



Alberni-Clayoquot Regional District

MINUTES OF THE BOARD OF DIRECTORS MEETING HELD ON WEDNESDAY, MARCH 22, 2023, 1:30 PM

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

- 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)
 - Sharie Minions, Mayor, City of Port Alberni
 - Marilyn McEwen, Mayor, District of Ucluelet
 - Tom Stere, Councillor, District of Tofino
 - Kirsten Johnsen, Member of Council, Toquaht Nation
 - Jenny Touchie, Member of the Legislature, Yuułu?if?ath Government
- REGRETS:**
- Wilfred Cootes, Councillor, Uchucklesaht Tribe 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, Protective Services Manager
 - Janice Hill, Executive Assistant

The meeting can be viewed on the Alberni-Clayoquot Regional District website at:
<https://www.acrd.bc.ca/events/22-3-2023/>

1. **CALL TO ORDER**

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

The Vice-Chairperson welcomed Mike Sparrow, elected Director for Cherry Creek to the Board of Directors.

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

The Vice-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 Sparrow

THAT the agenda be approved as circulated with the addition of the following late item under Section 5 (c) Delegations: Cherish Clement, Levi Daoust regarding agenda item 8 (f) Notice on Title, 5661 Strick Road, Port Alberni, BC.

CARRIED

3. DECLARATIONS

Director Minions declared a conflict-of-interest respecting Board agenda item 9.1 (c) Development Variance Application DVD22006, Braiden, 8467 Bothwell Road.

4. ADOPTION OF MINUTES

a. Committee-of-the-Whole Meeting – March 8, 2023

MOVED: Director Roth

SECONDED: Director Minions

THAT the minutes of the Committee-of-the-Whole meeting held on March 8, 2023 be adopted.

CARRIED

b. Board of Directors Meeting – March 8, 2023

MOVED: Director Roth

SECONDED: Director Cote

THAT the minutes of the Board of Directors meeting held on March 8, 2023 be adopted.

CARRIED

5. PETITIONS, DELEGATIONS & PRESENTATIONS

a. Seth Wright, Manager, Government Relations, BC Transit regarding update on the Custom Transit System.

The delegation provided an update on the Alberni-Clayoquot Custom Transit Service including ridership statistics and an overview of the BC Transit model and transit future service plan.

b. Vanessa Howard, Emergency Manager, Calian Ltd., regarding West Coast Evacuation Route Plan Presentation.

The delegation provided an overview of the West Coast Evacuation Route Plan developed on behalf of the Alberni-Clayoquot Regional District.

c. Levi Daoust, Cherish Clement regarding Notice on Title, 5661 Strick Road, Board Agenda Item 8 (f) – Late Delegation.

The delegation spoke against the Board placing a notice on title on their property located at 5661 Strick Road. The delegation provided an overview of their approved building permit from the Regional District for their shop and expressed concerns with the lack of communication by the ACRD respecting issues with their shop.

6. CORRESPONDENCE FOR ACTION

a. Correspondence dated March 14, 2023 from Ministry of Forests regarding Interfor Corporation’s Tenure Dispositions in Coastal British Columbia.

MOVED: Director Cote
SECONDED: Director Sparrow

THAT the Alberni-Clayoquot Regional District Board of Directors refer this correspondence to staff to investigate and report back to the Board of Directors with recommended input into Interfor Corporation’s dispositions in Coastal British Columbia.

CARRIED

7. CORRESPONDENCE FOR INFORMATION

a. UNION OF BRITISH COLUMBIA MUNICIPALITIES – CANADA COMMUNITY-BUILDING FUND MANAGEMENT COMMITTEE

- Strategic Priorities Fund Application – Harold Bishop Firehall
- Strategic Priorities Fund Application – Long-term Community Planning for Electoral Areas
- Strategic Priorities Fund Application – Wastewater Replacement and Expansion – Long Beach Airport

b. BACK COUNTRY HORSEMENT OF BC – PORT ALBERNI CHAPTER
Fireworks in the Rural Areas of Port Alberni

c. MINISTRY OF MUNICIPAL AFFAIRS
Growing Communities Fund

MOVED: Director Beckett
SECONDED: Director Roth

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

CARRIED

8. REQUEST FOR DECISIONS & BYLAWS

a. Request for Decision regarding Reporting – 2023 Official By-Election Results – Electoral Area “F” (Cherry Creek).

