



# Alberni-Clayoquot Regional District

## MINUTES OF THE BOARD OF DIRECTORS MEETING HELD ON WEDNESDAY, SEPTEMBER 27, 2023, 1:30 PM Hybrid - Zoom/Board Room, 3008 Fifth Avenue, Port Alberni, BC

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- DIRECTORS PRESENT:** John Jack, Chairperson, Chief Councillor, Huu-ay-aht First Nations  
Todd Patola, Councillor, Alternate Director, City of Port Alberni  
Sharie Minions, Mayor, 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)  
Marilyn McEwen, Mayor, District of Ucluelet  
Tom Stere, Councillor, District of Tofino  
Wilfred Cootes, Councillor, Uchucklesaht Tribe Government  
Levana Mastrangelo, Executive Legislator, Yuułu?if?ath Government
- REGRETS:** Debbie Haggard, Vice-Chair, Councillor, City of Port Alberni  
Fred Boyko, Director, Electoral Area "B" (Beaufort)  
Kirsten Johnsen, Member of Council, Toquaht Nation
- STAFF PRESENT:** Teri Fong, Chief Financial Officer  
Daniel Sailland, Chief Administrative Officer  
Mike Irg, General Manager of Planning & Development  
Jenny Brunn, General Manager of Community Services  
Heather Zenner, Manager of Administrative Services  
Paulo Eichelberger, Solid Waste Manager  
Janice Hill, Executive Assistant

The meeting can be viewed on the Alberni-Clayoquot Regional District website at:  
<https://www.acrd.bc.ca/events/27-9-2023/>

### 1. **CALL TO ORDER**

The Chairperson called the meeting to order at 1:31 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 and via Zoom.

## **2. APPROVAL OF AGENDA**

*MOVED: Director Sparrow*

*SECONDED: Director Cote*

*THAT the agenda be approved as circulated with the addition of the following late item:*

- *Section 5.b Declaration, Seth Wright, Senior Manager from BC Transit to provide a BC Transit update.*

**CARRIED**

## **3. DECLARATIONS**

## **4. ADOPTION OF MINUTES**

### **a. Board of Directors Meeting – September 13, 2023**

*MOVED: Director McLeman*

*SECONDED: Director Roth*

*THAT the minutes of the Board of Directors Meeting held on September 13, 2023 be adopted.*

**CARRIED**

### **b. Solid Waste Management Plan Committee Meeting – September 20, 2023**

*MOVED: Director Stere*

*SECONDED: Director Patola*

*THAT the minutes of the Solid Waste Management Plan Meeting held on September 20, 2023 be adopted.*

**CARRIED**

## **5. PETITIONS, DELEGATIONS & PRESENTATIONS**

- ### **a. Darren Deluca, Mike Newton, and Bob Cole regarding an update to the ACRD Board regarding the activities and outcomes of the previous Alberni-Clayoquot Transportation Committee.**

The delegation gave an overview of the previous Alberni-Clayoquot Transportation Committee. They outlined membership, their purpose, and identified possible routes out of the Alberni Valley highlighted through previous studies.

*MOVED: Director Roth*

*SECONDED: Director Sparrow*

*THAT the Alberni-Clayoquot Regional District Board allow the delegation to continue their presentation past the allotted 10 minutes.*

**CARRIED**

*MOVED: Director McLeman*

*SECONDED: Director Roth*

*THAT the Alberni-Clayoquot Regional District request that the Provincial Government declare an emergency route through Horne Lake and that the Alberni-Clayoquot Regional District Transportation Committee review all access routes for the long term.*

*MOVED: Director Jack*

*SECONDED: Director Patola*

*THAT the Alberni Clayoquot Regional District table the above motion until the October 11, 2023 Board meeting.*

**CARRIED**

**b. Late Item - Seth Wright, Senior Manager from BC Transit to provide a BC Transit update.**

The delegation summarized the annual performance for 2022/2023, gave an update on the HandyDART service, and discussed the transit services expansion to the West Coast.

Director Cootes left at 2:37pm.

**6. CORRESPONDENCE FOR ACTION**

**7. CORRESPONDENCE FOR INFORMATION**

**a. ISLAND COASTAL ECONOMIC TRUST**

Expanding an Indigenous-led Education and Demonstration Farm in 'Yalis (Alert Bay)

**b. ISLAND COASTAL ECONOMIC TRUST**

Latest Hornby Island Economic Development Strategy to Forge Clear Path Forward

**c. ISLAND COASTAL ECONOMIC TRUST**

Huu-ay-aht First Nations' Allies Tourism Fee Program to Build Stewardship Finance.

Huu-ay-aht is beginning on the process to explore the idea of an 'Allied Tourism Fee' for resource stewardship (watersheds, beaches, islands) modelled on the Tla-o-qui-aht experience. With the improved road there is anticipated to be more people coming to the Huu-ay-aht Territory to enjoy the natural beauty. Want to set up a program after consultation, to take care of the land that people will be attracted to. Want to have good conversations and with folks in and around Bamfield, Broken Islands.

