



Alberni-Clayoquot Regional District

MINUTES OF THE BOARD OF DIRECTORS MEETING

HELD ON WEDNESDAY, JULY 22, 2020, 1:30 PM

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

DIRECTORS

Josie Osborne, Vice-Chairperson, Mayor, District of Tofino

PRESENT:

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)

Pam Craig, Alternate 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

Alan McCarthy, Member of Legislature, Yuułuʔiłʔatḥ Government

Wilfred Cootes, Councillor, Uchucklesaht Tribe Government

Kirsten Johnsen, Member of Council, Toquaht Nation

REGRETS:

John Jack, Chairperson, Councillor, Huu-ay-aht First Nation

John McNabb, Director, Electoral Area "E" (Beaver Creek)

STAFF PRESENT:

Douglas Holmes, Chief Administrative Officer

Teri Fong, Chief Financial Officer

Mike Irg, General Manager of Planning and Development

Wendy Thomson, General Manager of Administrative Services

Heather Zenner, Protective Services Manager

Charlie Starratt, Regional Fire Services Coordinator

Mike Cann, Fire Chief, Sproat Lake Volunteer Fire Department

Jenny Brunn, Acting General Manager of Environmental Services

Janice Hill, Executive Assistant

The meeting can be viewed on the Alberni-Clayoquot Regional District website at

<https://www.acrd.bc.ca/events/22-7-2020/>

1. CALL TO ORDER

The Vice-Chairperson called the meeting to order at 1:30 pm.

The Vice-Chairperson recognized the meeting this afternoon is being held throughout the Nuu-chah-nulth territories.

LATE ITEM: MOMENT OF SILENCE

Mike Cann, Fire Chief of the Sproat Lake Volunteer Fire Department spoke in honour of volunteer firefighter Lieutenant Ron Suits who passed away after responding to a fire call on the evening of July 16, 2020. Lieutenant Suits was a member of the Calgary Fire Department for 27 years and served as a volunteer member on the Sproat Lake Volunteer Fire Department for the past 4 years.

The ACRD Board of Directors conducted a moment of silence in honour of Lieutenant Ron Suits.

2. APPROVAL OF AGENDA

MOVED: Director Roberts

SECONDED: Director Shannon

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

- *Moment of Silence – Lt. Ron Suits, Sproat Lake Volunteer Fire Department*
- *Section 3 - Director Bodnar, Declared Conflict of Interest respecting Agenda Item 9.1 (a) - Rezoning Application RD19010, Beauty Island*
- *Section 8 (e) - Added Material – Amended Community Works Fund Policy*
- *Section 8 (i) - Amended RFD – West Bamfield Recycling Update*
- *Section 10.1(h) – Memorandum: Sproat Lake Sweep*

CARRIED

3. DECLARATIONS

LATE ITEM: Conflict of Interest Declaration – Director Bodnar regarding 9.1 (a) Application RD19010 - Beauty Island Official Community Plan Amendment and Rezoning Application.

4. ADOPTION OF MINUTES

a. Board of Directors Meeting – June 24, 2020

MOVED: Director Roberts

SECONDED: Director Beckett

THAT the minutes of the Board of Directors meeting held on June 24, 2020 be adopted.

CARRIED

b. Electoral Area Directors Committee Meeting – June 24, 2020

MOVED: Director Roberts

SECONDED: Director Shannon

THAT the minutes of the Electoral Area Directors Committee meeting held on June 24, 2020 be adopted.

CARRIED

5. PETITIONS, DELEGATIONS & PRESENTATIONS

Director McCarthy entered the meeting at 1:47 pm.

- a. **Roger Harris, Forest Safety Council Ombudsmen regarding the Bamfield Road, his previous report, recommendations, observations/comments regarding the University of Victoria's accident investigation report and recommendations on moving this matter forward.**

Mr. Harris spoke to the accident investigation report and recommendations coming out of the report respecting the University of Victoria accident on the Bamfield Road.

- b. **Chief Councillor Robert J. Dennis, Huu-ay-aht First Nation to provide an update on the Huu-ay-ay First Nation proposal on the Bamfield Road improvements.**

Chief Dennis provided an overview of the Huu-ay-aht First Nation's (HFN) proposed safety upgrades to the Bamfield Road. In 2018 they hired Urban Systems to develop a proposal to upgrade the road. Chief Dennis provided an overview of the project details including costs. The HFN has committed \$5 million dollars towards this project. Chief Dennis expressed the need to have all the stakeholders on board when approaching the Province respecting moving forward with this project.

