



# Alberni-Clayoquot Regional District

## MINUTES OF THE BOARD OF DIRECTORS MEETING HELD ON WEDNESDAY, MAY 9, 2018, 1:30 PM

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

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### 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  
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  
Alex Dyer, Planner  
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 McNabb*

*SECONDED: Director Kokura*

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

- *End of Regular Meeting - Motion to go in-camera as per Section 90 1 (c) Local Government Act - Labour relations or other employee relations*
- *9.1 (c) Correspondence regarding Development Variance Application DVD18007*

- *9.1 (a) Correspondence & Amended Staff Memorandum - Temporary Use Application TUP18008*
- *10.3 Other Reports: Broadband Workshop – Director Banton*
- *10.3 Other Reports - Marine Protected Areas – Director Bennett*
- *10.3 Other Reports - Central Regional District Report – Director Bennett*

**CARRIED**

### **3. DECLARATIONS**

Chairperson Jack declared a conflict of interest with respect to Item 9.1 (a) Temporary Use Permit TUP18008.

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

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

*MOVED: Director Cootes*

*SECONDED: Director Cote*

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

**CARRIED**

#### **b. Alberni Valley & Bamfield Services Committee Meeting – May 2, 2018**

*MOVED: Director McLeman*

*SECONDED: Director McNabb*

*THAT the minutes of the Alberni Valley & Bamfield Services Committee meeting held on May 2, 2018 be adopted.*

**CARRIED**

### **5. PETITIONS, DELEGATIONS & PRESENTATIONS**

- #### **a. Lenora Lee, CPA, CA, Lead Engagement Partner, Heather Crow, CPA, CA, MPAcc, Audit Senior Manager, KPMG LLC regarding ACRD and ACRHD 2017 Draft Financial Statement Presentation.**

The Regional District's Auditors presented the draft Financial Statements and Audit Findings Report for the Alberni-Clayoquot Regional District and Regional Hospital District.

*MOVED: Director McNabb*

*SECONDED: Director Banton*

*THAT the Alberni-Clayoquot Regional District Board of Directors approve the 2017 Audited Financial Statements for the Alberni-Clayoquot Regional District presented.*

**CARRIED**

- b. Mr. Joe Hawkins, Home Owner regarding TUP 18002, 2431 Old Nanaimo Highway, Agenda Item 9.1 (e). – Not in attendance (no presentation)**
- c. Mr. Ken Spillman and Mrs. Connie Spillman, Home Owners regarding DVD 18006, 10028B Lakeshore Road, Agenda Item 9.1 (b).**

The delegation spoke to their development variance application for their garage and circulated letters of support from neighbouring properties.

**6. CORRESPONDENCE FOR ACTION**

**7. CORRESPONDENCE FOR INFORMATION**

- a. ISLAND COASTAL ECONOMIC TRUST**  
New \$1.3 M Forests Forever Exhibit Coming To Forest Discovery Centre
- b. DISTRICT OF CLEARWATER**  
Employer Health Tax
- c. ALBERNI AIR QUALITY SOCIETY**  
Community Meeting – May 14, 2018
- d. MINISTRY OF FORESTS, LANDS, NATURAL RESOURCE OPERATIONS AND RURAL DEVELOPMENT**  
Alberni Valley Regional Airport Expansion and Alberni Valley Landfill

*MOVED: Director Bennett*

*SECONDED: Director Kokura*

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

**CARRIED**

**8. REQUEST FOR DECISIONS & BYLAWS**

- a. Request for Decision regarding Finance Warrant No. 588.**

*MOVED: Director Kokura*

*SECONDED: Director St. Jacques*

*THAT the Board of Directors approve Finance Warrant Number 588 in the amount of \$1,449,969.62 dated April 30, 2018.*

**CARRIED**

**b. Request for Decision regarding BC Transit 2018-2019 Annual Operating Agreement.**

*MOVED: Director Bennett*  
*SECONDED: Director McNabb*

*To this report be referred to the Alberni Valley & Bamfield Services Committee in June 2018.*

**DEFEATED**

*MOVED: Director Banton*  
*SECONDED: Director Ruttan*

*THAT the ACRD Board of Directors approve the Annual Operating Agreement between BC Transit and the ACRD for the 2018 - 2019 fiscal year and authorize the Chairperson and Chief Administrative Officer to enter into the Agreement on behalf of the ACRD.*

**CARRIED**

**c. Request for Decision regarding Bamfield Water System Treatment Plant Parcel Tax and Prepayment Option.**

*MOVED: Director Wyton*  
*SECONDED: Director Cote*

*THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to the bylaw cited as "Bamfield Water System Treatment Plant Parcel Tax Bylaw No. F1137, 2018".*

**CARRIED**

*MOVED: Director Wyton*  
*SECONDED: Director Bennett*

*THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to the bylaw cited as "Bamfield Water System Treatment Plant Parcel Tax Bylaw No. F1137, 2018".*

**CARRIED**

*MOVED: Director Wyton*  
*SECONDED: Director Cote*

*THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to the bylaw cited as "Bamfield Water System Treatment Plant Parcel Tax Bylaw No. F1137, 2018".*

**CARRIED**

*MOVED: Director Wyton*

*SECONDED: Director Cote*

*THAT the Alberni-Clayoquot Regional District Board of Directors adopt bylaw cited as "Bamfield Water System Treatment Plant Parcel Tax Bylaw No. F1137, 2018".*

