



Alberni-Clayoquot Regional District

MINUTES OF THE BOARD OF DIRECTORS MEETING

HELD ON WEDNESDAY, MAY 27, 2020, 1:30 PM

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

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)
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
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:

Alan McCarthy, Member of Legislature, Yuułu?it?ath Government

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
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/27-5-2020/>

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 Shannon

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

8.a. RFD – Revised Amendment of the ACRD Payment Processing Policy

8.g. RFD – Meat Slaughter Licensing Update

CARRIED

3. DECLARATIONS

4. ADOPTION OF MINUTES

a. Board of Directors Meeting – May 13, 2020

MOVED: Director McNabb

SECONDED: Director Osborne

THAT the minutes of the Board of Directors meeting held on May 13, 2020 be adopted.

CARRIED

b. COVID-19 Community Recovery Team Meeting – May 20, 2020

MOVED: Director Cote

SECONDED: Director Osborne

THAT the minutes of the COVID-19 Community Recovery Team meeting held on May 20, 2020 be adopted.

CARRIED

c. Alberni Valley Regional Airport Advisory Committee Meeting – May 21, 2020

MOVED: Director Cote

SECONDED: Director Haggard

THAT the minutes of the Alberni Valley Regional Airport Committee held on May 21, 2020 be adopted as amended.

CARRIED

Director Beckett entered the meeting at 1:35 pm.

5. PETITIONS, DELEGATIONS & PRESENTATIONS

6. CORRESPONDENCE FOR ACTION

7. CORRESPONDENCE FOR INFORMATION

- a. **Correspondence May 2020 from Vancouver Island Regional Library regarding "From the Board Table"**

MOVED: Director Cote

SECONDED: Director Cole

THAT the Board of Directors receive this item for information.

CARRIED

8. REQUEST FOR DECISIONS & BYLAWS

- a. **Request for Decision regarding Revised Amendment of the ACRD Payment Processing Policy, 2012 and Late Item: Revised Request for Decision - Amendment of the ACRD Payment Processing Policy**

MOVED: Director McNabb

SECONDED: Director Haggard

THAT the Alberni-Clayoquot Regional District (ACRD) Board of Directors approve the amendment of the ACRD Payment Processing Policy, 2012 to permit email approval, by the Board appointed signing authorities, of Electronic Fund Transfers (EFT's) in excess of \$5,000 only and to revert to the original policy step of manually signing cheques in excess of \$5,000.

CARRIED

- b. **Request for Decision regarding Press Release – Gas Tax Fund Projects 2019**

MOVED: Director Cote

SECONDED: Director McNabb

THAT that Alberni-Clayoquot Regional District Board of Directors direct staff to develop a press release highlighting the 2019 projects that were supported by Federal Gas Tax Funds in the Alberni-Clayoquot region.

CARRIED

- c. **Request for Decision regarding FCM Municipal Asset Management Program Grant Application**

MOVED: Director Haggard

SECONDED: Director Johnsen

THAT the Alberni-Clayoquot Regional District Board of Directors apply for a \$50,000 Federation of Canadian Municipalities - Municipal Asset Management Program grant for building and critical asset valuation and assessment.

CARRIED

d. Request for Decision regarding Sproat Lake Volunteer Fire Department Asset Management Plan Version 1

MOVED: Director Cote

SECONDED: Director Roberts

THAT the Alberni-Clayoquot Regional District Board of Directors adopt the Sproat Lake Volunteer Fire Department Asset Management Plan Version 1.

CARRIED

e. Request for Decision regarding ACRD Recollect App Contract – Apple and Google Developer Account Contract

MOVED: Director McNabb

SECONDED: Director Roberts

THAT the ACRD Board of Directors authorize the Board Chair and CAO to execute a five (5) year agreement with ReCollect for the development and maintenance of the ACRD Collects recycling app.

CARRIED

MOVED: Director Roberts

SECONDED: Director Johnsen

THAT the ACRD Board of Directors authorize the Board Chair and CAO to execute a contract with Apple and Google for the Apple & Google Play Developer Programs, which gives ReCollect permission to create and maintain the ACRD Collects app.

CARRIED

f. Request for Decision regarding Cascadia Air Support Letter Request

MOVED: Director Cote

SECONDED: Director Haggard

THAT the ACRD Board of Directors direct staff to respond to Cascadia Air outlining current air traffic authorizations at the AVRA and that staff invite Cascadia Air to be a delegation at the next Alberni Valley Regional Airport Advisory Committee meeting on July 23rd, 2020.

CARRIED

g. Late Item: Request for Decision regarding Meat Slaughter Licensing Update

MOVED: Director Shannon

SECONDED: Director Cole

THAT the Board of Directors receive the letter dated May 25, 2020 from the Executive Director, Food Safety and Inspection Branch, Ministry of Agriculture and direct staff to respond.

CARRIED

The Chairperson left the meeting at 2:12 pm

The Vice-Chairperson assumed the Chair.

