



# Alberni-Clayoquot Regional District

## MINUTES OF THE BOARD OF DIRECTORS MEETING HELD ON WEDNESDAY, MARCH 11, 2020, 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  
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)  
(Via Teleconference)  
John McNabb, Director, Electoral Area "E" (Beaver Creek)  
Dianne Bodnar, Director, Electoral Area "F" (Cherry Creek)  
Sharie Minions, Mayor, City of Port Alberni (Via Teleconference)  
Debbie Haggard, Councillor, City of Port Alberni  
Rachelle Cole, Councillor, District of Ucluelet (Via Teleconference)  
Wilfred Cootes, Councillor, Uchucklesaht Tribe Government  
(Via Teleconference)  
Alan McCarthy, Member of Legislature, Yuułuʔiłʔatḥ Government  
(Via Teleconference)

#### **REGRETS:**

Kirsten Johnsen, Member of Council, Toquaht Nation

#### **STAFF PRESENT:**

Douglas Holmes, Chief Administrative Officer  
Teri Fong, Chief Financial Officer  
Mike Irg, General Manager of Planning and Development  
Rob Williams, General Manager of Environmental Services  
Heather Zenner, Manager of Protective Services  
Tracy Bond, Administrative Assistant

### **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.

Chair Jack read out the Alberni-Clayoquot Regional District and City of Port Alberni COVID-19 Response Plan and gave a brief update.

Mike Irg, Manager of Planning & Development introduced new Mapping Technician Amy Wilson to the Board of Directors.

**2. APPROVAL OF AGENDA**

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

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

- 8(h). Added Material – Request for Decision for Electoral Area Directors Meeting, March 3, 2020 and District of Ucluelet Letter of Request – West Coast Industrial Land Analysis.*
- 9(c). Added Material - TUP19024 – Public Input*

**CARRIED**

**3. DECLARATIONS**

**4. ADOPTION OF MINUTES**

**a. Board of Directors Meeting – February 26, 2020**

*MOVED: Director McNabb*  
*SECONDED: Director Shannon*

*THAT the minutes of the Board of Directors meeting held on February 26, 2020 be adopted.*

**CARRIED**

**b. Committee-of-the-Whole Meeting – February 19, 2020**

*MOVED: Director Beckett*  
*SECONDED: Director McCarthy*

*THAT the minutes of the Committee-of-the-Whole meeting held on February 19, 2020 be adopted.*

**CARRIED**

**c. Alberni Valley & Bamfield Services Committee Meeting – March 3, 2020**

*MOVED: Director McNabb*  
*SECONDED: Director Roberts*

*THAT the minutes of the Alberni Valley & Bamfield Services Committee meeting held on March 3, 2020 be adopted.*

**CARRIED**

**d. Electoral Area Directors Committee – March 3, 2020**

*MOVED: Director McNabb*

*SECONDED: Director Bodnar*

*THAT the minutes of the Electoral Area Directors meeting held on March 3, 2020 be adopted.*

**CARRIED**

**e. West Coast Committee – March 4, 2020**

*MOVED: Director Roberts*

*SECONDED: Director McCarthy*

*THAT the minutes of the West Coast Committee meeting held on March 4, 2020 be adopted.*

**CARRIED**

**5. PETITIONS, DELEGATIONS & PRESENTATIONS**

**6. CORRESPONDENCE FOR ACTION**

- a. Invitation dated February 11, 2020 from the Port Alberni Friendship Center regarding to attend Reconciliation Circle scheduled for March 27, 2020, 11:00 am at the Port Alberni Friendship Centre, 3555 4<sup>th</sup> Avenue.**

*MOVED: Director McNabb*

*SECONDED: Director McCarthy*

*THAT the Board of Directors authorize interested Directors to attend the Port Alberni Reconciliation Circle on Friday, March 27, 2020.*

**CARRIED**

**7. CORRESPONDENCE FOR INFORMATION**

- a. ISLAND COASTAL ECONOMIC TRUST**  
\$1.8 Million in Funding Available for Economic Infrastructure and Innovation Projects
- b. CITY OF ABBOTSFORD**  
Resolution – Continued Expansion of Trans Canada Hwy #1  
Resolution – Development Cost Charges (DCC) Bylaw and Ministry of Transportation and Infrastructure (MOTI) Infrastructure
- c. THE OFFICE OF THE OMBUDSPERSON**  
Quarterly Report: October 1 – December 31, 2019
- d. FOREST ENHANCEMENT SOCIETY OF BRITISH COLUMBIA**  
Forest Enhancement Society of BC Accomplishments Update

**e. UNION OF BRITISH COLUMBIA MUNICIPALITIES**  
UBCM Membership (Invoice Paid)

*MOVED: Director Osborne*  
*SECONDED: Director Shannon*

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

**CARRIED**

**8. REQUEST FOR DECISIONS & BYLAWS**

**a. Request for Decision regarding Long Beach Airport – Lease Renewal – BC Parks Office Building.**

*MOVED: Director Roberts*  
*SECONDED: Director Osborne*

*THAT the ACRD Board of Directors renew the BC Parks Office Building lease at the Long Beach Airport for a (3) three-year term commencing May 1st, 2020 and ending April 30th, 2023 at a rate of \$4,840.00 per year plus applicable taxes and yearly BC CPI increases.*

