



**MINUTES OF THE BOARD OF DIRECTORS MEETING  
HELD ON WEDNESDAY, OCTOBER 13, 2021**

Hybrid - Zoom/Board Room, 3008 Fifth Avenue, Port Alberni, BC

---

**DIRECTORS**

John Jack, Chairperson, Councillor, Huu-ay-aht First Nation

**PRESENT:**

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)

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

Sharie Minions, Mayor, City of Port Alberni

**REGRETS:**

Kirsten Johnsen, Member of Council, Toquaht Nation

Alan McCarthy, Member of Legislature, YuułuꞀiꞀꞀath Government

**STAFF PRESENT:**

Teri Fong, Acting Chief Administrative Officer

Tricia Bryant, Acting Chief Financial Officer

Mike Irg, General Manager of Development Services

Jenny Brunn, General Manager of Community Services

Wendy Thomson, General Manager of Administrative Services

Charlie Starratt, Regional Fire Services Manager

Paulo Eichelberger, Solid Waste Manager

Alex Dyer, Planning Manager

Janice Hill, Executive Assistant

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

[www.acrd.bc.ca/events/13-10-2021/](http://www.acrd.bc.ca/events/13-10-2021/)

**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.

**2. APPROVAL OF AGENDA**

*MOVED: Director McNabb*

*SECONDED: Director Cole*

*THAT the agenda be approved as circulated.*

**CARRIED**

**3. DECLARATIONS**

Director Bodnar declared a conflict of interest respecting agenda item 9.1 (b) Rezoning Application RD21005, Mykyte.

**4. ADOPTION OF MINUTES**

**a. Board of Directors Meeting – September 22, 2021**

*MOVED: Director Shannon*

*SECONDED: Director McNabb*

*THAT the minutes of the Board of Directors meeting held on September 22, 2021 be adopted.*

**CARRIED**

**b. Personnel Committee Meeting – September 23, 2021**

*MOVED: Director Cole*

*SECONDED: Director McNabb*

*THAT the minutes of the Personnel Committee meeting held on September 23, 2021 be adopted.*

**CARRIED**

**c. Beaver Creek Water Advisory Committee Meeting – September 27, 2021**

*MOVED: Director McNabb*

*SECONDED: Director Cote*

*THAT the minutes of the Beaver Creek Water Advisory Committee meeting held on September 27, 2021 be adopted.*

**CARRIED**

**d. West Coast Committee Meeting – October 6, 2021**

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

*THAT the minutes of the West Coast Committee meeting held on October 6, 2021 be adopted.*

**CARRIED**

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

- a. **Mike Cann, Fire Chief, Sproat Lake Volunteer Fire Department (SLVFD), recognizing Walt Fenske for 51 years of service and John DeBourcie for 31 years of service volunteering with the SLVFD.**

Chief Cann recognized long serving members of the Sproat Lake Volunteer Fire Department, Mr. John Debourcie and Mr. Walt Fenske. Director Cote thanked the members for their years of dedication to the community of Sproat Lake.

Director Minions entered the meeting at 1:41 pm.

- b. **Sharon Todd, Program Manager and Evelyn Clark, Executive Director, Central Island Division of Family Practice presenting on the Central Island Division of Family Practice.**

The delegation provided an overview of the Division of Family Practice which was formed in 2019 through a union of the Oceanside and Port Alberni Divisions. They are a local non-profit society of community based primary care physicians and nurse practitioners based in the Central Vancouver Island. The Division gives local primary care providers an opportunity to work collaboratively with Island Health, First Nations Health Authority, GPSC, and the Ministry of Health to identify health care needs in the local community and develop solutions to meet those needs. They provided an overview of what a primary care network is, what they do, and the activities of the Port Alberni Primary Care Network to date.

- c. **Dan Buffett, CEO, Habitat Conservation Trust Foundation (HCTF) and Steve Kozuki, Executive Director, Forest Enhancement Society of BC (FESBC) regarding conservation projects in the Regional District. Mr. Buffett will also provide an update on the Nahmint Valley Herd of Roosevelt Elk.**

The delegation provided an overview of the two organizations how they are working together in the Alberni-Clayoquot Region on fish, wildlife, and habitat projects. The Habitat Conservation Trust Foundation is a non-profit organization that funds conservation projects and provides education about BC's freshwater fish and wildlife. The Forest Enhancement Society of BC advances environmental and resource stewardship of BC's forests. The delegation provided an update on the West Coast Roosevelt Elk Augmentation and Recovery Project and the Nahmint Valley herd.

