



Alberni-Clayoquot Regional District

MINUTES OF THE BOARD OF DIRECTORS MEETING HELD ON WEDNESDAY, SEPTEMBER 26, 2018, 1:30 PM

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) (via teleconference)
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
Mike Irg, Manager of Planning and Development
Rob Williams, General Manager of Environmental Services
Wendy Thomson, Manager of Administrative Services
Kelly Gilday, Manager of Protective Services

1. CALL TO ORDER

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

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

The Manager of Administrative Services introduced new employee Julia Martin, Administrative Assistant for the Alberni-Clayoquot Regional District.

2. APPROVAL OF AGENDA

MOVED: Director Kokura

SECONDED: Director McNabb

THAT the agenda be approved as circulated with the addition of the following late item: 9.1(a) Correspondence Received Re: TUP18012, Uher/Taylor, 1430 Port Albion Road (Long Beach)

CARRIED

3. DECLARATIONS

4. ADOPTION OF MINUTES

a. Board of Directors Meeting – August 22, 2018

MOVED: Director McNabb

SECONDED: Director Kokura

THAT the minutes of the Board of Directors meeting held on August 22, 2018 be adopted.

CARRIED

b. Salmon Beach Committee Meeting – September 13, 2018

MOVED: Director Bennett

SECONDED: Director Johnsen

THAT the minutes of the Salmon Beach Committee Meeting held on September 13, 2018 be adopted

CARRIED

c. Alberni Valley & Bamfield Services Committee Meeting – September 20, 2018

MOVED: Director McNabb

SECONDED: Director Kokura

THAT the minutes of the Alberni Valley & Bamfield Services Committee Meeting held on September 20, 2018 be adopted

CARRIED

d. Electoral Area Directors Committee Meeting – September 20, 2018

MOVED: Director Cote

SECONDED: Director Kokura

THAT the minutes of the Electoral Area Directors Committee Meeting held on September 20, 2018 be adopted

CARRIED

5. PETITIONS, DELEGATIONS & PRESENTATIONS

- a. **Chris Bird, President, Long Beach Recreation Co-op, regarding 2019 Property Tax Exemption** – Delegation sent regrets, unable to attend and present.

6. **CORRESPONDENCE FOR ACTION**

- a. **Correspondence August 28, 2018 from West Island Cable Inc. regarding a letter of support**

MOVED: Director Wyton

SECONDED: Director St. Jacques

THAT the Alberni-Clayoquot Regional District Board of Directors write a letter of support to West Island Cable Inc. for their application to Front Counter BC for the installation of submarine fiber optic cable crossing the Bamfield Inlet.

CARRIED

7. **CORRESPONDENCE FOR INFORMATION**

- a. **BC HYDRO**
BC Hydro Beautification Fund
- b. **GREEN COMMUNITIES COMMITTEE**
Level 1 Recognition
- c. **ISLAND COASTAL ECONOMIC TRUST**
ICET Elects New Board and Executive
- d. **ISLAND COASTAL ECONOMIC TRUST**
Innovative Solution to Oyster Norovirus Outbreaks in Development
- e. **ISLAND COASTAL ECONOMIC TRUST**
Planning for a New Future in Comox Valley's Agri-Food Sector
- f. **MARITIME HERITAGE SOCIETY**
Final Report pertaining to a 2017 ACRD Grant-in Aid

MOVED: Director Kokura

SECONDED: Director St. Jacques

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

CARRIED

8. **REQUEST FOR DECISIONS & BYLAWS**

- a. **Request for Decision regarding Finance Warrant No. 592**

MOVED: Director Kokura

SECONDED: Director McLeman

THAT the Board of Directors approve Finance Warrant Number 592 in the amount of \$815,465.47 dated August 31, 2018.

CARRIED

b. Request for Decision regarding Alberni Valley Golf Club & Long Beach Recreation Cooperative Tax Exemption

MOVED: Director Ruttan

SECONDED: Director McNabb

THAT the Alberni Clayoquot Regional District Board of Directors give first reading to Bylaw cited as "2019 Tax Exemption Bylaw No. F1139."

CARRIED

MOVED: Director Ruttan

SECONDED: Director St. Jacques

THAT the Alberni Clayoquot Regional District Board of Directors give second reading to Bylaw cited as "2019 Tax Exemption Bylaw No. F1139."

