



Alberni-Clayoquot Regional District

MINUTES OF THE BOARD OF DIRECTORS MEETING HELD ON WEDNESDAY, NOVEMBER 8, 2023, 1:30 PM

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

DIRECTORS PRESENT: John Jack, Chairperson, Chief Councillor, Huu-ay-aht First Nations
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)
Sharon Price, Alternate 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
Wilfred Cootes, Councillor, Uchucklesaht Tribe Government
Levana Mastrangelo, Executive Legislator, Yuułu?if?ath Government

REGRETS: Mike Sparrow, Director, Electoral Area "F" (Cherry Creek)

STAFF PRESENT: Daniel Sailland, Chief Administrative Officer
Teri Fong, Chief Financial Officer
Mike Irg, General Manager of Planning & Development
Wendy Thomson, General Manager of Administrative Services
Heather Zenner, Manager of Administrative Services
Janice Hill, Executive Assistant

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

<https://www.acrd.bc.ca/events/8-11-2023/>

1. **CALL TO ORDER**

The CAO called the meeting to order at 1:30 pm.

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

The CAO reported this meeting is being recorded and livestreamed to YouTube on the Regional District website.

Introductions - Board Members and Staff present in the Boardroom and via Zoom.

2. **ELECTIONS – CHAIR AND VICE-CHAIR**

a. ELECTION OF CHAIRPERSON – 2023/2024

The General Manager of Administrative Services provided an overview of the election of Chair and Vice-Chair of the Board as specified in the Regional District Procedure Bylaw.

The Manager of Administrative Services conducted elections for Chairperson of the Alberni-Clayoquot Regional District and Vice-Chairperson of the Alberni-Clayoquot Regional Hospital District for 2023/2024.

The Manager of Administrative Services declared Director Jack to the positions of Chairperson of the Alberni-Clayoquot Regional District and Vice-Chairperson of the Alberni-Clayoquot Regional District Hospital District for 2023/2024.

Director Jack assumed the Chair.

b. ELECTION OF VICE-CHAIRPERSON FOR 2023/2024

The Manager of Administrative Services conducted elections for Vice-Chairperson of the Alberni-Clayoquot Regional District and Chairperson of the Alberni-Clayoquot Regional District Hospital District for 2023/2024.

The Manager of Administrative Services declared Director Haggard to the positions of Vice-Chairperson of the Alberni-Clayoquot Regional District and Chairperson of the Alberni-Clayoquot Regional District Hospital District for 2023/2024.

Director Minions entered the meeting at 1:41pm.

3. APPROVAL OF AGENDA

MOVED: Director Cote

SECONDED: Director McEwan

THAT the agenda be approved as circulated.

CARRIED

4. DECLARATIONS

5. ADOPTION OF MINUTES

a. Agriculture Development Committee Meeting – October 24, 2023

MOVED: Director Cote

SECONDED: Director McEwan

THAT the minutes of the Agriculture Development Committee meeting held on October 24, 2023 be adopted.

CARRIED

b. Board of Directors Meeting – October 25, 2023

MOVED: Director Cote

SECONDED: Director McEwen

THAT the minutes of the Board of Directors meeting held on October 25, 2023 be adopted.

CARRIED

c. Transportation Advisory Committee Meeting – October 31, 2023

MOVED: Director Cote

SECONDED: Director McEwen

THAT the minutes of the Transportation Advisory Committee meeting held on October 31, 2023 be adopted.

CARRIED

6. PETITIONS, DELEGATIONS & PRESENTATIONS

7. CORRESPONDENCE FOR ACTION

- a. Correspondence dated November 1, 2023 from the Municipal Finance Authority of BC requesting the appointment of one Director and one Alternate Directors to the MFABC for 2024.**

MOVED: Director Price

SECONDED: Director Roth

THAT the Alberni-Clayoquot Regional District Board of Directors appoint Director Sparrow and Director Jack as the Alternate on the Municipal Finance Authority of BC for 2024.

CARRIED

Chair Jack declared a conflict of interest respecting agenda item 7 (b) and left the meeting at 1:46pm.

- b. Correspondence dated November 2, 2023 from HFN Hospitality Corporation requesting a letter of support for an application to the Regional Economic Diversification and Infrastructure Program for funding to assist in developing a Microtel.**

MOVED: Director Cote
SECONDED: Director Haggard

THAT the Alberni-Clayoquot Regional District Board of Directors provide a letter of support to the HFN Hospitality Corporation supporting the application from the Huu-ay-aht Group of Businesses, Tseshaht First Nation, and MasterBUILT Hotels Ltd. to the Regional Economic Diversification and Infrastructure Program for funding to assist in developing a Microtel Inn & Suites by Wyndham in Port Alberni.

CARRIED

Chair Jack re-entered the meeting at 1:48pm.