6. CORRESPONDENCE FOR ACTION

7. CORRESPONDENCE FOR INFORMATION

- a. **ISLAND COASTAL ECONOMIC TRUST**
Business Restart and Revenue Expansion Projects Receive Small Capital Grants
Latest Small Capital Restart Projects Include Technology and Small Business Solutions
- b. **MINISTER OF ENVIRONMENT AND CLIMATE CHANGE**
Pathway Link – Multi-Use Pathway
- c. **MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE**
Active Transportation Infrastructure Grants Program
- d. **CORPORATION OF THE CITY OF NEW WESTMINSTER**
Disaggregated COVID-19 Data Collection
- e. **UNION OF BRITISH COLUMBIA MUNICIPALITIES**
2019 Age-Friendly Communities Program (Stream 1: Alberni Valley Age-Friendly Community Action Plan)

f. MINISTRY OF MUNICIPAL AFFAIRS AND HOUSING
COVID-19 Related measures Act (Bill 19)

MOVED: Director Craig

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 2019 Statement of Financial Information.

MOVED: Director Roberts

SECONDED: Director Cote

THAT the Board of Directors approve the Alberni-Clayoquot Regional District 2019 Statement of Financial Information (SOFI) including all of the statements and schedules.

CARRIED

b. Request for Decision regarding Local Assistants to the Fire Commissioner Appointments.

MOVED: Director Cote

SECONDED: Director Roberts

THAT the Alberni-Clayoquot Regional District Board of Directors recommend to the Office of the Fire Commissioner the appointment of the following individuals as Local Assistants to the Fire Commissioner for the rural fire protection areas as follows: Chief Mike Kobus from the Beaver Creek Fire Protection Area, Deputy Chief Derrick Cyr from the Sproat Lake Fire Protection Area, Regional Fire Services Manager Charlie Starratt for the Bamfield Fire Protection Area, Beaver Creek Fire Protection Area and Sproat Lake Fire Protection Areas.

CARRIED

MOVED: Director Cote

SECONDED: Director Roberts

THAT the Alberni-Clayoquot Regional District Board of Directors confirm the appointment of the following individuals as Local Assistants to the Fire Commissioner for the rural fire protection areas as follows: Fire Chief Phil Lavoie for the Bamfield Fire Protection Area, Fire Chief Mike Cann for the Sproat Lake

Fire Protection Area, Assistant Chief Ted Maczulat for the Beaver Creek Fire Protection Area.

CARRIED

- c. Request for Decision regarding Local Government meetings and Bylaw process (COVID) Order No. 3/ Options for holding in-person Board and/or Committee meetings during the COVID-19 Pandemic.**

MOVED: Director Cote

SECONDED: Director Craig

THAT in accordance with Ministerial Order M192 and to protect the health and safety of staff, elected officials and the public, Alberni-Clayoquot Regional District (ACRD) Board and Committee meetings continue to be held without members of the public in attendance until August 31, 2020, in order for staff to finalize plans to safely holding in-person Board and Committee meetings while adhering to public health officer recommendations and requirements related to the COVID-19 pandemic;

AND FURTHER THAT in the interest of openness, accountability and transparency, ACRD Board and Committee meetings continue to be conducted via Zoom videoconferencing and livestreamed on the ACRD Website.

CARRIED

- d. Request for Decision regarding Meeting Requests – Premier, Cabinet Ministers & Ministry Staff 2020 UBCM Convention.**

Director Cootes left the meeting at 2:31 pm.

Director Minions entered the meeting at 2:40 pm

MOVED: Director Cote

SECONDED: Director Bodnar

THAT the Alberni-Clayoquot Regional District Board of Directors provide direction to the General Manager of Administrative Services to request the following meetings in conjunction with the 2020 Union of British Columbia Municipalities Conference:

- *Honourable Adrian Dix, Minister of Health regarding continued funding for Health Networks (joint meeting with other Vancouver Island Health Networks)*
- *Honourable Mike Farnworth, Minister of Public Safety and Solicitor General regarding funding additional RCMP resources*
- *Honourable Anne Kang, Minister of Citizens' Services regarding the need for improved cellular service to rural and remote communities.*

CARRIED

MOVED: Director Cote
SECONDED: Director Beckett

THAT the ACRD Board of Directors instruct staff to request an appointment with the Premier as soon as possible to discuss Bamfield Road improvements.

CARRIED

MOVED: Director Roberts
SECONDED: Director Beckett

THAT the ACRD Board of Directors instruct staff to request a meeting with the appropriate Minister in conjunction with the UBCM Convention to discuss removing the water access only designation for the community of Salmon Beach.

CARRIED

e. Request for Decision regarding Community Works Fund Policy Amendment.

LATE ITEM: Added Material – Amended Community Works Fund Policy

MOVED: Director Cote
SECONDED: Director Craig

THAT the Alberni-Clayoquot Regional District Board of Directors approve the amendment of the timelines section of the Community Works Fund Policy to include a proposal deadline date of October 31st of the prior year.

