



Alberni-Clayoquot Regional District

MINUTES OF THE BOARD OF DIRECTORS MEETING HELD ON WEDNESDAY, JANUARY 13, 2021, 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
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
Wilfred Cootes, Councillor, Uchucklesaht Tribe Government
Kirsten Johnsen, Member of Council, Toquaht Nation
- REGRETS:** Alan McCarthy, Member of Legislature, YuułuꞀiꞀꞀath Government
- STAFF PRESENT:** Douglas Holmes, Chief Administrative Officer
Teri Fong, Chief Financial Officer
Alex Dyer, Planner
Jenny Brunn, General Manager of Community Services
Wendy Thomson, General Manager of Administrative Services
Heather Zenner, Protective Services Manager
Janice Hill, Executive Assistant

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

<https://www.acrd.bc.ca/events/13-1-2021/>

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 Cootes
SECONDED: Director Cole

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

- **Letters of support regarding item 9.1 (a) TUP20003, LANE, 212 ALBION CRESCENT, MILLSTREAM (LONG BEACH) Temporary Use Permit Application – Memorandum and Permit**

CARRIED

3. DECLARATIONS

4. ADOPTION OF MINUTES

a. Board of Directors Meeting – December 9, 2020

MOVED: Director Cote
SECONDED: Director McNabb

THAT the minutes of the Board of Directors meeting held on December 9, 2020 be adopted.

CARRIED

b. Salmon Beach Committee Meeting – December 16, 2020

MOVED: Director McNabb
SECONDED: Director Shannon

THAT the minutes of the Salmon Beach Committee meeting held on December 16, 2020 be adopted.

CARRIED

5. PETITIONS, DELEGATIONS & PRESENTATIONS

6. CORRESPONDENCE FOR ACTION

a. Correspondence dated December 21, 2020 from Vancouver Island Regional Library regarding VIRL Executive Director Rosemary Bonanno retirement

MOVED: Director Cote
SECONDED: Director McNabb

THAT the ACRD Board of Directors send a letter of congratulations and appreciation to VIRL Executive Director Rosemary Bonanno.

CARRIED

Director Roberts entered the meeting at 1:36 pm.

b. Correspondence dated December 30, 2020 from City of Port Alberni regarding support for the 2026 BC Summer Games

MOVED: Director Paulson

SECONDED: Director McNabb

THAT the ACRD Board of Directors send a letter to the City of Port Alberni supporting their 2026 BC Summer Games bid application.

CARRIED

7. CORRESPONDENCE FOR INFORMATION

- a. CITY OF PORT ALBERNI**
Appointment of Directors - 2021
- b. CITY OF PORT ALBERNI**
Committee Appointments - 2021
- c. DISTRICT OF TOFINO**
Appointment to the ACRD & Hospital Board of Directors
- d. DISTRICT OF UCLUELET**
Appointments to the Alberni Clayoquot Regional District Board
- e. JOSIE OSBORNE, MLA**
Introduction Letter
- f. CARIBOO REGIONAL DISTRICT ET AL.**
BC Hydro Street Lighting Rate Increase / Termination of Private Light Systems
- g. CITY OF ROSSLAND**
Letter of Support
- h. SURFRIDER FOUNDATION**
ACRD Grant-in-Aid 2020 Project Report
- i. NORTH COAST REGIONAL DISTRICT**
Fisheries
- j. KPMG**
Audit Planning Letter
- k. CITY OF NELSON**
Vaccination Priority for Essential Critical Infrastructure Municipal Employees

MOVED: Director McNabb

SECONDED: Director Shannon

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

CARRIED

MOVED: Director Cote
SECONDED: Director Roberts

THAT the Alberni-Clayoquot Regional District Board of Directors forward a letter to the BC Premier, John Horgan and Federal Fisheries Minister, Bernadette Jordan supporting the request from the North Coast Regional District requesting that the Province of BC and Department of Fisheries and Oceans Canada formally respond to the recommendations outlined in the letter from Fisheries for Communities, based on the report by the House of Commons Fisheries Committee.

