



# Alberni-Clayoquot Regional District

## MINUTES OF THE BOARD OF DIRECTORS MEETING HELD ON WEDNESDAY, DECEMBER 14, 2022, 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  
Bob Beckett, Director, Electoral Area "A" (Bamfield)  
Fred Boyko, Director, Electoral Area "B" (Beaufort)  
Vaida Siga, Director, Electoral Area "C" (Long Beach)  
Penny Cote, Director, Electoral Area "D" (Sproat Lake)  
Susan Roth, Director, Electoral Area "E" (Beaver Creek)  
Cindy Solda, Councillor, Alternate Director, City of Port Alberni  
Todd Patola, Councillor, Alternate Director, City of Port Alberni  
Marilyn McEwen, Mayor, District of Ucluelet  
Tom Stere, Councillor, District of Tofino  
Kirsten Johnsen, Member of Council, Toquaht Nation

#### **REGRETS:**

Debbie Haggard, Vice-Chair, Councillor, City of Port Alberni  
Sharie Minions, Mayor, City of Port Alberni  
Wilfred Cootes, Councillor, Uchucklesaht Tribe Government  
Charles McCarthy, President, Yuułu?if?atḥ Government

#### **STAFF PRESENT:**

Daniel Sailland, Chief Administrative Officer  
Teri Fong, Chief Financial Officer  
Mike Irg, General Manager of Planning & Development  
Jenny Brunn, General Manager of Community Services  
Wendy Thomson, General Manager of Administrative Services  
Charlie Starratt, Regional Fire Services Manager  
Alex Dyer, Manager of Planning  
Janice Hill, Executive Assistant

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

<https://www.acrd.bc.ca/events/14-12-2022/>

### **1. CALL TO ORDER**

The Chairperson called the meeting to order at 1:31 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 - Board Members and Staff present in the Boardroom.

## **2. APPROVAL OF AGENDA**

*MOVED: Director Solda*

*SECONDED: Director Roth*

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

*Section 8.0 (n) Request for Decision – Grant Application with Community Emergency Preparedness Fund – Volunteer & Composite Fire Departments Equipment & Training – Amendment to grant application.*

*Section 10.1 (d) – Update on the Curts Crib logging road deactivation, Taylor Arm.*

**CARRIED**

## **3. DECLARATIONS**

## **4. ADOPTION OF MINUTES**

### **a. Board of Directors Meeting –November 23, 2022**

*MOVED: Director Cote*

*SECONDED: Director Roth*

*THAT the minutes of the Board of Directors meeting held on November 23, 2022 be adopted.*

**CARRIED**

### **b. Electoral Area Directors Committee Meeting – November 30, 2022**

*MOVED: Director Cote*

*SECONDED: Director Roth*

*THAT the minutes of the Electoral Area Directors Committee meeting held on November 30, 2022 be adopted.*

**CARRIED**

### **c. West Coast Committee Meeting – December 7, 2022**

*MOVED: Director McEwen*

*SECONDED: Director Stere*

*THAT the minutes of the West Coast Committee meeting held on December 7, 2022 be adopted.*

**CARRIED**

**5. PETITIONS, DELEGATIONS & PRESENTATIONS**

- a. **Inspector Eric Rochette, Officer in Charge, Port Alberni RCMP, Quarterly Report for July – September, 2022.**

Inspector Rochette presented the quarterly policing statistics for the Port Alberni RCMP Detachment.

**6. CORRESPONDENCE FOR ACTION**

**7. CORRESPONDENCE FOR INFORMATION**

- a. **MARITIME DISCOVERY CENTRE**  
Thank you (Certificate Held in Office)
- b. **ISLAND COASTAL ECONOMIC TRUST**  
Embracing Community Challenges Collaboratively
- c. **ISLAND HEALTH**  
News Release – Breathe Easier: Reduce Residential Wood Smoke to Enhance Our Air Quality  
Public Service Announcement – Ucluelet Medical lab Reopens
- d. **BCSPCA**  
Congratulations & Work to Create More Humane Communities

