



# Alberni-Clayoquot Regional District

## MINUTES OF THE BOARD OF DIRECTORS MEETING HELD ON WEDNESDAY, AUGUST 26, 2020, 1:30 PM

Due to COVID-19 pandemic, meeting conducted via Zoom video/phone conferencing

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### **DIRECTORS**

#### **PRESENT:**

John Jack, Chairperson, Councillor, Huu-ay-aht First Nation  
Josie Osborne, Vice-Chairperson, Mayor, District of Tofino  
Bob Beckett, Director, Electoral Area "A" (Bamfield)  
Sarah Rymer, Alternate 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  
Debbie Haggard, Councillor, City of Port Alberni  
Rachelle Cole, Councillor, District of Ucluelet  
Wilfred Cootes, Councillor, Uchucklesaht Tribe Government  
Kirsten Johnsen, Member of Council, Toquaht Nation

#### **REGRETS:**

Tanya Shannon, Director, Electoral Area "B" (Beaufort)  
Alan McCarthy, Member of Legislature, Yuułuʔiłʔatḥ Government

#### **STAFF PRESENT:**

Douglas Holmes, Chief Administrative Officer  
Teri Fong, Chief Financial Officer  
Alex Dyer, Acting General Manager of Planning and Development  
Wendy Thomson, General Manager of Administrative Services  
Heather Zenner, Protective Services Manager  
Charlie Starratt, Regional Fire Services Manager  
Jenny Brunn, Interim General Manager of Community Services  
Janice Hill, Executive Assistant  
Jodie Frank, Organics Diversion Coordinator

The meeting can be viewed on the Alberni-Clayoquot Regional District website at  
<https://www.acrd.bc.ca/events/26-8-2020/>

### **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 throughout the Nuu-chah-nulth territories.

**2. APPROVAL OF AGENDA**

*MOVED: Director McNabb*

*SECONDED: Director Cole*

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

- *Section 9.1 (c) - Added Material, Correspondence (2 items) - TUP19018, BRAIDEN, 8467 BOTHWELL ROAD (SPROAT LAKE)*
- *Section 9.1 (d) – Added Material, Correspondence - TUP19020, CURTIS, 8279 DICKSON DRIVE (SPROAT LAKE)*

**CARRIED**

**3. DECLARATIONS**

Chairperson Jack declared a conflict of interest respecting agenda item 8. (b) Request for Decision: Proposed Transfer of Tree Farm License 44.

Director Cote and Director Bodnar declared a conflict of interest respecting agenda item 5. (d) Delegation - Helen MacPhail Sims, Sims Associates regarding Rezoning Application RD19010, Beauty Island.

Director Minions declared a conflict of interest respecting agenda item 9.1 (c) Temporary Use Permit Application, 8467 Bothwell Road.

**4. ADOPTION OF MINUTES**

**a. Board of Directors Meeting – July 22, 2020**

*MOVED: Director Beckett*

*SECONDED: Director McNabb*

*THAT the minutes of the Board of Directors Meeting held on July 22, 2020 be adopted.*

**CARRIED**

**b. COVID-19 Community Recovery Team (CRT) Meeting – July 21, 2020**

*MOVED: Director Beckett*

*SECONDED: Director Johnsen*

*THAT the minutes of the CRT meeting held on July 21, 2020 be adopted.*

**CARRIED**

**c. Alberni Valley Regional Airport (AVRA) Advisory Committee Meeting – July 23, 2020**

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

*THAT the minutes of the AVRA Advisory Committee meeting held on July 23, 2020 be adopted.*

**CARRIED**

**d. Alberni Valley & Bamfield Services Committee Meeting – August 11, 2020**

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

*THAT the minutes of the Alberni Valley and Bamfield Services Committee meeting held on August 11, 2020 be adopted.*

**CARRIED**

**5. PETITIONS, DELEGATIONS & PRESENTATIONS**

**a. Sgt. Peter Dionne, Operations Support NCO, Port Alberni Detachment, RCMP regarding the Port Alberni RCMP Report for April – June 2020**

Staff Sgt. Dionne provided an overview of the Port Alberni RCMP Detachment policing report. He introduced their new office Manager, Wendy Murphy.

**b. Dan Buffett, CEO, Habitat Conservation Trust Foundation (HCTF) and Steve Kozuki, Executive Director, Forest Enhancement Society of BC (FESBC) regarding the economic, environmental and social benefits of HCTF and FESBC-funded projects.**

The delegation provided an overview of their organizations and mandate. The Habitat Conservation Trust Foundation funds conservation projects and provides education about BC's freshwater fish and wildlife. Forest Enhancement Society of BC advances environmental and resource stewardship of BC's forests. They provided an overview of their projects and education programs.

