



Alberni-Clayoquot Regional District

MINUTES OF THE BOARD OF DIRECTORS MEETING HELD ON WEDNESDAY, JANUARY 25, 1:30 PM

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

DIRECTORS

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

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)

Susan Roth, Director, Electoral Area "E" (Beaver Creek)

Todd Patola, Councillor Alternate Director, City of Port Alberni

Marilyn McEwen, Mayor, District of Ucluelet

Tom Stere, Councillor, District of Tofino

Wilfred Cootes, Councillor, Uchucklesaht Tribe Government

Kirsten Johnsen, Member of Council, Toquaht Nation

Jenny Touchie, Member of the Legislature, Yuułu?if?atḥ Government

REGRETS:

Vaida Siga, Director, Electoral Area "C" (Long Beach)

Sharie Minions, Mayor, City of Port Alberni

STAFF PRESENT:

Daniel Sailland, Chief Administrative Officer

Teri Fong, Chief Financial Officer

Jenny Brunn, General Manager of Community Services

Wendy Thomson, General Manager of Administrative Services

Charlie Starratt, Regional Fire Services Manager

Heather Zenner, Protective 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/25-1-2023/>

1. CALL TO ORDER

The Chairperson called the meeting to order at 1:00 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.

2. APPROVAL OF AGENDA

MOVED: Director Roth

SECONDED: Director Haggard

THAT the agenda be approved as circulated with the addition of Late Item: 6 (a) Letter of Support to Vancouver Island North Film Commission for their grant applications.

CARRIED

3. DECLARATIONS

Director Boyko declared a conflict of interest respecting agenda item 9.1 (a) Rezoning Application RB22002.

4. ADOPTION OF MINUTES

a. Board of Directors Meeting – January 11, 2023

MOVED: Director Roberts

SECONDED: Director McEwen

THAT the minutes of the Board of Directors meeting held on January 11, 2023 be adopted.

CARRIED

b. Alberni Valley Regional Airport Advisory Committee Meeting – January 19, 2023

MOVED: Director Cote

SECONDED: Director Roth

THAT the minutes of the Alberni Valley Regional Airport Advisory Committee meeting held on January 19, 2023 be adopted.

CARRIED

c. Salmon Beach Committee Meeting – January 19, 2023

MOVED: Director Roberts

SECONDED: Director Cote

THAT the minutes of the Salmon Beach Committee meeting held on January 19, 2023 be adopted.

CARRIED

5. PETITIONS, DELEGATIONS & PRESENTATIONS

- a. **Introductions:**
- Kerri Waugh, ACRD Administrative Assistant
 - Amy Needham, ACRD Junior Planner
- b. **S/Sgt. Mike Thompson, Port Alberni Detachment, RCMP regarding the Port Alberni RCMP Report for the fourth quarter of 2022 (October to December).**

Staff Sargent Thompson provided highlights on Port Alberni RCMP initiatives and the fourth quarter policing report.

6. CORRESPONDENCE FOR ACTION

- a. **Vancouver Island North Film Commission request for a letter of support for their grant application to the Rural Economic Diversification Infrastructure Program (REDIP) and Island Coastal Economic Trust (ICET)**

MOVED: Director Haggard

SECONDED: Director Patola

THAT the ACRD Board of Directors forward a letter to the Vancouver Island North Film Commission supporting their grant applications to the Rural Economic Diversification Infrastructure Program and Island Coastal Economic Trust.

CARRIED

7. CORRESPONDENCE FOR INFORMATION

- a. **INFRASTRUCTURE CANADA**
Application to Infrastructure Canada's Active Transportation Fund for the West Coast Multi-Use Pathway Unsuccessful
- b. **BC SKILLS TRAINING GRANTS**
Approval Letter – Community Workforce Response Grant – NIC Meat Processing Fundamental Program
- c. **REGIONAL DISTRICT OF BULKLEY NECHAKO**
Correspondence to the Honourable Bowinn Ma, Minister of Emergency Management and Climate Readiness regarding 2022 Emergency Support Services Program Guide

MOVED: Director Roberts

SECONDED: Director McEwen

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

CARRIED

8. REQUEST FOR DECISIONS & BYLAWS

a. Request for Decision regarding 2023 Standing/Select Committee Appointments & Appointments to Outside Organizations.

