



Alberni-Clayoquot Regional District

MINUTES OF THE BOARD OF DIRECTORS MEETING HELD ON WEDNESDAY, DECEMBER 13, 2023, 1:30 PM Hybrid - Zoom/Board Room, 3008 Fifth Avenue, Port Alberni, BC

- DIRECTORS PRESENT:**
- Debbie Haggard, Vice-Chair, Councillor, City of Port Alberni
 - Bob Beckett, Director, Electoral Area "A" (Bamfield)
 - Fred Boyko, Director, Electoral Area "B" (Beaufort)
 - Kel Roberts, Alternate Director, Electoral Area "C" (Long Beach)
 - Penny Cote, Director, Electoral Area "D" (Sproat Lake)
 - Colin McLeman, Alternate Director, Electoral Area "E" (Beaver Creek)
 - Mike Sparrow, Director, Electoral Area "F" (Cherry Creek)
 - Sharie Minions, Mayor, City of Port Alberni
 - Marilyn McEwen, Mayor, District of Ucluelet
 - Tom Stere, Councillor, District of Tofino
 - Moriah Cootes, Councillor, Uchucklesaht Tribe Government
 - Kirsten Johnsen, Member of Council, Toquaht Nation
- REGRETS:**
- John Jack, Chairperson, Chief Councillor, Huu-ay-aht First Nations
 - Vaida Siga, Director, Electoral Area "C" (Long Beach)
 - Susan Roth, Director, Electoral Area "E" (Beaver Creek)
 - Levana Mastrangelo, Executive Legislator, YuułuꞀiꞀꞀath 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
 - Heather Zenner, Manager of Administrative Services

The meeting can be viewed on the Alberni-Clayoquot Regional District website at:
<https://www.acrd.bc.ca/events/13-12-2023/>

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.

Introductions – Directors and Staff present in the Boardroom and via Zoom.

2. APPROVAL OF AGENDA

MOVED: Director Roberts

SECONDED: Director Cote

THAT the agenda be approved as circulated.

CARRIED

3. DECLARATIONS

Director Cote declared a conflict of interest respecting agenda item 9.1. (a) Development Variance Application, DVD23008, Kupnicki & Sherwood, 7636 Bell Road.

4. ADOPTION OF MINUTES

a. **Agricultural Development Committee Meeting – November 21, 2023**

MOVED: Director Boyko

SECONDED: Director Beckett

THAT the minutes of the Agricultural Development Committee meeting held on November 21, 2023 be adopted.

CARRIED

b. **Board of Directors Meeting – November 22, 2023**

MOVED: Director Cote

SECONDED: Director Sparrow

THAT the minutes of the Board of Directors meeting held on November 22, 2023 be adopted.

CARRIED

c. **Electoral Area Directors Committee Meeting – November 29, 2023**

MOVED: Director Sparrow

SECONDED: Director Roberts

THAT the minutes of the Electoral Area Directors Committee meeting held on November 29, 2023 be adopted.

CARRIED

Director McEwan entered at 1:34 pm.

d. **Beaver Creek Water Advisory Committee Meeting – December 5, 2023**

MOVED: Director McEwen
SECONDED: Director McLeman

THAT the minutes of the Beaver Creek Water Advisory Committee meeting held on December 5, 2023 be adopted.

CARRIED

e. West Coast Committee Meeting – December 6, 2023

MOVED: Director Roberts
SECONDED: Director Stere

THAT the minutes of the West Coast Committee meeting held on December 6, 2023 be adopted.

CARRIED

5. PETITIONS, DELEGATIONS & PRESENTATIONS

6. CORRESPONDENCE FOR ACTION

7. CORRESPONDENCE FOR INFORMATION

a. ISLAND COASTAL ECONOMIC TRUST

- Alberni-Clayoquot Region’s Strategic Recovery Plan to Reveal Economic Priorities
- Tiičma Fisheries to Expand Aquaculture Operations with New Facility
- Community Pavilion at Beaver Creek to Expand Year-Round Activities
- Town of Comox to Boost Economic Resilience with New Economic Development Plan