**d. B.C. FERRY AUTHORITY**

2022-2023 Annual Report

*MOVED: Director Beckett*

*SECONDED: Director Roth*

*THAT the Alberni-Clayoquot Regional District Board respectfully requests that Mr. Marc Tremblay attend and address the Board regarding the following matters:*

*Discuss BC Ferry's subsidy program and its relation to the Lady Rose Marine Services. How does the BC Ferry Authority determine the level of service(s) for the Lady Rose Marine Services.*

*Explain and describe the proposed "planning process" as it relates to:*

*A) public participation*

*B) scope of planning process*

*C) formal involvement of Regional and Municipal staff/elected officials*

*D) date and location of sessions, and*

*Confirm ACRD participation regarding renewal of March 31, 2024 contract.*

**CARRIED**

**e. VANCOUVER ISLAND REGIONAL LIBRARY**

2024 Budget Adopted

**f. YOUTH PARLIAMENT OF BRITISH COLUMBIA**

95<sup>th</sup> Parliamentary Session in Victoria

*MOVED: Director Patola*

*SECONDED: Director Sparrow*

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

**CARRIED**

**8. REQUEST FOR DECISIONS & BYLAWS**

**a. Request for Decision regarding ACRD draft Strategic Plan 2024 - 2027**

*MOVED: Director Stere*  
*SECONDED: Director McLeman*

*THAT the Alberni-Clayoquot Regional District Board of Directors receive this report for information.*

**CARRIED**

*MOVED: Director McLeman*  
*SECONDED: Director Roth*

*THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to prepare for more detailed discussion regarding both the draft strategic plan and the draft financial plan process at the November 8, 2023, Committee of the Whole meeting.*

**CARRIED**

**b. Request for Decision regarding public hearing and statutory public meeting policy**

*MOVED: Director Patola*  
*SECONDED: Director Roth*

*THAT the Board of Directors adopt the Public Hearing and Statutory Public Meeting Policy as presented.*

**CARRIED**

**c. Request for Decision regarding establishment of a Bamfield area services committee**

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

*THAT the ACRD Board of Directors approve the creation of a Bamfield Area Services Committee and adopt the Bamfield Area Services Committee Terms of Reference as presented.*

**CARRIED**

**d. Request for Decision regarding leak policy update**

*MOVED: Director Roth*  
*SECONDED: Director Stere*

*THAT the Alberni-Clayoquot Regional District Board of Directors amend the leak policy, as presented.*

**CARRIED**

**e. Request for Decision regarding BC transit 3-Year expansion initiatives**

*MOVED: Director Roth*  
*SECONDED: Director Stere*

*THAT the Alberni-Clayoquot Regional District Board of Directors receive the 2022/23 Annual Performance Summary for information.*

**CARRIED**

*MOVED: Director Stere*  
*SECONDED: Director Roth*

*THAT the Alberni-Clayoquot Regional District Board of Directors confirm the BC Transit 3 year Expansion Initiatives – 2024/25 through to 2026/27, for the Alberni-Clayoquot Custom and West Coast Transit services and delegate authority to the CAO to sign the MOU letter with BC Transit dated September 1, 2023.*

**CARRIED**

**f. Request for Decision regarding Bylaw E1064 – A Bylaw to repeal the supply of water, treatment, conveyance, storage and distribution system, within Electoral Area “F”, Cherry Creek – Arrowsmith Heights**

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

*THAT the Alberni-Clayoquot Regional District Board of Directors adopt Bylaw No. E1064, Arrowsmith Heights Water Local Service Area Establishment Bylaw Repeal, 2023.*

**CARRIED**

**g. Bylaw U1002 - A Bylaw to repeal the establishment of rates for the Arrowsmith Heights Water Local Service Area, and Bylaw U1003 – a Bylaw to repeal the establishment of regulations for the Arrowsmith Heights Water Local Service Area**

*MOVED: Director Sparrow*  
*SECONDED: Director Patola*

*THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to Bylaw No. U1002, Arrowsmith Heights Water Local Service Area Rates Bylaw Repeal, 2023.*

**CARRIED**

*MOVED: Director Sparrow*  
*SECONDED: Director Patola*

*THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to Bylaw No. U1002, Arrowsmith Heights Water Local Service Area Rates Bylaw Repeal, 2023.*

**CARRIED**

*MOVED: Director Sparrow*  
*SECONDED: Director Patola*

*THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to Bylaw No. U1002, Arrowsmith Heights Water Local Service Area Rates Bylaw Repeal, 2023.*

**CARRIED**

*MOVED: Director Sparrow*  
*SECONDED: Director Patola*

*THAT the Alberni-Clayoquot Regional District Board of Directors adopt Bylaw No. U1002, Arrowsmith Heights Water Local Service Area Rates Bylaw Repeal, 2023.*

**CARRIED**

*MOVED: Director Sparrow*  
*SECONDED: Director Patola*

*THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to Bylaw No. U1003, Arrowsmith Heights Water Local Service Area Regulations Bylaw Repeal, 2023.*

**CARRIED**

*MOVED: Director Sparrow*  
*SECONDED: Director Patola*

*THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to Bylaw No. U1003, Arrowsmith Heights Water Local Service Area Regulations Bylaw Repeal, 2023.*