*MOVED: Director Cote*

*SECONDED: Director Solda*

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

**CARRIED**

**8. REQUEST FOR DECISIONS & BYLAWS**

- a. **Request for Decision regarding Special Board of Directors Meeting – December 21, 2022.**

*MOVED: Director Solda*

*SECONDED: Director Roth*

*THAT the Alberni-Clayoquot Regional District (ACRD) Board of Directors hold a special board of directors meeting on Wednesday, December 21, 2022, at 1:30 pm in the ACRD Board Room, 3008 Fifth Avenue, Port Alberni and via Zoom Webinar for the following reasons:*

- 1. To appoint a chief election officer and deputy chief election officer to conduct the by-election for Director of Electoral Area "F" (Cherry Creek).*

2. *To potentially award tenders for projects that have deadlines due to grant funding.*

**CARRIED**

Director Patola entered the meeting at 1:52 pm.

**b. Request for Decision regarding 2023 ACRD Board, Committee, & Financial Plan Meeting Schedule.**

*MOVED: Director Cote*

*SECONDED: Director Solda*

*THAT the Alberni-Clayoquot Regional District Board of Directors approve the 2023 ACRD Board, Hospital, Committee & Financial Plan meeting schedule as presented.*

**CARRIED**

**c. Request for Decision regarding 2023 Local Government Leadership Academy.**

*MOVED: Director Cote*

*SECONDED: Director Roth*

*THAT the Alberni-Clayoquot Regional District Board of Directors authorize the Electoral Area and Treaty First Nation Directors to attend the Local Government Leadership Academy Forum from February 15-17, 2023, in Nanaimo.*

**CARRIED**

**d. Request for Decision regarding Revenue Anticipation Borrowing Bylaw No. F1157.**

*MOVED: Director Cote*

*SECONDED: Director Solda*

*THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to the bylaw cited as "Revenue Anticipation Borrowing Bylaw No. F1157, 2023".*

**CARRIED**

*MOVED: Director Cote*

*SECONDED: Director Solda*

*THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to the bylaw cited as "Revenue Anticipation Borrowing Bylaw No. F1157, 2023".*

**CARRIED**

MOVED: Director Cote  
SECONDED: Director Solda

*THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to the bylaw cited as "Revenue Anticipation Borrowing Bylaw No. F1157, 2023".*

**CARRIED**

MOVED: Director Cote  
SECONDED: Director Solda

*THAT the Alberni-Clayoquot Regional District Board of Directors adopt bylaw cited as "Revenue Anticipation Borrowing Bylaw No. F1157, 2023".*

**CARRIED**

**e. Request for Decision regarding Security Issuing Bylaw F1158.**

MOVED: Director Cote  
SECONDED: Director Patola

*THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to the bylaw cited as "Alberni-Clayoquot Regional District Security Issuing Bylaw No. F1158, 2022".*

**CARRIED**

MOVED: Director Cote  
SECONDED: Director Patola

*THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to the bylaw cited as "Alberni-Clayoquot Regional District Security Issuing Bylaw No. F1158, 2022".*

**CARRIED**

MOVED: Director Cote  
SECONDED: Director Patola

*THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to the bylaw cited as "Alberni-Clayoquot Regional District Security Issuing Bylaw No. F1158, 2022".*

**CARRIED**

MOVED: Director Cote  
SECONDED: Director Patola

*THAT the Alberni-Clayoquot Regional District Board of Directors adopt bylaw cited as "Alberni-Clayoquot Regional District Security Issuing Bylaw No. F1158, 2022".*

**CARRIED**

**f. Request for Decision regarding Bylaw F1147-3 Amendment of the Bamfield Water System Rates and Regulations.**

*MOVED: Director Beckett*

*SECONDED: Director Roth*

*THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to Bylaw No. F1147-3, Bamfield Water Local Service Area Rates and Regulations Amendment Bylaw, 2022.*

**CARRIED**

*MOVED: Director Beckett*

*SECONDED: Director Solda*

*THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to Bylaw No. F1147-3, Bamfield Water Local Service Area Rates and Regulations Amendment, 2022.*

