



# Alberni-Clayoquot Regional District

## MINUTES OF THE BOARD OF DIRECTORS MEETING HELD ON WEDNESDAY, APRIL 12, 2023, 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  
Debbie Haggard, Vice-Chair, Councillor, City of Port Alberni  
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)  
Mike Sparrow, Director, Electoral Area "F" (Cherry Creek)  
Tom Stere, Councillor, District of Tofino

**REGRETS:** Marilyn McEwen, Mayor, District of Ucluelet  
Sharie Minions, Mayor, City of Port Alberni  
Jenny Touchie, Member of the Legislature, Yuułuᑦıᑦ?atᑦ Government  
Wilfred Cootes, Councillor, Uchucklesaht Tribe Government  
Kirsten Johnsen, Member of Council, Toquaht Nation

**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, Protective Services Manager  
Charlie Starratt, Regional Fire Services Manager  
Alex Dyer, Planning Manager  
Janice Hill, Executive Assistant

The meeting can be viewed on the Alberni-Clayoquot Regional District website at:  
<https://www.acrd.bc.ca/events/12-4-2023/>

### 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 Nuuchahnulth 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 Roth*  
*SECONDED: Director Sparrow*

*THAT the agenda be approved as circulated with the following amendments:*  
*a. Addition of late item under Section 12 – Late Business – Proposed amendment to the ACRD Procedures Bylaw respecting recording of directors votes at the Board table, and;*  
*b. Moving the MLA’s presentation first under agenda Section 5 – Petitions, Delegations and Presentations.*

**CARRIED**

**3. DECLARATIONS**

Director Haggard declared a conflict of interest respecting agenda item 9.1 (n) Rezoning Application RF22005, Von Brendel, 5447 Maebelle Road.

**4. ADOPTION OF MINUTES**

**a. Board of Directors Meeting – March 22, 2023**

*MOVED: Director Cote*  
*SECONDED: Director Roth*

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

**CARRIED**

**b. Committee of the Whole Meeting – March 22, 2023**

*MOVED: Director Roth*  
*SECONDED: Director Haggard*

*THAT the minutes of the Committee of the Whole meeting held on March 22, 2023 be adopted.*

**CARRIED**

**5. PETITIONS, DELEGATIONS & PRESENTATIONS**

- a. MLA Josie Osborne in attendance to provide an overview of the MLA office and the services provided to the Board and their constituents.**

Josie Osborne, MLA introduced Constituency Assistant, Andrea McDonald and provided the Board with an overview of the role of the MLA's office. The MLA office serves three distinct roles; representative, legislative and elected member of party caucus. They are a non-partisan office, here to serve the people within their constituency.

**b. Lenora Lee, FCPA, FCA & Cameron Rice-Gural, CPA, KPMG LLP in attendance to present Audit Findings Report.**

The Regional District's auditors presented the Audit Findings report for the Alberni-Clayoquot Regional District and Alberni-Clayoquot Regional Hospital District for the year ended December 31, 2022.

**6. CORRESPONDENCE FOR ACTION**

- a. Correspondence dated March 22, 2023 from United Steelworkers, Local 1-1937 regarding Day of Mourning Ceremony on April 28, 2023 in honour of co-workers, friends, and family who've lost their lives to workplace injury and disease.**

*MOVED: Director Jack*  
*SECONDED: Director Haggard*

*THAT the Board of Directors support Chairperson Jack to represent the ACRD at the United Steelworkers Day of Mourning Ceremony being held on April 28, 2023.*

**CARRIED**

**7. CORRESPONDENCE FOR INFORMATION**

- a. MINISTRY OF MUNICIPAL AFFAIRS**  
Letter dated March 20, 2023 confirming commitment of \$35,000 to the ACRD to undertake the study and consultation regarding the future of Cherry Creek Waterworks District.
- b. MINISTRY OF JOBS, ECONOMIC DEVELOPMENT & INNOVATION**  
Letter dated March 31, 2023 denying the ACRD's application to the Rural Economic Diversification & Infrastructure Program Project #2022110214 – Land-use and Development Plan for the Long Beach Airport.
- c. ISLAND COASTAL ECONOMIC TRUST**
- Letter dated March 23, 2023 advising of the New VI North Film Commission [INFilm] project to assist in marketing Vancouver Island to motion picture production companies worldwide.

