



# Alberni-Clayoquot Regional District

## MINUTES OF THE BOARD OF DIRECTORS MEETING HELD ON WEDNESDAY, SEPTEMBER 11, 2019, 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 (via telecon)  
Bob Beckett, Director, Electoral Area "A" (Bamfield)  
Tanya Shannon, Director, Electoral Area "B" (Beaufort)  
Kel Roberts, Director, Electoral Area "C" (Long Beach)  
Penny Cote, Director, Electoral Area "D" (Sproat Lake)  
John McNabb, Director, Electoral Area "E" (Beaver Creek)  
Dianne Bodnar, Director, Electoral Area "F" (Cherry Creek)  
Sharie Minions, Mayor, City of Port Alberni  
Cindy Solda, Councillor, City of Port Alberni  
Mayco Noël, Mayor, District of Ucluelet  
Wilfred Cootes, Councillor, Uchucklesaht Tribe Government  
Kirsten Johnsen, Member of Council, Toquaht Nation

**REGRETS:** Alan McCarthy, Member of Legislature, Yuułu?iþ?ath Government

**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  
Janice Hill, Executive Assistant  
Alex Dyer, Planner

### 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 Territories.

### 2. APPROVAL OF AGENDA

*MOVED: Director Shannon*

*SECONDED: Director McNabb*

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

- 8(b) Request for Decision – West Coast Multi Use Path – Funding – revised resolution.
- 9.2(a) Correspondence regarding Zoning Text Amendment RT19009.
- 12(a) Request for a letter of support from the Agricultural Development Committee.

**CARRIED**

**3. DECLARATIONS**

**4. ADOPTION OF MINUTES**

**a. Board of Directors Meeting – August 28, 2019**

*MOVED: Director McNabb*

*SECONDED: Director Johnsen*

*THAT the minutes of the Board of Directors meeting held on August 28, 2019 be adopted.*

**CARRIED**

**b. Bamfield Water Committee Meeting – August 26, 2019**

*MOVED: Director Beckett*

*SECONDED: Director Roberts*

*THAT the minutes of the Bamfield Water Committee meeting held on August 26, 2019 be adopted.*

**CARRIED**

**c. Committee-of-the-Whole Meeting – September 4, 2019**

*MOVED: Director Solda*

*SECONDED: Director McNabb*

*THAT the minutes of the Committee-of-the-Whole meeting held on September 4, 2019 be adopted.*

**CARRIED**

**d. AV & Bamfield Services Committee Meeting – September 4, 2019**

*MOVED: Director McNabb*

*SECONDED: Director Johnsen*

*THAT the minutes of the AV & Bamfield Services Committee meeting held on September 4, 2019 be adopted.*

**CARRIED**

**5. PETITIONS, DELEGATIONS & PRESENTATIONS**

- a. **Angie (Harris) Fernandes, Director, Wild Coast Canna**  
Ms. Fernandes provided a presentation on Wild Coast Canna to formally introduce their craft cannabis project to the Board. The goals of the presentation were to start dialogue and highlight the benefits of their project and acknowledge the concerns of the community. Ms. Fernandes also provided a letter to the Board providing an overview of the project and made a request that the Board defer consideration of the proposed zoning amendments.
  
- b. **Warren Arbuckle regarding Development Variance Application DVD19002, 9588 Lakeshore Road**  
Mr. Arbuckle provided information to the Board of Directors stating why his development variance permit should not be denied.
  
- c. **Ken Sanders, President, Alberni Golf club regarding 2020 Property Tax Exemption Request**  
Mr. Sanders 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 continue to support their annual tax exemption.

