylaw No. R1021-6, Garbage and Recyclable Materials Collection Amendment, 2018".

CARRIED

MOVED: Director McNabb
SECONDED: Director Wyton

THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to the bylaw cited as "Bylaw No. R1021-6, Garbage and Recyclable Materials Collection Amendment, 2018".

CARRIED

MOVED: Director McNabb
SECONDED: Director Cote

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to the bylaw cited as "Bylaw No. R1021-6, Garbage and Recyclable Materials Collection Amendment, 2018".

CARRIED

MOVED: Director McNabb
SECONDED: Director Cote

THAT the Alberni-Clayoquot Regional District Board of Directors adopt the bylaw cited as "Bylaw No. R1021-6, Garbage and Recyclable Materials Collection Amendment, 2018".

CARRIED

9. PLANNING MATTERS

a. DVA18012, BRADLEY, 290 NORTH ROAD (BAMFIELD)
Development Variance Application – Report

MOVED: Director Wyton
SECONDED: Director Bennett

THAT the Board of Directors consider issuing development variance permit DVA18012, subject to neighbouring properties being notified as per Local Government Act s.499.

CARRIED

b. RA18007, CHAMBERS, 264 SEABIRD WAY (BAMFIELD)
Rezoning Application – Report and Bylaw P1379

MOVED: Director Wyton

SECONDED: Director Cote

THAT Bylaw P1379, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be read a first time.

CARRIED

MOVED: Director Wyton

SECONDED: Director Cote

THAT the public hearing for Bylaw P1379 be delegated to the Director for Electoral Area 'A', the Alternate Director or the Chairperson of the Regional District.

CARRIED

MOVED: Director Wyton

SECONDED: Director Cote

THAT the Board of Directors confirm that adoption of Bylaw P1379 is subject to:

Confirmation from a Registered On-Site Wastewater Practitioner that an on-site sewage disposal system can be designed and installed to meet the sewerage regulations of the proposed development.

Review by Environmental Services staff to ensure that the Bamfield Water System can accommodate the additional density on the property.

Meeting technical referral agency requirements.

Confirmation that are two suitable building sites on the property.

CARRIED

c. DVD18009, THOMSEN, 5625 SILVERSPoon ROAD (SPROAT LAKE)
Development Variance Application – Report

MOVED: Director Cote

SECONDED: Director Kokura

THAT the Board of Directors consider issuing development variance permit DVD18009, subject to neighbouring properties being notified as per Local Government Act s.499.

CARRIED

- d. DVD18010, EVANS, 10884 LAKESHORE ROAD (SPROAT LAKE)**
Development Variance Application – Report

MOVED: Director Cote
SECONDED: Director McNabb

THAT the this application be deferred to the next meeting.

CARRIED

- e. DVD18011, DAILEY, 9195 FABER ROAD (SPROAT LAKE)**
Development Variance Application – Report

MOVED: Director Cote
SECONDED: Director McNabb

THAT the Board of Directors consider issuing development variance permit DVD18011, subject to neighbouring properties being notified as per Local Government Act s.499.

CARRIED

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

MOVED: Director McNabb
SECONDED: Director Cote

THAT the Board of Directors consider issuing development variance permit DVD18013, subject to neighbouring properties being notified as per Local Government Act s.499.

CARRIED

- g. RE18008, CALDWELL, 6210 WALKER ROAD (BEAVER CREEK)**
Rezoning Application – Report and Bylaw P1378

MOVED: Director McNabb
SECONDED: Director Cote

THAT Bylaw P1378, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be read a first time.

CARRIED

MOVED: Director McNabb
SECONDED: Director Cote

THAT the public hearing for Bylaw P1378 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 Wyton

THAT the Board of Directors confirm that adoption of Bylaw P1378 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 0.6 acre density;

Meeting technical referral agency requirements.

CARRIED

**h. BEAVER CREEK WATER SYSTEM SERVICE AREA DCC BYLAW F1133
(BEAVER CREEK)
Request for Decision**

MOVED: Director McNabb
SECONDED: Director Wyton

THAT the Board of Directors adopt Bylaw F1133.

CARRIED

MOVED: Director McNabb
SECONDED: Director Kokura

THAT the Board of Directors direct staff to prepare an information brochure explaining how and when development cost charges will apply in the Beaver Creek Water System Service Area and advertise the changes.

CARRIED

9.2 ALL DIRECTORS

**a. MISC18009, TOFINO WILDERNESS RESORT, QUAIT BAY (LONG BEACH)
Request for Decision**

MOVED: Director Bennett
SECONDED: Director Paulsen

THAT the Board of Directors support the Tofino Wilderness Resort Liquor Primary License application for a maximum of 32 patrons.

CARRIED

10. REPORTS

10.1 STAFF REPORTS

- a. Meeting Schedule – July 2018**
- b. Financial Statement – May 31, 2018**
- c. Climate Action Revenue Incentive (CAROP) Public Report For 2017 – June 27, 2018**
- d. Forest Fire Hazard – ACRD Parks and Trails – June 27, 2018**
- e. Information Report – June 27, 2018**

MOVED: Director Bennett
SECONDED: Director McCarthy

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

CARRIED

10.2 COMMITTEE REPORTS

10.3 MEMBER REPORTS

- a. 9-1-1 Corporation – J. McNabb**
Director McNabb reported on the Board meeting held last Friday.
- b. Vancouver Island Regional Library - L. Banton**
Director Banton provided a brief update on the VIRLB.
- 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**
- 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**

Director Cootes left the meeting at 2:55 pm.

k. West Island Woodlands Advisory Group – M. Kokura (verbal)

- **June 14, 2018 Meeting**

Director Kokura reported on the June 14th meeting. The majority of the meeting was on a report on two endangered species. The report is available online.

Director Cootes re-entered the meeting at 2:56 pm.

I. Other Reports

- Vancouver Island Regional Library – May 2018
From the Board Table

MOVED: Director Cootes

SECONDED: Director Kokura

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 Kokura

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

- 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;*
- 90 (1) (i) The receipt of advice that is subject to solicitor-client privilege, including communications necessary for the purpose;*
- 90 (1) (j) Information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the 'Freedom of Information and Protection of Privacy Act';*
- 90 (2) (b) 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 federal government or both and a third party.*

CARRIED

The meeting was closed to the public at 2:58 pm.

The meeting was re-opened to the public at 3:20 pm.

15. RECOMMENDATIONS TO THE BOARD FROM IN-CAMERA

The following resolutions were reported out in open meeting:

The ACRD Board of Directors awarded the tender for the Nahmint Forest Service Road lowering at the Alberni Valley Regional Airport to Bowerman Excavating for \$384,080 plus GST.

The ACRD Board of Directors directed staff to enter into a Works Permit for the Nahmint Forest Service Road construction with the Ministry of Forests, Lands, Natural Resource Operations and Rural Development.

The Alberni-Clayoquot Regional District Board of Directors awarded the vehicle maintenance contract for 2 years commencing July 1, 2018 to Alberni Valley Chrysler.

16. ADJOURN

MOVED: Director Kokura

SECONDED: Director Cote

THAT this meeting be adjourned at 3:20 pm.

CARRIED

Certified Correct:

Josie Osborne,
Vice Chairperson

Wendy Thomson,
Manager of Administrative Services