**CARRIED**

*MOVED: Director Beckett*

*SECONDED: Director Solda*

*THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to Bylaw No. F1147-3, Bamfield Water Local Service Area Rates and Regulations Amendment, 2022.*

**CARRIED**

*MOVED: Director Beckett*

*SECONDED: Director Solda*

*THAT the Alberni-Clayoquot Regional District Board of Directors adopt Bylaw No. F1147-3, Bamfield Water Local Service Area Rates and Regulations.*

**CARRIED**

**g. Request for Decision regarding Tla-o-qui-aht First Nation and Alberni-Clayoquot Regional District 3 Year MOU to Develop a Long Beach Airport Agreement.**

*MOVED: Director Stere*

*SECONDED: Director McEwen*

*THAT the ACRD Board of Directors send a letter to the Tla-o-qui-aht First Nation to offer to set up a 3-year Memorandum of Understanding to develop an agreement for the Long Beach Airport and provide \$27,500 in annual funding to achieve the objectives of the MOU.*

**CARRIED**

*MOVED: Director Stere  
SECONDED: Director McEwen*

*THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to the bylaw cited as "Tofino-Ucluelet Airport Fees Amendment Bylaw No. R1016-7, 2022".*

**CARRIED**

*MOVED: Director Stere  
SECONDED: Director McEwen*

*THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to the bylaw cited as "Tofino-Ucluelet Airport Fees Amendment Bylaw No. R1016-7, 2022".*

**CARRIED**

*MOVED: Director Stere  
SECONDED: Director McEwen*

*THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to the bylaw cited as "Tofino-Ucluelet Airport Fees Amendment Bylaw No. R1016-7, 2022".*

**CARRIED**

*MOVED: Director Stere  
SECONDED: Director McEwen*

*THAT the Alberni-Clayoquot Regional District Board of Directors adopt the bylaw cited as "Tofino-Ucluelet Airport Fees Amendment Bylaw No. R1016-7, 2022".*

**CARRIED**

**h. Request for Decision regarding Long Beach Airport Land Use and Development Plan.**

*MOVED: Director Stere  
SECONDED: Director McEwen*

*THAT the Alberni-Clayoquot Regional District Board of Directors approve a 2-year term position for an Airport Project Coordinator.*

**CARRIED**

*MOVED: Director Stere*  
*SECONDED: Director McEwen*

*THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to submit a grant application for the Rural Economic Diversification and Infrastructure Program for the Long Beach Airport Land Use and Development Plan Project.*

**CARRIED**

**i. Request for Decision regarding Cherry Creek Waterworks District – Restructure Planning Grant.**

*MOVED: Director Cote*  
*SECONDED: Director Solda*

*THAT the Alberni-Clayoquot Regional District Board of Directors apply for a Restructure Planning Grant from the Ministry of Municipal Affairs, in conjunction with the Cherry Creek Waterworks District, to study governance options for the Improvement District including the potential conversion to Regional District Services and provide matching funds of up to \$5,000 from General Government to support the study.*

**CARRIED**

**j. Request for Decision regarding Alberni Valley Regional Airport Committee Terms of Reference Update.**

*MOVED: Director Cote*  
*SECONDED: Director Patola*

*THAT the Alberni-Clayoquot Regional District Board of Directors approve amending the Terms of Reference for the Alberni Valley Regional Airport Advisory Committee to have the Committee report directly to the Alberni-Clayoquot Regional District Board of Directors.*

**CARRIED**

*MOVED: Director Cote*  
*SECONDED: Director Patola*

*THAT the Alberni-Clayoquot Regional District Board of Directors appoint Director Solda to the Alberni Valley Regional Airport Advisory Committee as the representative from the City of Port Alberni for a two year term.*

**CARRIED**

*MOVED: Director Solda*  
*SECONDED: Director Roth*

*THAT the Alberni-Clayoquot Regional District Board of Directors appoint Director Cote to the Alberni Valley Regional Airport Advisory Committee as the ACRD Director from the Alberni Valley Electoral Areas (Beaufort, Sproat Lake, Beaver Creek, Cherry Creek) for a two year term.*

