



**MINUTES OF THE BOARD OF DIRECTORS MEETING  
HELD ON WEDNESDAY, DECEMBER 8, 2021, 1:30 PM**  
Hybrid - Zoom/Board Room, 3008 Fifth Avenue, Port Alberni, BC

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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  
Ron Paulson, Councillor, City of Port Alberni  
Rachelle Cole, Councillor, District of Ucluelet  
Tom Stere, Councillor, District of Tofino  
Kirsten Johnsen, Member of Council, Toquaht Nation  
Alan McCarthy, Member of Legislature, Yuułu?if?ath Government

**REGRETS:** Wilfred Cootes, Councillor, Uchucklesaht Tribe Government

**STAFF PRESENT:** Daniel Sailland, Chief Administrative Officer  
Teri Fong, Chief Financial Officer  
Wendy Thomson, General Manager of Administrative Services  
Heather Zenner, Protective Services Manager  
Charlie Starratt, Regional Fire Services Manager  
Paulo Eichelberger, Solid Waste Manager  
Eddie Kunderman, Operations Manager  
Mark Fortune, Airport Superintendent  
Alex Dyer, Planning Manager  
Amy Anaka, Planner  
Janice Hill, Executive Assistant

The meeting can be viewed on the Alberni-Clayoquot Regional District website at:  
<https://www.acrd.bc.ca/events/8-12-2021/>

**1. CALL TO ORDER**

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

The Chairperson recognized this meeting 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.

Introductions of board members, staff and the delegation present in the boardroom.

**2. APPROVAL OF AGENDA**

*MOVED: Director McNabb*

*SECONDED: Director Bodnar*

*THAT the agenda be approved as circulated.*

**CARRIED**

**3. DECLARATIONS**

**4. ADOPTION OF MINUTES**

**a. Bamfield Water Advisory Committee Meeting – November 23, 2021**

*MOVED: Director Beckett*

*SECONDED: Director Roberts*

*THAT the minutes of the Bamfield Water Advisory meeting held on November 23, 2021 be adopted.*

**CARRIED**

**b. Board of Directors Meeting – November 24, 2021**

*MOVED: Director McNabb*

*SECONDED: Director Stere*

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

**CARRIED**

**c. Alberni Valley & Bamfield Services Committee Meeting – December 1, 2021**

*MOVED: Director McNabb*

*SECONDED: Director Paulson*

*THAT the minutes of the Alberni Valley & Bamfield Services Committee meeting held on December 1, 2021 be adopted.*

**CARRIED**

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

- a. **Ms. Ellen Froot, Executive Director, Alberni Community & Women's Services, update on activities of Alberni Community & Women's Services**

Director Minions entered the meeting at 1:40 pm

Ms. Froot provided an update on activities of the Alberni Community & Women's Services and discussed their new support model and creative ways they are providing support services during the COVID pandemic. Ms. Froot thanked the Regional District for awarding a grant in aid in 2021.

## **6. CORRESPONDENCE FOR ACTION**

- a. **Correspondence dated November 26, 2021 from Municipal Finance Authority of BC (MFA), November 26, 2021, requesting ACRD Member Appointments to MFA for 2022.**

*MOVED: Director Cote*

*SECONDED: Director Shannon*

*THAT the Alberni-Clayoquot Regional District Board of Directors appoint Director McNabb as a member on the Municipal Finance Authority of BC for 2022.*

**CARRIED**

*MOVED: Director McNabb*

*SECONDED: Director Paulson*

*THAT the Alberni-Clayoquot Regional District Board of Directors appoint Chairperson Jack as the alternate member on the Municipal Finance Authority of BC for 2022.*

**CARRIED**

## **7. CORRESPONDENCE FOR INFORMATION**

- a. **MINISTRY OF MUNICIPAL AFFAIRS**
- Launch of CleanBC Roadmap to 2030
  - Proposed Legislative Amendments in Bill 26, the *Municipal Affairs Statutes Amendment Act (No. 2)*, 2021
- b. **CENTRAL WESTCOAST FOREST SOCIETY**  
Ha'uukmin – Kennedy Flats Back Roads Clean up – Year End Report 2021
- c. **ISLAND COASTAL ECONOMIC TRUST**
- Showcasing the West Coast's Artisanal Beauty

