



# Alberni-Clayoquot Regional District

## MINUTES OF THE BOARD OF DIRECTORS MEETING HELD ON WEDNESDAY, DECEMBER 9, 2020

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  
John McNabb, Vice-Chair, Director, Electoral Area "E" (Beaver Creek)  
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)  
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  
Tom Stere, Councillor, District of Tofino  
Wilfred Cootes, Councillor, Uchucklesaht Tribe Government
- REGRETS:** Kirsten Johnsen, Member of Council, Toquaht Nation  
Alan McCarthy, Member of Legislature, Yuułu?iŋ?ath Government
- STAFF PRESENT:** Douglas Holmes, Chief Administrative Officer  
Mike Irg, General Manager of Planning and Development  
Heather Zenner, Protective Services Manager  
Jenny Brunn, General Manager of Community Services  
Wendy Thomson, General Manager of Administrative Services  
Janice Hill, Executive Assistant

The meeting can be viewed on the Alberni-Clayoquot Regional District website at:  
<https://www.acrd.bc.ca/events/9-12-2020/>

### 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.

The Chairperson reported this meeting is being recorded and livestreamed to YouTube on the Regional District website.

### 2. **APPROVAL OF AGENDA**

*MOVED: Director McNabb*

*SECONDED: Director Cole*

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

- *8.f. Request for Decision – ACRD Open Meetings and Electronic Meetings – COVID-19 Pandemic*

**CARRIED**

### **3. DECLARATIONS**

Director Bodnar declared a conflict of interest due to a personal relationship with the applicant with respect to agenda Items 9.1(a) and 9.1 (c).

Director Cote declared a conflict of interest due to a business relationship with the applicant with respect to agenda Items 9.1(a) and 9.1 (c).

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

#### **a. Board of Directors Meeting – November 25, 2020**

*MOVED: Director Cote*

*SECONDED: Director McNabb*

*THAT the minutes of the Board of Directors meeting held on November 25, 2020 be adopted.*

**CARRIED**

#### **b. Alberni Valley Airport Advisory Committee Meeting – December 2, 2020**

*MOVED: Director Haggard*

*SECONDED: Director Cote*

*THAT the minutes of the Alberni Valley Airport Advisory Committee meeting held on December 2, 2020 be adopted as amended.*

**CARRIED**

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

- #### **a. Chris Sullivan, Director, Capital Planning & Leasing, Marie Duperreault, Director, Alberni-Clayoquot Region, Vancouver Island Health Authority, Capital Plan Update.**

Chris Sullivan provided details of the Capital prioritization process for routine capital investments for VIHA. There will be a heavy focus on primary and community care and in COVID response. The tender for the WCGH Emergency Department redevelopment is in the final steps of being prepared. We expect

more information on that project soon. The redevelopment of the Tofino General Hospital is considered a priority. Island Health has submitted it to the Ministry for prioritization. The next step is approval to proceed to concept plan.

**b. Heather Shobe, Eden Tree, Year End Update to Agricultural Support Initiatives in the Alberni Valley and Coastal Communities.**

Heather Shobe shared the Coastal Agricultural Roundtable Strategic Priority and Plan for 2020 and beyond. The plan is a working document that attempts to guide the activities of the CAR and its Coordinator for 2020. Ms. Shobe acknowledged the ACRD Board and Staff on their support for the Agricultural Support Initiatives and shared ideas to the Board for their continued support.

**c. Ursula Banke, Community Liaison/Employment Centre Coordinator, WorkBC, West Coast Local Labour Market Information Project Presentation.**

Ursula Banke provided details of the WC Local Labour Market Information Project and requested that the ACRD Board provide a letter of support for the project and share in the costs of funding the project up to \$18,000 or as much as the region can afford to share.

*MOVED: Director McNabb*

*SECONDED: Director Roberts*

*THAT the Alberni-Clayoquot Regional District Board of Directors provide a letter of support for the WC Local Labour Market Information Project.*

**CARRIED**

**6. CORRESPONDENCE FOR ACTION**

**7. CORRESPONDENCE FOR INFORMATION**

**a. ISLAND CORRIDOR FOUNDATION**

Island Corridor Foundation Works to Keep the Magic of the Holidays Alive for Nanaimo Children

**b. REGIONAL DISTRICT OF NANAIMO**

Congratulations to Chair John Jack

*MOVED: Director McNabb*

*SECONDED: Director Roberts*

*THAT the Board of Directors send a letter of congratulations to the new Chair of the RDN and request a meeting of the Chairs.*

**CARRIED**

- c. **ISLAND COASTAL ECONOMIC TRUST**  
New Small Capital Funding Projects Support Safety, Accessibility and Livestreaming  
ICET Announces New Board and Executive Members
- d. **CITY OF FORT ST. JOHN**  
UBCM Convention Schedule
- e. **BC TRANSIT**  
Business Development – BC Restart Funding Update

