



# Alberni-Clayoquot Regional District

## MINUTES OF THE ELECTORAL AREA DIRECTORS COMMITTEE MEETING HELD ON WEDNESDAY, JANUARY 12, 2022, 10:00 AM

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

---

**DIRECTORS PRESENT:** Penny Cote, Director, Chairperson, Electoral Area "D" (Sproat Lake)  
Bob Beckett, Director, Vice-Chairperson, Electoral Area "A" (Bamfield)  
Tanya Shannon, Director, Electoral Area "B" (Beaufort)  
Kel Roberts, Director, Electoral Area "C" (Long Beach)  
John McNabb, Director, Electoral Area "E" (Beaver Creek)  
Dianne Bodnar, Director, Electoral Area "F" (Cherry Creek)

**STAFF PRESENT:** Daniel Sailland, Chief Administrative Officer  
Teri Fong, Chief Financial Officer  
Mike Irg, General Manager of Planning & Development  
Alex Dyer, Planner Manager  
Jenny Brunn, General Manager of Community Services  
Wendy Thomson, General Manager of Administrative Services  
Heather Zenner, Protective Services Manager  
Charlie Starratt, Regional Fire Services Coordinator

The meeting can be viewed on the Alberni-Clayoquot Regional District website at:  
[www.acrd.bc.ca/events/12-1-2022/](http://www.acrd.bc.ca/events/12-1-2022/)

### 1. CALL TO ORDER - CAO

The CAO called the meeting to order at 10:03 am.

The CAO recognized this meeting is being held throughout the Nuu-chah-nulth territories.

The CAO reported this meeting is being recorded and livestreamed to YouTube on the Regional District website.

### 2. ELECTION OF CHAIRPERSON/VICE-CHAIRPERSON FOR 2022

#### ELECTION OF CHAIRPERSON

The General Manager of Administrative Services (GMAS) conducted the election for Chairperson of the Electoral Area Directors Committee for 2022. The GMAS requested nominations three times.

The GMAS declared Director Cote Chairperson of the Electoral Area Directors Committee for 2022.

## **ELECTION OF VICE-CHAIRPERSON**

The GMAS conducted the election of Vice-Chairperson of the Electoral Area Directors Committee for 2022. The GMAS requested nominations three times.

The GMAS declared Director Beckett Vice-Chairperson of the Electoral Area Directors Committee for 2022.

Director Cote assumed the Chair.

### **3. APPROVAL OF AGENDA**

*MOVED: Director McNabb*

*SECONDED: Director Beckett*

*THAT the agenda be approved as circulated.*

**CARRIED**

### **4. MINUTES**

#### **a. Electoral Area Directors Committee Meeting – November 3, 2021.**

*MOVED: Director Shannon*

*SECONDED: Director Bodnar*

*THAT the minutes of the Electoral Area Directors Committee Meeting held on November 3, 2021 be received.*

**CARRIED**

### **5. REQUEST FOR DECISIONS**

#### **a. Request for Decision regarding Annual Review – Electoral Area Directors Committee Terms of Reference, 2022**

*MOVED: Director McNabb*

*SECONDED: Director Beckett*

*THAT the Electoral Area Directors Committee re-confirm their Terms of Reference for 2022 as presented.*

**CARRIED**

#### **b. Request for Decision regarding 2022-2026 Community Works Fund (CWF) Projects**

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

*THAT the Electoral Area Directors Committee remove the allocation of Community Works Funding to the following projects that were previously included in the 2021-2025 Alberni-Clayoquot Regional District Financial Plan as the projects have either secured alternative funding or are not going to proceed at this time:*

- a. Beaver Creek Community Park Bridge - \$25,000*
- b. Bell Rd/Stuart Ave Water System Development - \$414,000*
- c. Salmon Beach Water Well Development - \$50,000*
- d. Sproat Lake Community Park Trail Development - \$147,465*

**CARRIED**

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

*THAT the Electoral Area Directors Committee approve the allocation of Community Works Funds in the draft 2022-2026 Financial Plan as follows:*