- Letter dated April 4, 2023 advising of funding support to the Town of Ladysmith for the construction of a new Artist Studio to support the artistic and cultural works of both Indigenous & non-Indigenous artists.

*MOVED: Director Haggard*

*SECONDED: Director Siga*

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

**CARRIED**

## **8. REQUEST FOR DECISIONS & BYLAWS**

### **a. Request for Decision regarding ACRD Code of Conduct Policy**

Al Siebring, Siebring Consulting provided an overview of new legislative requirements respecting codes of conducts for boards/councils which came into force in June 2022. Mr. Siebring highlighted sections of the draft ACRD Code of Conduct which he supported the Board in developing.

*MOVED: Director Haggard*

*SECONDED: Director Sparrow*

*THAT the Alberni-Clayoquot Regional District (ACRD) Board of Directors adopt the ACRD Code of Conduct Policy as presented.*

**CARRIED**

*MOVED: Director Siga*

*SECONDED: Director Haggard*

*THAT the Alberni-Clayoquot Regional District (ACRD) Board of Directors direct staff to commence the process for amending Bylaw No. A1090 – “Remuneration, Expenses, and Benefits” to maintain consistency with the adopted ACRD Code of Conduct Policy.*

**CARRIED**

### **b. Request for Decision regarding Alberni-Clayoquot Regional District Financial Statements.**

*MOVED: Director Roth*

*SECONDED: Director Sparrow*

*THAT the Alberni-Clayoquot Regional District Board of Directors approve the 2022 Audited Financial Statements for the Alberni-Clayoquot Regional District as presented.*

**CARRIED**

**c. Request for Decision regarding Sproat Lake Volunteer Fire Department Vehicle Purchase.**

*MOVED: Director Cote*

*SECONDED: Director Haggard*

*THAT the Alberni-Clayoquot Regional District (ACRD) Board of Directors exempt the purchase of a new or used one-ton truck from the ACRD's Purchasing Policy Request for Proposal process; and further,*

*THAT the Alberni-Clayoquot Regional District (ACRD) Board of Directors authorize staff to undertake a request for quotation process for this purchase and delegate authority to the Chief Administrative Officer to authorize the purchase, provided it's within the \$75,000.00 included in the 2023 budget for the Sproat Lake Volunteer Fire Department Duty Officer Truck.*

**CARRIED**

**d. Request for Decision regarding Interfor Corporation – Notification of Transfer of Tenure Dispositions.**

*MOVED: Director Cote*

*SECONDED: Director Siga*

*THAT the Alberni-Clayoquot Regional District direct staff to write a letter to the Ministry of Forests stating that the Alberni-Clayoquot Regional District have no objections or comments to the proposed Interfor Corporation's dispositions AND FURTHER, should there be any harvest planning in the Alberni-Clayoquot Region, the Chair, Vice-Chair and relevant area Director be invited to participate in the harvest planning process.*

**CARRIED**

**e. Request for Decision regarding Long Beach Airport (CYAZ) Lease Application File #2022-002.**

*MOVED: Director Siga*

*SECONDED: Director Roth*

*THAT the ACRD Board of Directors approve entering into a short-term lease agreement with Kristopher Simmons (Captured Light Gardening) for lease lot LS-L2023001 at the Long Beach Airport (CYAZ) effective May 1, 2023 to June 30, 2025 at a rate of \$3,77500.00 per year plus applicable taxes and yearly BC CPI increases.*

