



Alberni-Clayoquot Regional District

MINUTES OF THE BOARD OF DIRECTORS MEETING HELD ON WEDNESDAY, WEDNESDAY, APRIL 14, 2021

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

- 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
Ron Paulson, Councillor, City of Port Alberni
Tom Stere, Councillor, District of Tofino
Wilfred Cootes, Councillor, Uchucklesaht Tribe Government
Kirsten Johnsen, Member of Council, Toquaht Nation
Alan McCarthy, Member of Legislature, YuułuꞀifꞀath Government
- REGRETS:** Rachelle Cole, Councillor, District of Ucluelet
- STAFF PRESENT:** Douglas Holmes, Chief Administrative Officer
Teri Fong, Chief Financial Officer
Mike Irg, General Manager of Planning and Development
Jenny Brunn, General Manager of Community Services
Wendy Thomson, General Manager of Administrative Services
Janice Hill, Executive Assistant
Heather Zenner, Protective Services Manager
Karen Freethy, Protective Services Coordinator
Alex Dyer, Planner
Eddie Kunderman, Operations Manager

The meeting can be viewed on the Alberni-Clayoquot Regional District website at:
<https://www.acrd.bc.ca/events/14-4-2021/>

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 Roberts

THAT the agenda be approved as circulated with the addition of the following late item under Section 8 (h): Request for Decision Port Alberni Port Authority Yard Space Rental Agreement.

CARRIED

3. DECLARATIONS

4. ADOPTION OF MINUTES

a. AVRA Advisory Committee Meeting – March 23, 2021

MOVED: Director Paulson
SECONDED: Director McNabb

THAT the minutes of the AVRA Advisory Committee Meeting held on March 23, 2021 be adopted.

CARRIED

b. Board of Directors Meeting – March 24, 2021

MOVED: Director Roberts
SECONDED: Director Beckett

THAT the minutes of the Board of Directors meeting held on March 24, 2021 be adopted.

CARRIED

5. PETITIONS, DELEGATIONS & PRESENTATIONS

a. Introductions:

- **Eddie Kunderman, Operations Manager**
The General Manager of Community Services introduced new employee, Eddie Kunderman.
- **Karen Freethy, Protective Services Coordinator**
The Protective Services Manager introduced new employee, Karen Freethy.

- b. **Daniel Healey - Senior Manager and Lenora Lee - Engagement Partner, KPMG regarding Alberni-Clayoquot Regional District Audit Findings Report for the year ended December 31, 2020.**

Director Cootes entered the meeting at 1:44 pm.

The delegation presented the Alberni Clayoquot Regional District audit findings report for the year ended December 31, 2020.

- c. **Mark Duncan - AeroEdge, Andrew Cuthbert - Urban Systems, Mike Ruttan - AVRA Advisory Committee Chair and members of the AVRA Advisory Committee regarding the AVRA Visioning and Strategic Plan.**

The delegation presented the Alberni Valley Regional Airport (AVRA) Visioning and Strategic Plan developed by Urban Systems in conjunction with the AVRA Advisory Committee.

6. CORRESPONDENCE FOR ACTION

7. CORRESPONDENCE FOR INFORMATION

- a. **KAREN HAUGEN, PACIFIC RIM NATIONAL PARK RESERVE**
Update of Pacific Rim National Park Reserve's overnight experiences for the 2021 visitor season
- b. **ISLAND COASTAL ECONOMIC TRUST**
Community Builder – Rose Klukas, City of Campbell River
- c. **ISLAND COASTAL ECONOMIC TRUST**
New Employment Created to Support Rural Economic Recovery
- d. **ISLAND COASTAL ECONOMIC TRUST**
Cowichan Community Commercial Kitchen to Support Small Scale Producers
- e. **ISLAND COASTAL ECONOMIC TRUST**
VOICES - Genevieve Burdett, Cumberland Lake Wilderness Society
- f. **DISTRICT OF SICAMOUS**
Resolution: Aquatic Invasive Species Enforcement
- g. **DISTRICT OF SICAMOUS**
Resolution: Invasive Asian Clams
- h. **NORTH VANCOUVER DISTRICT**
Resolution: Help Cities Lead (HCL) Campaign
- i. **CITY OF PORT MOODY**
Resolution: Help Cities Lead (HCL) Campaign (full City of Port Moody Council Report available from ACRD upon request)
- j. **ALBERNI FARMERS' INSTITUTE (AFI)**
Rising Insurance for Farms
- k. **FIRST NATIONS PUBLIC SERVICE SECRETARIAT**
First Nations Well Being Fund

- l. **HONOURABLE JOSIE OSBORNE, MLA**
Circuit Breaker Business Relief Grant
- m. **CITY OF VICTORIA**
Council Motion – Support for Laid-off Hotel and Tourism Industry Workers

MOVED: Director Shannon

SECONDED: Director Beckett

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

CARRIED

8. REQUEST FOR DECISIONS & BYLAWS

- a. **Request for Decision regarding Alberni-Clayoquot Regional District Financial Statements**

MOVED: Director Roberts

SECONDED: Director Bodnar

THAT the Alberni-Clayoquot Regional District Board of Directors approve the 2020 Audited Financial Statements for the Alberni-Clayoquot Regional District as presented.