CARRIED

8. REQUEST FOR DECISIONS & BYLAWS

a. Request for Decision regarding Format of 4 Linked Reports – ACRD Strategic Plan Targets, COVID-19 Restart Grant and Resources

MOVED: Director McNabb
SECONDED: Director Cote

THAT the Alberni-Clayoquot Regional District Board of Directors receive this report for information.

CARRIED

b. Request for Decision regarding ACRD Strategic Plan and Targets

MOVED: Director McNabb
SECONDED: Director Shannon

THAT the Alberni-Clayoquot Regional District Board of Directors receive this report for information.

CARRIED

c. Request for Decision regarding Utilization of the COVID-19 Restart Grant

MOVED: Director Roberts
SECONDED: Director Bodnar

THAT the Alberni-Clayoquot Regional District Board of Directors receive this report for information.

CARRIED

Director Johnsen entered the meeting at 2:01 pm.

MOVED: Director Cote
SECONDED: Director Bodnar

THAT the Alberni-Clayoquot Regional District Board of Directors instruct staff to arrange a Committee-of-the-Whole meeting and invite appropriate agencies to discuss illegal camping in the region no later than early March 2021.

CARRIED

Director Cootes left the meeting at 2:40 pm.

d. Request for Decision regarding ACRD Resources

MOVED: Director Shannon

SECONDED: Director Paulson

THAT the Alberni-Clayoquot Regional District Board of Directors receive this report for information.

CARRIED

The meeting recessed at 3:00 pm.

The meeting was re-convened a 3:11 pm.

e. Request for Decision regarding Recommendations for ACRD Strategic Plan Targets, COVID-19 Restart Grant and Resources

MOVED: Director McNabb

SECONDED: Director Beckett

THAT the Alberni-Clayoquot Regional District Board of Directors approve a Grant and Asset Management Coordinator contract position effective May 2021 at an estimated annual cost of \$100,000.

MOVED: Director Jack

SECONDED: Director Shannon

THAT the main motion be amended to approve a permanent full time Asset Management Coordinator position.

CARRIED

The main motion as amended was

CARRIED

MOVED: Director Beckett

SECONDED: Director Roberts

THAT the Alberni-Clayoquot Regional District Board of Directors approve amending the ½ time ESS Director position to a permanent full time Protective

Services Coordinator Position (which includes ESS Director Duties) effective March 2021 at an estimated incremental annual cost of \$43,000.

CARRIED

*MOVED: Director McNabb
SECONDED: Director Roberts*

THAT the Alberni-Clayoquot Regional District Board of Directors approve a permanent full time position of Landfill Supervisor effective April 2021 at an estimated annual cost of \$95,000.

CARRIED

*MOVED: Director Roberts
SECONDED: Director Bodnar*

THAT the Alberni-Clayoquot Regional District Board of Directors approve amending the permanent ½ time Planner position to permanent ¾ time effective February 2021 at an estimated incremental annual cost of \$25,000.

CARRIED

*MOVED: Director McNabb
SECONDED: Director Stere*

THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to include in the 2021-2025 Financial Plan the following positions:

- Assistant Accountant effective July 2021 at an estimated incremental annual cost of \$86,000,*
- Solid Waste Support Coordinator ½ FTE effective January 2022 at an estimated incremental cost of \$45,000.*

CARRIED

*MOVED: Director McNabb
SECONDED: Director Beckett*

THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to include in the 2021-2025 Financial Plan for discussion purposes the following positions:

- Purchasing Coordinator effective September 2021 at an estimated incremental cost of \$98,000,*
- Communications Coordinator effective September 2021 at an estimated incremental cost of \$97,000,*