**CARRIED**

**f. Request for Decision regarding West Coast Multi Use Path – Construction Award.**

*MOVED: Director Siga*  
*SECONDED: Director Cote*

*THAT the Alberni-Clayoquot Regional District (ACRD) Board of Directors award the Traverse Trail Extension (West Coast Multi Use Path) – Construction contract to Upland Contracting Ltd in the amount of \$1,171,412.50 (excluding GST) and authorize the CAO to negotiate and execute the Traverse Trail Extension – Construction contract on behalf of the Regional District.*

**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 adopt the Bamfield Water System Development Cost Charges Bylaw F1157, 2022.*

**CARRIED**

**b. RA21017, 1208840 BC LTD., 294 SOUTH BAMFIELD ROAD (BAMFIELD)  
Rezoning Application – Public Hearing Report, Public Hearing Minutes and  
Bylaws P1459 and P1460**

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

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

**CARRIED**

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

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

**CARRIED**

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

*THAT Bylaw P1459, Bamfield Official Community Plan Amendment Bylaw be read a second time.*

**CARRIED**

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

*THAT Bylaw P1459, Bamfield Official Community Plan Amendment Bylaw be read a third time.*

**CARRIED**

*MOVED: Director Beckett*  
*SECONDED: Director Sparrow*

*THAT Bylaw P1460, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be read a second time.*

**CARRIED**

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

*THAT Bylaw P1460, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be read a third time.*

**CARRIED**

**c. SOUTH LONG BEACH OFFICIAL COMMUNITY PLAN AMENDMENT BYLAW  
(LONG BEACH)**

Public Hearing Report, Public Hearing Minutes and Bylaw P1447

*MOVED: Director Siga*  
*SECONDED: Director Cote*

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

**CARRIED**

*MOVED: Director Siga*  
*SECONDED: Director Sparrow*

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

**CARRIED**

*MOVED: Director Siga*  
*SECONDED: Director Roth*

*THAT Bylaw P1447, South Long Beach Official Community Plan Amendment Bylaw be read a second time.*

**CARRIED**

*MOVED: Director Siga*  
*SECONDED: Director Roth*

*THAT Bylaw P1447, South Long Beach Official Community Plan Amendment Bylaw be read a third time.*

**CARRIED**

- d. SPROAT LAKE OFFICIAL COMMUNITY PLAN AMENDMENT BYLAW (SPROAT LAKE)**  
Memorandum and Bylaw P1443

*MOVED: Director Cote*  
*SECONDED: Director Roth*

*THAT Bylaw P1443, Sproat Lake Official Community Plan Amendment Bylaw be adopted.*

**CARRIED**

- e. RD21009, SPROAT LAKE LANDING LTD., 10720 LAKESHORE ROAD (SPROAT LAKE)**  
Rezoning Application – Public Hearing Report, Public Hearing Minutes and Bylaws P1436 and P1437

*MOVED: Director Cote*  
*SECONDED: Director Roth*

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

**CARRIED**

*MOVED: Director Cote*  
*SECONDED: Director Sparrow*

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

**CARRIED**

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

*THAT the ACRD Board of Directors defeat Bylaws P1436, Sproat Lake Official Community Plan Amendment and P1437, Regional District of Alberni-Clayoquot Zoning Atlas*



*Amendment.*

**DEFEATED**

*MOVED: Director Roth*  
*SECONDED: Director Boyko*

*THAT Bylaw P1436, Sproat Lake Official Community Plan Amendment Bylaw be read a third time.*

**DEFEATED**

The meeting was recessed at 3:40 pm.  
The meeting re-convened at 3:49 pm.