CARRIED

MOVED: Director Ruttan

SECONDED: Director Cote

THAT the Alberni Clayoquot Regional District Board of Directors give third reading to Bylaw cited as "2019 Tax Exemption Bylaw No. F1139."

CARRIED

MOVED: Director Ruttan

SECONDED: Director Cote

THAT the Alberni Clayoquot Regional District Board of Directors adopt Bylaw cited as "2019 Tax Exemption Bylaw No. F1139."

CARRIED

c. Request for Decision regarding Boating Safety Contribution Program Application

MOVED: Director Cote

SECONDED: Director McNabb

THAT the Alberni-Clayoquot Regional District Board of Directors approves that staff submit a funding application to Transport Canada's Boating Safety

Contribution Program (BSCP) to support the Sproat Lake Marine Patrol's activities for 2019.

CARRIED

d. Request for Decision regarding Devon Transport dba Budget Car and Truck Rentals - Kiosk#6 lease – Long Beach Airport

MOVED: Director St. Jacques

SECONDED: Director Osborne

THAT the Alberni-Clayoquot Regional District Board of Directors enter into a three (3) year lease agreement commencing October 1, 2018 with Devon Transport dba Budget Car and Truck Rental at Kiosk#6 for an office and counter for car and truck rental service and five (5) dedicated parking spots for rental vehicles for \$6,127.44 per year plus GST and CPI increases as applicable.

CARRIED

e. Request for Decision regarding Island Express Air Lease at Kiosk #7 – Long Beach Airport

MOVED: Director Johnsen

SECONDED: Director Osborne

THAT the Alberni-Clayoquot Regional District Board of Directors enter into a three (3) year lease agreement for Kiosk #7 at the Long Beach Airport terminal building with Island Express Air for \$6,720.00 per year plus GST and CPI increases.

CARRIED

f. Request for Decision regarding Alberni Valley Regional Airport Advisory Committee – Terms of Reference

MOVED: Director Ruttan

SECONDED: Director Cootes

THAT the Alberni-Clayoquot Regional District Board approve the creation of the Alberni Valley Regional Airport (AVRA) Advisory Committee and the Committee terms of reference as presented.

CARRIED

Director Banton entered the meeting at 1:43 pm.

g. Request for Decision regarding Bamfield Creek Day Beacon Navigation Aid

MOVED: Director Wyton

SECONDED: Director Kokura

THAT the ACRD Board Chair send a letter to the Canadian Coast Guard requesting that the Bamfield Creek starboard day beacon navigation aid not be permanently discontinued as this is an important marine navigation safety aid for the region.

CARRIED

h. Request for Decision regarding Alberni Valley Landfill Tenure Application

MOVED: Director McNabb

SECONDED: Director Cote

THAT the Alberni-Clayoquot Regional District Board of Directors support an application to the Ministry of Forests, Lands, Natural Resource Operations and Rural Development for an Interim License of Occupation leading to a Sponsored Crown Grant for the Alberni Valley Landfill, totaling approximately 41 hectares.

CARRIED

i. Request for Decision regarding Bamfield Transfer Station – Renewal of License of Occupation

MOVED: Director Wyton

SECONDED: Director St. Jacques

THAT the ACRD Board of Directors direct staff to enter into a License of Occupation with the province for the Bamfield Transfer Station for a ten year term.

CARRIED

j. Request for Decision regarding Municipal Ticketing Options

MOVED: Director McNabb

SECONDED: Director Cote

THAT the Board of Directors direct staff to prepare a draft sample Municipal Ticketing Options (MTI) bylaw, research which bylaws are effectively enforced through MTIs vs enforcement through the courts, and investigate other regional district MTI bylaws.

CARRIED

k. Request for Decision regarding Implementation of the Fire Safety Act

MOVED: Director McNabb

SECONDED: Director Ruttan

THAT the ACRD Board of Directors direct staff to provide a report on the anticipated costs and service delivery options of implementing the requirements of the new Fire Safety Act. (Fire Safety Inspections and Investigations)

*MOVED: Director Wyton
SECONDED: Director Johnsen*

THAT the main motion be amended to add: after the laws and regulations have been established.

DEFEATED

the main motion as presented was;

DEFEATED

*MOVED: Director Cootes
SECONDED: Director McNabb*

THAT the ACRD Board of Directors direct staff to contact the UBCM Fire Safety Act working committee and put forward the ACRD for consideration to participate in the Pilot Project, subject to the Board approving the terms of a pilot project with the Office of the Fire Commissioner.