- Courtenay Outdoor Space to Help Establish Downtown as “Community’s Heart”
- d. **CITY OF PITT MEADOWS**  
Unfair Taxation Benefitting Railway and Industrial Operations
- e. **ALBERNI VALLEY DRAG RACE ASSOCIATION**  
Thank you for Grant-in-Aid
- f. **MUNICIPAL INSURANCE ASSOCIATION OF BRITISH COLUMBIA**  
Important Changes to Your Liability and Property Coverage

MOVED: Director Paulson

SECONDED: Director Shannon

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

**CARRIED**

MOVED: Director Cote

SECONDED: Director Roberts

*THAT the ACRD Board of Directors forward a letter of appreciation to the Central West Coast Forest Society for their restoration efforts in the region for the conservation of wild fish habitat.*

**CARRIED**

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

- a. **Request for Decision regarding Revenue Anticipation Borrowing Bylaw No. F1154.**

MOVED: Director McNabb

SECONDED: Director Stere

*THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to the bylaw cited as “Revenue Anticipation Borrowing Bylaw No. F1154, 2022”.*

**CARRIED**

Director Minions left the meeting at 1:59 pm.

MOVED: Director McNabb

SECONDED: Director Roberts

*THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to the bylaw cited as “Revenue Anticipation Borrowing Bylaw No. F1154, 2022”.*

**CARRIED**

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

*THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to the bylaw cited as "Revenue Anticipation Borrowing Bylaw No. F1154, 2022".*

**CARRIED**

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

*THAT the Alberni-Clayoquot Regional District Board of Directors adopt bylaw cited as "Revenue Anticipation Borrowing Bylaw No. F1154, 2022".*

**CARRIED**

**b. Request for Decision regarding Provincial COVID-19 Restart Grant Allocation.**

*MOVED: Director McNabb*  
*SECONDED: Director Paulson*

*THAT the Alberni-Clayoquot Regional District Board of Directors approve the allocation of the remaining COVID-19 Restart Funds as follows:*

<b>Year</b>	<b>Service</b>	<b>Amount</b>	<b>Description</b>
<b>2022</b>	Regional / Community Parks	\$10,000	ACRD Parks & Trails Design and Construction Guidelines, Log Train Trail Management Plan and Franklin River Bridge Concept Design

**CARRIED**

**c. Request for Decision regarding 2022 ACRD Board, Hospital, Committee & Financial Plan Meetings.**

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

*THAT the Alberni-Clayoquot Regional District Board of Directors approve the 2022 ACRD Board, Hospital, Committee & Financial Plan meeting schedule as presented.*

**CARRIED**

**d. Request for Decision regarding Bylaw 837-1, Bamfield Water System Local Service Conversion and Establishment Amendment.**

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

*THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to Bylaw 837-1, Bamfield Water System Local Service Conversion and Establishment Amendment, 2021.*

**CARRIED**

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

*THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to Bylaw 837-1, Bamfield Water System Local Service Conversion and Establishment, 2021.*

**CARRIED**

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

*THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to Bylaw 837-1, Bamfield Water System Local Service Conversion and Establishment, 2021.*

**CARRIED**

**e. Request for Decision regarding Bamfield Water System – Asset Management Plan Version 1.**

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

*THAT the Alberni-Clayoquot Regional District Board of Directors adopt the Bamfield Water System Asset Management Plan Version 1.*

**CARRIED**

**f. Request for Decision regarding 3rd Avenue Depot Contract Award.**

*MOVED: Director Cote*  
*SECONDED: Director Beckett*

*THAT the ACRD Board of Directors award INEO Employment Services Inc. the contract for operation of the ACRD Recycling Depot, located at 3620 3rd Ave. in Port Alberni, for a 3-year term, beginning February 1, 2022 for a monthly cost of*

*\$10,800 (excluding taxes), with the option to extend for two additional terms, subject to satisfactory performance.*

**CARRIED**

Director Minions re-entered the meeting at 2:30 pm.