<b>Year</b>	<b>Project</b>	<b>Risk Level</b>	<b>Category</b>	<b>Amount</b>
<b>2022</b>	Bamfield Liquid Waste Management Plan	High	Long-Term Infrastructure Plans	\$150,000
<b>2022</b>	West Coast Multi Use Path	High	Local Road, Bridges & Active Transportation	\$550,000
<b>2022</b>	Millstream Water System Upgrade	High	Drinking Water	\$30,000
<b>2022</b>	Sproat Lake Volunteer Fire Department Firehall #3 Upgrade	High	Fire Halls & Fire Stations	\$500,000
<b>2022</b>	GIS Asset Management	High	Asset Management	\$100,000
<b>2022</b>	Parks & Trails Signage	High	Local Road, Bridges & Active Transportation	\$50,000
<b>2022</b>	Parks Management Plans	High	Integrated Community Sustainability Plans	\$25,000
<b>2023</b>	Bamfield Development Plan	High	Integrated Community Sustainability Plans	\$100,000
<b>2023</b>	Beaver Creek Volunteer Fire Department Firehall Upgrade	Medium	Fire Halls & Fire Stations	\$350,000
<b>2023</b>	Cherry Creek Maplehurst Parking Lot	Low	Local Road, Bridges & Active Transportation	\$250,000
<b>2023</b>	Broadband Connectivity Study	Low	Broadband Connectivity	\$20,000
<b>2023</b>	Parks Management Plans	High	Integrated Community	\$50,000

Year	Project	Risk Level	Category	Amount
			Sustainability Plans	
2023	Electoral Area Official Community Plan Development	Medium	Capacity Building	\$50,000
2024	Bamfield Westside Transmission Line	High	Drinking Water	\$850,000
2024	Bamfield Westside Firehall	Medium	Fire Halls & Fire Stations	\$400,000
2024	Great Central Lake Boat Launch & Parking	Medium	Local Road, Bridges & Active Transportation	\$200,000
2024	Alberni Valley Electoral Area Flood Plain Bylaw	Medium	Integrated Community Sustainability Plans	\$100,000
2024	Parks Management Plans	Medium	Integrated Community Sustainability Plans	\$50,000
2024	Electoral Area Official Community Plan Development	Medium	Capacity Building	\$50,000
2025	Bamfield Centennial Park Playground	Medium	Recreation & Sport Infrastructure	\$100,000
2025	Beaver Creek Nordstrom Park	Low	Recreation & Sport Infrastructure	\$100,000
2025	Electoral Area Official Community Plan Development	Medium	Capacity Building	\$50,000
<b>Total</b>				<b>\$4,125,000</b>

**DEFEATED**

*MOVED: Director Beckett*

*SECONDED: Director Roberts*

*THAT the Electoral Area Directors Committee approve the allocation of Community Works Funds in the draft 2022-2026 Financial Plan as follows:*

*In the year 2022 for the Bamfield Liquid Waste Management Plan for Area A – Bamfield in the amount of \$150,000.*

*In the year 2022 for the West Coast Multi-Use Path Construction for Area C – Long Beach in the amount of \$550,000.*

*In the year 2022 for the Millstream Water System Upgrade for Area C – Long Beach in the amount of \$30,000.*

*In the year 2022 for the Sproat Lake Volunteer Fire Department Firehall #3 Upgrade for Area D – Sproat Lake in the amount of \$500,000.*

*In the year 2022 for the GIS Asset Management Capacity Building for all areas in the amount of \$100,000.*

*In the year 2022 for the Parks & Trails Signage Plan & Installation for all areas in the amount of \$50,000.*

*For the Parks Management Plans for all areas for a total of \$125,000 as follows:*

- a. \$25,000 in 2022*
- b. \$50,000 in 2023*
- c. \$50,000 in 2024*

**CARRIED**

*MOVED: Director Shannon*

*SECONDED: Director Beckett*

*THAT the Electoral Area Directors Committee approve the allocation of Community Works Funds in the draft 2022-2026 Financial Plan in the year 2022 for the Beaver Creek Community Club for washroom facility upgrades for Area "B" – Beaufort in the amount of \$50,000.*

**CARRIED**

*MOVED: Directors McNabb*

*SECONDED: Director Beckett*

*THAT the Electoral Area Directors Committee approve the allocation of Community Works Funds in the draft 2022-2026 Financial Plan in the year 2022 for the Beaver Creek Nordstrom Park Development for Area "E" – Beaver Creek in the amount of \$100,000.*