**6. CORRESPONDENCE FOR ACTION**

**7. CORRESPONDENCE FOR INFORMATION**

- a. **MINISTRY OF MUNICIPAL AFFAIRS AND HOUSING**  
ICIP – Environmental Quality Program
- b. **PORT ALBERNI PORT AUTHORITY**  
Summary update of PAPA activities
- c. **DISTRICT OF SAANICH**  
UBCM Resolutions: Clean-up of Needles and Other Harm Reduction Paraphernalia
- d. **CITY OF PRINCE GEORGE**  
UBCM Resolutions: Proceeds of Crime; and Clean-up of Needles and Other Harm Reduction Paraphernalia
- e. **E-COMM**  
E-Comm Quarterly Newsletter

*MOVED: Director Cote*  
*SECONDED: Director Solda*

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

**CARRIED**

**8. REQUEST FOR DECISIONS & BYLAWS**

**a. Request for Decision regarding UBCM – Community Resiliency Investment Program, FireSmart Community Funding Grant Application**

*MOVED: Director McNabb*

*SECONDED: Director Shannon*

*THAT the Alberni Clayoquot Regional District Board of Directors apply for a grant through the Union of BC Municipalities – Community Resiliency Investment Program for FireSmart planning and activities that reduce the risk of wildfire in the Alberni Valley.*

**CARRIED**

*MOVED: Director McNabb*

*SECONDED: Director Shannon*

*THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to invite other partners to collaborate on a regional project for the Alberni Valley.*

**CARRIED**

**b. Request for Decision regarding West Coast Multi Use Path - Funding**

*MOVED: Director Noël*

*SECONDED: Director Roberts*

*THAT the Alberni Clayoquot Regional District Board of Directors direct staff to apply for a \$200,000 grant from the Island Coastal Economic Trust and to also apply for the necessary land tenure with the Province in order to support the construction of the West Coast Multi Use Path.*

**CARRIED**

*MOVED: Director Noël*

*SECONDED: Director Roberts*

*THAT the Alberni Clayoquot Regional District Board of Directors direct staff to bring funding shortfall options to the next Electoral Area Directors committee meeting, and to request funding for this project from the District of Ucluelet and the Yuułuʔiłʔatḥ Government.*

**CARRIED**

**c. Request for Decision regarding Licence to Cut – Alberni Valley Regional Airport**

*MOVED: Director Solda*  
*SECONDED: Director Cootes*

*THAT the Alberni Clayoquot Regional District Board of Directors enter into Occupant Licence to Cut L50594 and L50630 with the Ministry of Forests, Lands, and Natural Resource Operations and Rural Development in order to conduct tree clearing at the Alberni Valley Regional Airport for Obstacle Limitation Surface requirements.*

**CARRIED**

**d. Request for Decision regarding Waste Composition and Diversion in the Alberni Valley**

*MOVED: Director Beckett*  
*SECONDED: Director McNabb*

*THAT the ACRD Board of Directors receive the Alberni Valley Solid Waste Education Plan and Waste Composition Study for information.*

**CARRIED**

*MOVED: Director Beckett*  
*SECONDED: Director McNabb*

*THAT ACRD Board of Directors direct staff to investigate and report back on the feasibility of a clear bag program for the Alberni Valley and Bamfield.*

**CARRIED**

**e. Request for Decision regarding Somass Watershed Flood Mapping Project Stakeholder Committee Terms of Reference**

*MOVED: Director McNabb*  
*SECONDED: Director Cote*

*THAT the Board of Directors approve the attached terms of reference for the Somass Watershed Flood Mapping Project Stakeholder Committee.*

**CARRIED**

**f. Request for Decision regarding Bylaw E1062, West Coast Transit Service Area Establishment, 2019**

*MOVED: Director Noël*  
*SECONDED: Director Roberts*

*THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to Bylaw No. E1062, cited as West Coast Transit Service Area Establishment, 2019.*

**CARRIED**

*MOVED: Director Noël  
SECONDED: Director Roberts*

*THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to Bylaw No. E1062, cited as West Coast Transit Service Area Establishment, 2019.*

**CARRIED**

*MOVED: Director Noël  
SECONDED: Director Roberts*

*THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to Bylaw No. E1062, cited as West Coast Transit Service Area Establishment, 2019.*

**CARRIED**

*MOVED: Director Noël  
SECONDED: Director Roberts*

*THAT the Alberni-Clayoquot Regional District Board of Directors confirm that the alternative approval process will be the method used to obtain the required electorate approval from the service area.*

**CARRIED**

*MOVED: Director Johnsen  
SECONDED: Director Noël*

*THAT the Alberni-Clayoquot Regional District confirm that participating area approval is to be obtained for the entire proposed service area.*

**CARRIED**

Director Minions, Cootes, Noël and Solda left the meeting at 2:55 pm.  
Director Noël re-entered the meeting at 2:59 pm.