b. DISTRICT OF UCLUELET

Certified Resolution for Council Appointments for the Year 2024

c. CLAYOQUOT BIOSPHERE TRUST

Clayoquot Sound Biosphere Region’s Vital Signs 2023

d. FORT NELSON NORTHERN ROCKIES REGIONAL MUNICIPALITY

Request for Extension and Funds to Complete Emergency Program Act Regulations Feedback

e. ISLAND HEALTH

Climate Change and Health Community Gathering

f. ART GUYTE CONSULTING – AGENT FOR BC MINISTRY OF FORESTS

Draft Pest Management Plan for Provincial Public (Crown) Lands in Southern and Coastal British Columbia

g. CITY OF VICTORIA

Advocacy – Red Light Cameras and Speed Cameras

h. UBCM

Canada Community – Building Fund: Second Community Works Fund
Payment for 2023/2024

- i. **DARREN DELUCA**
ACRD OCP and Bylaw Review – Next Steps

The Board of Directors requested Staff invite Art Guite Consulting – Agent for BC Ministry of Forests to make a presentation at an upcoming Board of Directors meeting.

MOVED: Director Beckett

SECONDED: Director Sparrow

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

CARRIED

8. REQUEST FOR DECISIONS & BYLAWS

- a. **Request for Decision regarding Inclusive Regional Governance – Consulting Services Award.**

MOVED: Director Cote

SECONDED: Director Stere

THAT the Alberni-Clayoquot Regional District (ACRD) Board of Directors award the Inclusive Regional Governance – Consulting Services contract to ECOPLAN International for the following:

- Phase 1 in the amount of \$44,995.00 (excluding GST)*
- Additional Phases, subject to further grant funding, to a maximum of \$20,000.00 and that the Board authorize the CAO to negotiate and execute the contract on behalf of the Regional District.*

CARRIED

- b. **Request for Decision regarding Long Beach Airport Parking Services – Bylaw R1016-8 Airport Fees Amendment.**

MOVED: Director Boyko

SECONDED: Director McEwen

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to Bylaw R1016-8 Amendment – Tofino-Ucluelet Airport Fees, 2023.

CARRIED

MOVED: Director Boyko

SECONDED: Director Roberts

THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to Bylaw R1016-8 Amendment – Tofino-Ucluelet Airport Fees, 2023.

CARRIED

*MOVED: Director Boyko
SECONDED: Director McEwen*

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to Bylaw R1016-8 Amendment – Tofino-Ucluelet Airport Fees, 2023.

CARRIED

*MOVED: Director Boyko
SECONDED: Director McEwen*

THAT the Alberni-Clayoquot Regional District Board of Directors adopt Bylaw R1016-8 Amendment – Tofino-Ucluelet Airport Fees, 2023.

CARRIED

c. Request for Decision regarding 2024 ACRD Board, Committee & Financial Plan Meeting Schedule.

*MOVED: Director Sparrow
SECONDED: Director Cote*

THAT the Alberni-Clayoquot Regional District Board of Directors approve the 2024 ACRD Board, Hospital, Committee & Financial Plan meeting schedule as presented.

CARRIED

d. Request for Decision regarding AVRA Lease Application Fees.

*MOVED: Director Cote
SECONDED: Director Roberts*

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to Bylaw R1035-1 Amendment – Alberni Valley Regional Airport Fees and Charges, 2023.

CARRIED

*MOVED: Director Cote
SECONDED: Director Cootes*

THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to Bylaw R1035-1 Amendment – Alberni Valley Regional Airport Fees and Charges, 2023.

CARRIED

MOVED: Director Cote
SECONDED: Director Cootes

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to Bylaw R1035-1 Amendment – Alberni Valley Regional Airport Fees and Charges, 2023.

CARRIED

MOVED: Director Cote
SECONDED: Director Cootes

THAT the Alberni-Clayoquot Regional District Board of Directors adopt Bylaw R1035-1 Amendment – Alberni Valley Regional Airport Fees and Charges, 2023.

CARRIED

e. Request for Decision regarding Growing Communities Fund Allocation.