MOVED: Director Roth
SECONDED: Director Minions

THAT the ACRD Board of Directors receive the 2023 Declaration of Official By-Election Results and Determination of Official By-Election Results for Director of Electoral Area “F” (Cherry Creek).

CARRIED

b. Request for Decision regarding Adoption of Bylaw F1160, 2023-2027 Financial Plan.

MOVED: Director Stere
SECONDED: Director Roth

THAT the Board of Directors waive Section 2.4 of the Grant-in-Aid policy regarding double dipping for the following organizations in 2023 as the proposed projects are different:

- *Pacific Rim Arts Society*
- *Strawberry Isle Marine Research Society*
- *Ucluelet Aquarium Society*
- *Carving on the Edge Festival Society*

CARRIED

MOVED: Director Roth
SECONDED: Director Minions

THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to the bylaw cited as “Bylaw F1160, 2023 to 2027 Alberni-Clayoquot Regional District Financial Plan”.

MOVED: Director Cote
SECONDED: Director Minions

THAT the Board of Directors amend Bylaw F1160, General Government, page 8, for the updated resource implementation plan as follows:

GL Category 127 - Tax requisition – decrease by \$57,791 to \$2,151,720

GL Category 247 – Labour & Benefits – decrease by \$57,791 to \$1,583,130

Director Jack entered the meeting at 2:41 pm.

CARRIED

MOVED: Director Cote

SECONDED: Director Minions

THAT the Board of Directors amend Bylaw F1160, General Government, page 8, for the application of Growing Communities Fund to the ACRD office building feasibility study as follows:

GL Category 103 – Conditional grant – increase by \$75,000 to \$116,768

GL Category 127 - Tax requisition – decrease by \$75,000 to \$2,076,720

CARRIED

The main motion of second reading of Bylaw F1160, 2023 to 2027 Alberni-Clayoquot Regional District Financial Plan as amended, was

CARRIED

MOVED: Director Roth

SECONDED: Director Jack

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to the bylaw cited as “Bylaw F1160, 2023 to 2027 Alberni-Clayoquot Regional District Financial Plan”.

CARRIED

MOVED: Director Roth

SECONDED: Director Jack

THAT the Alberni-Clayoquot Regional District Board of Directors adopt bylaw cited as “Bylaw F1160, 2023 to 2027 Alberni-Clayoquot Regional District Financial Plan”.

CARRIED

MOVED: Director Cote

SECONDED: Director Jack

THAT the ACRD Board of Directors deny the 2023 grant in aid application from the Bread of Life Society.

CARRIED

Chairperson Jack assumed the Chair at 2:54 pm.

- c. Request for Decision regarding Notice on Title - 1147 Front Street (Salmon Beach) / Block 59, Section 49, Clayoquot District, Plan 510 (Janusz & Maria Juzyniec).**

MOVED: Director Siga
SECONDED: Director Minions

THAT the Alberni-Clayoquot Regional District Board of Directors resolve to register a Notice on Title to Block 59, Section 49, Clayoquot District, Plan 510 (1147 Front Street), as per Section 57 of the Community Charter.

CARRIED

- d. Request for Decision regarding Notice on Title - Lot K, Cheeyah Island /Lot K, District Lot 682, Clayoquot District, Plan EPP24389, (Simon Luke & Tessa Ankenman).**

MOVED: Director Minions
SECONDED: Director Roth

THAT the Alberni-Clayoquot Regional District Board of Directors defer the Request for Decision regarding Notice on Title, Lot K, Cheeyah Island, Lot K, District Lot 682, Clayoquot District, Plan EPP24389.

CARRIED

- e. Request for Decision regarding Notice on Title – 5661 Strick Road, Port Alberni (Lenard and Cherish Clement).**

MOVED: Director Minions
SECONDED: Director Roth

THAT the Alberni-Clayoquot Regional District Board of Directors allow Cherish Clement and Levi Daoust to address the Board respecting notice on title, 5661 Strick Road, Port Alberni, BC.

CARRIED

The delegation advised they built their shop as per the building permit issued from the Regional District and expressed concerns with the lack of communication from the Regional District respecting issues with their shop.