**CARRIED**

**b. Request for Decision regarding Cascadia Air Support Letter Request.**

*MOVED: Director Osborne*  
*SECONDED: Director Roberts*

*THAT the ACRD Board of Directors direct staff to draft a letter to Cascadia Air supporting their proposal to bring scheduled air service to the Long Beach Airport; subject to Transport Canada authorization and execution of a formal agreement with the ACRD.*

**CARRIED**

**c. Request for Decision regarding Porsche Club Request to Use Long Beach Airport for Event.**

*MOVED: Director Roberts*  
*SECONDED: Director Osborne*

*THAT the ACRD Board of Directors approve the Vancouver Island Region of the Porsche Club of America request to host their annual driver education and charitable fundraising event at the Long Beach Airport to be held May 14th to 17th, 2020 for a rental fee of \$1,000.*

**CARRIED**

**d. Request for Decision regarding Long Beach Airport Asset Management Plan Version 1.**

*MOVED: Director Osborne*  
*SECONDED: Director Roberts*

*THAT the Alberni-Clayoquot Regional District Board of Directors adopt the Long Beach Airport Asset Management Plan Version 1.*

**CARRIED**

**e. Request for Decision regarding Alberni Valley Regional Airport Asset Management Plan Version 1.**

*MOVED: Director McNabb*  
*SECONDED: Director Haggard*

*THAT the Alberni-Clayoquot Regional District Board of Directors adopt the Alberni Valley Regional Airport Asset Management Plan Version 1.*

**CARRIED**

Director Beckett exited the meeting at 1:52 pm

**f. Request for Decision regarding UBCM – Emergency Operations Centre & Training Grant Application, and UBCM – Evacuation Route Planning.**

*MOVED: Director McNabb*  
*SECONDED: Director Haggard*

*THAT the Alberni Clayoquot Regional District Board of Directors apply for a grant through the Union of BC Municipalities – Community Emergency Preparedness Program Fund for Emergency Operations Centres and Training.*

**CARRIED**

*MOVED: Director McNabb*  
*SECONDED: Director Haggard*

*THAT the Alberni Clayoquot Regional District Board of Directors apply for a grant through the Union of BC Municipalities – Community Emergency Preparedness Program Fund for Evacuation Route Planning for the Alberni Valley.*

**CARRIED**

**g. Request for Decision regarding request for Acknowledgement: Municipal Finance Authority of BC 50<sup>th</sup> Anniversary.**

*MOVED: Director McNabb*

*SECONDED: Director Shannon*

*THAT the Alberni-Clayoquot Board of Directors send a letter of acknowledgement and congratulations to the Municipal Finance Authority of BC (MFA) recognizing the organizations 50th anniversary in 2020.*

**CARRIED**

- h. Request for Decision regarding West Coast Industrial Land Analysis.  
LATE ITEM: Added Material – Request for Decision for Electoral Area Directors Meeting, March 3, 2020 and District of Ucluelet Letter of Request – West Coast Industrial Land Analysis**

*MOVED: Director Roberts*

*SECONDED: Director Bodnar*

*THAT the ACRD Board of Directors authorize a contribution of \$7,500 to the West Coast Industrial Land Analysis being undertaken by the Districts of Tofino and Ucluelet funded from Rural Planning Service.*

**CARRIED**

## **9. PLANNING MATTERS**

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

- a. DVD20001, STRACHAN, 9492 STIRLING ARM DRIVE (SPROAT LAKE)**  
Development Variance Permit Application – Memorandum and Permit

*MOVED: Director Cote*

*SECONDED: Director Shannon*

*THAT the Board of Directors issue development variance permit DVD20001.*

**CARRIED**

- b. DVD20002, CONLEY & BROLEY PROPERTIES INC, 9618 STIRLING ARM CRESCENT (SPROAT LAKE)**  
Development Variance Permit Application – Memorandum and Permit

*MOVED: Director Cote*

*SECONDED: Director McNabb*

*THAT the Board of Directors issue development variance permit DVD20002.*

**CARRIED**

- c. TUP19024, SPROAT LAKE LANDING INC, 10695 LAKESHORE ROAD (SPROAT LAKE)**

Temporary Use Permit Application – Memorandum and Permit  
**LATE IITEM: Added Material – Public Input**

*MOVED: Director Cote*  
*SECONDED: Director Roberts*

*THAT the Board of Directors defer Temporary Use Permit TUP19024.*

**CARRIED**

- d. RE18010, COWLEY & GRANT, 5628 TOMSWOOD ROAD (BEAVER CREEK)**  
Rezoning Application - Public Hearing Report, Public Hearing Minutes and  
Bylaw P1381

*MOVED: Director McNabb*  
*SECONDED: Director Shannon*

*THAT the Board of Directors receive the public hearing report.*

**CARRIED**

*MOVED: Director McNabb*  
*SECONDED: Director Shannon*

*THAT the Board of Directors receive the public hearing minutes.*

**CARRIED**

*MOVED: Director McNabb*  
*SECONDED: Director Bodnar*

*THAT Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw  
P1381 be read a third time.*