**CARRIED**

**k. Request for Decision regarding West Coast Transit Next Steps & Options.**

*MOVED: Director Stere*  
*SECONDED: Director McEwen*

*THAT the Board support staff in undertaking an Alternative Options Study for public transit on the West Coast.*

**CARRIED**

*MOVED: Director McEwen*  
*SECONDED: Director Siga*

*THAT the Board direct staff to include a budget, with no 2023 tax requisition for the West Coast Transit service, for the investigation and possible implementation of an alternative public transit solution in the draft 2023 to 2027 Alberni-Clayoquot Regional District Financial Plan.*

**CARRIED**

**l. Request for Decision regarding Rural Economic Diversification and Infrastructure Program Grant Application Bamfield Development Plan.**

*MOVED: Director Beckett*  
*SECONDED: Director Roth*

*THAT the Alberni-Clayoquot Regional District Board of Directors support the grant applications with the Rural Economic Diversification and Infrastructure Program for \$100,000 in funding for the project Development Plan for Bamfield and direct staff to provide overall grant management for the project, if successful.*

**CARRIED**

**m. Request for Decision regarding Community Workforce Response Grant Application – Meat Processing Fundamental Program.**

*MOVED: Director Solda*  
*SECONDED: Director Boyko*

*THAT the Alberni-Clayoquot Regional District Board of Directors support the application to the Community Workforce Response Grant for \$150,000 in grant funding for the Meat-Processing Fundamental Program and direct staff to provide overall grant management for the project, if successful.*

**CARRIED**

- n. Late Item - Request for Decision regarding Grant Application with Community Emergency Preparedness Fund – Volunteer & Composite Fire Departments Equipment & Training – Amendment to grant application.**

*MOVED: Director Solda*

*SECONDED: Director Roth*

*THAT the Alberni-Clayoquot Regional District Board of Directors support the application for \$17,022 in funding from the UBCM Volunteer & Composite Fire Departments Equipment and Training grant opportunity for wildfire equipment for the Sproat Lake Volunteer Fire Department and direct staff to provide overall grant management for the project, if successful.*

**CARRIED**

## **9. PLANNING MATTERS**

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

- a. BAMFIELD WATER SYSTEM DEVELOPMENT COST CHARGE BYLAW REVIEW AND UPDATE**

Request For Decision and Bylaw F1157

*MOVED: Director Beckett*

*SECONDED: Director Roth*

*THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to the Bamfield Water System Development Cost Charges Bylaw F1157, 2022*

**CARRIED**

- b. RD20003, STEVENS, 7956 PACIFIC RIM HIGHWAY (SPROAT LAKE)**  
Rezoning Application – Public Hearing Report, Public Hearing Minutes, and Bylaws P1411 & P1412

*MOVED: Director Cote*

*SECONDED: Director Siga*

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

**CARRIED**

*MOVED: Director Cote*

*SECONDED: Director Siga*

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

**CARRIED**

*MOVED: Director Cote*

*SECONDED: Director Roth*

*THAT Bylaw P1141, Sproat Lake Official Community Plan Amendment be read a second time.*

**CARRIED**

*MOVED: Director Cote*

*SECONDED: Director Roth*

*THAT Bylaw P1411, Sproat Lake Official Community Plan Amendment be read a third time.*

**CARRIED**

*MOVED: Director Cote*

*SECONDED: Director Roth*

*THAT Bylaw P1412, Regional District of Alberni-Clayoquot Zoning Atlas Amendment be read a second time.*

**CARRIED**

*MOVED: Director Cote*

*SECONDED: Director Roth*

*THAT Bylaw P1412, Regional District of Alberni-Clayoquot Zoning Atlas Amendement be read a third time.*

**CARRIED**

- c. SPROAT LAKE OFFICIAL COMMUNITY PLAN AMENDMENT BYLAW**  
Public Hearing Report, Public Hearing Minutes and Bylaw P1443  
Official Community Plan text and maps uploaded separately to the  
[ACRD Website](#)

