



Alberni-Clayoquot Regional District

MINUTES OF THE BOARD OF DIRECTORS MEETING HELD ON WEDNESDAY, JUNE 14, 2023, 1:30PM

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)
Jack McLeman, Alternate 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)
Todd Patola, Alternate Director, Councillor, 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
Levana Mastrangelo, Member of the Legislature, Yuułuꞵiꞵꞵath
Government

REGRETS:

John Jack, Chairperson, Councillor, Huu-ay-aht First Nations
Sharie Minions, Mayor, City of Port Alberni
Fred Boyko, Director, Electoral Area "B" (Beaufort)

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
Janice Hill, Executive Assistant
Randy Thoen, FireSmart Coordinator

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

<https://www.acrd.bc.ca/events/14-6-2023/>

1. CALL TO ORDER

The Vice-Chairperson called the meeting to order at 1:30 pm.

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

Vice-Chairperson acknowledged the Emergency Operations Centre, Beaver Creek Volunteer Fire Department, Salvation Army, Provincial Ministries, community

members, and fire fighters working on the local fire and fires across the country. Encouraged residents to shop at local stores and restaurants to support the local business community.

The Vice-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 addition of the following late items:

Section 9.2 a. Alternate Director McLeman read statement from Director Boyko regarding the Zoning Bylaw Review Project Communication Plan.

Section 11. a. Unfinished Business – Director Roth statement regarding Beaver Creek Volunteer Fire Department Fire Chief position.

CARRIED

3. DECLARATIONS

4. ADOPTION OF MINUTES

a. Board of Directors Meeting – May 24, 2023

MOVED: Director Roth

SECONDED: Director Sparrow

THAT the minutes of the Board of Directors meeting held on May 24, 2023 be adopted.

CARRIED

b. Alberni Valley Regional Airport (AVRA) Advisory Committee Meeting – June 6, 2023

MOVED: Director Cote

SECONDED: Director Roth

THAT the minutes of the AVRA Advisory Committee meeting held on May 31, 2023 be adopted.

CARRIED

c. West Coast Committee Meeting – June 7, 2023

MOVED: Director Stere

SECONDED: Director Roth

THAT the minutes of the West Coast Committee meeting held on June 7, 2023 be adopted.

CARRIED

5. PETITIONS, DELEGATIONS & PRESENTATIONS

a. **Presentations:** The Board recognized the following staff for their contribution to the ACRD:

- **Brett Mortlock, Building Inspector/Building Bylaw Enforcement Officer**
5 year Service Recognition
- **Wendy Hayes, Community Services Assistant**
5 year Service Recognition
- **Teri Fong, Chief Financial Officer**
15 year Service Recognition

6. CORRESPONDENCE FOR ACTION

a. **REQUEST FOR UBCM CHILDCARE RESOLUTION**

Email from The Coalition of Child Care Advocates of BC dated June 7, 2023, regarding UBCM Child Care Resolution.

MOVED: Director Roth

SECONDED: Director Cote

THAT the Alberni-Clayoquot Regional District Board of Directors vote to adopt a resolution that urges the Ministry of Education and Child Care to provide multi-year funding to local and Indigenous governments and nonprofit organizations to enhance their organizational capacity to coordinate the current grant application process.

CARRIED

b. **REQUEST FOR SUPPORT FOR INTERNATIONAL OVERDOSE AWARENESS DAY 2023.**

Email from the Port Alberni Community Action Team regarding International Overdose Awareness Day 2023

MOVED: Director Cote

SECONDED: Director Haggard

THAT the Alberni-Clayoquot Regional District Board of Directors issue a proclamation recognizing August 31st as International Overdose Awareness Day in the ACRD.

CARRIED

7. CORRESPONDENCE FOR INFORMATION

a. **ALBERNI FARMERS' INSTITUTE**

Letter dated May 24, 2023, opposing bylaw changes that impact small food producers, small businesses, and market gardeners.

