



# Alberni-Clayoquot Regional District

## MINUTES OF THE BOARD OF DIRECTORS MEETING HELD ON WEDNESDAY, MARCH 24, 2021, 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-Chairperson, 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  
Wilfred Cootes, Councillor, Uchucklesaht Tribe Government  
Kirsten Johnsen, Member of Council, Toquaht Nation
- REGRETS:** Tom Stere, Councillor, District of Tofino  
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  
Jenny Brunn, General Manager of Community Services  
Wendy Thomson, General Manager of Administrative Services  
Heather Zenner, Protective Services Manager  
Alex Dyer, Planner  
Janice Hill, Executive Assistant

The meeting can be viewed on the Alberni-Clayoquot Regional District website at:  
<https://www.acrd.bc.ca/events/24-3-2021/> .

### 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 Cole*

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

*8(b). Request for Decision regarding Additional Provincial COVID-19 Safe Restart Grant for Local Governments.*

**CARRIED**

**3. DECLARATIONS**

**4. ADOPTION OF MINUTES**

**a. Committee-of-the-Whole Meeting (MLA Osborne) – March 5, 2021**

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

*THAT the minutes of the Committee-of-the-Whole meeting with MLA Osborne held on March 5, 2021 be adopted.*

**CARRIED**

**b. Committee-of-the-Whole Budget Deliberations Meeting – March 10, 2021**

*MOVED: Director Shannon*  
*SECONDED: Director Cole*

*THAT the minutes of the Committee-of-the-Whole Budget Deliberations meeting held on March 10, 2021 be adopted.*

**CARRIED**

**c. Board of Directors Meeting – March 10, 2021**

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

*THAT the minutes of the Board of Directors meeting held on March 10, 2021 be adopted.*

**CARRIED**

Director Paulson entered the meeting at 1:35 pm.  
Director Minions entered the meeting at 1:41 pm.

**5. PETITIONS, DELEGATIONS & PRESENTATIONS**

- a. Jim McManus, Agent for Ross & Shary Stevens, Rezoning Application RD20003, 7956 Pacific Rim Highway.**

Mr. McManus spoke on behalf of the applicants respecting rezoning application RD20003, 7965 Pacific Rim Highway. Mr. McManus advised that the applicants are requesting the ACRD Board's consideration of the original amendments to the original land use proposal and requested the amended proposal be put back into the consideration process rather than refusing the original development package. He further stated that both the amendments and the rationale are behind the request are before the Board today. The delegation requested collective support, endorsing this application and moving to public hearing.

**6. CORRESPONDENCE FOR ACTION**

**7. CORRESPONDENCE FOR INFORMATION**

- a. SUPPORT FOR 988 CRISIS LINE**
- Township of Spallumcheen
  - Village of Belcarra
- b. CITY OF WILLIAMS LAKE**  
Call for Public Inquiry: Stronger Sentencing for Profile and Repeat Offenders
- c. CITY OF VICTORIA**  
Help Cities Lead Campaign
- d. CITY OF PRINCE GEORGE**  
Opioid Crisis and Call for overdose Action Plan  
British Columbia Hydro and Power Authority (BC Hydro) 2020 Street Lighting Rate Application
- e. ROGERS COMMUNICATIONS INC.**  
Wireless Connectivity Improvements in the Alberni-Clayoquot Regional District
- f. MINISTRY OF PUBLIC SAFETY AND SOLICITOR GENERAL**  
Revised Financial Assistance for Emergency Response Costs – A Guide for BC First Nations and Local Authorities

*MOVED: Director Roberts*

*SECONDED: Director Shannon*

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

**CARRIED**

**8. REQUEST FOR DECISIONS & BYLAWS**

**a. Request for Decision regarding ACRD Strategic Plan Adoption.**

*MOVED: Director Paulson*  
*SECONDED: Director Bodnar*

*THAT the Alberni-Clayoquot Regional District Board of Directors adopt the 2021-2024 Strategic Plan as presented.*

**CARRIED**

**b. LATE ITEM: Request for Decision regarding Additional Provincial COVID-19 Safe Restart Grant for Local Governments.**

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

*THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to bring back a report outlining eligible options for use of the additional \$166,000 of Provincial COVID-19 Safe Restart Grant for Local Governments to the Board of Directors on or before May 12, 2021 with a weighting towards rural areas.*

**CARRIED**

**c. Request for Decision regarding Bylaw F1152, 2021-2025 Financial Plan Bylaw Adoption.**

*MOVED: Director Cote*  
*SECONDED: Director Johnsen*

*THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to the bylaw cited as "Bylaw F1152, 2021 to 2025 Alberni-Clayoquot Regional District Financial Plan".*

**CARRIED**

*MOVED: Director Beckett*  
*SECONDED: Director Bodnar*

*THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to the bylaw cited as "Bylaw F1152, 2021 to 2025 Alberni-Clayoquot Regional District Financial Plan".*