MOVED: Director Roth
SECONDED: Director Boyko

THAT the ACRD Board of Directors not place a notice on title against 5661 Strick Road and instruct staff to work with the property owners to find a resolution.

DEFEATED

MOVED: Director Roth
SECONDED: Director Minions

THAT the ACRD Board of Directors defer placing a notice on title on 5661 Strick Road and instruct staff to work with the property owners to find a resolution.

MOVED: Director Minions
SECONDED: Director Sparrow

THAT the main motion be amended to further instruct staff to bring back more information to the Board on this issue.

CARRIED

The main motion, as amended was

CARRIED

f. Request for Decision regarding Alberni Valley Regatta Association – Sproat Lake Noise Control Bylaw Exemption Request.

MOVED: Director Cote
SECONDED: Director Haggard

THAT the Board of Directors issue a noise exemption, as per section 7 of the Sproat Lake Noise Control Bylaw No. R1024, 2013 for July 7, 8 and 9, 2023 from 9:00 am to 5:00 pm daily to the Alberni Valley Regatta Association.

CARRIED

g. Request for Decision regarding West Coast Evacuation Route Plan.

MOVED: Director Roth
SECONDED: Director Sparrow

THAT the Alberni-Clayoquot Regional District Board of Directors adopt the West Coast Evacuation Route Plan.

CARRIED

9. PLANNING MATTERS

9.1 ELECTORAL AREA DIRECTORS ONLY

**a. RA22004, ISE BUILDING INC., 275 BAMFIELD BOARDWALK (BAMFIELD)
Rezoning Application – Memorandum and Bylaw P1453**

MOVED: Director Beckett
SECONDED: Director Cote

THAT Bylaw P1453, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw, be adopted.

CARRIED

b. SPROAT LAKE OFFICIAL COMMUNITY PLAN AMENDMENT BYLAW (SPROAT LAKE)

Public Hearing Report, Public Hearing Minutes and Bylaw P1443

MOVED: Director Cote
SECONDED: Director Sparrow

THAT the Board of Directors receive the public hearing report.

CARRIED

MOVED: Director Cote
SECONDED: Director Roth

THAT the Board of Directors receive the public hearing minutes.

CARRIED

MOVED: Director Cote
SECONDED: Director Roth

THAT Bylaw P1443, Sproat lake Official Community Plan Amendment Bylaw be read a third time.

CARRIED

Director Minions declared a conflict of interest and left the meeting at 3:41 pm.

c. DVD22006, BRAIDEN, 8467 BOTHWELL ROAD (SPROAT LAKE)

Development Variance Application – Report

MOVED: Director Cote
SECONDED: Director Sparrow

THAT the Board of Directors consider issuing development variance permit DVD22006, subject to neighbouring properties being notified as per Local Government Act s.499.

CARRIED

Director Minions re-entered the meeting at 3:45 pm.

d. DVD23002, WEBB, 9778 STIRLING ARM CRESCENT (SPROAT LAKE)
Development Variance Application – Report

MOVED: Director Cote
SECONDED: Director Roth

THAT the Board of Directors consider issuing development variance permit DVD23002, subject to neighbouring properties being notified as per Local Government Act s.499.

CARRIED

e. TUP20001, CINTAMANI, 6341 SALAL ROAD (SPROAT LAKE)
Temporary Use Permit Application – Report and Permit

MOVED: Director Cote
SECONDED: Director Roth

THAT the Board of Directors consider issuing Temporary Use Permit TUP20001, subject to neighbouring properties being notified as per Local Government Act s.494.

CARRIED

f. TUP22010, FLETCHER, OWEN, MONTGOMERY, 10842 LAKESHORE ROAD (SPROAT LAKE)
Temporary Use Permit Application – Report and Permit

MOVED: Director Cote
SECONDED: Director Roth

THAT the Board of Directors consider the Short Term Vacation Rental Temporary Use Permit application subject to the following:

Completion of an inspection by the ACRD Building Inspector to ensure all building safety measures are in place;

Confirmation of a caretaker who is available within 20 minutes of a complaint and/or request; and

Neighbourhood notification as per the Local Government Act S. 494.