**c. Chris Donison, Executive Artistic Director, Music by the Sea, regarding update on activities.**

The delegation provided an update on activities in 2019 and during the COVID-19 pandemic. They have been conducting concerts in Bamfield and Victoria without public present and livestreaming these concerts on their website. Mr. Donison thanked the Regional District for their continued support.

Director Cote and Director Bodnar left the meeting at 2:23 pm due to a conflict of interest respecting agenda item 5. d.

**d. Helen MacPhail Sims, Sims Associates Land Surveying Ltd & Fern Road Consulting Ltd, regarding Rezoning Application RD19010, Beauty Island.**

The delegation advised they are the agents for rezoning application RD19010 and provided ownership history of Beauty Island and an overview of their rezoning application. The purpose of this application to give individual ownership to the owners of Beauty Island. The delegation requested changes to the rezoning application as per their proposal. They further requested the ACRD Board of Directors rescind first reading of Bylaws P1405 and P1406 and the applicants work with staff and send the application back to the Advisory Planning Commission.

Directors Bodnar and Cote re-entered the meeting at 2:33 pm.

**6. CORRESPONDENCE FOR ACTION**

**a. Correspondence August 20, 2020 from City of Port Alberni regarding establishing a bus route to East Vancouver Island**

*MOVED: Director Minions*

*SECONDED: Director Beckett*

*THAT the Alberni-Clayoquot Regional District (ACRD) Board of Directors refer the request from the City of Port Alberni regarding exploring next steps in establishing a bus route to East Vancouver Island for consideration at the ACRD Board Strategic Planning Session in September 2020.*

**CARRIED**

**7. CORRESPONDENCE FOR INFORMATION**

- a. ISLAND COASTAL ECONOMIC TRUST**  
Arts & Tourism Projects to Receive Latest Small Capital Restart Funding
- b. ISLAND COASTAL ECONOMIC TRUST**  
Powell River Receives Funding for Property Analysis and Attraction Campaign
- c. ISLAND COASTAL ECONOMIC TRUST**  
Sechelt Downtown Improvements to Spur Economic Vitality
- d. CITY OF FORT ST JOHN**  
BC Utilities Commission's decision on the approval of BC Hydro's application to amend the net metering service rate.
- e. SUNSHINE COAST REGIONAL DISTRICT**  
Police Based Victim Services
- f. MINISTRY OF AGRICULTURE**  
Consumers, producers to benefit from new oversight for BC meat inspection

*MOVED: Director Beckett*

*SECONDED: Director Roberts*

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

**CARRIED**

## **8. REQUEST FOR DECISIONS & BYLAWS**

### **a. Request for Decision regarding ACRD Board and Committee Meetings & Public Participation during the COVID-19 Pandemic**

*MOVED: Director Cote*

*SECONDED: Director Johnsen*

*THAT in accordance with Ministerial Order M192, to protect the health and safety of staff, elected officials and the public and to adhere to the requirements of the Public Health Act, Alberni-Clayoquot Regional District (ACRD) Board and Committee meetings continue to be held via Zoom video conferencing during the COVID-19 pandemic; and*

*THAT in the interest of openness, accountability and transparency, ACRD Board and Committee meetings continue to be livestreamed on the ACRD Website and the public continue to be given an opportunity to present to the Board as a delegation or to submit input respecting an agenda item by emailing [responses@acrd.bc.ca](mailto:responses@acrd.bc.ca); and,*

*THAT Regional District staff be instructed to investigate using Zoom webinar or other electronic means for increased public participation in ACRD Zoom meetings and investigate options for in-person or hybrid ACRD Committee meetings.*

**CARRIED**

The Chairperson left the meeting at 3:03 pm due to a conflict of interest with respect the agenda item 8. b.

Director Osborne assumed the Chair.

### **b. Request for Decision regarding Proposed Transfer of Tree Farm License 44**

*MOVED: Director Beckett*

*SECONDED: Director Johnsen*

*THAT the ACRD Board of Directors defer this until the September 9, 2020 Board of Directors meeting.*

**CARRIED**

Director Jack re-entered the meeting at 3:08 pm and re-assumed the Chair.