MOVED: Director McLeman

SECONDED: Director Roth

THAT the Board of Directors receive this item for information and extend an invite to the Alberni Farmers Institute to attend an ACRD Board meeting to outline their concerns in further detail.

CARRIED

8. REQUEST FOR DECISIONS & BYLAWS

a. **Request for Decision regarding Amendment to Bylaw A1087, ACRD Freedom of Information and Protection of Privacy, 2019**

MOVED: Director Cote

SECONDED: Director Cootes

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to Bylaw A1087-1, Alberni-Clayoquot Regional District Freedom of Information and Protection of Privacy Amendment, 2023.

CARRIED

MOVED: Director Cote

SECONDED: Director Roth

THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to Bylaw A1087-1, Alberni-Clayoquot Regional District Freedom of Information and Protection of Privacy Amendment, 2023.

CARRIED

MOVED: Director Cote

SECONDED: Director Roth

THAT the Alberni-Clayoquot Regional District give third reading to Bylaw A1087-1, Alberni-Clayoquot Regional District Freedom of Information and Protection of Privacy Amendment, 2023.

CARRIED

MOVED: Director Cote
SECONDED: Director Roth

THAT the Alberni-Clayoquot Regional District Board of Directors adopt Bylaw A1087-1, Alberni-Clayoquot Regional District Freedom of Information and Protection of Privacy Amendment, 2023.

CARRIED

b. Request for Decision regarding 2023 UBCM Convention – Meeting Requests – Premier, Cabinet Ministers & Ministry Staff

MOVED: Director Cootes
SECONDED: Director Beckett

THAT the ACRD Board of Directors direct staff to create a Terms of Reference for the creation of a new Transportation Committee and bring back for consideration by the Board.

CARRIED

MOVED: Director Sparrow
SECONDED: Director Roth

THAT the ACRD Board of Directors provide direction to the General Manager of Administrative Services by Friday, June 23rd on meeting requests with the Premier, Cabinet Ministers and/or Provincial Ministry staff in conjunction with the 2023 Union of British Columbia Convention respecting issues/concerns impacting communities in the Alberni-Clayoquot region.

CARRIED

c. Request for Decision regarding UBCM Complete Communities Grant – Official Community Plan Public Engagement

MOVED: Director Roth
SECONDED: Director Sparrow

THAT the Board of Directors support the grant application to the UBCM Complete Communities grant program for \$150,000 in funding for the Official Community Plan Public Engagement project and direct staff to provide overall grant management for the project, if successful.

CARRIED

d. Request for Decision regarding Fire Smart Vehicle Lease

MOVED: Director Roth

SECONDED: Director Haggard

THAT the Alberni-Clayoquot Regional District (ACRD) Board of Directors exempt the lease of a one-ton truck from the ACRD's Purchasing Policy Request for Proposal process.

CARRIED

MOVED: Director Roth

SECONDED: Director Haggard

THAT the Alberni-Clayoquot Regional District (ACRD) Board of Directors authorize the lease of a one-ton truck from Pacific Chevrolet for the Fire Smart program for a maximum lease length of 24 months and the maximum lease cost of \$51,601.20 plus applicable taxes and delegate authority to the Chief Administrative Officer to authorize the lease.

CARRIED

e. Request for Decision regarding ACRD Solid Waste Management Plan Advisory Committee Terms of Reference

MOVED: Director Roth

SECONDED: Director Haggard

THAT the ACRD Board of Directors endorse the Solid Waste Management Plan Advisory Committee (SWMPAC) terms of reference for circulation as part of the SWMPAC recruitment process.

CARRIED

MOVED: Director Roth

SECONDED: Director Haggard

THAT the ACRD Board of Directors appoint the Chair of the ACRD Board to the Committee.

CARRIED

MOVED: Director Roth

SECONDED: Director Haggard

THAT the ACRD Board of Directors appoint Director Steer to the Committee.