**6. CORRESPONDENCE FOR ACTION**

**7. CORRESPONDENCE FOR INFORMATION**

- a. MINISTRY OF MUNICIPAL AFFAIRS**  
Investing in Canada Infrastructure Program (ICIP) – Rural and Northern Communities Program (RNC) - West Bamfield Submarine Water Main Replacement
- b. LANGLEY CITY**  
Clarification of Intent of Correspondence from City of Langley Re: Resolution - Appointment of Directors to Regional District Board
- c. ISLAND COASTAL ECONOMIC TRUST**  
Port Alberni's Story Tower to Showcase Indigenous History
- d. ISLAND COASTAL ECONOMIC TRUST**  
New thrive small capital project supports cross-cultural exchange

*MOVED: Director Roberts*

*SECONDED: Director Shannon*

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

**CARRIED**

Director Minions left the meeting at 2:20 pm

**8. REQUEST FOR DECISIONS & BYLAWS**

- a. Request for Decision regarding Alberni-Clayoquot Regional District and Tseshaht First Nation Government to Government Accord**

*MOVED: Director McNabb*

*SECONDED: Director Paulson*

*THAT the Alberni-Clayoquot Regional District direct staff to distribute a joint press release with the Tseshaht First Nation announcing the signing of the Government-to-Government Accord.*

**CARRIED**

- b. Request for Decision regarding Donation to Village of Lytton**

*MOVED: Director Cote*

*SECONDED: Director Cootes*

*THAT the Alberni-Clayoquot Regional District (ACRD) Board of Directors donate \$3,500.00 to the Village of Lytton, from the Special Events Fund in Region Wide Grants in Aid, to assist with the rebuilding of their community.*

**DEFEATED**

**c. Request for Decision regarding UBCM 2021 – Minister and Ministry Staff Meetings - Follow-up**

*MOVED: Director Beckett*

*SECONDED: Director Roberts*

*THAT the Alberni-Clayoquot Regional District Board of Directors write a letter to the Canadian Radio-Television and Telecommunications Commission regarding the barriers to access emergency services due to the intermittent, or complete lack of cellular service in many of our region's remote communities and highways and copy to the appropriate Ministry.*

*MOVED: Director Shannon*

*SECONDED: Director McNabb*

*THAT the main motion be amended to include deteriorating cellular services.*

**CARRIED**

The main motion as amended was;

**CARRIED**

**d. Request for Decision regarding UBCM Grant – Evacuation Route Planning for the West Coast Region**

*MOVED: Director Roberts*

*SECONDED: Director Beckett*

*THAT the Alberni-Clayoquot Regional District Board of Directors apply to the Union of BC Municipalities – Community Emergency Preparedness Program Fund for Evacuation Route Planning for the Bamfield and Long Beach Electoral Areas with interested grant partners.*

**CARRIED**

Director Shannon left the meeting at 2:46 pm.

**e. Request for Decision regarding Rogers Communications – Cellular Tower at West Coast Landfill**

*MOVED: Director McNabb*

*SECONDED: Director Beckett*

*THAT the Alberni-Clayoquot Regional District Board of Directors authorize the CAO to enter into the West Coast Landfill Cellular Tower License agreement with Rogers Communications.*

**CARRIED**

**f. Request for Decision regarding Long Beach Airport Contamination**

*MOVED: Director Roberts*

*SECONDED: Director Beckett*

*THAT the Alberni-Clayoquot Regional District Board of Directors send a letter to the Minister of Transport, Omar Alghabra and MP Gord Johns, requesting that Transport Canada fulfill their obligations for historical contamination at Long Beach Airport.*

**CARRIED**

**g. Request for Decision regarding Beaver Creek Water System – Vehicle Purchase**

*MOVED: Director McNabb*

*SECONDED: Director Bodnar*

*THAT the Alberni-Clayoquot Regional District Board of Directors approve a 2021 Financial Plan Amendment, moving \$30,000 from the Capital Development Fund to the Motor Vehicle Replacement Fund.*

**CARRIED**

**h. Request for Decision regarding Beaver Creek Water System – Georgia Road Watermain Abandonment**

*MOVED: Director McNabb*

*SECONDED: Director Bodnar*

*THAT the Alberni-Clayoquot Regional District Board of Directors approve a financial plan amendment to allocate \$185,000 in 2021 for the completion of the Georgia Road watermain abandonment project.*

**CARRIED**

**i. Request for Decision regarding Burning Regulation Bylaws**

*MOVED: Director McNabb*

*SECONDED: Director Paulson*

*THAT Bylaw R1030, Solid-Fuel Burning Appliance Emission Regulation Bylaw be adopted.*

**CARRIED**

Director Shannon re-entered the meeting at 3:02 pm

*MOVED: Director McNabb*

*SECONDED: Director Cole*

*THAT Bylaw R1032, Outdoor Burning Smoke Control Regulation Bylaw be adopted.*

**CARRIED**

## **9. PLANNING MATTERS**

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

**a. DVC21003, WILD PACIFIC ESTATES CORPORATION INC., LOT 2, ITTATSOO BAY (LONG BEACH)**

Development Variance Permit Application – Report

*MOVED: Director Roberts*

*SECONDED: Director McNabb*

*THAT the Board of Directors consider issuing development variance permit DVC21003, subject to neighbouring properties being notified as per Local Government Act s.499 and that input be received from neighbouring communities on this application.*

**CARRIED**

Director Bodnar declared a conflict of interest respecting agenda item 9.1 (b) Rezoning Application RD21005 and left the meeting at 3:10 pm.