CARRIED

MOVED: Director McNabb
SECONDED: Director Beckett

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

Year	Service	Amount	Description
2020	General Government	13,800	Admin building COVID related upgrades
2020	General Government	20,000	Increased operating costs due to COVID
2020	Long Beach Airport	90,700	Increased operating costs and lost revenue
2020	Various	96,300	COVID related personnel costs
2021	Fire Departments	60,000	Cleaning equipment for firefighter gear
2021	Emergency Planning Services	29,000	COVID related resources including advertising
2021	General Government	30,000	Increased operating costs due to COVID
2021	Various	75,000	IT improvements to improve public access to services
2021	Regional Parks	27,600	Improvements based on Strategic Plan
2022	Emergency Planning Services	42,600	COVID related resources including advertising
Total		485,000	

MOVED: Director Stere
SECONDED: Director Cole

THAT the main motion be amended to remove the allocation of \$27,600 in 2021 to Regional Parks and leave this amount unallocated until further discussions on mitigation efforts for illegal camping in area "C" (Long Beach).

CARRIED

The main motion as amended was

CARRIED

MOVED: Director McNabb
SECONDED: Director Cole

THAT the Alberni-Clayoquot Regional District Board of Directors approve the updated wording (highlighted in yellow) and the proposed Targets for the

Strategic Objectives contained in the staff report that appears as Agenda Item 8b.

CARRIED

MOVED: Director McNabb

SECONDED: Director Shannon

THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to provide taxation mitigation options involving reduced Hospital District requisition when presenting the draft 2021-2025 ACRD Financial Plan in February 2021.

CARRIED

f. Request for Decision regarding ACRD Open Meetings and Electronic Meetings – COVID-19 Pandemic

MOVED: Director Roberts

SECONDED: Director Paulson

THAT in accordance with Ministerial Order M192 and Provincial Health Officer Order on gatherings and events dated December 24, 2020, all Alberni-Clayoquot Regional District (ACRD) open Board and Committee meetings continue to be held without members of the public in attendance in person until February 11, 2021;

AND 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 and the public continue to have the opportunity to participate in the Zoom meetings via Zoom Webinar or emailing the ACRD at responses@acrd.bc.ca to provide comments and/or input respecting agenda items;

AND FURTHER THAT in the interest of openness, accountability and transparency, ACRD public hearings continue to be conducted via Zoom videoconferencing or other electronic means.

CARRIED

g. Request for Decision regarding Revenue Anticipation Borrowing Bylaw No. F1151

MOVED: Director McNabb

SECONDED: Director Shannon

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to the bylaw cited as "Revenue Anticipation Borrowing Bylaw No. F1151, 2021".

CARRIED

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. F1151, 2021".

CARRIED

MOVED: Director McNabb
SECONDED: Director Shannon

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to the bylaw cited as "Revenue Anticipation Borrowing Bylaw No. F1151, 2021".

CARRIED

MOVED: Director McNabb
SECONDED: Director Roberts

THAT the Alberni-Clayoquot Regional District Board of Directors adopt bylaw cited as "Revenue Anticipation Borrowing Bylaw No. F1151, 2021".

CARRIED

h. Request for Decision regarding 2021-2022 Annual Operating Agreement

MOVED: Director Shannon
SECONDED: Director Cote

THAT the Alberni-Clayoquot Regional District Board of Directors approve execution of the 2020 – 2021 Annual Operating Agreement Amendment between BC Transit and the ACRD.

CARRIED

i. Request for Decision regarding Union of BC Municipalities – Emergency Support Services Grant Application

MOVED: Director McNabb
SECONDED: Director Beckett

THAT the Alberni-Clayoquot Regional District Board of Directors partner with the City of Port Alberni on a grant through the Union of BC Municipalities – Community Emergency Preparedness Program Fund for Emergency Support Services.

CARRIED

MOVED: Director McNabb
SECONDED: Director Shannon

THAT the Alberni-Clayoquot Regional District Board of Directors authorize the City of Port Alberni to apply to the Union of BC Municipalities Community Emergency Preparedness Fund for Emergency Support Services, to receive and manage grant funding on behalf of the Alberni-Clayoquot Regional District.