9. PLANNING MATTERS

9.1 ELECTORAL AREA DIRECTORS ONLY

a. DVD20003, COULSON, 10057 COULSON PLACE (SPROAT LAKE)

Development Variance Permit Application – Memorandum and Permit

MOVED: Director Cote

SECONDED: Director McNabb

THAT the Board of Directors issue development variance permit DVD20003.

CARRIED

b. DPD20002, SHEELER, LOT A, PACIFIC RIM HIGHWAY (SPROAT LAKE)

Form and Character Development Permit Application – Memorandum and Permit

MOVED: Director Cote

SECONDED: Director McNabb

THAT the Board of Directors issue development permit DPD20002.

CARRIED

The Chairperson re-entered the meeting at 2:17 pm and assumed the Chair.

9.2 ALL DIRECTORS

a. WEST COAST AGRICULTURAL INITIATIVES UPDATE AND 2020 CLAYOQUOT BIOSPHERE TRUST PROJECT

Request for Decision

MOVED: Director Roberts
SECONDED: Director Shannon

THAT the Board of Directors authorize the CAO to execute a grant agreement with the Clayoquot Biosphere Trust to engage in the Actioning Community Priorities around Food and Agriculture Project.

CARRIED

b. COASTAL AGRICULTURAL ROUNDTABLE TERMS OF REFERENCE
Request for Decision and Terms of Reference

MOVED: Director Osborne
SECONDED: Director Cole

THAT the Board of Directors approve the Terms of Reference for the Coastal Agricultural Roundtable as presented.

CARRIED

10. REPORTS

10.1 STAFF REPORTS

- a. Meeting Schedule – June 2020
- b. Building Inspectors' Report – March & April 2020

MOVED: Director Cole
SECONDED: Director Beckett

THAT the Board of Directors receives the staff reports a-b.

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**

Director Cote provided an update on the VIRL Board. They have a Board meeting this weekend. Libraries will start opening up to the public in June.

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

Director Minions reported on the recent annual general meeting. They received a presentation from MP, Gord Johns who is advocating for local businesses

during COVID-19. There was general discussion on continued efforts to support local business during COVID-19.

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

Director Bodner reported on the meeting held April 30th. There has been 1 woodstove exchange conducted through the woodstove exchange program over the last month. Jenny Brunn, Manager of Operations conducted a presentation on the \$5 dollar flat fee for yard waste at the AV Landfill.

e. West Coast Aquatic Board – J. Osborne

Director Osborne reported on the governance board meeting held Monday. The main topic of discussion was the Pacific Salmon treaty mitigation.

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

Director Cote reported the next meeting will be held June 19th. They have been exploring options for holding their annual general meeting and elections this year.

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

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

i. Other Reports

Director Shannon reported on the success of new “grow local” program that happened in the Valley this year conducted by the Farmers Institute.

MOVED: Director Cole

SECONDED: Director Shannon

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. IN-CAMERA

MOVED: Director Cootes

SECONDED: Director Cote

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) (c) labour relations or other employee relations;*
- 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 2:32 pm.

The meeting was re-opened to the public at 3:51 pm.

15. RECOMMENDATIONS TO THE BOARD FROM IN-CAMERA

The following recommendations passed at the in-camera portion of the Board of Directors meeting were reported out in open meeting:

The ACRD Board of Directors approved the recruitment of the ACRD Lands & Resources Coordinator as a permanent regular full-time position.

The ACRD Board of Directors approved the extension of the Asset Management Implementation Coordinator position from September 4, 2020 to December 31, 2020

The ACRD Board of Directors appointed the following individuals to the Bamfield APC for a two-year term: John Mass, Kevin McAughtrie and Brian McKay.

The ACRD Board of Directors appointed the following individuals to the Beaufort APC for a two-year term: Meagan Curtis, Steve King, Lisa Aylard and George Haack.

The ACRD Board of Directors appointed the following individuals to the Long Beach APC for a two-year term: Nick Haisch, Ellen Peet, Scott MacDonald and Kristina Uher.

The ACRD Board of Directors appointed the following individuals to the Sproat Lake APC for a two-year term: Roger Login, Joann Bessler, Roberta Jensen, and Walter Konkin, Dean Sept and Mark Molander.

The ACRD Board of Directors appointed the following individuals to the Beaver Creek APC for a two-year term: Dorothy Brooks and Shelley Chrest.

The ACRD Board of Directors appointed the following individuals to the Cherry Creek APC for a two-year term: Denis Francoeur, Anton Haffner, Jamie McKinnon and Keith Wyton for a one-year term.

The ACRD Board of Directors appointed the following individuals to the Agricultural Advisory Committee: Meagan Curtis, John Adams and Larry McMahon.

16. ADJOURN

MOVED: Director Cote

SECONDED: Director Shannon

THAT this meeting be adjourned at 3:51 pm.

CARRIED

Certified Correct:



John Jack,
Chairperson



Wendy Thomson,
General Manager of Administrative Services