



# Alberni-Clayoquot Regional District

## MINUTES OF THE BOARD OF DIRECTORS MEETING HELD ON WEDNESDAY, MARCH 10, 2021 AT 1:30 PM

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

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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  
Wilfred Cootes, Councillor, Uchucklesaht Tribe Government  
Alan McCarthy, Member of Legislature, Yuułu?if?ath Government
- 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  
Jenny Brunn, General Manager of Community Services  
Wendy Thomson, General Manager of Administrative Services  
Charlie Starratt, Regional Fire 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/10-3-2021/>

### 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 McCarthy*

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

- *Section 8 (i) – Request for Decision – Options to Withdraw Salmon Beach from the West Coast Transit Service*
- *Section 9.1 (a) Late Correspondence - Development Variance Application DVC20007, Laing, 1150 Sixth Avenue, Salmon Beach*

**CARRIED**

**3. DECLARATIONS**

**4. ADOPTION OF MINUTES**

**a. AVRA Advisory Committee Meeting – February 23, 2021**

*MOVED: Director McCarthy*  
*SECONDED: Director McNabb*

*THAT the minutes of the AVRA Advisory Committee meeting held on February 23, 2021 be adopted.*

**CARRIED**

**b. Committee of the Whole Meeting – February 24, 2021**

*MOVED: Director Cole*  
*SECONDED: Director Bodnar*

*THAT the minutes of the Committee of the Whole meeting held on February 24, 2021 be adopted.*

**CARRIED**

**c. Board of Directors Meeting – February 24, 2021**

*MOVED: Director McNabb*  
*SECONDED: Director Cole*

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

**CARRIED**

**d. Alberni Valley & Bamfield Services Committee Meeting – February 25, 2021**

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

*THAT the minutes of the Alberni Valley & Bamfield Services Committee meeting held on February 25, 2021 be adopted.*

**CARRIED**

**e. 2021 Parcel Tax Roll Review Panel Meeting – February 25, 2021**

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

*THAT the minutes of the 2021 Parcel Tax Roll Review Panel meeting held on February 25, 2021 be adopted.*

**CARRIED**

**f. West Coast Committee Meeting – March 3, 2021**

*MOVED: Director Stere*  
*SECONDED: Director Cole*

*THAT the minutes of the West Coast Committee meeting held on March 3, 2021 be adopted.*

**CARRIED**

**g. Committee of the Whole Meeting (Illegal Camping) – March 3, 2021**

*MOVED: Director Stere*  
*SECONDED: Director Bodnar*

*THAT the minutes of the Committee of the Whole meeting held on March 3, 2021 be adopted.*

**CARRIED**

**5. PETITIONS, DELEGATIONS & PRESENTATIONS**

**a. Ms. Joanne Sales, Broom Busters Invasive Plant Society – regarding Broom Busters and the Scotch Broom Invasion in the ACRD.**

The delegation conducted a power point presentation on the Scotch Broom invasion on Vancouver Island and initiatives undertaken by Broom Busters Invasive Plan Society to stop the spread, including how and when to cut Scotch Broom. The Society is run by volunteers and they need more help. In 2020, over 400 volunteers cut broom for over 5000 hours. The delegation requested

the ACRD to consider assisting the Society with chipping of piles on the sides of roads just outside Port Alberni and Ucluelet.

**6. CORRESPONDENCE FOR ACTION**

**7. CORRESPONDENCE FOR INFORMATION**

- a. **ISLAND COASTAL ECONOMIC TRUST**  
Vision for Community-led Commercial Space on Cortes Island Gaining Momentum
- b. **PORT ALBERNI PORT AUTHORITY**  
Quarterly Report
- c. **CITY OF WILLIAMS LAKE**  
Vaccine Distribution

*MOVED: Director Beckett*

*SECONDED: Director Cote*

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

**CARRIED**

**8. REQUEST FOR DECISIONS & BYLAWS**

- a. **Request for Decision regarding Salmon Beach Committee Terms of Reference Amendment & Bylaw A1088**