MOVED: Director Patola
SECONDED: Director Cote

THAT the Alberni-Clayoquot Regional District (ACRD) Board of Directors approve the 2023 ACRD Standing/Select Committee Appointments and Appointments to Outside Boards, Agencies, and Commissions as presented.

CARRIED

b. Request for Decision regarding Sproat Lake Fire Protection Services Area – Boundary Extension.

MOVED: Director Cote
SECONDED: Director Patola

THAT the Alberni-Clayoquot Regional District Board of Directors adopt Bylaw 856-11, Sproat Lake Fire Protection Service Area Amendment, 2023.

CARRIED

c. Request for Decision regarding Parcel Tax Roll Review Panel.

MOVED: Director Boyko
SECONDED: Director Haggard

THAT the Board of Directors:

- 1. Set the date for the Parcel Tax Roll Review Panel sitting for **Tuesday, February 28, 2023, at 1:30pm** using the Hybrid (Zoom/Boardroom) format;*
- 2. Appoint the following three directors to the 2023 Parcel Tax Roll Review Panel: Director Beckett, Director Haggard and Director Boyko and Director Roth appointed alternate;*
- 3. Appoint Teri Fong, CPA, CGA, Chief Financial Officer for the ACRD as the Collector for 2023.*

CARRIED

d. Request for Decision regarding 3008 Fifth Avenue – Office Update Options.

MOVED: Director Stere
SECONDED: Director Haggard

THAT the ACRD Board direct staff to add \$125,000 to the 2023 draft budget for General Government to complete the due diligence required to determine the best alternatives for a new ACRD office building, and to develop a business case for possible partnerships and stacked interests as part of some alternative construction options.

MOVED: Director Cote
SECONDED: Director Roberts

THAT the main motion be amended in bold as follows:

*THAT the ACRD Board direct staff to add \$125,000 to the 2023 draft budget for General Government to complete the due diligence required to determine the **best alternatives for addressing ACRD office needs**, and to develop a business case for possible partnerships and stacked interests as part of some alternative construction options.*

CARRIED

The main motion as amended was

CARRIED

e. Request for Decision regarding Animal Control Services – Beaver Creek, Cherry Creek, & Sproat Lake.

MOVED: Director Roth
SECONDED: Director Haggard

THAT the Alberni-Clayoquot Regional District Board of Directors resolve to enter into an animal control services contract with the British Columbia Society for the Prevention of Cruelty to Animals (BCSPCA) in the amount of \$9,000.00 for a one (1) year term; and authorize the CAO to negotiate and execute the animal control services agreement contract on behalf of the Regional District.

CARRIED

MOVED: Director Haggard
SECONDED: Director Roth

THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to bring back a proposed dangerous dog collection and seizure policy and steps to amend the establishing bylaws for Sproat Lake and Cherry Creek to an Electoral Area Directors Committee meeting in spring 2023.

CARRIED

f. Request for Decision regarding Alberni Valley Regional Airport and Long Beach Airport Winter Equipment and Sand Storage Shed Tender Non-Award.

MOVED: Director Boyko

SECONDED: Director Roth

THAT the Alberni-Clayoquot Regional District Board of Directors authorize the issuing of a non-award for the tender of the Alberni Valley Regional Airport and Long Beach Airport Winter Equipment and Sand Storage Shed, and further

THAT the Alberni-Clayoquot Regional District Board of Directors issue a letter to the Airport Capital Assistance Program thanking them for their support and funding, and request longer project timelines on future projects to ensure effective project management.

CARRIED

g. Request for Decision regarding Alberni Valley Regional Airport Advisory Committee Terms of Reference Amendment.