CARRIED

g. TUP22011, KLAPSTEIN, 10893 LAKESHORE ROAD (SPROAT LAKE)
Temporary Use Permit Application – Report and Permit

MOVED: Director Cote
SECONDED: Director Roth

THAT the Board of Directors consider the Short-Term Vacation Rental Temporary Use Permit application subject to the following:

Completion of an inspection by the ACRD Building Inspector to ensure all building safety measures are in place;

Confirmation from a Registered Onsite Wastewater Practitioner (ROWP) that the existing sewage disposal system is adequate for a 3 bedroom single family dwelling;

Confirmation of a caretaker who is available within 20 minutes of a complaint and/or request; and

Neighbourhood notification as per the Local Government Act S. 494.

CARRIED

Director Stere and Director Beckett left the meeting at 4:00 pm

- h. 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 deferred.

CARRIED

10. REPORTS

10.1 STAFF REPORTS

- a. Meeting Schedule – April 2023**
- b. Building Report – February 2023**
- c. Monthly Agreement & Grant Delegation Report – February 17 – March 16, 2023**

MOVED: Director Roth
SECONDED: Director Sparrow

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

Director Cote reported the Library Board approved their budget. The Board is currently going through their Strategic Planning Session. Director Cote reported the Province has awarded \$45 million in funding for libraries.

a. Alberni Valley Chamber of Commerce – S. Minions

Director Minions reported that the Chamber has hired a new Executive Director, Jolleen Dick. Director Minions recognized Bill Collette for his many years of service with the Chamber.

d. Air Quality Council, Port Alberni – S. Roth – No Report

e. West Coast Aquatic Board – T. Stere – No Report

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

Director Cote reported the annual AVICC Convention will be held April 14th to 16th in Nanaimo. Director Cote advised she is running for President again this year.

g. Beaver Creek Water Advisory Committee – S. Roth – No Report

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

i. Agricultural Development Committee – F. Boyko

Director Boyko provided an update on the Committee meeting held yesterday. They discussed the role of the Agricultural Support Worker and increased follow-up between the Committee and ACRD. Director Boyko reported the Farmers Institute celebrated their 125 anniversary last Saturday at the Beaver Creek Fire Hall.

**j. Redd Fish Restoration Society (Central West Coast Forest Society)
– M. McEwen**

Director McEwen reported that the Society has rejected her appointment to their Board at this time. They are currently going through a restructure and will consider an appointment from the ACRD following that process.

k. Other Reports

- **Heritage Commission Meeting Minutes – March 1, 2023**

MOVED: Director Cote

SECONDED: Director Sparrow

THAT the Board of Directors receive the Member Reports.

CARRIED

MOVED: Director Minions
SECONDED: Director Haggard

THAT the Alberni-Clayoquot Regional District Board of Directors forward a letter of appreciate to Bill Collette, Chief Executive Officer of the Alberni Chamber of Commerce recognizing his years of service and dedication to the Chamber.

CARRIED

11. UNFINISHED BUSINESS

12. LATE BUSINESS

Director Siga left the meeting at 4:12 pm.

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 Roth

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

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

The meeting recessed at 4:12 pm.

The meeting reconvened at 4:17 pm.

MOVED: Director Cote
SECONDED: Director Minions

THAT the main motion to go in-camera be amended to include Section 90 (1) (i) of the Community Charter: the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

CARRIED

The main motion as amended, was

CARRIED

The meeting was closed to the public at 4:19 pm.

The meeting was re-opened to the public at 5:05 pm.

15. REPORT OUT – RECOMMENDATIONS FROM IN-CAMERA

The following resolution passed at the in-camera portion of the Board of Directors meeting was reported out in open meeting:

THAT the ACRD Board of Directors send a letter to the Ministry of Forests from the ACRD and Tseshah First Nation to request funding to undertake a landfill siting assessment for the Alberni Valley Waste-shed.

AND FURTHER THAT the ACRD Board of Directors delegate authority to the CAO to enter into an agreement with Tseshah First Nation to waive annual tipping fees and provide support for waste diversion efforts.

16. ADJOURN

MOVED: Director Sparrow
SECONDED: Director Roth

THAT this meeting be adjourned at 5:05 pm.

CARRIED

Certified Correct:

John Jack

John Jack,
Chairperson

Wendy Thomson

Wendy Thomson,
General Manager of Administrative Services