CARRIED

f. Request for Decision regarding Public Request to Lease Lot #9 and #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 # 9 and # 16 at the Alberni Valley Regional Airport (AVRA) effective September 1st, 2020 to August 31st, 2023 at a rate of \$3,227.73 per year plus applicable taxes and yearly BC CPI increases.

CARRIED

g. Request for Decision regarding Public Request to Lease Lot #6 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 Ken Schuurman for lot 6 at the Alberni Valley Regional Airport (AVRA) effective September 1st, 2020 to August 31st, 2023 at a rate of \$1614.14 per year plus applicable taxes and yearly BC CPI increases.

CARRIED

h. Request for Decision regarding Transfer of Old Chlorine Building to Bamfield Parks Service.

MOVED: Director Beckett

SECONDED: Director Roberts

THAT the ACRD Board of Directors direct staff to transfer the old chlorine building from the Bamfield Water System Service to the Bamfield Parks Service for the price of \$1.

CARRIED

**i. Request for Decision regarding West Bamfield Recycling Update.
LATE ITEM: West Bamfield Recycling Update – Amended RFD**

MOVED: Director Beckett

SECONDED: Director Roberts

THAT the ACRD Board of Directors approve the addition of a commercial recycling container on the west side dock in West Bamfield from September 2020 to June 2021.

CARRIED

j. Request for Decision regarding Vancouver Island Emergency Response Academy - First Responder License Agreement.

MOVED: Director Cote

SECONDED: Director Bodnar

THAT the Alberni-Clayoquot Regional District Board of Directors enter into a License Agreement with the City of Nanaimo, to use the Vancouver Island Emergency Response Academy First Responder Course Materials.

CARRIED

The meeting recessed at 3:19 pm

The meeting reconvened at 3:25 pm

Directors Cote and Director Bodnar declared a conflict of interest with respect to agenda item 9.1 a. Application RD19010 and left the meeting at 3:25 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 – Report and Bylaws P1405 and P1406

MOVED: Director Roberts
SECONDED: Director Shannon

THAT Bylaw P1405 Sproat Lake Official Community Plan Amendment Bylaw be read a first time.

CARRIED

MOVED: Director Roberts
SECONDED: Director Beckett

THAT Bylaw P1406 Regional District of Alberni-Clayoquot Zoning Text and Atlas Amendment Bylaw be read a first time.

CARRIED

MOVED: Director Roberts
SECONDED: Director Beckett

THAT the public hearing for Bylaws P1405 and P1406 be delegated to the Director for Electoral Area 'D', the Alternate Director or the Chairperson of the Regional District.

AND FURTHER THAT Board of Directors confirm that adoption of Bylaws P1405 and P1406 are subject to:

Support from the Tseshaht First Nation and Hupacasath First Nation;

Confirmation of suitable parking facilities at the east end of Great Central Lake;

All docks complying with the Provincial standards;

The uninhabited cabin being demolished or brought into compliance with the BC building code; and

Meeting all technical referral agency requirements.

CARRIED

Directors Bodnar and Cote re-entered the meeting at 3:47 pm

- b. SD20002, WENNER/BRIGGS & WINDLEY, LOT 5, BAYLEY PLACE (SPROAT LAKE)**
Subdivision Referral, Parcel Frontage Waiver Request – Report

MOVED: Director Cote
SECONDED: Director Beckett

THAT the Board of Directors waive the 10% road frontage requirement for proposed Lot B as per subdivision plan of LOT 5, DISTRICT LOT 622, CLAYOQUOT DISTRICT, PLAN 37113.

CARRIED

Director Minions declared a conflict of interest respecting agenda item 9.1 (c) TUP19018 and left the meeting at 3:51 pm.

- c. TUP19018, BRAIDEN, 8467 BOTHWELL ROAD (SPROAT LAKE)**
Temporary Use Permit Application – Report

MOVED: Director Cote
SECONDED: Director Craig

THAT the Board of Directors consider issuing Temporary Use Permit TUP19018, subject to neighbouring properties being notified as per Local Government Act s. 494 and confirmation from the building inspector that the dwelling is safe for the intended use.

CARRIED

Director Minions re-entered the meeting at 3:53 pm.

- d. TUP19020, CURTIS, 8279 DICKSON DRIVE (SPROAT LAKE)**
Temporary Use Permit Application – Report

MOVED: Director Cote
SECONDED: Director Shannon

THAT the Board of Directors consider issuing Temporary Use Permit TUP19020, subject to neighbouring properties being notified as per Local Government Act s. 494.)

CARRIED

- e. RE20001, ANKER, 6261 LAMARQUE ROAD (BEAVER CREEK)**

Rezoning Application – Public Hearing Report, Public Hearing Minutes and
Bylaw P1404

MOVED: Director Craig
SECONDED: Director Roberts

THAT the Board of Directors receive the public hearing report.