**CARRIED**

*MOVED: Director Roberts*  
*SECONDED: Director Cote*

*THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to the bylaw cited as "Bylaw F1152, 2021 to 2025 Alberni-Clayoquot Regional District Financial Plan".*

**CARRIED**

*MOVED: Director Cote  
SECONDED: Director Johnsen*

*THAT the Alberni-Clayoquot Regional District Board of Directors adopt bylaw cited as "Bylaw F1152, 2021 to 2025 Alberni-Clayoquot Regional District Financial Plan".*

**CARRIED**

**d. Request for Decision regarding Bamfield Volunteer Fire Department Asset Management Plan Version 1.**

*MOVED: Director Beckett  
SECONDED: Director Roberts*

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

**CARRIED**

**9. PLANNING MATTERS**

**9.1 ELECTORAL AREA DIRECTORS ONLY**

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

*MOVED: Director Roberts  
SECONDED: Director Cote*

*THAT the Board of Directors issue development variance permit DVC20007.*

**CARRIED**

The meeting recessed at 2:52 pm  
The meeting was re-convened at 3:00 pm

The Chairperson requested Vice-Chairperson McNabb to take over the Chair at 3:03 pm.  
Vice-Chairperson McNabb assumed the Chair.

**b. RD20003, STEVENS, 7956 PACIFIC RIM HIGHWAY (SPROAT LAKE)  
Official Community Plan Amendment and Rezoning Application – Report and  
Bylaws P1411 and P1412**

Director Cootes left the meeting at 3:10 pm

*MOVED: Director Cote*  
*SECONDED: Director Bodnar*

*THAT the Board of Directors direct staff to amend rezoning application RD20003 and Bylaws P1141 and P1412 and forward for consideration by the Sproat Lake Advisory Planning Commission AND FURTHER the applicants be directed to remove equipment on the property and stop using the property for industrial purposes.*

**CARRIED**

- c. RE20011, NEUWIRTH, 6008 GRANDVIEW ROAD (BEAVER CREEK)**  
Rezoning Application – Public Hearing Report, Public Hearing Minutes and Bylaw P1421

*MOVED: Director Cote*  
*SECONDED: Director Bodnar*

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

**CARRIED**

*MOVED: Director Roberts*  
*SECONDED: Director Cote*

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

**CARRIED**

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

*THAT the Board of Directors add a condition of adoption of Bylaw P1421 to require the registration of a restrictive covenant limiting subdivision of the property to a maximum of three lots.*

**CARRIED**

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

*THAT Bylaw P1421 Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be read a second time.*

**CARRIED**

*MOVED: Director Beckett*  
*SECONDED: Director Bodnar*

*THAT Bylaw P1421 Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be read a third time.*

**CARRIED**

**d. RF20010, MCINTYRE, 6124 STRATHCONA STREET (CHERRY CREEK)**  
Rezoning Application – Report and Bylaw P1424

*MOVED: Director Bodnar*  
*SECONDED: Director Shannon*

*THAT Bylaw P1424 Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be read a first time.*

**CARRIED**

*MOVED: Director Bodnar*  
*SECONDED: Director Cote*

*THAT the public hearing for Bylaw P1424 be delegated to the Director for Electoral Area 'F', the Alternate Director or the Chairperson of the Regional District;*

**CARRIED**

*MOVED: Director Bodnar*  
*SECONDED: Director Cote*

*THAT the Board of Directors confirm that adoption of Bylaw P1424 is subject to:*

*Confirmation from a Registered On-Site Wastewater Practitioner that the property can accommodate on-site sewage disposal to a minimum 1 acre density and;*

*Meeting technical referral agency requirements.*

**CARRIED**

The General Manager of Planning and Development left the meeting at 3:34 pm.

**e. RF20012, HARTMAN, 6695 HORNE LAKE ROAD (CHERRY CREEK)**  
Official Community Plan Amendment and Rezoning Application – Report and Bylaws P1422 and P1423

*MOVED: Director Bodnar*  
*SECONDED: Director Cote*

*THAT Bylaw P1422 Cherry Creek Official Community Plan Amendment Bylaw be read a first time.*

**CARRIED**

*MOVED: Director Bodnar*

*SECONDED: Director Cote*

*THAT Bylaw P1423 Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be read a first time.*

**CARRIED**

*MOVED: Director Bodnar*

*SECONDED: Director Shannon*

*THAT the public hearing for Bylaws P1422 and P1423 be delegated to the Director for Electoral Area 'F', the Alternate Director or the Chairperson of the Regional District.*

**CARRIED**

*MOVED: Director Bodnar*

*SECONDED: Director Shannon*

*THAT the Board of Directors confirm that adoption of Bylaws P1422 and P1423 is subject to:*

*Assessment from a Geotechnical Engineer certifying that the land lying east of the Log Train Trail right-of-way is safe for the construction of a new single family dwelling.*

*Confirmation from the Ministry of Transportation & Infrastructure that the portion of property lying east of the Log Train Trail right-of-way can be accessed by public road.*

*Confirmation from a BC Land Surveyor that the lot area of the portion of property lying west of the Log Train Trail right-of-way complies with the minimum lot size requirements of the RA2 District zoning.*

*Confirmation from a Registered On-Site Wastewater Practitioner that the property can accommodate on-site sewage disposal for the proposed development.*

*Meeting technical referral agency requirements.*

**CARRIED**

The General Manager of Planning and Development re-entered the meeting at 3:38 pm.