8. CORRESPONDENCE FOR INFORMATION

- a. ASSOCIATION OF VANCOUVER ISLAND AND COASTAL COMMUNITIES**
 - 2024 AGM & Convention Call for Nominations for AVICC Executive
 - Background Information for Candidates to the AVICC Executive
 - 2024 AVICC AGM & Convention Student Participation Program
- b. MUNICIPAL FINANCE AUTHORITY OF BC**

Report from the Chair and Vice-Chair on Activities for the Period Ended September 2023
- c. ISLAND COASTAL ECONOMIC TRUST**
 - Latest Regional Economic Strategy to Re-evaluate Priorities and Coordination
 - Ladysmith's Transfer Beach Amphitheatre to Receive major Enhancement
- d. UNION OF BC MUNICIPALITIES**

2023/24 (Fall) C2C Program – Approval Agreement & Terms of Conditions of Funding
- e. MINISTRY OF MUNICIPAL AFFAIRS**

Conditional Approval Cherry Creek Waterworks Improvement District Conversion Study
- f. MINISTRY OF MUNICIPAL AFFAIRS**

Conditional Approval Regional Climate Action Plan
- g. INVESTMENT AGRICULTURE FOUNDATION**

Approval up to \$100,000.00
- h. PEACE RIVER REGIONAL DISTRICT TO THE HONOURABLE BOWINN MA, MINISTER OF EMERGENCY MANAGEMENT AND CLIMATE READINESS**

Update on the Proposed Emergency and Disaster Management Act
- i. OKANAGAN BASIN WATER BOARD**

Prevention of Invasive Mussel Introduction to B.C.
- j. PORT ALBERNI PORT AUTHORITY**

November 1, 2023 Activity Summary

MOVED: Director Cote
SECONDED: Director McEwen

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

CARRIED

9. REQUEST FOR DECISIONS & BYLAWS

a. Request for Decision regarding Resolution – Signing Authorities for Banking Purposes.

MOVED: Director Boyko
SECONDED: Director Cote

THAT the Board of Directors authorize the following signatories for banking purposes for the Alberni-Clayoquot Regional District and Alberni-Clayoquot Regional Hospital District:

The following Directors have signing authority

- i. John Jack, Chairperson*
- ii. Debbie Haggard, Vice-Chairperson*
- iii. Mike Sparrow, Director*

The following Staff members have signing authority:

- i. Daniel Sailland, MBA, Chief Administrative Officer*
- ii. Teri Fong, CPA, CGA, Chief Financial Officer*
- iii. Shane Koren, Manager of Financial Services*

One of the above Directors are authorized to sign all Regional District banking documents with one of the above Staff members.

CARRIED

b. Request for Decision regarding 2024 AVICC – Resolutions Notice & Request for Submissions.

MOVED: Director Cote
SECONDED: Director McEwen

THAT the Alberni-Clayoquot Regional District Board of Directors submit possible resolutions for consideration at the 2024 Association of Vancouver Island & Coastal Communities Convention to the General Manager of Administrative Services on or before January 12, 2024 and, based on submissions received, Regional District staff be instructed to bring back drafted resolutions and background materials for consideration of endorsement by the Board of Directors prior to the submission deadline of February 7, 2024.

CARRIED

c. Request for Decision regarding 2024 Electoral Area Directors Forum & Local Government Leadership Academy Forum.

MOVED: Director Cote
SECONDED: Director McEwen

THAT the Alberni-Clayoquot Regional District Board of Directors authorize Electoral Area Directors to attend the 2024 Electoral Area Directors Forum, January 30th and 31st in Richmond, BC.

CARRIED

MOVED: Director McEwen
SECONDED: Director Cote

THAT the Alberni-Clayoquot Regional District Board of Directors authorize the following Directors to attend the Local Government Leadership Academy Forum, January 31st through February 2nd in Richmond, BC: Sparrow, Cote, Mastrangelo, and a Uchucklesaht Tribe Representative.

CARRIED

d. Request for Decision regarding Rogers Cell Tower – Debeaux Road.

MOVED: Director Roth
SECONDED: Director Boyko

THAT the Board of Directors direct staff to send the Rogers Communications File #W3579 to the Beaver Creek Advisory Planning Commission for review, following their review, request Rogers host a public information meeting and then bring a report back for consideration at a future Board meeting.

CARRIED

10. PLANNING MATTERS

10.1 ELECTORAL AREA DIRECTORS ONLY

**a. RA23009, HARRISON & STREICHSBIER, 390 BAMFIELD INLET (BAMFIELD)
Rezoning Application – Memorandum and Bylaw P1485**

MOVED: Director Beckett
SECONDED: Director Cote

THAT Bylaw P1485, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be adopted.