**CARRIED**

*MOVED: Director McNabb*

*SECONDED: Director Shannon*

*THAT the Electoral Area Directors Committee approve the allocation of Community Works Funds in the draft 2022-2026 Financial Plan in the year 2023 for the Bamfield Development Plan for Area A – Bamfield in the amount of \$100,000.*

**CARRIED**

*MOVED: Director McNabb*

*SECONDED: Director Shannon*

*THAT the Electoral Area Directors Committee approve the allocation of Community Works Funds in the draft 2022-2026 Financial Plan in the year 2023 for the Beaver Creek Volunteer Fire Department Firehall Upgrade for Area E – Beaver Creek in the amount of \$350,000.*

**CARRIED**

*MOVED: Director McNabb*  
*SECONDED: Director Shannon*

*THAT the Electoral Area Directors Committee approve the allocation of Community Works Funds in the draft 2022-2026 Financial Plan in the year 2022 for the Cherry Creek Maplehurst Parking Lot for Area F – Cherry Creek in the amount of \$250,000 in order for staff to start this project.*

**CARRIED**

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

*THAT the Electoral Area Directors Committee approve the allocation of Community Works Funds in the draft 2022-2026 Financial Plan in the year 2023 for the Broadband Connectivity Study for all areas in the amount of \$20,000.*

**CARRIED**

*MOVED: Director Shannon*  
*SECONDED: Director McNabb*

*THAT the Electoral Area Directors Committee approve the allocation of Community Works Funds in the draft 2022-2026 Financial Plan of \$50,000 in each of the years 2023, 2024 and 2025 for the Electoral Area Official Community Plan Development for all electoral areas for a total amount of \$150,000.*

**CARRIED**

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

*THAT the Electoral Area Directors Committee approve the allocation of Community Works Funds in the draft 2022-2026 Financial Plan in the year 2024 for the Bamfield Water System Westside Transmission Line for Area A - Bamfield in the amount of \$850,000.*

Director Shannon left the meeting at 11:38 am.

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

*THAT the main motion be amended reducing the allocation amount to \$500,000.*

**CARRIED**

*The main motion as amended was*

**CARRIED**

*MOVED: Director Beckett*  
*SECONDED: Director McNabb*

*THAT the Electoral Area Directors Committee approve the allocation of Community Works Funds in the draft 2022-2026 Financial Plan in the year 2024 for the Bamfield Westside Firehall for Area A – Bamfield in the amount of \$400,000.*

**CARRIED**

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

*THAT the Electoral Area Directors Committee approve the allocation of Community Works Funds in the draft 2022-2026 Financial Plan in the year 2024 for the Great Central Lake Boat Launch and Parking for Area D – Sproat Lake in the amount of \$200,000.*

**CARRIED**

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

*THAT the Electoral Area Directors Committee approve the allocation of Community Works Funds in the draft 2022-2026 Financial Plan in the year 2024 for the Alberni Valley Electoral Area Flood Plain Bylaw for the Alberni Valley areas in the amount of \$100,000.*

**CARRIED**

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

*THAT the Electoral Area Directors Committee approve the allocation of Community Works Funds in the draft 2022-2026 Financial Plan in the year 2025 for the Bamfield Centennial Park Playground Upgrade for Area A – Bamfield in the amount of \$100,000.*

**CARRIED**

Director Beckett left the meeting at 11:45 am.

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

*THAT the Electoral Area Directors Committee approve the allocation of Community Works Funds in the year 2022 for the Cherry Creek Waterworks District for the Cherry Creek firehall replacement project in the amount of \$500,000 in the draft 2022-2026 Financial Plan and further, direct staff to draft a contribution agreement between the Alberni-Clayoquot Regional District and the Cherry Creek Waterworks District for consideration by the Board of Directors.*

**DEFEATED**

**6. 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).

**7. ADJOURN**

*MOVED: Director Roberts*

*SECONDED: Director McNabb*

*THAT this meeting be adjourned 12:07 pm.*

**CARRIED**

Certified Correct:

*Penny Cote*

---

Penny Cote,  
Chairperson

*Wendy Thomson*

---

Wendy Thomson,  
General Manager of Administrative Services