- f. DVD22006, BRAIDEN, 8467 BOTHWELL ROAD (SPROAT LAKE)**  
Development Variance Permit Application – Memorandum and Permit

*MOVED: Director Cote*  
*SECONDED: Director Roth*

*THAT the Board of Directors issue development variance permit DVD22006.*

**CARRIED**

- g. DVD22009, WALLEY, 10192 BISHOP DRIVE (SPROAT LAKE)**  
Development Variance Permit Application – Report

*MOVED: Director Cote*  
*SECONDED: Director Roth*

*THAT the Board of Directors consider issuing development variance permit DVD22009, subject to neighbouring properties being notified as per Local Government Act s.499.*

**CARRIED**

- h. DVD23002, WEBB, 9778 STIRLING ARM CRESCENT (SPROAT LAKE)**  
Development Variance Permit Application – Memorandum and Permit

*MOVED: Director Cote*  
*SECONDED: Director Roth*

*THAT the Board of Directors issue development variance permit DVD23002.*

**CARRIED**

- i. BEAVER CREEK OFFICIAL COMMUNITY PLAN AMENDMENT BYLAW (BEAVER CREEK)**  
Memorandum and Bylaw P1444

*MOVED: Director Roth*  
*SECONDED: Director Sparrow*

*THAT Bylaw P1444, Beaver Creek Official Community Plan Amendment Bylaw, be adopted.*

**CARRIED**

*MOVED: Director Roth*  
*SECONDED: Director Boyko*

*THAT the following changes to the draft Zoning Bylaw be made:*

*i. Permit an unlimited number of poultry (chickens, hens, roosters, etc.) on all lots 0.6 acres (0.24 ha) and larger in the Beaver Creek and Beaufort OCP areas. This would apply to all Residential and Rural zoned properties.*

*ii. Remove the 40 m<sup>2</sup> maximum floor area (within a principal dwelling, accessory dwelling unit, or accessory building) and update to permit a home occupation in up to 50% of the floor area of a principal dwelling or accessory dwelling unit, and to have no maximum floor area for a permitted home occupation within an accessory building (detached shop, garage, etc.), within the Beaver Creek and Beaufort OCP areas. This would apply to all Residential and Rural zoned properties.*

*iii. Permit motor vehicle repair and detailing as a home occupation use in the Beaver Creek and Beaufort OCP areas.*

**CARRIED**

**j. RE22003, SCHUT, 6222 FERN ROAD (BEAVER CREEK)**  
Rezoning Application –Memorandum and Bylaw P1451

*MOVED: Director Roth*  
*SECONDED: Director Siga*

*THAT Bylaw P1451, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be adopted.*

**CARRIED**

**k. RE22006, COLYN, 5605 MERSEY ROAD (BEAVER CREEK)**  
Rezoning Application – Public Hearing Report, Public Hearing Minutes and Bylaw P1456

*MOVED: Director Roth*  
*SECONDED: Director Sparrow*

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

**CARRIED**

*MOVED: Director Roth*  
*SECONDED: Director Sparrow*

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

**CARRIED**

*MOVED: Director Roth*  
*SECONDED: Director Sparrow*

*THAT Bylaw P1456, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be amended to rezone the property from Small Holdings (A1) District to Acreage Residential (RA2) District.*

**CARRIED**

*MOVED: Director Roth*  
*SECONDED: Director Sparrow*

*THAT Bylaw P1456, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be read a second time as amended.*

**CARRIED**

*MOVED: Director Roth*  
*SECONDED: Director Sparrow*

*THAT Bylaw P1456, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be read a third time.*

**CARRIED**

**I. RE22010, 447927 BC LTD., 5597 STRICK ROAD (BEAVER CREEK)**  
Rezoning Application – Bylaw P1470

*MOVED: Director Roth*  
*SECONDED: Director Siga*

*THAT Bylaw P1470, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be read a second time.*

**CARRIED**

*MOVED: Director Roth*  
*SECONDED: Director Siga*

*THAT Bylaw P1470, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be read a third time.*