**g. Request for Decision regarding Award of BCWS Utility Truck Purchase.**

*MOVED: Director McNabb*

*SECONDED: Director Beckett*

*THAT the Alberni-Clayoquot Regional District Board of Directors authorize the purchase of 1-tonne pick-up truck from Steve Marshall Ford for the purchase price of \$52,164.00 excluding tax for the Beaver Creek Water Service Area.*

**CARRIED**

**h. Request for Decision regarding Infrastructure Planning Grant Applications.**

*MOVED: Director Beckett*

*SECONDED: Director Cote*

*THAT the Alberni-Clayoquot Regional District Board of Directors approve the Infrastructure Planning Grant applications as presented for the Log Train Trail Park Management Plan, Franklin Bridge Detailed Design, Bamfield Development Cost Charge Review, and the Bamfield Liquid Waste Management Plan projects which may each be eligible for grants up to \$10,000.*

**CARRIED**

**i. Request for Decision regarding Island Coastal Economic Trust THRIVE – Small Capital Grant Program.**

*MOVED: Director Beckett*

*SECONDED: Director Roberts*

*THAT the Board of Directors support the proposed West Park development project and authorize staff to submit an application on behalf of the Bamfield Parks Commission for the Island Coastal Economic Trust THRIVE – Small Capital Program.*

**CARRIED**

**j. Request for Decision regarding City Residential 3 Stream Collection Services Agreement.**

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

*THAT the ACRD Board of Directors authorize the CAO to enter into a 3-Stream Recycling and Waste Collection Service Agreement between the City of Port Alberni and the Alberni-Clayoquot Regional District, for a term commencing January 1, 2022 and ending on December 31, 2023.*

**CARRIED**

**k. Request for Decision regarding Union of BC Municipalities grant applications for Emergency Support Services & Emergency Operations Centres.**

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

*THAT the Alberni-Clayoquot Regional District Board of Directors apply to the Union of BC Municipalities – Community Emergency Preparedness Program Fund for Emergency Support Services with interested grant partners.*

**CARRIED**

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

*THAT the Alberni-Clayoquot Regional District Board of Directors apply to the Union of BC Municipalities – Community Emergency Preparedness Program Fund for Emergency Operations Centres & Training with interested grant partners.*

**CARRIED**

**l. Request for Decision regarding Public request to Lease Lot # 23 Long Beach Airport.**

*MOVED: Director Roberts*  
*SECONDED: Director Paulson*

*THAT the ACRD Board of Directors approve entering into a (3) three-year lease agreement with Taryn Bellavance for lot # 23 at the Long Beach Airport (CYAZ) effective January 1st, 2022 to December 31st, 2025 at a rate of \$5346.75 per year plus applicable taxes and yearly BC CPI increases.*

**CARRIED**

**m. Request for Decision regarding AVRA – Short Term Lease – Lease Lot 15 Seth and Quinn Melmock.**

*MOVED: Director Paulson*  
*SECONDED: Director Cote*

*THAT the Alberni-Clayoquot Regional District Board of Directors approve entering into a (3) three-year term lease agreement effective January 1, 2022 until December 31, 2025 with Seth and Quinn Melmock at the Alberni Valley Regional Airport at a rate of \$1,626.15/per year plus airport maintenance charges, GST and annual BC CPI increases.*

**CARRIED**

Director Minions left the meeting at 3:11 pm.  
The meeting recessed at 3:11 pm  
The meeting reconvened 3:20 pm

## **9. PLANNING MATTERS**

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

- a. DVC21003, WILD PACIFIC UPLANDS ESTATES CORPORATION INC., LOT 2, ITTATSOO BAY (LONG BEACH)**  
Development Variance Permit Application – Memorandum and Permit

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

*THAT the Board of Directors issue development variance permit DVC21003.*

**CARRIED**

- b. SC17001, WILD PACIFIC UPLANDS ESTATES CORPORATION INC., LOT 2, ITTATSOO BAY (LONG BEACH)**  
Parcel Frontage Waiver Application – Memorandum

*MOVED: Director Roberts*  
*SECONDED: Director Bodnar*

*THAT the Board of Directors waive the 10% road frontage requirement for proposed Lots 4, 7 and 12 as per the subdivision plan for Lot 2, Plan VIP84285.*

**CARRIED**

- c. RE12001, SCHWAGER, 7799 BEAVER CREEK ROAD (BEAVER CREEK)**  
Rezoning Application – Memorandum and Bylaw P1431

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

*THAT Bylaw P1431, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw, be adopted.*

**CARRIED**

- d. RE21007, HAMELIN, 6420 LAMARQUE ROAD (BEAVER CREEK)**  
Rezoning Application – Public Hearing Report, Public Hearing Minutes and Bylaw P1428

*MOVED: Director McNabb*

*SECONDED: Director Roberts*

*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 Shannon*

*THAT Bylaw P1428, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be read a second time.*