MOVED: Director Roth

SECONDED: Director Haggard

THAT the ACRD Board of Directors approve the amended Terms of Reference for the Alberni Valley Regional Airport Advisory Committee as attached and re-appoint the current members for another 2-year term.

CARRIED

h. Request for Decision regarding Proposed Building Inspection Agreement with Huu-ay-aht First Nation.

MOVED: Director Beckett

SECONDED: Director Roberts

THAT the Board of Directors enter into a five (5) year agreement with Huu-ay-aht First Nation to provide building inspection services and direct the CAO and Vice Chairperson to sign the attached INSPECTION SERVICES AGREEMENT.

CARRIED

9. PLANNING MATTERS

9.1 ELECTORAL AREA DIRECTORS ONLY

- a. RB22001, BOYKO, 8102 WELLHAM ROAD (BEAUFORT)**
Rezoning Application – Memorandum and Bylaws P1450 & P1467

MOVED: Director Cote
SECONDED: Director Roth

THAT Bylaw P1450, Regional District of Alberni-Clayoquot Zoning Text Amendment Bylaw, be adopted.

CARRIED

MOVED: Director Cote
SECONDED: Director Roth

THAT Bylaw P1467, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw, be adopted.

CARRIED

- b. DVF22007, DI ROCCO, 7001 CYPRESS BOULEVARD (CHERRY CREEK)**
Development Variance Application – Memorandum and Permit

MOVED: Director Roth
SECONDED: Director Cote

THAT the Board of Directors issue development variance permit DVF22007.

CARRIED

10. REPORTS

10.1 STAFF REPORTS

- a. Meeting Schedule – February 2023**
- b. Building Report – December 2022**
- c. Monthly Agreement & Grant Delegation Report – December 9, 2022, to January 19, 2023**

MOVED: Director Cote
SECONDED: Director McEwen

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

CARRIED

10.2 COMMITTEE REPORTS

10.3 MEMBER REPORTS

- a. 9-1-1 Corporation – B. Beckett – No Report**
- b. Vancouver Island Regional Library – P. Cote – No Report**
- c. Alberni Valley Chamber of Commerce – S. Minions**

d. West Coast Aquatic Board – T. Stere

Director Stere spoke to the report back from the Department of Fisheries and Oceans regarding the Pacific Salmon Treaty Mitigation Funds.

e. Association of Vancouver Island & Coastal Communities – P. Cote

Director Cote reminded Directors of the upcoming AVICC Convention in April. Registration starts next week.

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

g. Other Reports

Director Haggard advised she attended the Port Alberni Marine Rescue Society appreciation dinner representing the Regional District. The Association thanked the Board for their continued support.

MOVED: Director McEwen

SECONDED: Director Roberts

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.

14. IN-CAMERA

MOVED: Director Jack

SECONDED: Director Cote

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

- 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) (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;*
- iii. *21 (1) (c) (i) of FOIPPA: harm significantly the competitive position or interfere significantly with the negotiating position of the third party.*

CARRIED

The meeting was closed to the public at 3:19 pm.

The meeting was re-opened to the public at 3:56 pm.

15. REPORT OUT – RECOMMENDATIONS FROM IN-CAMERA

The following resolutions 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 lease rates based on the 2022 AVRA Market Rent Analysis by Cunningham and Rivard Appraisals Ltd. and annual BC CPI adjustments; and

THAT the Alberni-Clayoquot Regional District Board of Directors delegate authority to the CAO to negotiate individual lease holders for implementing stepped increases and bring back to the Committee any negotiations that do not result in full market rates being achieved by December 31, 2024.

16. ADJOURN

MOVED: Director Roberts

SECONDED: Director McEwen

THAT this meeting be adjourned at 3:56 pm.

CARRIED

Certified Correct:

John Jack

John Jack,
Chairperson

Wendy Thomson

Wendy Thomson,
General Manager of Administrative Services