## **9. PLANNING MATTERS**

### **9.1 ELECTORAL AREA DIRECTORS ONLY (ALL PARTICIPANTS/UNWEIGHTED)**

#### **a. DVD19002, SCOTT & ARBUCKLE, 9598 LAKESHORE RD (SPROAT LAKE) Development Variance Permit Application – Report**

*MOVED: Director Cote*

*SECONDED: Director Beckett*

*THAT the Board of Directors deny development variance permit DVD19002.*

**DEFEATED**

*MOVED: Director McNabb*

*SECONDED: Director Beckett*

*THAT the Board of Directors consider issuing development variance permit DVD19002 subject to:*

*Neighbouring properties being notified as per Local Government Act s.499;*

*Approval of a building setback relaxation from the Ministry of Transportation;*

*And comprehensive building plans be provided by the applicant.*

**CARRIED**

Director Minions, Cootes, and Solda re-entered the meeting at 3:10 pm.

**b. DVD19007, CERMAQ CANADA LTD, 11113 CENTRAL LAKE ROAD (SPROAT LAKE)**

Development Variance Permit Application – Memorandum and Permit

*MOVED: Director Cote*

*SECONDED: Director Bodnar*

*THAT the Board of Directors issue development variance permit DVD19007.*

**CARRIED**

**c. TUP19014, HUTCHISON, 10670 TILLY ROAD (SPROAT LAKE)**

Temporary Use Permit Application – Memorandum and Permit

*MOVED: Director Cote*

*SECONDED: Director McNabb*

*THAT the Board of Directors issue Temporary Use Permit TUP19014.*

**CARRIED**

**d. DVE19009, RYDING, PARCEL B MAPLE ROAD (BEAVER CREEK)**

Development Variance Permit Application – Report

*MOVED: Director McNabb*

*SECONDED: Director Beckett*

*THAT the Board of Directors consider issuing development variance permit DVE19009, subject to:*

*Neighbouring properties being notified as per Local Government Act s.499;*

*Relaxation of the Ministry of Transportation building setback from a public right-of-way.*

**CARRIED**

**e. RE19006, KOBUS, 6455 LAMARQUE ROAD (BEAVER CREEK)**

Rezoning Application – Report and Bylaw P1398

*MOVED: Director McNabb*

*SECONDED: Director Shannon*

*THAT Bylaw P1398, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be read a first time.*

**CARRIED**

*MOVED: Director McNabb*

*SECONDED: Director Shannon*

*THAT the public hearing for Bylaw P1398 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 Shannon*

*THAT the Board of Directors confirm that adoption of Bylaw P1398 is subject to:*

*Confirmation from a Registered On-Site Wastewater Practitioner that the proposed lots are capable of accommodating on-site sewage disposal to a minimum 0.6 acre density; and*

*Meeting technical referral agency requirements.*

**CARRIED**

**9.2 ELECTORAL AREA DIRECTORS AND TOFINO**

(ALL PARTICIPANTS/UNWEIGHTED)

**a. RT19009, CANABIS REGULATION ZONING TEXT AMENDMENT**

**(ALL AREAS)**

Report and Bylaw P1399

Director Johnsen left the meeting at 3:35 pm

Director Johnsen re-entered the meeting at 3:44 pm  
Director Beckett left the meeting at 3:55 pm

*MOVED: Director Cote*  
*SECONDED: Director McNabb*

*THAT Regional District of Alberni-Clayoquot Zoning Text Amendment Bylaw P1399 be read a first time.*

**CARRIED**

*MOVED: Director Cote*  
*SECONDED: Director McNabb*

*THAT the public hearing for Bylaw P1399 be delegated to the Chairperson of the Regional District or the Chairperson of the Electoral Area Directors Committee.*

**CARRIED**

Director Beckett re-entered the meeting at 3:58 pm.