CARRIED

MOVED: Director Roth

SECONDED: Director Haggard

THAT the ACRD Board of Directors appoint Director Cote as an alternate member to the Committee.

CARRIED

f. **Request for Decision regarding R1036-2 West Coast Waste Materials Regulation and Charges 2023 Amendment**

MOVED: Director Sparrow

SECONDED: Director McEwen

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to Bylaw R1036-2, West Coast Waste Materials Regulation and Charges Amendment, 2023.

CARRIED

MOVED: Director Sparrow

SECONDED: Director McEwen

THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to Bylaw R1036-2, West Coast Waste Materials Regulation and Charges Amendment, 2023.

CARRIED

MOVED: Director Sparrow

SECONDED: Director McEwen

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to Bylaw R1036-2, West Coast Waste Materials Regulation and Charges Amendment, 2023.

CARRIED

MOVED: Director Sparrow

SECONDED: Director McEwen

THAT the Alberni-Clayoquot Regional District Board of Directors adopt Bylaw R1036-2, West Coast Waste Materials Regulation and Charges Amendment, 2023.

CARRIED

g. **Request for Decision regarding R1033-4 West Coast Landfill Tipping Fee Bylaw Amendment**

MOVED: Director Siga

SECONDED: Director Stere

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to Bylaw R1033-4, West Coast Landfill Tipping Fee and Regulation Amendment, 2023.

CARRIED

*MOVED: Director Siga
SECONDED: Director Stere*

THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to Bylaw R1033-4, West Coast Landfill Tipping Fee and Regulation Amendment, 2023.

CARRIED

*MOVED: Director Siga
SECONDED: Director Stere*

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to Bylaw R1033-4, West Coast Landfill Tipping Fee and Regulation Amendment, 2023.

CARRIED

*MOVED: Director Siga
SECONDED: Director Stere*

THAT the Alberni-Clayoquot Regional District Board of Directors adopt Bylaw R1033-4, West Coast Landfill Tipping Fee and Regulation Amendment, 2023.

CARRIED

h. Request for Decision regarding West Coast Transit Service Contract

*MOVED: Director Cote
SECONDED: Director McEwen*

THAT the Alberni-Clayoquot Regional District Board of Directors award the West Coast Transit service provision contract to Pacific Western Transportation (PWT) up to a maximum amount of \$535,000 (excluding GST) and authorize the CAO to negotiate and execute the West Coast Transit service provision contract on behalf of the Regional District; and

CARRIED

*MOVED: Director Cote
SECONDED: Director McEwen*

THAT the Alberni-Clayoquot Regional District Board of Directors support staff submitting a grant application to the Rural Transit Solutions Fund – Capital Stream for the West Coast Transit service.

CARRIED

i. **Request for Decision regarding Salmon Beach Solid Waste Hauling Contract**

MOVED: Director Siga
SECONDED: Director McEwen

THAT the Alberni-Clayoquot Regional District (ACRD) Board of Directors award the Salmon Beach Solid Waste Hauling contract to Ucluelet Rent-It-Center Ltd. in the amount of \$1,799.60 per month (May through September) and \$425.00 per round trip (October through April) plus an annual increase of 3% per year over a 3 year term, with two additional 1 year renewal terms upon mutual agreement and authorize the CAO to negotiate and execute the Salmon Beach Solid Waste Hauling contract on behalf of the Regional District.

CARRIED

9. PLANNING MATTERS

9.1 ELECTORAL AREA DIRECTORS ONLY

a. **REZONING APPLICATION PROCEDURE OPTIONS**

Request for Decision

MOVED: Director Roth
SECONDED: Director Siga

THAT the Board of Directors direct staff to prepare rezoning application reports with the option to give notice that a public hearing will not be held, as per Section 467 of the Local Government Act, when the proposed rezoning complies with the electoral area Official Community Plan.