**c. Request for Decision regarding Emergency Medical Responder Medical Oversight for Bamfield Volunteer Fire Department - Iridia Medical Inc.**

*MOVED: Director Beckett*

*SECONDED: Director McNabb*

*THAT the Alberni-Clayoquot Regional District Board of Directors enter into an agreement for the provision of Emergency Medical Responder Medical Direction to the Bamfield Volunteer Fire Department with Iridia Medical Inc.*

**CARRIED**

**d. Request for Decision regarding Fire Protection Services Agreement – Hupacasath First Nation and Sproat Lake Volunteer Fire Department**

*MOVED: Director Cote*

*SECONDED: Director McNabb*

*THAT the Alberni-Clayoquot Regional District Board of Directors authorize the Chief Administrative Officer to enter into an interim Fire Protection Services Agreement, until December 31, 2020, with the Hupacasath First Nation, allowing the Sproat Lake Volunteer Fire Department to provide structural fire protection services to Kleekhoot Indian Reservation No. 2, with any long term changes to the agreement being brought back to the ACRD Board of Directors.*

**CARRIED**

**e. Request for Decision regarding Sproat Lake Volunteer Fire Department - Great Central Lake Dry Fire Hydrant Contract**

*MOVED: Director Cote*

*SECONDED: Director Roberts*

*THAT the Alberni-Clayoquot Regional District Board of Directors award the contract for the placement of the Sproat Lake Volunteer Fire Department - Great Central Lake Dry Fire Hydrant to Great Central Holdings Ltd. for the quoted price of \$1.00.*

**CARRIED**

**f. Request for Decision regarding AVRA – Lease renewal – Northern Lights Aviation Ltd.**

*MOVED: Director Cote*

*SECONDED: Director Rymer*

*THAT the ACRD Board of Directors renew the Northern Lights Aviation Ltd. lease at the Alberni Valley Regional Airport for a (3) three-year term commencing September 1st, 2020 and ending August 31st, 2023 at a rate of \$1613.00 per year plus applicable taxes and yearly BC CPI increases, with the option to renew for (2) two more (3) year terms.*

**CARRIED**

**g. Request for Decision regarding Amendment to Lease Lot # 16 Alberni Valley Regional Airport**

*MOVED: Director Cote*

*SECONDED: Director Haggard*

*THAT the ACRD Board of Directors approve entering into a (3) three-year lease agreement with SRM Restorations for lot # 16 at the Alberni Valley Regional Airport (AVRA) effective September 1st, 2020 to August 31st, 2023 at a rate of \$1529.78 per year plus applicable taxes and yearly BC CPI increases.*

**CARRIED**

**h. Request for Decision regarding City of Port Alberni Collection of 3-stream Waste Service**

*MOVED: Director Cote*

*SECONDED: Director Roberts*

*THAT the ACRD Board of Directors support Option 1 – City of Port Alberni Collection of the proposed 3-Stream (Recycling, Organics and Waste) Automated Waste Service.*

**CARRIED**

**i. Request for Decision regarding Bylaw R1033-1 Tipping fee for Mattresses at the West Coast Landfill**

*MOVED: Director Cote*

*SECONDED: Director Roberts*

*THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to Bylaw R1033-1, West Coast Landfill Tipping Fee and Regulation Amendment, 2020.*

**CARRIED**

*MOVED: Director Osborne*

*SECONDED: Director Johnsen*

*THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to Bylaw R1033-1, West Coast Landfill Tipping Fee and Regulation Amendment, 2020.*

**CARRIED**

*MOVED: Director Osborne  
SECONDED: Director Johnsen*

*THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to Bylaw R1033, West Coast Landfill Tipping Fee and Regulation Amendment, 2020.*

**CARRIED**

*MOVED: Director Osborne  
SECONDED: Director Roberts*

*THAT the Alberni-Clayoquot Regional District Board of Directors adopt Bylaw R1033-1, West Coast Landfill Tipping Fee and Regulation Amendment, 2020.*

**CARRIED**

## **9. PLANNING MATTERS**

### **9.1 ELECTORAL AREA DIRECTORS ONLY**

- a. DVD20005, COULSON, 10067 COULSON PLACE (SPROAT LAKE)**  
Development Variance Permit Application – Report

*MOVED: Director Cote  
SECONDED: Director McNabb*

*THAT the Board of Directors consider issuing development variance permit DVD20005, subject to neighbouring properties being notified as per Local Government Act s.499.*

**CARRIED**

- b. RD20004, RHODES/CARNIATO & COSS, LOT 3 CENTRAL LAKE ROAD (SPROAT LAKE)**  
Rezoning Application – Report and Bylaws P1408 and P1409

*MOVED: Director Cote  
SECONDED: Director Rymer*

*THAT Bylaw P1408 Regional District of Alberni-Clayoquot Zoning Text Amendment Bylaw be read a first time.*

**CARRIED**

*MOVED: Director Cote*  
*SECONDED: Director Rymer*

*THAT Bylaw P1409 Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be read a first time.*