*MOVED: Director McNabb*

*SECONDED: Director Cote*

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

**CARRIED**

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

- a. **Request for Decision regarding 2021 ACRD Board, Committee & Financial Plan Meeting Schedule.**

*MOVED: Director Haggard*

*SECONDED: Director Bodnar*

*THAT the Alberni-Clayoquot Regional District Board of Directors approve the 2021 ACRD Board, Committee & Financial Plan meeting schedule as presented.*

**CARRIED**

- b. **Request for Decision regarding Adoption - Bylaw E1054-1, Beaver Creek Waters System Local Service Area Amendment, 2020.**

*MOVED: Director McNabb*

*SECONDED: Director Roberts*

*THAT the Alberni-Clayoquot Regional District Board of Directors adopt Bylaw E1054-1 cited as Beaver Creek Water System Local Service Area Amendment, 2020.*

**CARRIED**

- c. **Request for Decision regarding ACRD Strategic Plan.**

*MOVED: Director Cote*

*SECONDED: Director Cole*

*THAT the Alberni-Clayoquot Regional District Board of Directors approve the content of the 2021-2024 Strategic Plan as attached, amended for future tense language for our*

*vision and reference to community partners in one of strategies, and that staff be directed to provide recommended Targets for the specific strategies in the plan during the development of the 2021-2025 Financial Plan.*

**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 enter into a Fire Protection Services Agreement with the Hupacasath First Nation for the Sproat Lake Volunteer Fire Department to provide structural fire protection services to Kleekhoot Indian Reservation No. 2 for a five-year term, and authorize the Chairperson and Chief Administrative Officer to enter into the Agreement on behalf of the Regional District.*

**CARRIED**

**e. Request for Decision regarding Long Beach Electoral Area Emergency Plan.**

*MOVED: Director Roberts*

*SECONDED: Director Cole*

*THAT the Alberni Clayoquot Regional District approve the Long Beach Emergency Plan.*

**CARRIED**

**f. Late Item - Request for Decision - ACRD Open Meetings and Electronic Meetings – COVID-19 Pandemic**

*MOVED: Director Shannon*

*SECONDED: Director Cole*

THAT the Alberni-Clayoquot Regional District Board of Directors rescind the following resolution passed at the September 9, 2020 regular Board of Directors meeting:

*THAT, despite Bylaw A1075, Alberni-Clayoquot Regional District (ACRD) Board of Directors Procedures Bylaw and the Terms of Reference for ACRD Committees, authorization be given to Board and Committee Chairs and Vice-Chairs to consult with the Corporate Officer to determine the method for holding Board and Committee meetings during the COVID-19 pandemic while*

*adhering to public health order requirements and Minister Order 192 as follows:*

- *Full Zoom Meetings, or;*
- *Hybrid meetings, or;*
- *In-person meetings.*

*THAT the Alberni-Clayoquot Regional District pass the following new resolution in order to comply with the December 2, 2020 Provincial Health Officer Order on gatherings and events:*

*THAT in accordance with Ministerial Order M192 and to continue protect the health and safety of staff, elected officials and the public during the COVID-19 pandemic, all Alberni-Clayoquot Regional District (ACRD) open Board and Committee meetings be held without members of the public in attendance in person until 14<sup>th</sup> January 2021;*

*AND THAT in the interest of openness, accountability and transparency, ACRD Board and Committee meetings be conducted via Zoom videoconferencing and livestreamed on the ACRD Website and the public continue to have the opportunity to participate in the Zoom meetings via Zoom Webinar or emailing the ACRD at [responses@acrd.bc.ca](mailto:responses@acrd.bc.ca) to provide comments and/or input respecting agenda items;*

*AND FURTHER THAT in the interest of openness, accountability and transparency, ACRD public hearings be conducted via Zoom videoconferencing or other electronic means.*

**CARRIED**

Director Cote and Director Bodnar left the meeting at 3:33 pm.  
The meeting recessed at 3:33 pm.  
The meeting re-convened at 3:42 pm.