CARRIED

b. **RD22007, DANIELSEN, 7655 TRILL PIT ROAD (SPROAT LAKE)**

Rezoning Application – Report and Bylaws P1461 and P1462

MOVED: Director Cote
SECONDED: Director Roth

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

CARRIED

MOVED: Director Cote
SECONDED: Director Roth

THAT Bylaw P1462, Regional District of Alberni-Clayoquot Zoning Atlas Amendment

Bylaw, be read a first time.

CARRIED

*MOVED: Director Cote
SECONDED: Director Sparrow*

THAT the public hearing for Bylaws P1461 and P1462 be delegated to the Director for Electoral Area 'D', the Alternate Director or the Chairperson of the Regional District.

CARRIED

*MOVED: Director Cote
SECONDED: Director Roth*

THAT the Board of Directors confirm that adoption of Bylaws P1461 and P1462 is subject to:

Confirmation from a Registered On-Site Wastewater Practitioner that the property is capable of accommodating on-site sewage disposal to a minimum 0.8 ha density;

Meeting technical referral agency requirements.

CARRIED

9.2 ALL DIRECTORS

- a. **ZONING BYLAW REVIEW PROJECT – COMMUNICATION PLAN**
Request for Decision

STATEMENT FROM DIRECTOR BOYKO, READ BY DIRECTOR MCLEMAN

Alternate Director McLeman read a statement from Director Boyko regarding the Zoning Bylaw Review Project Communication Plan and fast tracking the zoning bylaws before the Official Community Plans reviews are started.

*MOVED: Director McLeman
SECONDED: Director Roth*

THAT the Board of Directors defer the Zoning Bylaw Review Project Communication Plan until next month following receipt of the staff report on the Official Community Plan Communication Plan.

DEFEATED

*MOVED: Director Cote
SECONDED: Director Stere*

THAT the Board of Directors endorse the Communication Plan for the next phase of the Zoning Bylaw Review Project.

MOVED: Director Roth
SECONDED: Director McLeman

THAT the main motion be amended to include review of the Official Community Plans as part of the Communications Plan for the Zoning Bylaw Review Project.

CARRIED

The main motion as amended was;

CARRIED

10. REPORTS

10.1 STAFF REPORTS

- a. Updates to the FireSmart Program and highlight goals for the 2023-25 Grant – R. Thoen, FireSmart Coordinator**

MOVED: Director Roth
SECONDED: Director Sparrow

THAT the Board of Directors receives this staff report.

CARRIED

11. UNFINISHED BUSINESS

- a. Late Item - Director Roth statement regarding Beaver Creek Volunteer Fire Department Fire Chief position.**

Director Roth read a prepared response to the Beaver Creek Volunteer Fire Department public engagement regarding hiring a paid Fire Chief.

12. LATE BUSINESS

13. QUESTION PERIOD

Questions/Comments from the public. The Manager of Administrative Services 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. RECESS

MOVED: Director Sparrow
SECONDED: Director Roth

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

CARRIED

Director Cootes Left at 4:16pm.

The meeting was recessed at 4:16 pm.

15. RECONVENE

The meeting was reconvened at 4:28 pm.

16. IN-CAMERA

MOVED: Director Sparrow
SECONDED: Director Roth

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

- i. 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;*
- ii. 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;*

CARRIED

The meeting was closed to the public at 4:29 pm.

The meeting was re-opened to the public at 4:34 pm.

17. REPORT OUT – RECOMMENDATIONS FROM IN-CAMERA

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

THAT the Board of Directors appoint the following individual to the Bamfield APC for a two-year term: Max Salamon, Rae Hopkins, Jane Morrison, and J.P. Hasteley.

THAT the Board of Directors remove Les Sam from the Sproat Lake APC and appoint Harley Wylie for a two-year term.

18. ADJOURN

MOVED: Director Cote

SECONDED: Director Roth

THAT this meeting be adjourned at 4:34 pm.

CARRIED

Certified Correct:

Debbie Haggard

Debbie Haggard,
Vice-Chairperson

Heather Zenner

Heather Zenner,
Manager of Administrative Services