CARRIED

11. REPORTS

11.1 COMMITTEE REPORTS

11.2 AREA REPORTS

(ALL/UNWEIGHTED)

- a. Electoral Area "A" (Bamfield) – B. Beckett
Receiving many positive reviews of the chip sealing of Bamfield Road. The Bamfield OCP open house will occur at the November 9th from 4pm-7pm in the Bamfield Community School.
- b. Electoral Area "B" (Beaufort) – F. Boyko
Many residents getting ready for winter. Five residents attended the Beaufort Electoral Area OCP open house a few weeks ago. Stated that Beaufort prefers the townhall style of meetings and supports a zoning bylaw for each electoral area.
- c. Electoral Area "C" (Long Beach) – V. Siga
Had OCP meeting on Monday November 6th in Long Beach Electoral Area. Good participation and thanked staff.
- d. Electoral Area "D" (Sproat Lake) – P. Cote
Recently the Sproat Lake Community Association did water testing (24 tests completed). Also tested the spring near Taylor Arm, which had 170 total coliform present in this water sample. The public using this source should be aware that this is a raw water source, and to take precautions to ensure safe drinking water. Sproat Lake Community Association held their Executive meeting on Monday. The Community Association appreciated the recent Sproat Lake OCP Open House and thanked staff.
Daniel Sailland, CAO indicated that ACRD is looking into putting up a sign at the spring to notify the public of the raw water source.
- e. Electoral Area "E" (Beaver Creek) – S. Roth
A number of people in Beaver Creek have expressed concern with the potential approval process for the proposed Aquatics Facility. Director Roth requests that a referendum ballot be conducted for the Aquatics facility, and not utilize an Alternate Approval Process which was done recently in Campbell River for their aquatic facility. Director Roth is against participating in a new aquatics facility if a proper assent referendum is not utilized in each electoral area to decide whether to opt in or out of the project.
- f. Electoral Area "F" (Cherry Creek) – S. Price
Cherry Creek held its OCP open house on October 12th, with 77 members attending the event with more contributing electronically. The discussions at the table would have kept going if allowed, but the hall was only booked for a

set time. It is always valuable to get feedback from the community, as it sets the direction for the community through this process. As more steps in this process are announced, they will be communicated to the residents of Cherry Creek. Cherry Creek held its annual Halloween event at the Community Hall. The event brings together the community at the hall to enjoy hot chocolate and watch the fireworks. This event has been a time-honored tradition that bonds Cherry Creek residents.

g. City of Port Alberni – S. Minions/D. Haggard

The 20 units at the Tiny Home Village on Fourth Avenue held their grand opening a couple of weeks ago. There are eleven tenants living in these tiny homes and are very well constructed with 24 hours support services on site. They are doing a gradual entry for tenants. There is room for ten more units, but they are still assessing funding to move forward.

h. District of Tofino – T. Stere

Major infrastructure project still underway including the Water Treatment Plant. Strategic Planning process was done recently and hoping to have final report within the next month.

i. District of Ucluelet – M. McEwen

Staff have a number of grant applications in process, including for supportive housing and for affordable houses. Ucluelet Council had a presentation from Ballenas Housing Society who are looking for locations to partner with municipalities to create affordable housing options.

j. Huu-ay-aht First Nations – J. Jack

Some closures on the Bamfield Road this week and next to address some road flooding, ditching, and potholes, but overall the road is functioning well. Concerns with speed on the Bamfield Road, working with RCMP to address. Working to understand what long term maintenance looks like. Embarking on a Master Planning process which will have a direct impact on ACRD including economic development that makes sense for investors. Huu-ay-aht development could be Bamfield centered, so will be working with ACRD staff and Director Beckett. Chair Jack attended the First Nations Leadership Gathering recently and met with Minister Kang (Minister of Municipal Affairs) and Huu-ay-aht wants to navigate its relationship with the ACRD and hoping for ACRD resources. Met with Tourism, Arts, and Culture alongside of Tseshaht First Nation. Met with Lisa Baird on internet connectivity for Anacla. Met with Minister of MOTI and they are well aware of the issues being faced in this area. Met with Ministry of Jobs, Economic Development, and Innovation on Huu-ay-ahts' planning processes.

k. Toquaht Nation – K. Johnsen

Toquaht recently had their election and are focusing on Council orientation later this week. Starting review on Strategic Plan and updating in the new year. Busy with capital projects.

- I. Uchucklesaht Tribe Government – W. Cootes. No report.
- m. Yuułuʔiłʔatḥ Government – L. Mastrangelo. No report.

MOVED: Director McEwen

SECONDED: Director Cote

THAT the Board of Directors receive the Area Reports.

CARRIED

14. 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.

15. RECESS

MOVED: Director Roth

SECONDED: Director Cote

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

CARRIED

The meeting was recessed at 2:35 pm.

16. RECONVENE

The meeting was reconvened at 2:48 pm.

17. IN-CAMERA

MOVED: Director Jack

SECONDED: Director Cote

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

- 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.*

CARRIED

The meeting was closed to the public at 2:49 pm.

The meeting was re-opened to the public at 2:54 pm.

18. 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 the open portion of the Board meeting:

THAT the Alberni-Clayoquot Regional District Board of Directors appoint Owen Brown to the Alberni Valley Aquatic Centre Advisory Committee to represent Port Alberni.

19. ADJOURN

MOVED: Director Siga

SECONDED: Director Roth

THAT this meeting be adjourned at 2:54 pm.

CARRIED

Certified Correct:

John Jack

John Jack,
Chairperson

Heather Zenner

Heather Zenner,
Manager of Administrative Services