CARRIED

*MOVED: Director Bennett
SECONDED: Director Cote*

THAT the ACRD Board of Directors request a meeting with MLA Scott Fraser to discuss this impacts on the Regional District from the new Fire Safety Act – Fire Safety Inspections & Investigations.

CARRIED

I. Request for Decision regarding October 10, 2018 Board of Directors Meeting Location

*MOVED: Director Kokura
SECONDED: Director Osborne*

THAT the location of the regular Board of Directors meeting on October 10, 2018 at 1:30 pm, be changed from the Regional District Office to the Uchucklesaht Tribe Government Office, 5251 Argyle Street, Port Alberni, BC.

CARRIED

m. Request for Decision regarding UBCM 2018 Proposed Resolutions

MOVED: Director Osborne

SECONDED: Director Kokura

THAT the Board send a letter to the Central Coast Regional District in relation to the UBCM Panel on which Chair Jack, Director Bennett and CAO Douglas Holmes participated, and in relation to UBCM Resolution B150 that was unanimously passed, both of these on the topic of "Financing Reconciliation: Solutions for Local Government" thanking them for their leadership, vision and hard work on this topic specifically, Chair Alison Sayers, Director and Chief Frank Johnson, Director Travis Hall, Director Richard Hall, Director Sam Schooner and CAO Courtney Kirk;

AND THAT the Board send a letter to thank Dwight Newman, Professor and Canada Research Chair in Indigenous Rights in Constitutional and International Law at the University of Saskatchewan College of Law and Don Lidstone, QC, Managing Partner at Lidstone & Company, Barrister and Solicitor for their expert input, support and participation in the panel presentation;

AND THAT the ACRD Board authorize its members and CAO to continue to support the efforts in relation to this initiative as part of the ACRD's commitment to Reconciliation.

CARRIED

9. PLANNING MATTERS

9.1 ELECTORAL AREA DIRECTORS ONLY

- a. TUP18012, UHER/TAYLOR, 1430 PORT ALBION ROAD (LONG BEACH)**
Temporary Use Permit Application – Memorandum and Permit

MOVED: Director Bennett

SECONDED: Director Kokura

THAT the Board of Directors issue Temporary Use Permit TUP18012.

CARRIED

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

MOVED: Director Cote

SECONDED: Director Kokura

THAT the Board of Directors consider issuing development variance permit DVD18010, subject to neighbouring properties being notified as per Local Government Act s.499.

CARRIED

- c. TUP18013, COLLINGS, 8905 FABER ROAD (SPROAT LAKE)**
Temporary Use Permit Application – Report

MOVED: Director Cote
SECONDED: Director Wyton

THAT the Regional Board consider issuing Temporary Use Permit TUP18013 subject to neighbouring properties being notified as per Local Government Act s.494.

CARRIED

- d. DVE18016, HERTER, 5470 FALLS STREET (BEAVER CREEK)**
Development Variance Application – Report

MOVED: Director McNabb
SECONDED: Director Banton

THAT the Board of Directors consider issuing development variance permit DVE18016, subject to neighbouring properties being notified as per Local Government Act s.499.

CARRIED

- e. RE18010, GRANT/COWLEY, 5628 TOMSWOOD ROAD (BEAVER CREEK)**
Rezoning Application – Report and Bylaw P1381

MOVED: Director McNabb
SECONDED: Director Banton

THAT Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw P1381 be read a first time;

CARRIED

MOVED: Director McNabb
SECONDED: Director Kokura

THAT the public hearing for Bylaw P1381 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 P1381 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;

The issuance of a development variance permit to reduce the required watercourse setback;

Meeting technical referral agency requirements.

CARRIED

- f. RC17009, SURF JUNCTION CAMPGROUND LTD, 2650 TOFINO/UCLUELET HIGHWAY (LONG BEACH)**
Rezoning Application – Memorandum and Bylaws P1365, P1366, P1367

MOVED: Director Bennett

SECONDED: Director Cote

THAT South Long Beach Official Community Plan Amendment Bylaw P1365 be adopted.

CARRIED

MOVED: Director Bennett

SECONDED: Director Cote

THAT Regional District of Alberni-Clayoquot Zoning Text Amendment Bylaw P1366 be adopted.

CARRIED

MOVED: Director Bennett

SECONDED: Director Kokura

THAT Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw P1367 be adopted.