**CARRIED**

*MOVED: Director McNabb*

*SECONDED: Director Roberts*

*THAT Bylaw P1428, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be read a third time.*

**CARRIED**

- e. RE21011, ROBERTSON & CLEMENT, 5657 CHAPMAN ROAD (BEAVER CREEK)**  
Rezoning Application – Public Hearing Report, Public Hearing Minutes and Bylaw P1438

*MOVED: Director McNabb*

*SECONDED: Director Shannon*

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

**CARRIED**

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

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

**CARRIED**

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

*THAT Bylaw P1438, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be read a second time.*

**CARRIED**

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

*THAT Bylaw P1438, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be read a third time.*

**CARRIED**

**f. DVF21006, CHERNOMAZ, 6585 CHERRY CREEK ROAD (CHERRY CREEK)**  
Development Variance Application – Report

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

*THAT the Board of Directors consider issuing development variance permit DVF21006, subject to neighbouring properties being notified as per Local Government Act s.499.*

**CARRIED**

## **9.2 ALL DIRECTORS**

**a. ACRD HOUSING NEEDS REPORT (ALL AREAS)**  
Request for Decision and Staff Presentation  
Regional Summary Housing Needs Report

A. Anaka, ACRD Planner presented the ACRD Housing Need Report.

*MOVED: Director Stere*  
*SECONDED: Director Roberts*

*THAT the Board of Directors receive the Alberni-Clayoquot Regional District Housing Needs Report, as presented AND FURTHER the Board of Directors direct staff to publish*

*the Alberni-Clayoquot Regional District Housing Needs Report on the ACRD website for public access.*

**CARRIED**

## **10. REPORTS**

### **10.1 STAFF REPORTS**

- a. **Meeting Schedule – January 2022**
- b. **Building Report- November 2021**
- c. **Update on Strategic Priority Targets & Capital Projects December 2021 – D. Sailland**

*MOVED: Director McNabb*

*SECONDED: Director Bodnar*

*THAT the Board of Directors receives the Staff Reports a-c.*

**CARRIED**

Director McCarthy left the meeting at 3:50 pm.

### **10.2 COMMITTEE REPORTS**

- a. **Electoral Area Directors Committee Meeting  
December 8, 2021 – Verbal – P. Cote** (meeting postponed until January 12, 2022)

Director Shannon left the meeting at 3:55 pm.

### **10.3 MEMBER REPORTS**

- a. **9-1-1 Corporation – J. McNabb**

Director McNabb provided a brief update on the Corporation. They have forwarded a letter to the Provincial Government regarding the 911 ambulance response issues.

- b. **Vancouver Island Regional Library – P. Cote**

Director Cote reported the Library Board is conducting strategic planning for 2022.

- c. **Alberni Valley Chamber of Commerce – S. Minions – No Report**

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

Director Bodnar provided a brief update on the Council. Woodstove exchanges have increased for a total of 15 to-date for 2021.

- e. **West Coast Aquatic Board – T. Stere – No Report**

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

Director Cote reported the Association held a Strategic Planning Session with the Executive regarding advocacy.

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

**h. West Island Woodlands Advisory Group – J. Jack – No Report**

**i. Agricultural Development Committee – T. Shannon**

Chairperson Jack read out a report on behalf of Director Shannon. The Committee met on November 30<sup>th</sup>. They are working on new grant opportunities, reviewing and updating their terms of reference and will be inviting Minister Osborne to meet with the Committee in the new year to discuss agricultural issues.

**j. Other Reports**

*MOVED: Director Roberts*

*SECONDED: Director McNabb*

*THAT the Board of Directors receive the member reports.*

**CARRIED**

**11. UNFINISHED BUSINESS**

**12. LATE BUSINESS**

**13. QUESTION PERIOD**

Questions/Comments from the public. The Corporate Officer advised there were no questions or comments respecting an agenda topic from public:

- Participating in Person in the ACRD Board Room
- Participating in the Zoom webinar
- Submissions received by email at [responses@acrd.bc.ca](mailto:responses@acrd.bc.ca).

**14. ADJOURN**

*MOVED: Director McNabb*

*SECONDED: Director Beckett*

*THAT this meeting be adjourned at 4:15 pm.*

**CARRIED**

Certified Correct:

*John Jack*

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John Jack,  
Chairperson

*Wendy Thomson*

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Wendy Thomson,  
General Manager of Administrative Services