**CARRIED**

**m. RE22012, HETHERINGTON, 6038 KIRKPATRICK ROAD E (BEAVER CREEK)**  
Rezoning Application – Bylaw P1471

*MOVED: Director Roth*

*SECONDED: Director Siga*

*THAT Bylaw P1471, Regional District of Alberni-Clayoquot Zoning Atlas Amendment  
Bylaw be read a second time.*

**CARRIED**

Director Haggard declared a conflict-of-interest respecting agenda item 9.1 (n) and left the meeting at 4:11 pm

*MOVED: Director Roth*

*SECONDED: Director Sparrow*

*THAT Bylaw P1471, Regional District of Alberni-Clayoquot Zoning Atlas Amendment  
Bylaw be read a third time.*

**CARRIED**

**n. RF22005, VON BRENDDEL, 5447 MAEBELLE ROAD (CHERRY CREEK)**  
Rezoning Application – Public Hearing Report, Public Hearing Minutes and  
Bylaws P1454 and P1455

*MOVED: Director Sparrow*

*SECONDED: Director Cote*

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

**CARRIED**

*MOVED: Director Sparrow*

*SECONDED: Director Cote*

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

**CARRIED**

*MOVED: Director Sparrow*

*SECONDED: Director Roth*

*THAT Bylaw P1454, Cherry Creek Official Community Plan Amendment Bylaw be read a  
second time.*

**CARRIED**

*MOVED: Director Sparrow*

*SECONDED: Director Roth*

*THAT Bylaw P1454, Cherry Creek Official Community Plan Amendment Bylaw be read a third time.*

**CARRIED**

*MOVED: Director Sparrow*

*SECONDED: Director Cote*

*THAT Bylaw P1455, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be denied.*

**CARRIED**

Director Haggard re-entered the meeting at 4:19 pm.

## **9.2 ALL DIRECTORS**

### **a. SPROAT LAKE FLOOD REMEDIATION STRATEGY CORRESPONDENCE Memorandum**

*MOVED: Director Cote*

*SECONDED: Director Roth*

*THAT the Board accept this letter for information.*

**CARRIED**

*MOVED: Director Cote*

*SECONDED: Director Roth*

*THAT the ACRD Board of Directors direct staff to approach Mosaic Forest Management Corporation and the Province per the Sproat Lake Community Association's correspondence to request approval and assistance to modify/remove the rock face downstream of the Catalyst weir,*

*AND FURTHER direct staff to assess costs for determining downstream effects of Mitigation Option #4 – widening a section of channel at a constriction 230-460 m downstream of the weir – on all associated stakeholders.*

**CARRIED**

## **10. REPORTS**

## **11. UNFINISHED BUSINESS**

## **12. LATE BUSINESS**

*MOVED: Director Boyko*

*SECONDED: Director Roth*

*THAT the ACRD Board of Directors instruct staff to investigate and report back to the Board on options and procedures for amending Bylaw A1075, Regional District of Alberni-Clayoquot Procedures Bylaw respecting the recording Directors votes at the Board table.*

**CARRIED**

### **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 the Zoom webinar
- Submissions received by email at [responses@acrd.bc.ca](mailto:responses@acrd.bc.ca).

One member of the public present in the Board Room spoke addressed the Board. Brian Sowden of Sproat Lake Road spoke to the Sproat Lake Landing application.

### **14. RECESS**

*MOVED: Director Siga*

*SECONDED: Director Sparrow*

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

**CARRIED**

The meeting was recessed at 4:34 pm.

### **15. RECONVENE**

The meeting was reconvened at 4:40 pm.

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

*MOVED: Director Jack*

*SECONDED: Director Roth*

*THAT the meeting be closed to the public as per the Community Charter, section(s):*

- 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;*
- 90 (1) (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and*

- 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 4:41 pm.

The meeting was re-opened to the public at 4:50 pm.

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

**18. ADJOURN**

*MOVED: Director Stere*

*SECONDED: Director Siga*

*THAT this meeting be adjourned at 4:50 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