**CARRIED**

**d. Request for Decision regarding Appointment of Election Officers – 2018 Local Government Election.**

*MOVED: Director Bennett*

*SECONDED: Director Ruttan*

*THAT the Alberni-Clayoquot Regional District Board of Directors appoint Ms. Wendy Thomson to the position of Chief Election Officer and Ms. Shelli Lyle to the position of Deputy Chief Election Officer for the purposes of conducting the 2018 general local election in the electoral areas of the Alberni-Clayoquot region.*

**CARRIED**

**e. Request for Decision regarding Board Remuneration Review Policy Amendment.**

*MOVED: Director Bennett*

*SECONDED: Director Osborne*

*THAT the Alberni-Clayoquot Regional District adopt the Board Remuneration Review Policy as amended and instruct staff to commence the review process.*

**CARRIED**

**9. PLANNING MATTERS**

The Chairperson declared a conflict of interest with respect to agenda item 9 (a) and left the meeting at 2:35 pm.

The Vice-Chairperson assumed the Chair.

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

*MOVED: Director Bennett*

*SECONDED: Director Wyton*

*THAT Temporary Use Permit TUP18008 be deferred.*

**CARRIED**

Chairperson Jack re-entered the meeting at 2:41 pm and re-assumed the Chair.

- b. DVD18006, SPILLMAN, 10028 B LAKESHORE ROAD (SPROAT LAKE)**  
Development Variance Application – Memorandum and Report

*MOVED: Director Cote*

*SECONDED: Director Bennett*

*THAT the Board of Directors consider issuing development variance permit DVD18006 subject to neighbouring properties being notified as per the Local Government Act s. 499.*

**CARRIED**

Director Cote declared a conflict of interest with respect to agenda item 9. (c) due to the proximity of her property and left the meeting at 2:47 pm.

- c. DVD18007, BAILEY, 10846 TAYLOR ARM DRIVE (SPROAT LAKE)**  
Development Variance Application – Memorandum and Permit

*MOVED: Director Banton*

*SECONDED: Director Wyton*

*THAT the Board of Directors is considering denying Development Variance Application DVD18007 and prior to doing so, invite the applicant to speak.*

Director Bennett voted against the motion.

**CARRIED**

Director Cote re-entered the meeting at 3:01 pm.

- d. TUP18005, BROOME, 9290 STIRLING ARM DRIVE (SPROAT LAKE)**  
Temporary Use Permit Application – Memorandum and Permit

*MOVED: Director Cote*

*SECONDED: Director McNabb*

*THAT the Board of Directors issue Temporary Use Permit TUP18005.*

**CARRIED**

- e. TUP18002, BAUER/HAWKINS, 2431 OLD NANAIMO HIGHWAY (CHERRY CREEK)**  
Temporary Use Permit Application – Memorandum and Report

*MOVED: Director Banton*  
*SECONDED: Director Kokura*

*THAT the Board of Directors deny Temporary Use Application TUP18002.*

**CARRIED**

## **10. REPORTS**

### **10.1 STAFF REPORTS**

**a. Asset Management Implementation Coordinator Report – May 4, 2018**

**b. Building Inspector’s Report – April 2018**

*MOVED: Director McNabb*  
*SECONDED: Director Cootes*

*THAT this report be received.*

**CARRIED**

### **10.2 COMMITTEE REPORTS**

### **10.3 OTHER REPORTS**

a. Director Banton reported on his attendance at the recent Broadband Conference. He spoke to upcoming grant opportunities for communities lacking broadband connectivity. He recommended the Regional District consider striking a committee to investigate areas in the region that are lacking broadband connectivity possible grant opportunities.

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

*THAT this report be received & the ACRD Board of Directors instruct staff to prepare a report for consideration by the Board on the creation of a Broadband Committee.*

**CARRIED**

b. Director Bennett reporting on an upcoming meeting regarding marine protected areas with Joy Hillier, Department of Fisheries & Oceans, West Coast Aquatic and local government. Regional District staff are organizing the meeting with West Coast Aquatic. Directors are invited to attend.

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

*THAT the ACRD Board of Directors authorize interested Directors to attend the Marine Protected areas meeting being arranged in Port Alberni in June 2018.*

**CARRIED**

*MOVED: Director Cootes*

*SECONDED: Director St. Jacques*

*THAT the ACRD Board of Directors receive the report on the upcoming meeting on marine protected areas.*

**CARRIED**

Director Bennett reported on a conference call meeting with the Central Coast Regional District to prepare for the session at UBCM regarding participation by reserve lands for services paid for by local government.

*MOVED: Director Bennett*

*SECONDED: Director McNabb*

*THAT the verbal report on the conference call meeting be received.*

**CARRIED**

**11. UNFINISHED BUSINESS**

**12. LATE BUSINESS**

**13. QUESTION PERIOD**

**14. RECESS**

*MOVED: Director Ruttan*

*SECONDED: Director McLeman*

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

**CARRIED**

The meeting was recessed at 3:24 pm

**15. RECONVENE**

The meeting was reconvened at 3:39 pm

**16. IN-CAMERA**

*MOVED: Director Banton*

*SECONDED: Director Bennet*

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

- i. 90 (1) (c) of the Community Charter: Labour relations or other employee relations.*

**CARRIED**

The meeting was closed to the public at 3:39 pm.

The meeting was re-opened to the public at 4:01 pm.

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

**18. ADJOURN**

*MOVED: Director Osborne*

*SECONDED: Director Cote*

*THAT this meeting be adjourned at 4:01 pm*

**CARRIED**

Certified Correct:

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John Jack,  
Chairperson

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Wendy Thomson,  
Manager of Administrative Services