*MOVED: Director Roberts*

*SECONDED: Director Stere*

*THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to "Salmon Beach Committee Bylaw A1088, 2021".*

**CARRIED**

*MOVED: Director Roberts*

*SECONDED: Director Cote*

*THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to "Salmon Beach Committee Bylaw A1088, 2021".*

**CARRIED**

*MOVED: Director Roberts*

*SECONDED: Director Shannon*

*THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to "Salmon Beach Committee Bylaw A1088, 2021".*

**CARRIED**

*MOVED: Director Roberts*

*SECONDED: Director Cote*

*THAT the Alberni-Clayoquot Regional District Board of Directors adopt "Salmon Beach Committee Bylaw A1088, 2021".*

**CARRIED**

*MOVED: Director Roberts*

*SECONDED: Director Beckett*

*THAT the Alberni-Clayoquot Regional District Board of Directors approve the amended terms of reference for the Salmon Beach Committee for 2021 as presented.*

**CARRIED**

**b. Request for Decision regarding Alberni Valley & Bamfield Services Committee Terms of Reference – 2021**

*MOVED: Director Cote*

*SECONDED: Director Paulson*

*THAT the Alberni-Clayoquot Regional District Board of Directors approve the amended terms of reference for the Alberni Valley & Bamfield Services Committee for 2021 as presented.*

**CARRIED**

**c. Request for Decision regarding Union of BC Municipalities – Emergency Operations Centres & Training Grant**

*MOVED: Director Roberts*

*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 Operations Centres & Training grant.*

**CARRIED**

**d. Request for Decision regarding Alberni Valley Landfill Gas Monitoring Partnership Project – Agreement with VIU**

*MOVED: Director Paulson*

*SECONDED: Director Bodnar*

*THAT the Alberni-Clayoquot Regional Board of Directors approve entering into an agreement with Vancouver Island University for the Alberni Valley Landfill Gas Motoring Project.*

**CARRIED**

**e. Request for Decision regarding Bylaw R1033-2 Amendment of Tipping Fees for Rope and Netting**

*MOVED: Director Roberts*

*SECONDED: Director McNabb*

*THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to Bylaw R1033-1, West Coast Landfill Tipping Fee and Regulation Amendment, 2021.*

**CARRIED**

*MOVED: Director Roberts*

*SECONDED: Director Stere*

*THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to Bylaw R1033-1, West Coast Landfill Tipping Fee and Regulation Amendment, 2021.*

**CARRIED**

*MOVED: Director Roberts*

*SECONDED: Director Shannon*

*THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to Bylaw R1033-1, West Coast Landfill Tipping Fee and Regulation Amendment, 2021.*

**CARRIED**

*MOVED: Director Roberts*

*SECONDED: Director Bodnar*

*THAT the Alberni-Clayoquot Regional District Board of Directors adopt Bylaw R1033-1, West Coast Landfill Tipping Fee and Regulation Amendment, 2021.*

**CARRIED**

**f. Request for Decision regarding Cascadia Air - Scheduled Flights at the Long Beach Airport**

*MOVED: Director Roberts*

*SECONDED: Director Stere*

*THAT the Alberni-Clayoquot Regional District Board of Directors issue a letter authorizing Cascadia Air to operate scheduled service at the Long Beach Airport.*

**CARRIED**

**g. Request for Decision regarding LBA – 2021 Lease Renewals**

*MOVED: Director Roberts*

*SECONDED: Director Beckett*

*THAT the ACRD Board of Directors approve the following lease renewals at the Long Beach Airport for 2021:*

*1. Tofino Air – Lease lot 6 at a rate of \$6,708.37 per year plus GST and yearly BC CPI increases for a (3) three- year term from April 1st, 2021 to March 31st, 2024.*

*2. Tofino Air – Water Strip at a rate of \$3,641.04 per year plus GST and yearly BC CPI increases for a (3) three-year term from November 1st, 2021 to October 31st, 2024.*