*MOVED: Director Cote*  
*SECONDED: Director McNabb*

*THAT the Board of Directors confirm that adoption of Bylaw P1399 is subject to meeting technical referral agency requirements.*

**CARRIED**

*MOVED: Director Cote*  
*SECONDED: Director Beckett*

*THAT the Board of Directors direct staff to incorporate the Bylaw P1399 zoning amendments into the draft Zoning Bylaw comprehensive update.*

**CARRIED**

*MOVED: Director Shannon*  
*SECONDED: Director Roberts*

*THAT the Board of Directors resolve that proposals for new cement-based cannabis production facilities will be considered on a case-by-case basis by rezoning application and to include a specific cannabis production zone in the draft Zoning Bylaw comprehensive update.*

**CARRIED**

*MOVED: Director Cote*  
*SECONDED: Director Beckett*

*THAT the Board of Directors direct staff to organize meetings of the area Advisory Planning Commissions to be held following first reading of the bylaw and prior to the public hearing.*

**CARRIED**

*MOVED: Director McNabb*

*SECONDED: Director Beckett*

*THAT the Board of Directors direct staff to arrange a Public Hearing for Bylaw P1399 for November 6<sup>th</sup>, 2019*

**CARRIED**

*MOVED: Director McNabb*

*SECONDED: Director Beckett*

*THAT the Board of Directors direct staff to arrange a combined meeting of the Alberni Valley Advisory Planning Commissions prior to the public hearing.*

**CARRIED**

## **10. REPORTS**

### **10.1 STAFF REPORTS**

- a. Meeting Schedule – October 2019**
- b. Building Inspectors' Report – August 2019**

*MOVED: Director Cootes*

*SECONDED: Director Beckett*

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

**CARRIED**

### **10.2 COMMITTEE REPORTS**

### **10.3 OTHER REPORTS**

## **11. UNFINISHED BUSINESS**

## **12. LATE BUSINESS**

- a. Request for a letter of support from the Agricultural Development Committee.**

*MOVED: Director Cote*

*SECONDED: Director Solda*

*THAT the Board of Directors provide a letter of support to the Minister of Agriculture for ACRD's request for Regional Designation under the Provincial Meat Inspection Regulations.*

**CARRIED**

Director Noël and Director Minions left the meeting at 4:22 pm.

**13. QUESTION PERIOD**

**14. RECESS**

*MOVED: Director Cote  
SECONDED: Director McNabb*

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

**CARRIED**

The meeting was recessed at 4:22 pm.

**15. RECONVENE**

The meeting was reconvened at 4:27 pm.

Director Beckett left the meeting 4:27 pm.

**16. IN-CAMERA**

*MOVED: Director Solda  
SECONDED: Director McNabb*

*THAT the meeting be closed to the public as per the Community Charter, sections:*

- i. 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;*
- ii. 90 (1) (k): 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 committee, could reasonably be expected to harm the interests of the regional district if they were held in public.*

**CARRIED**

The meeting was closed to the public at 4:28 pm.

The meeting was re-opened to the public at 4:43 pm.

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

The following decisions from the in-camera portion of the Board of Directors meeting were reported out in open meeting:

**West Coast Organics Pilot Project**

*THAT the ACRD Board of Directors authorize the CAO to award and negotiate the terms of the West Coast Organics Pilot Project contract with Tofino Urban Farms Co.; full costs to be recovered under the Strategic Priorities Fund.*

**18. ADJOURN**

*MOVED: Director McNabb*

*SECONDED: Director Shannon*

*THAT this meeting be adjourned at 4:43 pm.*

**CARRIED**

Certified Correct:



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John Jack,  
Chairperson



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Wendy Thomson,  
Manager of Administrative Services