*MOVED: Director Cote*

*SECONDED: Director Roth*

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

**CARRIED**

*MOVED: Director Cote*

*SECONDED: Director Roth*

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

**CARRIED**

*MOVED: Director Cote*

*SECONDED: Director Roth*

*THAT Bylaw P1443, Sproat Lake Official Community Plan Amendment Bylaw be deferred to the Special Board of Directors meeting on December 21, 2022.*

**CARRIED**

## **9.2 ALL DIRECTORS**

### **a. AD22005, TSESHAHT SOMASS SOCIETY, LOTS 1 & 2, VIP72153, SOMASS FLATS (SPROAT LAKE)**

**Agricultural Land Commission Application – Report**

*MOVED: Director Solda*

*SECONDED: Director Patola*

*THAT the Board of Directors supports and endorses the Tseshaht First Nation's application for non-farm uses for the proposed campground and forward the application to the Agricultural Land Commission noting that the campground use would be low impact; and further that this land is within Tseshaht territory and the ACRD support Tseshaht's right to determine the best use for their land.*

**CARRIED**

*MOVED: Director Solda*

*SECONDED: Director Roth*

*THAT the Alberni-Clayoquot Regional District Board of Directors recommend the Agricultural Land Commission refer and consult Hupacasath First Nation on the Tseshaht Somass Society's non-farm use application.*

**CARRIED**

## **10. REPORTS**

### **10.1 STAFF REPORTS**

- a. Meeting Schedule – January 2023**
- b. Building Report – November 2022**

- c. **Monthly Agreement & Grant Delegation Report – for Sept 23 2022 to Dec 8 2022**
- d. **Late Item - Verbal Update - Deactivation of Curts Crib logging Road, Taylor Arm.**

*MOVED: Director Cote*  
*SECONDED: Director Boyko*

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

**CARRIED**

## **10.2 COMMITTEE REPORTS**

### **10.3 MEMBER REPORTS**

- a. **Vancouver Island Regional Library – P. Cote – No Report**
- b. **Alberni Valley Chamber of Commerce – S. Minions – No Report**
- c. **West Coast Aquatic Board – T. Stere**

Director Stere reported that Tawney Lem, Executive Director of West Coast Aquatic will conduct a presentation to the Board in the new year on who they are and what they do.

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

Director Cote reminded the Board that the resolution deadline is coming up.

- e. **Tsawak-qin Public Advisory Group (WIWAG) – S. Roth – No Report**
- f. **Other Reports**

Director Beckett reported on his attendance at the NI 911 meeting on November 25<sup>th</sup>. The meeting was primarily an orientation. NI911 staff will request in new year to present to the ACRD Board.

*MOVED: Director Solda*  
*SECONDED: Director Boyko*

*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. **RECESS**

*MOVED: Director Solda*

*SECONDED: Director Boyko*

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

**CARRIED**

The meeting was recessed at 3:13 pm.

#### 15. **RECONVENE**

The meeting was reconvened at 3:20 pm.

#### 16. **IN-CAMERA**

*MOVED: Director Jack*

*SECONDED: Director Cote*

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

- i. 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;*
- ii. 90 (1) (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;*
- iii. 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) (ii) of FOIPPA: that would reveal commercial, financial, labour relations, scientific or technical information of or about a third party;*
- iv. 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 3:21 pm.

The meeting was re-opened to the public at 4:24 pm.

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

The following recommendations 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 direct staff to renew current short-term leases with rate increases based on the 2022 LBA Market Rent Analysis by Cunningham and Rivard Appraisals Ltd. and annual BC CPI adjustments.*

*THAT the Alberni-Clayoquot Regional District Board of Directors delegate authority to the CAO to negotiate with individual lease holders and bring back to the Board any negotiations resulting in a reduction of market rate greater than ten percent.*

*THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to draft a policy that creates a framework for consistently guiding lease negotiations with organizations that are providing social benefit to ensure a fair and transparent system.*

**18. ADJOURN**

*MOVED: Director Siga*

*SECONDED: Director Solda*

*THAT this meeting be adjourned at 4:25 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