CARRIED

Director McCarthy left the meeting at 2:27 pm.

- b. **Request for Decision regarding AVRA Visioning and Strategic Plan Report**

MOVED: Director Cote

SECONDED: Director Paulson

THAT the Alberni-Clayoquot Regional District Board of Directors approve the Alberni Valley Regional Airport Visioning and Strategic Plan; and

THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to work with the Alberni Valley Regional Airport Advisory Committee to develop implementation options for Board consideration.

CARRIED

- c. **Request for Decision regarding AVRA – 2021 Lease Renewals**

MOVED: Director Cote

SECONDED: Director Paulson

THAT the Alberni-Clayoquot Regional District Board of Directors approve the following lease renewals at the Alberni Valley Regional Airport for 2021:

- 1. #1 Hangar Group (Alberni Valley Flying Club) – Lease Lots 3 & 22 at a rate of \$3,580.38 per year plus GST and yearly BC CPI increases for a (3) three- year term from September 1st, 2021 to August 31st, 2024.*
- 2. Allen Paul – Lease Lot 7 at a rate of \$1,838.67 per year plus GST and yearly BC CPI increases for a (3) three-year term from April 30th, 2021 to March 30th, 2024.*
- 3. Bowerman Excavating Ltd. – Lease Lots 8 & 17 at a rate of \$3,278.80 per year plus GST and yearly BC CPI increases for a (3) three-year term from April 30th, 2021 to March 30th, 2024.*

CARRIED

d. Request for Decision regarding Renewal of the License of Occupation for the Community Septic Field Land

MOVED: Director Paulson
SECONDED: Director Johnsen

THAT the Alberni-Clayoquot Regional District Board of Directors authorize the CAO and Chair to enter a ten (10) year extension for the License of Occupation for the Salmon Beach Community Septic Field Land until March 30, 2031.

CARRIED

e. Request for Decision regarding 2021 Federation of Canadian Municipalities Convention, May 31st to June 4th, 2021

The Chairperson requested the Vice-Chair to take over chairing the meeting at 2:40 pm. The Vice-Chairperson assumed the Chair.

MOVED: Director Cote
SECONDED: Director Beckett

THAT the Alberni-Clayoquot Regional District Board of Directors authorize up to four Directors to attend the 2021 Federation of Canadian Municipalities Conference and Trade Show being held virtually from May 31st to June 4th, 2021.

CARRIED

The Chairperson re-assumed the Chair at 2:45 pm

**f. Request for Decision regarding Sproat Lake Community Association –
2021 Community Works Fund Contributions**

MOVED: Director Cote
SECONDED: Director McNabb

THAT the Alberni-Clayoquot Regional District Board of Directors approve the Letter of Understanding with the Sproat Lake Community Association to increase the amount of Community Works Funding from \$180,000 to \$250,000 for upgrading the Community Hall for recreational purposes.

CARRIED

MOVED: Director Cote
SECONDED: Director Shannon

THAT the Alberni-Clayoquot Regional District Board of Directors approve entering into the Contribution Agreement with the Sproat Lake Community Association outlining the terms and conditions for a Multi-Purpose Court Upgrade grant of \$75,000 of Community Works Funding.

CARRIED

**g. Request for Decision regarding UBCM Asset Management Planning
Program Grant Application**

MOVED: Director Roberts
SECONDED: Director Shannon

THAT the Alberni-Clayoquot Regional District Board of Directors support the application to the Union of BC Municipalities (UBCM) Asset Management Planning Program Grant for a \$10,000 grant to expand the ACRD's Asset Management program to include the identification, use and management of natural assets.

CARRIED

**h. Late Request for Decision - Port Alberni Port Authority Yard Space
Rental Agreement.**

MOVED: Director Cootes
SECONDED: Director Paulson

THAT the Alberni-Clayoquot Regional District Board of Directors authorize the CAO to enter into a six-month agreement with the Port Alberni Port Authority for Yard Storage of Curbside Recycling and Organic Carts at a rate of \$1,146 per month.