**CARRIED**

*MOVED: Director Cote*  
*SECONDED: Director Rymer*

*THAT the public hearing for Bylaws P1408 and P1409 be delegated to the Director for Electoral Area 'D', the Alternate Director or the Chairperson of the Regional District.*

**CARRIED**

*MOVED: Director Cote*  
*SECONDED: Director Rymer*

*THAT the Board of Directors confirm that adoption of Bylaws P1408 and P1409 is subject to:*

*The applicant agreeing to a covenant preventing future subdivision;*

*Confirmation of adequate water for one (1) house plus four (4) cottages;*

*Confirmation of suitable sites for sewage disposal; and*

*Meeting technical referral agency requirements.*

**CARRIED**

Director Minions left the meeting at 3:40 pm due to a conflict of interest respecting agenda item 9.1 (c).

- c. TUP19018, BRAIDEN, 8467 BOTHWELL ROAD (SPROAT LAKE)**  
Temporary Use Permit Application – Memorandum and Permit  
**Late Correspondence – Submissions received respecting TUP19018**

*MOVED: Director Cote*  
*SECONDED: Director Rymer*

*THAT the Board of Directors issue Temporary Use Permit TUP19018.*

**CARRIED**

Director Minions re-entered the meeting at 3:44 pm.

- d. TUP19020, CURTIS, 8279 DICKSON DRIVE (SPROAT LAKE)**

Temporary Use Permit Application – Memorandum and Permit  
**Late Correspondence – Submissions received respecting TUP19020**

*MOVED: Director Cote*  
*SECONDED: Director Rymer*

*THAT the Board of Directors issue Temporary Use Permit TUP19020.*

**CARRIED**

- e. RE20001, ANKER, 6261 LAMARQUE ROAD (BEAVER CREEK)**  
Rezoning Application – Memorandum and Bylaw P1404

*MOVED: Director McNabb*  
*SECONDED: Director Rymer*

*THAT Bylaw P1404 Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be adopted.*

**CARRIED**

- f. RE20002, MCNAMARA & 0960271 BC LTD, 6755/6765 BEAVER CREEK ROAD (BEAVER CREEK)**  
Rezoning Application – Memorandum and Bylaw P1407

*MOVED: Director McNabb*  
*SECONDED: Director Rymer*

*THAT Bylaw P1407 Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be adopted.*

**CARRIED**

**9.2 ALL DIRECTORS**

- a. MISC20006, TOQUAHT NATION, ADDITION TO SETTLEMENT LANDS (LONG BEACH)**  
Miscellaneous Referral – Report

*MOVED: Director McNabb*  
*SECONDED: Director Osborne*

*THAT the Board of Directors direct staff to notify the Ministry of Forests, Lands, Natural Resource Operations and Rural Development that the ACRD supports Toquaht Nation's fee simple disposition for Lot A, District Lot 2219, Clayoquot District, resulting in an Addition to Treaty Settlement Lands.*

**CARRIED**

**b. MISC20007, TOQUAHT NATION, ADDITION TO SETTLEMENT LANDS  
(LONG BEACH)**

Miscellaneous Referral – Report

*MOVED: Director McNabb*

*SECONDED: Director Osborne*

*THAT the Board of Directors direct staff to notify the Ministry of Forests, Lands, Natural Resource Operations and Rural Development that the ACRD supports Toquaht Nation's fee simple transfer for PIN 153030 & 152960 (Stopper Islands, Macoah Passage), resulting in an Addition to Treaty Settlement Lands.*

**CARRIED**

**c. ACRD AGRICULTURAL PLAN IMPLEMENTATION PROJECT (ALL AREAS)**  
Progress Report 2020

*MOVED: Director Cote*

*SECONDED: Director Roberts*

*THAT the Board of Directors receive the report.*

**CARRIED**

**d. JULY 30, 2020 PROVINCIAL NEWS RELEASE – ALC FEES, SOIL REMOVAL AND  
PLACEMENT OF FILL IN THE ALR (ALL AREAS)**

Memorandum

*MOVED: Director Rymer*

*SECONDED: Director McNabb*

*THAT the Board of Directors receive the memorandum.*

**CARRIED**

## **10. REPORTS**

### **10.1 STAFF REPORTS**

- a. Meeting Schedule – September 2020
- b. Building Inspection Report – July 2020
- c. Emergency Operations Centre Update – verbal report – H. Zenner, Protective Services Manager
- d. 'Hole in the Wall' Visitor Attraction – D. Holmes, CAO
- e. Update on 3<sup>rd</sup> Ave Depot – B. Sauve, Environmental Services Coordinator
- f. Recycling App – verbal report – J. Brunn, Interim General Manager of Community Services
- g. West Coast Landfill – Financial Update and Fall Operating Hours – J. Brunn, Interim General Manager of Community Services