*3. Atleo Air – Lease Lot 1 at a rate of \$5,331.25 per year plus GST and yearly BC CPI increases for a (3) three-year term from August 1st, 2021 to July 31st, 2024.*

*4. Devon Transport (aka Budget Car Rental) – Kiosk 1 at a rate of \$6,490.20 per year plus GST and yearly BC CPI increases for a (3) three-year term from October 1st, 2021 to September 30th, 2024.*

*5. Terrance Salman – Lease Lot 2 at a rate of \$7,371.04 per year plus GST and yearly BC CPI increases for a (3) three-year term from August 1st, 2021 to July 31st, 2024.*

*6. Long Beach Enterprises – (Fuel Supplier) Lease lot 11 at a rate of \$2,605.04 per year plus GST and yearly BC CPI increases for a (3) three-year term from August 1st, 2021 to July 31st, 2024.*

*7. Ocean Networks – Lease Lots 12 & 13 at a rate of \$7,117.82 per year plus GST and yearly BC CPI increase for a (3) three-year term from July 31st, 2021 to June 30th, 2024.*

*8. Pacific Coastal Airlines – Kiosk 8 at a rate of \$7,117.82 per year plus GST and yearly BC CPI increases for a (3) year-term from April 1st, 2021 to March 31st, 2024.*

**CARRIED**

**h. Request for Decision regarding LBA – Short Term Lease – The Coastal Hive**

*MOVED: Director Roberts*  
*SECONDED: Director Cole*

*THAT the Alberni-Clayoquot Regional District Board of Directors approve entering into a (3) three-year term lease agreement effective April 1, 2021 until March 31, 2024 with The Coastal Hive at the Long-Beach Airport at a rate of \$1,398/per year plus GST and annual BC CPI increases.*

**CARRIED**

**i. Late Item – Request for Decision – Options for Withdraw Salmon Beach from the West Coast Transit Service**

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

*THAT the ACRD Board of Directors instruct staff to investigate the financial impacts of removing the Salmon Beach portion of Electoral Area ‘C’ from the West Coast Transit Service.*

**9. PLANNING MATTERS**

**9.1 ELECTORAL AREA DIRECTORS ONLY**

**a. DVC20007, LAING, 1150 SIXTH AVENUE, SALMON BEACH (LONG BEACH) & Late Correspondence regarding DVC20007**  
Development Variance Permit Application – Memorandum and Permit

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

*THAT development variance permit DVC20007 be deferred.*

**CARRIED**

**b. DVC20009, HUGGINS, 1170 FIFTH AVENUE, SALMON BEACH (LONG BEACH)**  
Development Variance Permit Application – Memorandum and Permit

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

*THAT the Board of Directors issue development variance permit DVC20009.*

**CARRIED**

**c. DVD20008, KLAPSTEIN, 10893 LAKESHORE ROAD (SPROAT LAKE)**  
Development Variance Permit Application – Memorandum and Permit



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

*THAT the Board of Directors issue development variance permit DVD20008.*

**CARRIED**

## **10. REPORTS**

### **10.1 STAFF REPORTS**

- a. Emergency Operations Centre Update – verbal report  
– C. Starratt, Regional Fire Services Manager**
- b. Alberni Valley Regional Airport – Central Westcoast Forest Society  
Operations – M. Fortune, Airport Manager**

*MOVED: Director McNabb*  
*SECONDED: Director Cote*

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

**CARRIED**

### **10.2 COMMITTEE REPORTS**

- a. Committee of the Whole Meeting with MLA Osborne, March 5, 2021 –  
verbal report, Chair Jack**

*MOVED: Director Roberts*  
*SECONDED: Director Shannon*

*THAT the Board of Directors receive this verbal report.*

**CARRIED**

## **11. UNFINISHED BUSINESS**

Agenda Item 8 (d) Request for Decision regarding Alberni Valley Landfill Gas Monitoring Partnership Program - The Chairperson reported he is a member of Board of Governors of VIU and should have excused himself from the meeting when the Board voted on agenda item 8 (d). He apologized for this mistake and requested the Board of Directors to consider rescinding the motion passed earlier in the meeting respecting agenda item 8 (d) and conduct a re-vote.