CARRIED

9. **PLANNING MATTERS**

9.1 **ELECTORAL AREA DIRECTORS ONLY**

- a. **DVE20010, JAMIESON, 7194 MCKENZIE ROAD (BEAVER CREEK)**
Development Variance Permit Application – Memorandum

MOVED: Director McNabb

SECONDED: Director Shannon

THAT the Board of Directors consider issuing development variance permit DVE20010, subject to neighbouring properties being notified as per Local Government Act s.499.

CARRIED

- b. **TUP20004, DAHLING/MOHAN, 5458 HIGHLAND DRIVE (BEAVER CREEK)**
Temporary Use Permit Application – Memorandum

MOVED: Director McNabb

SECONDED: Director Cote

THAT the Board of Directors consider issuing Temporary Use Permit TUP20004, subject to neighbouring properties being notified as per Local Government Act s.494.

CARRIED

- c. **TUP21002, SMITH, 3240 CLAYTON ROAD (CHERRY CREEK)**
Temporary Use Permit Application – Memorandum

MOVED: Director Bodnar

SECONDED: Director Beckett

THAT the Board of Directors consider issuing Temporary Use Permit TUP21002 subject to:

Neighbouring properties being notified as per Local Government Act s.494.

Confirmation from a Registered On-Site Wastewater Practitioner that any liquid waste produced by the cider production use can be processed by the existing on-site sewage disposal system.

CARRIED

9.2 **ALL DIRECTORS**

- a. **MISC21002, REGIONAL DISTRICT OF NANAIMO REGIONAL GROWTH STRATEGY AMENDMENT REFERRAL**
Miscellaneous Referral - Request for Decision

MOVED: Director Paulson

SECONDED: Director Beckett

THAT the Board of Directors accept the proposed Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615.04, 2020 as presented.

CARRIED

**b. NORTH ISLAND COLLEGE MARKET GARDEN FARM WORKER PROGRAM,
GRANT APPLICATION**

Request for Decision

MOVED: Director Shannon

SECONDED: Director Bodnar

THAT the Board of Directors authorize staff to partner with North Island College to submit a grant application to the Community Workforce Response Grant to support the Market Garden Farm Worker program and, if successful, authorize the CAO to execute a grant agreement with North Island College and the Province.

CARRIED

10. REPORTS

10.1 STAFF REPORTS

- a. Emergency Operations Centre Update – verbal report
– Heather Zenner**
- b. Sproat Lake Marine Patrol 2021 Adjusted Program Scope**
- c. City of Port Alberni Curbside Three-Stream Waste Services Update**
- d. Airport Relief Grants for LBA and AVRA**

MOVED: Director Cote

SECONDED: Director McNabb

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

CARRIED

10.2 COMMITTEE REPORTS

10.3 OTHER REPORTS

11. UNFINISHED BUSINESS

12. LATE BUSINESS

MOVED: Director Cote
SECONDED: Director Bodnar

THAT the following be allowed for consideration as a late item: forwarding a letter of congratulations to the Hupacasath First Nation on their recent elections.

CARRIED

MOVED: Director Cote
SECONDED: Director Bodnar

THAT the Alberni-Clayoquot Regional District Board of Directors forward a letter of congratulations to the Hupacasath First Nation on their recent elections.

CARRIED

MOVED: Director Roberts
SECONDED: Director Shannon

THAT the following be allowed for consideration as a late item: forwarding a letter of congratulations to the Ka:'yu:'k't'h'/Che:k'tles7et'h' First Nations on joining the Strathcona Regional District.

CARRIED

MOVED: Director Roberts
SECONDED: Directors Shannon

THAT the Alberni-Clayoquot Regional District Board of Directors forward a letter to the Ka:'yu:'k't'h'/Che:k'tles7et'h' First Nations congratulating them on joining the Strathcona Regional District as a full voting member on April 1, 2021.

CARRIED

13. QUESTION PERIOD

Questions/Comments from the public. The Corporate Officer advised there were no questions or comments from the public respecting an agenda topic from Zoom webinar attendees or submissions received by email at responses@acrd.bc.ca.

14. RECESS

MOVED: Director Paulson
SECONDED: Director Beckett

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

CARRIED

The meeting was recessed at 3:27 pm.

15. RECONVENE

The meeting was reconvened at 3:39 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 (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 3:39 pm.

The meeting was re-opened to the public at 3:54 pm.

17. REPORT OUT – RECOMMENDATIONS FROM IN-CAMERA

18. ADJOURN

MOVED: Director McNabb

SECONDED: Director Paulson

THAT this meeting be adjourned at 3:54 pm.

CARRIED

Certified Correct:



John Jack,
Chairperson



Wendy Thomson,
General Manager of Administrative Services