CARRIED

j. Request for Decision regarding British Columbia – COVID-19 Resilience Infrastructure Stream (CVIRS) Grant Application

MOVED: Director McNabb
SECONDED: Director Shannon

THAT the Board of Directors authorize staff to submit an application to the British Columbia – COVID-19 Resilience Infrastructure Stream (CVIRS) for \$94,800.00 to renovate the entrance to the ACRD office building, construct an accessible entrance, update parking lot lighting, and repair drains on south side of the ACRD office building.

CARRIED

k. Request for Decision regarding Alberni Inlet and Lakeshore Trail License Renewal

MOVED: Director Cote
SECONDED: Director McNabb

THAT the Alberni-Clayoquot Regional District Board of Directors authorize the CAO to enter into the Lakeshore and Alberni Inlet License agreement with Mosaic Forest Management Company.

CARRIED

l. Request for Decision regarding Resolutions for Consideration at the AVICC Virtual Convention 2021

MOVED: Director Cote
SECONDED: Director McNabb

THAT the Alberni-Clayoquot Regional District Board of Directors submit possible ideas for resolutions for consideration at the 2021 Association of Vancouver Island and Coastal Communities Convention to the General Manager of Administrative Services no later than January 26, 2021,

AND FURTHER, Regional District staff be instructed to bring back drafted resolutions and background materials for consideration of endorsement by the ACRD Board of Directors at the regular Board of Directors meeting on February 10, 2021.

CARRIED

9. PLANNING MATTERS

9.1 ELECTORAL AREA DIRECTORS ONLY

- a. **TUP20003, LANE, 212 ALBION CRESCENT, MILLSTREAM (LONG BEACH)**
Temporary Use Permit Application – Memorandum and Permit
Late Item: Letters of Support from C. Brice & C. Sedgwick

MOVED: Director Roberts

SECONDED: Director McNabb

THAT the Board of Directors issue Temporary Use Permit TUP20003.

CARRIED

10. REPORTS

10.1 STAFF REPORTS

- a. **Emergency Operations Centre Update – verbal report
– Heather Zenner**
- b. **Launch of Voyent Alert – Emergency Notifications in the Alberni Valley
& Bamfield**
- c. **Building Inspector’s Report – December 2020**

MOVED: Director

SECONDED: Director

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

CARRIED

10.2 COMMITTEE REPORTS

10.3 OTHER REPORTS

11. UNFINISHED BUSINESS

12. LATE BUSINESS

13. QUESTION PERIOD

Questions/Comments from the public attending the meeting via Zoom webinar. The Corporate Officer advised there were no questions from the public.

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 Shannon

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 4:45 pm

15. RECONVENE

The meeting was reconvened at 4:59 pm

16. IN-CAMERA

MOVED: Director Shannon

SECONDED: Director Beckett

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

i. 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 of the Freedom of Information and Protection of Privacy Act;

- 21 (1) (a) (i) and (ii) of FOIPPA: The head of a public body must refuse to disclose to an applicant information that would reveal trade secrets of a third party, or commercial, financial, labour relations, scientific or technical information of or about a third party.*

CARRIED

The meeting was closed to the public at 5:00 pm.

The meeting was re-opened to the public at 5:44 pm.

MOVED: Director Cote

SECONDED: Director McNabb

THAT the Alberni-Clayoquot Regional District Board of Directors authorize the following topic for consideration as a late item: attending the upcoming Electoral Area Directors Forum.

CARRIED

*MOVED: Director Cote
SECONDED: Director McNabb*

THAT the Alberni-Clayoquot Regional District authorize Electoral Area Directors to attend the virtual Electoral Area Directors Forum, February 2nd & 3rd, 2021.

CARRIED

17. REPORT OUT – RECOMMENDATIONS FROM IN-CAMERA

18. ADJOURN

*MOVED: Director McNabb
SECONDED: Director Cote*

THAT this meeting be adjourned at 5:45 pm

CARRIED

Certified Correct:



John Jack,
Chairperson



Wendy Thomson,
General Manager of Administrative Services