**b. RD21005, MYKYTE, LOT 45, TAYLOR ARM DRIVE (SPROAT LAKE)**

Rezoning Application – Public Hearing Report, Public Hearing Minutes and Bylaw P1430

*MOVED: Director Cote*

*SECONDED: Director McNabb*

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

**CARRIED**

*MOVED: Director Cote*

*SECONDED: Director McNabb*

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

**CARRIED**

*MOVED: Director Cote*

*SECONDED: Director Beckett*

*THAT the applicant be requested to provide additional information on a development concept for the balance of the property and further instruct staff to hold a second public hearing and that the public hearing be delegated to the Director for Electoral Area “D” (Sproat Lake), the Alternate Director or the Chairperson of the ACRD Board.*

**CARRIED**

Director Bodnar re-entered the meeting at 3:26 pm.

- c. RE21001, SCHWAGER, 7799 BEAVER CREEK ROAD (BEAVER CREEK)**  
Rezoning Application – Public Hearing Report, Public Hearing Minutes and  
Bylaw P1431

*MOVED: Director McNabb*

*SECONDED: Director Roberts*

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

**CARRIED**

*MOVED: Director McNabb*

*SECONDED: Director Cote*

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

**CARRIED**

*MOVED: Director McNabb*

*SECONDED: Director Roberts*

*THAT Bylaw P1431, Regional District of Alberni-Clayoquot Zoning Atlas Amendment  
Bylaw be read a second time.*

**CARRIED**

*MOVED: Director McNabb*

*SECONDED: Director Cote*

*THAT Bylaw P1431, Regional District of Alberni-Clayoquot Zoning Atlas Amendment  
Bylaw be read a third time.*

**CARRIED**

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

- a. RC20009, CLAYOQUOT WILDERNESS RESORT LTD, BEDWELL RIVER,  
CLAYOQUOT SOUND (LONG BEACH)**  
Rezoning Application – Report and Bylaws P1416 and P1417

*MOVED: Director Roberts*

*SECONDED: Director McNabb*

*THAT Bylaw P1416, Regional District of Alberni-Clayoquot Zoning Text Amendment  
Bylaw be read a first time.*

**CARRIED**

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

*THAT Bylaw P1417, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be read a first time.*

**CARRIED**

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

*THAT the public hearing for Bylaws P1416 and P1417 be delegated to the Director for Electoral Area 'C', the Alternate Director, or the Chairperson of the Regional District*

*AND THAT the Board of Directors confirm that adoption of Bylaws P1416 and P1417 is subject to:*

*Confirmation of support from the Ahousaht First Nations;*

*Modification of restrictive covenant EX012758 to allow for a maximum of 50 guests and 80 staff at the site and to prohibit any land clearing or development within 30 metres of the natural boundary of the Bedwell River with the exception of low-impact access trails and maintaining existing improvements;*

*Approval of an appropriate parking plan to address off-street parking requirements in the District of Tofino;*

*Submission of building plans to the ACRD Building Inspector to confirm necessary health and safety requirements of existing buildings on the site;*

*Confirmation of adequate water and sewage disposal facilities to accommodate the full capacity of guests and staff on-site; and*

*Meeting technical referral agency requirements.*

**CARRIED**

## **10. REPORTS**

### **10.1 STAFF REPORTS**

### **10.2 COMMITTEE REPORTS**

### **10.3 OTHER REPORTS**

- a. Vancouver Island Regional Library: 2022 – 2026 Financial Plan** – Director Cote provided an update on the Vancouver Island Regional Library.

Director Minions entered the meeting at 3:34 pm.

**b. Roundtable – 2021 UBCM Convention**

Directors commented on the 2021 Convention and meetings with Ministers and Ministry staff in conjunction with the convention.

The meeting recessed at 3:54 pm

The meeting re-convened at 4:10 pm

*MOVED: Director McNabb*

*SECONDED: Director Shannon*

*THAT the Board of Directors receive reports a-b for information.*

**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. RECESS**

*MOVED: Director Beckett*

*SECONDED: Director Roberts*

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

**CARRIED**

The meeting was recessed at 4:27 pm.

**15. RECONVENE**

The meeting was reconvened at 4:34 pm.

**16. IN-CAMERA**

*MOVED: Director Jack*  
*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) (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 (1) (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;*
- 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;*
- v. 21 (1) (c) (i) of FOIPPA: harm significantly the competitive position or interfere significantly with the negotiating position of the third party;*
- vi. 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 4:36 pm

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

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

**18. ADJOURN**

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

*THAT this meeting be adjourned at 5:44 pm.*

**CARRIED**

Certified Correct:



---

John Jack,  
Chairperson



---

Wendy Thomson,  
General Manager of Administrative Services