## **9. PLANNING MATTERS**

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

- a. **RD19010, FLEMING/DAY/FRECHETTE/DIROCCO/COATES & SHERWOOD, BEAUTY ISLAND (SPROAT LAKE)**  
Official Community Plan Amendment and Rezoning Application –  
Memorandum

*MOVED: Director McNabb*

*SECONDED: Director Beckett*

*THAT the Board of Directors receive the applicant's letter and leave Bylaw P1406 as presented at first reading.*

**CARRIED**

**c. RF20006, SHERWOOD, PARCEL A SHERWOOD ROAD (CHERRY CREEK)**  
Rezoning Application – Report and Bylaw P1413

*MOVED: Director Shannon*

*SECONDED: Director Roberts*

*THAT Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw P1413 be read a first time;*

**CARRIED**

*MOVED: Director Shannon*

*SECONDED: Director Roberts*

*THAT the public hearing for Bylaw P1413 be delegated to the Director or the Alternate Director for Electoral Area "F", the Chairperson of the Electoral Area Directors Committee, or the Chairperson of the Regional District;*

**CARRIED**

*MOVED: Director Shannon*

*SECONDED: Director McNabb*

*THAT the Board of Directors confirm that adoption of Bylaw P1413 is subject to:*

*Confirmation from a Registered On-site Wastewater Practitioner that the site is capable of accommodating on-site sewage disposal for industrial uses.*

*Environmental report prepared by a Registered Professional Biologist providing development recommendations to mitigate impact on the adjacent Roger Creek ravine.*

*Meeting technical referral agency requirements.*

**CARRIED**

Director Cote and Director Bodnar re-entered the meeting at 3: 53 pm.

**b. RE20011, NEUWIRTH, 6008 GRANDVIEW ROAD (BEAVER CREEK)**  
Rezoning Application – Report and Bylaw P1421

*MOVED: Director McNabb*

*SECONDED: Director Shannon*

*THAT Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw P1421 be read a first time;*

**CARRIED**

*MOVED: Director McNabb  
SECONDED: Director Roberts*

*THAT the public hearing for Bylaw P1421 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 P1421 is subject to:*

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

*Meeting technical referral agency requirements.*

**CARRIED**

## **10. REPORTS**

### **10.1 STAFF REPORTS**

- a. Emergency Operations Centre Update – verbal report – Heather Zenner**
- b. January 2021 Directors Meeting Schedule**
- c. Building Inspector's Report – November 2020**

*MOVED: Director Cole  
SECONDED: Director McNabb*

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

**CARRIED**

### **10.2 COMMITTEE REPORTS**

### **10.3 MEMBER REPORTS**

- a. 9-1-1 Corporation – J. McNabb**

Director McNabb reported that next year's budget is looking positive.

- b. Vancouver Island Regional Library – P. Cote – No Report**

**c. Alberni Valley Chamber of Commerce – S. Minions**

Director Minions reported that the Alberni Valley Chamber of Commerce has been very focused on McLean Mill right now and another initiative they have on the go now is the Better Buy Port Alberni website [www.betterbuyportalberni.ca](http://www.betterbuyportalberni.ca) which they started during the first round of COVID which is website where you can purchase a gift card from many local businesses.

**d. Air Quality Council, Port Alberni – D. Bodnar**

Director Bodnar reported that at the Air Quality Council Meeting Catalyst Paper reported that their PM 2.5 emissions have been consistently going down. She also reported there is a new committee in the valley called the Alberni Climate Action Committee which is dedicated to reducing the carbon footprint in the community. Anna Lewis may attend one of their meetings to find out more about the Committee.

**e. West Coast Aquatic Board – K. Roberts – No Report**

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

Director Cote reported that the AVICC meeting will be held this weekend.

**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**

Director Shannon reported that the Committee has extended an invite to the Honorable Josie Osborne to attend one of their meetings in the new year and there is a request for recruiting new members.

Director Cote reported that the Alberni Fall Fair won a national award from the Canadian Fair Association, an Innovation award for bringing the Fair online this year. There is work being done on an Emergency plan for Agricultural in the community and the Beaver Creek Community Hall will be doing a seed pack fund raiser in 2021.

**j. Other Reports**

*MOVED: Director Roberts*

*SECONDED: Director Shannon*

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

**CARRIED**

**11. UNFINISHED BUSINESS**

**12. LATE BUSINESS**

**13. QUESTION PERIOD**

Questions/Comments from the public attending the meeting via Zoom webinar. The Corporate Officer advised there were no questions from the public.

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**

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

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

**CARRIED**

The meeting was recessed at 4:11 pm

**15. RECONVENE**

The meeting was reconvened at 4:29 pm

**16. IN-CAMERA**

*MOVED: Director Roberts*  
*SECONDED: Director Beckett*

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

- i. 90 (1) (c) labour relations or other employee relations;*
- ii. 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: commercial, financial, labour relations, scientific or technical information of or about a third party;*
- iii. 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 board, 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 4:31 pm.

The meeting was re-opened to the public at 5:56 pm.

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

**18. ADJOURN**

*MOVED: Director McNabb*

*SECONDED: Director Beckett*

*THAT this meeting be adjourned at 5:57 pm*

**CARRIED**

Certified Correct:



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John Jack,  
Chairperson



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Wendy Thomson  
Corporate Officer