## **9.2 ELECTORAL AREA DIRECTORS AND TOFINO**

**a. COMMERCIAL AND INDUSTRIAL SPOT ZONING IN THE ACRD**  
Request for Decision

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

*THAT the Board of Directors direct staff to prepare a policy to guide the Board, the public and staff when considering commercial and industrial rezoning applications.*

**CARRIED**

The Chairperson re-assumed the Chair at 3:45 pm.

**10. REPORTS**

**10.1 STAFF REPORTS**

- a. Meeting Schedule –April 2021**
- b. Building Report- February 2021**
- c. 2020 Alberni-Clayoquot Regional District Fire Services Annual Report  
- C. Starratt, Regional Fire Services Manager**
- d. Emergency Operations Centre Update – verbal report  
– H. Zenner, Protective Services Manager**

*MOVED: Director Cote*  
*SECONDED: Director Shannon*

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

**CARRIED**

**10.2 COMMITTEE REPORTS**

- a. Alberni Valley Regional Airport Advisory Committee Meeting – March 23, 2021 (verbal)**

Director Paulson and Director Cote reported on the Alberni Valley Regional Airport Advisory Committee meeting held yesterday afternoon. Consultants Mark Duncan and Andrew Cuthbert reviewed the draft Alberni Valley Regional Airport Strategic Final Report with the Committee for discussion and input. The Committee provided suggestions to be included in the final report which will be incorporated into the Visioning and Strategic Plan. The Committee along with the Consultants will present the plan to the ACRD Board of Directors at an upcoming ACRD Board meeting.

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

*THAT this verbal report be received.*

**CARRIED**

### **10.3 MEMBER REPORTS**

**a. 9-1-1 Corporation – J. McNabb**

Director McNabb reported on the 911 Corporation meeting held last week. They received and approved the 2021 budget which does not have a significant increase. Added to the budget is a study on the Campbell River dispatch centre. This study will look for more efficiencies and to totally understand how call are counted.

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

Director Cote reported the VIRLB will be meeting this Saturday. The recruitment process to hire a new executive director will commence in the next few weeks. Their strategic planning process will commence when Executive Director starts.

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

Director Minions reported the AV Chamber of Commerce presented to the City of Port Alberni regarding McLean Mill operations. This has been a challenging year at McLean's Mill due to COVID.

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

Director Bodnar reported there is a new group that started in December, the Alberni Climate Action. The group presented to the Council at their last meeting. Their goal is to reduce greenhouse gas emissions. Anyone interested in joining the group can email [alberniclimate@gmail.com](mailto:alberniclimate@gmail.com).

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

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

Director Cote reported that AVICC has received and processed all resolutions. The resolutions have been forwarded onto UBCM for consideration.

**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**

Director Shannon reported the Committee is meeting next Tuesday and they have a full agenda. One item of discussion will be the Grow Local Program which is starting up shortly. Application forms for the garden starter kits will be available next week.

**j. Other Reports**

*MOVED: Director Beckett*

*SECONDED: Director Shannon*

*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 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. IN-CAMERA**

*MOVED: Director Cote*

*SECONDED: Director Roberts*

*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) (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;*
- ii. 90 (1) (f): law enforcement, if the board considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;*
- iii. 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 4:08 pm.

The meeting was re-opened to the public at 4:36 pm.

**15. REPORT OUT – RECOMMENDATIONS FROM IN-CAMERA**

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

The Alberni Clayoquot Regional District Board of Directors awarded the design of West Coast Landfill Organic Facility to Tetra Tech for the contract price of \$308,409 excluding of GST.

The Alberni-Clayoquot Regional District (ACRD) Board of Directors extended the current Alberni Health Network (ACHN) Coordinator contract between Ms. Marcie DeWitt and the ACRD until December 31, 2021, AND FURTHER the Board of Directors instructed staff to undertake a new request for proposal process in November of 2021 for ACHN Coordinator services, subject to continued funding from Island Health.

The Alberni-Clayoquot Regional District Board of Directors approved engaging Hatch Engineering to complete a peer review of the Somass Watershed Flood Management Plan (SWFMP) at a cost not exceeding \$43,000.00 plus GST and authorized the CAO to sign the attached contract.

**16. ADJOURN**

*MOVED: Director McNabb*

*SECONDED: Director Cote*

*THAT this meeting be adjourned at 4:37 pm.*

**CARRIED**

Certified Correct:



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John Jack,  
Chairperson



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Wendy Thomson,  
General Manager of Administrative Services