h. Board Strategic Priorities and Resolved Staff Actions – D. Holmes, CAO

*MOVED: Director McNabb*

*SECONDED: Director Bodnar*

*THAT the Board of Directors receives the staff reports a-h.*

**CARRIED**

## **10.2 COMMITTEE REPORTS**

### **10.3 MEMBER REPORTS**

#### **a. 9-1-1 Corporation – J. McNabb**

Director McNabb provided a brief update on the Corporation. They continue to examine different apportionment methods of the annual tax requisition allocation. Director McNabb encouraged Directors to review the documentation provided on this issue in the agenda package.

- **North Island 911 Apportionment Methods – Information Report**

#### **b. Vancouver Island Regional Library – P. Cote**

Director Cote reported that some of the larger libraries are starting to open up for walk through customers. The VIRL Board meets this Friday.

#### **c. Alberni Valley Chamber of Commerce – S. Minions – No Report**

#### **d. Air Quality Council, Port Alberni – D. Bodnar – No Report**

#### **e. West Coast Aquatic Board – J. Osborne – No Report**

#### **f. Association of Vancouver Island & Coastal Communities – P. Cote**

The AVICC Annual General Meeting will be held in conjunction with the UBCM Convention on September 22<sup>nd</sup>. Director encouraged Directors to register and attend. Port Alberni City Councillor, Cindy Solda is running again this year for the Executive. Director Cote was acclaimed first vice-president.

#### **g. Beaver Creek Water Advisory Committee – J. McNabb – No Report**

#### **h. West Island Woodlands Advisory Group – J. McNabb – No Report**

#### **i. Agricultural Development Committee – T. Shannon/P. Cote – No Report**

#### **j. Other Reports**

*MOVED: Director Cote*

*SECONDED: Director McNabb*

*THAT the Board of Directors receive the Member Reports.*

**CARRIED**

The Chairperson left the meeting at 4:32 pm.

The Vice-Chairperson Chairperson assumed the Chair.

**11. UNFINISHED BUSINESS**

**12. LATE BUSINESS**

**13. QUESTION PERIOD**

In order to provide the public with an opportunity to ask questions or provide input to the Board of Directors respecting a topic on the agenda, the Regional District set up an email address [responses@acrd.bc.ca](mailto:responses@acrd.bc.ca). The Corporate Officer reported there were no questions or comments received from the public with respect to the meeting today.

**14. RECESS**

(ALL/UNWEIGHTED)

*MOVED: Director McNabb*

*SECONDED: Director Cole*

*THAT the meeting be recessed at 4:32 pm in order to conduct the Regional Hospital District Meeting.*

**15. RECONVENE**

The meeting was re-convened at 4:38 pm.

**16. IN-CAMERA**

*MOVED: Director McNabb*

*SECONDED: Director Roberts*

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

- 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) (b): personal information about an identifiable individual who is being considered for a regional district award or honour, or who has offered to provide a gift to the regional district on condition of anonymity;*
- iii. 90 (1) (c): labour relations or other employee relations;*
- iv. 90 (1) (i): the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;*

- v. 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;
- 21 (1) (a) (ii) of FOIPPA: the head of a public body must refuse to disclose to an applicant information, that would reveal, commercial, financial, labour relations, scientific or technical information of or about a third party;
- vi. 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 the federal government or both and a third party.

**CARRIED**

The meeting was closed to the public at 4:39 pm.

The meeting was re-opened to the public at 5:26 pm.

## **17. REPORT OUT – RECOMMENDATIONS FROM IN-CAMERA**

The following resolutions passed by the Alberni-Clayoquot Regional District Board of Directors at the in-camera portion of the meeting were reported out in open meeting:

The Alberni-Clayoquot Regional District Board of Directors will forward a letter to the family of the late Kay Gordon (Soup) Campbell in memory and honour of his volunteer service and commitment to the Alberni Valley community for over 60 years.

The ACRD Board of Directors approved a 5 year (October 1, 2020 – September 30, 2025) contract renewal to Berry and Vale Contracting Ltd. for the operation of the Alberni Valley Landfill at annual cost of \$898,868.13 plus CPI in future years 2-5.

## **18. ADJOURN**

*MOVED: Director McNabb*

*SECONDED: Director Roberts*

*THAT this meeting be adjourned at 5:26 pm.*

**CARRIED**

Certified Correct:



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John Jack,  
Chairperson



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Wendy Thomson,  
General Manager of Administrative Services