MOVED: Director Roberts
SECONDED: Director Sparrow

THAT the Alberni-Clayoquot Regional District Board of Directors approve the allocation of the Growing Communities Fund as follows:

Service	Amount	Description
Bamfield Volunteer Fire Department	\$100,000	West Side Fire Hall replacement project
Beaver Creek Volunteer Fire Department	\$50,000	Feasibility study on fire hall replacement
Beaver Creek Water System	\$500,000	Water system capital upgrades
Sproat Lake Volunteer Fire Department	\$700,000	Expansion of Hall #3 – Harold Bishop
West Coast Transit	\$175,000	Bus stop and shelter construction
Alberni Valley Aquatics – Proposed Service	\$100,000	To fund feasibility study conducted in 2023
Long Beach Airport	\$200,000	Wastewater treatment plant upgrade
General Government	\$75,000	Feasibility study of future of ACRD office building
Total	\$1,900,000	

CARRIED

9. PLANNING MATTERS

9.1 ELECTORAL AREA DIRECTORS ONLY

Director Cote declared a conflict-of-interest respecting agenda item 9.1 (a) and left the meeting at 2:05 pm.

- a. DVD23008, KUPNICKI & SHERWOOD, 7636 BELL ROAD (SPROAT LAKE)**
Development Variance Application – Memorandum and Permit

MOVED: Director Boyko
SECONDED: Director Sparrow

THAT the Board of Directors consider issuing Development Variance Permit DVD23008, subject to neighbouring properties being notified as per Local Government Act s. 499.

CARRIED

Director Cote re-entered the meeting at 2:08 pm.

Director Minions declared a conflict-of-interest respecting agenda item 9.1 (b) and left the meeting at 2:08 pm.

- b. RD22007, DANIELSEN, 7655 TRILL PIT ROAD (SPROAT LAKE)**
Public Hearing Report – Memorandum and Bylaws P1461 & P1462

MOVED: Director Cote
SECONDED: Director Roberts

THAT the Board of Directors receive the public hearing report.

CARRIED

MOVED: Director Cote
SECONDED: Director Cootes

THAT the Board of Directors receive the public hearing minutes.

CARRIED

MOVED: Director Cote
SECONDED: Director Cootes

THAT Bylaw P1461, Sproat Lake Official Community Plan Amendment Bylaw be read a second time.

CARRIED

MOVED: Director Cote
SECONDED: Director Sparrow

THAT Bylaw P1461, Sproat Lake Official Community Plan Amendment Bylaw be read a third time.

CARRIED

*MOVED: Director Cote
SECONDED: Director Cootes*

THAT Bylaw P1462, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be read a second time.

CARRIED

*MOVED: Director Cote
SECONDED: Director Cootes*

THAT Bylaw P1462, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be read a third time.

CARRIED

Director Minions re-entered the meeting at 2:12 pm.

c. RE22015, GILMOUR, 6399 WALKER ROAD (BEAVER CREEK)
Public Hearing Report – Memorandum and Bylaw P1474

*MOVED: Director McLeman
SECONDED: Director Sparrow*

THAT the Board of Directors receive the public hearing report.

CARRIED

*MOVED: Director McLeman
SECONDED: Director Sparrow*

THAT the Board of Directors receive the public hearing minutes.

CARRIED

*MOVED: Director McLeman
SECONDED: Director Sparrow*

THAT Bylaw P1474, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be read a second time.

CARRIED

*MOVED: Director McLeman
SECONDED: Director Sparrow*

THAT Bylaw P1474, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be read a third time.

CARRIED

d. COMMUNITY PLANNING PROJECT NEXT STEPS – OFFICIAL COMMUNITY PLANS (OCPs) AND ZONING BYLAW UPDATE
Request for Decision

MOVED: Director Sparrow

SECONDED: Director Cote

THAT the Board of Directors resolve to proceed with comprehensive updates to the six Electoral Area Official Community Plans (OCPs).

CARRIED

MOVED: Director Sparrow

SECONDED: Director Roberts

THAT the Board of Directors resolve to direct staff to prepare a report for the next Electoral Area Directors Committee in three months. And further, that the report considers the following;

- 1. options to modify section 3 of the ACRD zoning bylaw,*
- 2. a comparative analysis of one ACRD zoning bylaw vs multiple ACRD zoning bylaws in the electoral areas, including an assessment of the financial implications and administrative requirements to administer multiple zoning bylaws,*
- 3. an analysis of legal requirements in the Local Government Act (LGA) and other Provincial statutes for the ACRD to fund and provide Rural Planning Service under part 14 of the LGA, and*
- 4. to consider electoral area public input received through the ACRD Community Planning Engagement sessions held between October 6 and November 12, 2023.*

CARRIED

9.2 ALL DIRECTORS

a. DISTRICT OF TOFINO OFFICIAL COMMUNITY PLAN AMENDMENT
Request for Decision

MOVED: Director Stere

SECONDED: Director McEwen

THAT the Board of Directors direct staff to provide comments to the District of Tofino that the ACRD's interests are unaffected by the proposed Official Community Plan amendment.