**CARRIED**

- e. RE19007, HILTUNEN & BURNETT, 7565 DAVENPORT ROAD (BEAVER  
CREEK)**  
OCP Amendment and Rezoning Application – Bylaws P1401 and P1402

*MOVED: Director McNabb*  
*SECONDED: Director Shannon*

*THAT Beaver Creek Official Community Plan Amendment Bylaw P1401 be read a  
second time.*

**CARRIED**

*MOVED: Director McNabb*  
*SECONDED: Director Shannon*

*THAT Beaver Creek Official Community Plan Amendment Bylaw P1401 be read a third time.*

**CARRIED**

*MOVED: Director McNabb*

*SECONDED: Director Roberts*

*THAT Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw P1402 be read a second time.*

**CARRIED**

*MOVED: Director McNabb*

*SECONDED: Director Shannon*

*THAT Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw P1402 be read a third time.*

**CARRIED**

**f. RE20001, ANKER, 6261 LAMARQUE ROAD (BEAVER CREEK)**  
Rezoning Application – Report and Bylaw P1404

*MOVED: Director McNabb*

*SECONDED: Director Shannon*

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

**CARRIED**

*MOVED: Director McNabb*

*SECONDED: Director Shannon*

*THAT the public hearing for Bylaw P1404 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 Roberts*

*THAT the Board of Directors confirm that adoption of Bylaw P1404 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**

- g. RE20002, PAQUETTE & MCNAMARA, 6765 BEAVER CREEK ROAD (BEAVER CREEK)**  
Rezoning Application – Report and Bylaw P1407

*MOVED: Director McNabb*

*SECONDED: Director Shannon*

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

**CARRIED**

*MOVED: Director McNabb*

*SECONDED: Director Roberts*

*THAT the public hearing for Bylaw P1407 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 Bodnar*

*THAT the Board of Directors confirm that adoption of Bylaw P1407 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 1 acre density;  
and*

*Meeting technical referral agency requirements.*

**CARRIED**

## **9.2 ELECTORAL AREA DIRECTORS AND TOFINO**

- a. RT19009, CANNABIS PRODUCTION REGULATIONS (ALL ELECTORAL AREAS)**  
Zoning Text Amendment – Memorandum and Bylaw P1399

*MOVED: Director McNabb*

*SECONDED: Director Bodnar*

*THAT Regional District of Alberni-Clayoquot Zoning Text Amendment Bylaw P1399 be adopted.*

**CARRIED**

### **9.3 ALL DIRECTORS**

#### **a. ACRD HOUSING NEEDS REPORT (ALL ELECTORAL AREAS)**

Memorandum – ACRD Housing Needs Report Project Outline

*MOVED: Director Osborne*

*SECONDED: Director Roberts*

*THAT the Board of Directors receive the ACRD Housing Needs Report Project Outline.*

**CARRIED**

## **10. REPORTS**

### **10.1 STAFF REPORTS**

#### **a. Information Report – Central Westcoast Forest Society Clean-up – March 2020 (J. Brunn)**

*MOVED: Director Roberts*

*SECONDED: Director McNabb*

*THAT this report be received for information.*

**CARRIED**

#### **b. Information Report – West Coast Landfill Engineering Work Update – March 2020 – (J. Brunn)**

*MOVED: Director Shannon*

*SECONDED: Director Roberts*

*THAT this report be received for information.*

**CARRIED**

### **10.2 COMMITTEE REPORTS**

### **10.3 OTHER REPORTS**

## **11. UNFINISHED BUSINESS**

Director Beckett re-entered the meeting at 2:30 pm

Director Beckett exited the meeting at 2:51 pm

**12. LATE BUSINESS**

**13. QUESTION PERIOD**

**14. RECESS**

*MOVED: Director McNabb*

*SECONDED: Director Bodnar*

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

**CARRIED**

The meeting was recessed at 2:52 pm

**15. RECONVENE**

The meeting was reconvened at 3:13 pm

**16. IN-CAMERA**

*MOVED: Director Roberts*

*SECONDED: Director Bodnar*

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

- i. 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;*
- ii. 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;*
- iii. 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 (1) (c) (i) of the Freedom of Information and Protection of Privacy Act.*

**CARRIED**

The meeting was closed to the public at 3:13 pm.

The meeting was re-opened to the public at 3:40 pm.

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

The following recommendation from the in-camera portion of the meeting was reported out in open meeting.

*THAT the Alberni-Clayoquot Regional District Board of Directors authorize the Board Chair and CAO to execute the draft three-year (April 1<sup>st</sup>, 2020 to March 31<sup>st</sup>, 2023) lease agreement with the Long Beach Recreation Cooperative (LBRC) at the Long Beach Airport.*

**18. ADJOURN**

*MOVED: Director Roberts*

*SECONDED: Director Bodnar*

*THAT this meeting be adjourned at 3:40 pm*

**CARRIED**

Certified Correct:



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John Jack,  
Chairperson



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Douglas Holmes,  
Chief Administrative Officer