Chairperson Jack declared a conflict of interest respecting agenda item 8 (d) and left the meeting at 2:44 pm

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

*THAT the following motion passed by the ACRD Board of Directors earlier in the meeting be rescinded:*

*THAT the Alberni-Clayoquot Regional Board of Directors approve entering into an agreement with Vancouver Island University for the Alberni Valley Landfill Gas Motoring Project.*

**CARRIED**

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

*THAT the Alberni-Clayoquot Regional Board of Directors approve entering into an agreement with Vancouver Island University for the Alberni Valley Landfill Gas Motoring Project.*

**CARRIED**

The Chairperson re-entered the meeting at 2:46 pm.

**12. LATE BUSINESS**

**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](mailto:responses@acrd.bc.ca).

**14. RECESS**

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

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

**CARRIED**

The meeting was recessed at 2:47pm

**15. RECONVENE**

The meeting was reconvened at 3:13 pm

**16. IN-CAMERA**

**MOVED:** Director Cole  
**SECONDED:** Director McNabb

*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) (b) personal information about an identifiable individual who is being considered for a regional district award or honour, or who has offered to provide a gift to the regional district on condition of anonymity;*
- iii. 90 (1) (c) labour relations or other employee relations;*
- iv. 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) (c) (i) of FOIPPA: The head of a public body must refuse to disclose to an applicant information the disclosure of which could reasonably be expected to harm significantly the competitive position or interfere significantly with the negotiating position of the third party.*
- v. 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 3:15 pm.

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

## **17. REPORT OUT – RECOMMENDATIONS FROM IN-CAMERA**

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

*THAT the Alberni-Clayoquot Regional District Board of Directors appoint Mr. Kevin Gaudet to the Beaver Creek Water Advisory Committee for a three-year term.*

*THAT the Alberni-Clayoquot Regional District Board of Directors nominate Mr. Ken McRae to represent the Regional District as a Director on the Island Corridor Foundation for a two-year term ending May 2023.*

*THAT the Alberni-Clayoquot Regional District Board of Directors appoint Ms. Kathryn Jennings to the Bamfield Parks Commission for a two-year term AND FURTHER Regional District staff be instructed to draft an updated Bamfield Parks Commission Bylaw for consideration of three readings and adoption by the Board of Directors.*

*THAT the Alberni-Clayoquot Regional District Board of Directors enter into a developer agreement with Derek Tisdale DBA Stellar Management to reimburse the ACRD for costs associated with establishing a long-term lease for Lot C at the Long Beach Airport, AND FURTHER;*

*THAT the ACRD Board of Directors enter into a Memorandum of Agreement to provide a (40) forty-year Lease to Derek Tisdale DBA Stellar Management for Lot C at the Long Beach Airport.*

*THAT the Alberni-Clayoquot Regional District Board of Directors award the Recycling and Transfer Station Upgrades to Uplands Excavating for the tender price of \$599,246.40 excluding GST.*

*THAT the Alberni Clayoquot Regional District Board of Directors authorize the Chair and CAO to negotiate and execute a two (2) year term contract with AET Group to conduct single family household waste audits for curbside organics, recycling and garbage collection for the estimated annual contract value of \$60,000 with two (2) options to renew for subsequent terms of one (1) year each.*

*THAT the Alberni-Clayoquot Regional District Board of Directors provide a letter of support for the Ministry of Indigenous Relations and Reconciliation's application to nominate Maa-nulth Treaty Implementation for an Internal BC Public Service Award in the category of Regional Impact.*

**18. ADJOURN**

*MOVED: Director McNabb*

*SECONDED: Director Roberts*

*THAT this meeting be adjourned at 3:51 pm*

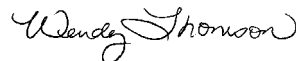
**CARRIED**

Certified Correct:



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John Jack,  
Chairperson



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Wendy Thomson,  
General Manager of Administrative Services