CARRIED

b. AGRICULTURAL WATER INFRASTRUCTURE FUNDING OPPORTUNITY - REFBC
Request for Decision

MOVED: Director Cote

SECONDED: Director Sparrow

THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to apply to the Real Estate Foundation of BC (REFBC) grant program for the balance of the agricultural water project funding.

CARRIED

10. REPORTS

10.1 STAFF REPORTS

a. Meeting Schedule – January 2024

b. Building Report –November 2023

MOVED: Director Roberts

SECONDED: Director Cote

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

CARRIED

10.2 MEMBER REPORTS

(ALL/UNWEIGHTED)

- a. 9-1-1 Corporation – B. Beckett. No report.
- b. Vancouver Island Regional Library – P. Cote. Director Cote recommends inviting the VIRL Executive Director to come to the ACRD Board to speak about the significant budget increase.
- c. Alberni Valley Chamber of Commerce – S. Minions. No report.
- d. Air Quality Council, Port Alberni –M. Sparrow. No report.
- e. Association of Vancouver Island & Coastal Communities – P. Cote. Resolutions and nominations are due by February 7th. Conference sessions will include inclusive governance.
- f. Tsawak-qin Public Advisory Group (WIWAG) – M. Sparrow. Chip sealing road to Bamfield was completed. CSA Audit coming up. Weather slowed down timber harvesting. An update on the Huu-ay-aht Integrated Resource Management Plan (HIRMP) was provided with the completion of the HIRMP targeted for March 2024. The CSA standard – ‘Indicator on Employment’ is being updated. Western Forest Products is in negotiations with a 3rd Party for the APD site.

MOVED: Director Cote

SECONDED: Director Roberts

THAT the Board of Directors receive the Member Reports.

CARRIED

11. LATE BUSINESS

a. Late Business

Vice-Chair Haggard acknowledged Wendy Thomson's 36 years of service at the Alberni-Clayoquot Regional District and her upcoming retirement.

12. QUESTION PERIOD

Questions/Comments from the public. The Manager of Administration 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.

A member of the public, Sabrina Zimmerman enquired as to whether the ACRD will opt into Short Term Rentals. Staff identified that the Board will decide what they want to do and that the ACRD is still waiting for government regulations to be announced. Staff will provide a report to the Board in January 2024 with further information. Sabrina stated that Short Term Temporary Use Permits are not working, and questioned if they could be worked into the new zoning bylaw as home-based business.

A member of the public, Heather Powell, asked for transparency with Planning Applications. Wants to see the number of zoning applications separated out by zoning applications, versus development permits. Concerned about length of time of planning applications are taking.

13. IN-CAMERA

MOVED: Director Roberts

SECONDED: Director Sparrow

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

- 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*
- 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) (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;
- iv. 21 (1) (a) (ii) of FOIPPA: commercial, financial, labour relations, scientific or technical information of or about a third party.

CARRIED

The meeting was closed to the public at 3:13 pm.

The meeting was re-opened to the public at 3:36 pm.

14. REPORT OUT – RECOMMENDATIONS FROM IN-CAMERA

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

THAT the Alberni-Clayoquot Regional District Board of Directors appoint Christine Gruman, Lisa Herbert, Bob Schmitt, John Mass to the Bamfield Area Services Committee to represent the Bamfield community.

CARRIED

THAT the ACRD Board of Directors approve entering into a month-to-month lease with the Hazelwood Construction Services for lease lot LS-L2024003 that will not extend beyond a 6-month term.

CARRIED

15. ADJOURN

MOVED: Director Roberts

SECONDED: Director Sparrow

THAT this meeting be adjourned at 3:36 pm.

CARRIED

Certified Correct:

Debbie Haggard

Debbie Haggard,
Vice Chairperson

Heather Zenner

Heather Zenner,
Manager of Administrative Services