CARRIED

9.2 ELECTORAL AREA DIRECTORS AND TOFINO

- a. RT18012, NON-MEDICAL CANNABIS PRODUCTION**
Rezoning Application – Public Hearing Report, Public Hearing Minutes and Bylaw P1380

MOVED: Director McNabb

SECONDED: Director Banton

THAT the Board of Directors receive the public hearing report.

CARRIED

MOVED: Director McNabb
SECONDED: Director Cote

THAT the Board of Directors receive the public hearing minutes.

CARRIED

MOVED: Director McNabb
SECONDED: Director Cote

THAT Regional District of Alberni-Clayoquot Zoning Text Amendment Bylaw P1380 be read a second time.

CARRIED

MOVED: Director McNabb
SECONDED: Director Cote

THAT Regional District of Alberni-Clayoquot Zoning Text Amendment Bylaw P1380 be read a third time.

CARRIED

b. RURAL PLANNING PROJECTS
Request for Decision

MOVED: Director Banton
SECONDED: Director Cote

THAT the Board of Directors endorse the Electoral Area Directors Committee recommendation to support additional staff time in 2019 to work on rural planning projects and recommend that the unused budget allocations for OCP updates, zoning bylaw update, subdivision and servicing bylaw and consultant budget from 2018 shift into the 2019 rural planning budget.

CARRIED

c. SHORT TERM VACATION RENTALS
Request for Decision and Memorandum

MOVED: Director Wyton
SECONDED: Director Cote

THAT the Board of Directors support the action plan for Short Term Vacation Rentals (STR) as presented.

CARRIED

10. REPORTS

10.1 STAFF REPORTS

- a. **Meeting Schedule – October 2018**
- b. **Activity Update Long Beach Airport & Albern Valley Regional Airport**
- c. **Industrial Land Inventory & Action Plan**
- d. **Financial Statement – August 31, 2018**

MOVED: Director Kokura

SECONDED: Director Cootes

THAT the Board receives reports a-d.

CARRIED

10.2 COMMITTEE REPORTS

10.3 OTHER REPORTS

11. UNFINISHED BUSINESS

12. LATE BUSINESS

13. QUESTION PERIOD

14. RECESS

MOVED: Director Osborne

SECONDED: Director Johnsen

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

CARRIED

The meeting was recessed at 2:49 pm

15. RE-CONVENE

The meeting was re-convened at 2:59 pm

16. IN-CAMERA

MOVED: Director Banton

SECONDED: Director Kokura

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) (f) of the Community Charter: law enforcement, if the regional district considers that disclosure could reasonably be expected to harm the conduct of an investigation under enforcement of an enactment;*
 - iv. *90 (1) (j) of the Community Charter: 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'.*

CARRIED

The meeting was closed to the public at 2:59 pm.

The meeting was re-opened to the public at 3:10 pm.

17. RECOMMENDATIONS TO THE BOARD FROM IN-CAMERA

- a. The following resolutions passed at the in-camera portion of the Board of Directors meeting were reported out in open meeting:

THAT the ACRD Board of Directors extend the term of the Lands and Resources Coordinator position for a two year term.

THAT the ACRD Board of Directors award B.A. Blackwell and Associates Ltd. the contract to provide the Community Wildfire Protection Plan Update for the ACRD for a total cost of \$49,313.00.

THAT the ACRD Board of Directors approve the re-appointment of Mike Cann as the Fire Chief of the Sproat Lake Volunteer Fire Department for another three (3) year term.

THAT the ACRD Board of Directors approve a one year (December 1, 2018 – November 30, 2019) contract extension to Sun Coast Waste Services for curbside and depot recycling collection services, as per Section 3.1 of the existing agreement.

THAT the ACRD Board award the regional organics diversion consultancy services contract to Tetra Tech for the total cost of \$65,432 (inclusive of tax) and to be funded through the ACRD's Strategic Priorities Gas Tax Grant.

THAT the ACRD Board of Directors award the Exempt Staff Compensation Review contract to Julie M. Case, Compensation Consultant as per the proposal received dated August 14, 2018.

18. ADJOURN

MOVED: *Director Osborne*

SECONDED: Director Kokura

THAT this meeting be adjourned at 3:10 pm

CARRIED

Certified Correct:



John Jack,
Chairperson



Wendy Thomson,
Manager of Administrative Services