CARRIED

MOVED: Director Craig
SECONDED: Director Shannon

THAT the Board of Directors receive the public hearing minutes.

CARRIED

MOVED: Director Craig
SECONDED: Director Shannon

*THAT Bylaw P1404 Regional District of Alberni-Clayoquot Zoning Atlas Amendment
Bylaw be read a second time.*

CARRIED

MOVED: Director Craig
SECONDED: Director Bodnar

*THAT Bylaw P1404 Regional District of Alberni-Clayoquot Zoning Atlas Amendment
Bylaw be read a third time.*

CARRIED

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

MOVED: Director Craig
SECONDED: Director Shannon

THAT the Board of Directors receive the public hearing report.

CARRIED

MOVED: Director Craig
SECONDED: Director Roberts

THAT the Board of Directors receive the public hearing minutes.

CARRIED

MOVED: Director Craig

SECONDED: Director Cote

*THAT Bylaw P1407 Regional District of Alberni-Clayoquot Zoning Atlas Amendment
Bylaw be read a second time.*

CARRIED

MOVED: Director Craig

SECONDED: Director Cote

*THAT Bylaw P1407 Regional District of Alberni-Clayoquot Zoning Atlas Amendment
Bylaw be read a third time.*

CARRIED

10. REPORTS

10.1 STAFF REPORTS

- a. **Meeting Schedule – August 2020**
- b. **Building Report – June 2020**
- c. **Emergency Operations Centre Update (verbal report) H. Zenner**
- d. **Regional Organics Diversion Update – J. Frank**
- e. **North Island 911 Apportionment Methods – T. Fong**
- f. **West Coast Transit Service – R. Williams**
- g. **COVID-19 Community Recovery Team and Public Survey Update – H. Zenner (Verbal)**
- h. **LATE ITEM: Sproat Lake Sweep Memorandum – M. Irg**

MOVED: Director Beckett

SECONDED: Director Cote

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 – No Report**
- b. **Vancouver Island Regional Library – P. Cote**
 - From the Board Table

Director Cote reported VIRL continues to open libraries and services in a safe manner.

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

Director Minions reported the Chamber's main focus this summer has been McLean Mill operations.

d. Air Quality Council, Port Alberni – D. Bodner

Director Bodnar reported that the BC Lung Association – 2020 State of Air Report is now available online. The Alberni Valley is rated the third highest for fine particulate matter in British Columbia. Director Bodnar reported the Woodstove Exchange Program will continue for another two years.

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

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

Director Cote reported the AVICC virtual convention will take place on Tuesday, September 22nd at 4:30 pm the week of the UBCM Convention. She encouraged Directors to sign up and attend. Nominations are now open for the AVICC executive. Director Cote advised she will be running for 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

Director Shannon reported on Agricultural Development Committee meeting held on June 16th. The Committee discussed the updated meat slaughter regulations for Class D licenses in BC.

j. Other Reports

- **Offshore Pacific Area Committee – Regulatory Process for Establishing the Proposed Offshore Pacific Marine Protected Area (verbal) – K. Roberts**

Director Roberts reported on the area of interest off the west coast of Vancouver Island for a potential marine protected area.

- **Public Transit Forum – June 16, 2020 – P. Cote – Verbal**

Director Cote reported on the Forum. The Province has earmarked \$1 million dollars for transit re-start in the Province.

- **Alberni Community & Women's Services Society – 2019/20 Annual Report**

MOVED: Director Roberts

SECONDED: Director Craig

THAT the Board of Directors receive the Member Reports.

CARRIED

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. 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 Craig

THAT the meeting be recessed at 4:43 pm in order to conduct the Alberni-Clayoquot Regional Hospital District meeting.

CARRIED

The meeting re-convened at 5:00 pm

15. IN-CAMERA

MOVED: Director Cote

SECONDED: Director Johnsen

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 (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 5:00 pm.

The meeting was re-opened to the public at 5:11 pm.

16. REPORT OUT – RECOMMENDATIONS FROM IN-CAMERA

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

The Alberni-Clayoquot Regional District Board of Directors extend the Alberni-Clayoquot Health Network Coordinator Contract with Marcie DeWitt for additional one (1) year term ending May 31, 2021;

The Alberni-Clayoquot Regional District Board of Directors present Mr. Joe Van Bergen with a letter of appreciation and gift of recognition to commemorate his years of volunteer service to the community of Sproat Lake and the Alberni Valley, including his service on the Sproat Lake Community Association and 20 years of service on the Sproat Lake Advisory Planning Commission.

17. ADJOURN

MOVED: Director Shannon

SECONDED: Director Roberts

THAT this meeting be adjourned at 5:11 pm.

CARRIED

Certified Correct:



Josie Osborne,
Vice-Chairperson



Wendy Thomson,
General Manager of Administrative Services