**CARRIED**

*MOVED: Director Sparrow*  
*SECONDED: Director Patola*

*THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to Bylaw No. U1003, Arrowsmith Heights Water Local Service Area Regulations Bylaw Repeal, 2023.*

**CARRIED**

*MOVED: Director Sparrow*  
*SECONDED: Director Patola*

*THAT the Alberni-Clayoquot Regional District Board of Directors adopt Bylaw No. U1003, Arrowsmith Heights Water Local Service Area Regulations Bylaw Repeal, 2023.*

**CARRIED**

**h. Request for Decision regarding Bylaw E1063 – A Bylaw to repeal the Franklin River Road fire protection service area**

*MOVED: Director Sparrow*  
*SECONDED: Director Stere*

*THAT the Alberni-Clayoquot Regional District Board of Directors adopt Bylaw No. E1063, Franklin River Road Fire Protection Service Area Establishment Bylaw Repeal, 2023.*

**CARRIED**

Director Minions left at 3:40 pm.

**i. Request for Decision regarding Bylaw R1029-7 Amendment – the regulation of recycling, solid waste disposal, and tipping fees at the Alberni Valley Landfill**

*MOVED: Director Patola*  
*SECONDED: Director Sparrow*

*THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to Bylaw R1029-7 Amendment – Alberni Valley Landfill Tipping Fee and Regulation Bylaw.*

**CARRIED**

*MOVED: Director Patola*  
*SECONDED: Director Roth*

*THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to Bylaw R1029-7 Amendment – Alberni Valley Landfill Tipping Fee and Regulation Bylaw.*

**CARRIED**

*MOVED: Director Patola*  
*SECONDED: Director Roth*

*THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to Bylaw R1029-7 Amendment – Alberni Valley Landfill Tipping Fee and Regulation Bylaw.*



**CARRIED**

*MOVED: Director Patola*  
*SECONDED: Director Roth*

*THAT the Alberni-Clayoquot Regional District Board of Directors adopt Bylaw R1029-7 Amendment – Alberni Valley Landfill Tipping Fee and Regulation Bylaw.*

**CARRIED**

**j. Request for Decision regarding Bylaw F1147-4 Amendment – Bamfield water local service area rates and regulations Bylaw**

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

*THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to Bylaw F1147-4 Amendment – Bamfield Water Local Service Area Rates and Regulations Bylaw.*

**CARRIED**

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

*THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to Bylaw F1147-4 Amendment – Bamfield Water Local Service Area Rates and Regulations Bylaw.*

**CARRIED**

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

*THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to Bylaw F1147-4 Amendment – Bamfield Water Local Service Area Rates and Regulations Bylaw.*

**CARRIED**

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

*THAT the Alberni-Clayoquot Regional District Board of Directors adopt Bylaw F1147-4 Amendment – Bamfield Water Local Service Area Rates and Regulations Bylaw.*

**CARRIED**

**k. Request for Decision regarding Alberni Valley Golf Club & Long Beach Recreation cooperative tax exemption**

*MOVED: Director Roth*  
*SECONDED: Director Stere*

*THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to Bylaw cited as "2024 Tax Exemption Bylaw No. F1161."*

**CARRIED**

*MOVED: Director Roth*  
*SECONDED: Director Stere*

*THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to Bylaw cited as "2024 Tax Exemption Bylaw No. F1161."*

**CARRIED**

*MOVED: Director Roth*  
*SECONDED: Director Stere*

*THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to Bylaw cited as "2024 Tax Exemption Bylaw No. F1161."*

**CARRIED**

*MOVED: Director Roth*  
*SECONDED: Director Stere*

*THAT the Alberni-Clayoquot Regional District Board of Directors adopt Bylaw cited as "2024 Tax Exemption Bylaw No. F1161."*

**CARRIED**

**I. Request for Decision regarding accessible British Columbia act requirements – amending accessibility committee terms of reference & funding agreement with City of Port Alberni**

*MOVED: Director Roth*  
*SECONDED: Director Patola*

*THAT the Alberni-Clayoquot Regional District Board of Directors adopt the amended Accessibility Committee Terms of Reference and authorize the Chief Administrative Officer to enter into a funding agreement with the City of Port Alberni.*

**CARRIED**

**m. Request for Decision regarding Salmon Beach pumper truck equipment financing**

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

*That the Board of the Regional District of Alberni-Clayoquot authorizes up to \$150,000 be borrowed, under Section 403 of the Local Government Act, from the Municipal Finance Authority, for the purpose of purchasing a Pumper Truck for the Salmon Beach Sewage Service.*

**CARRIED**

## **9. PLANNING MATTERS**

### **9.1 ELECTORAL AREA DIRECTORS ONLY (PARTICIPANTS/UNWEIGHTED)**

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

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

*THAT the Board of Directors consider first reading of Bylaw P1485, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw at a future date, and that notice be given in accordance with Section 467 of the Local Government Act.*

**CARRIED**

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

*THAT the Board of Directors confirm that adoption of Bylaw P1485 is subject to:*

- a. Confirmation from a Registered On-Site Wastewater Practitioner (ROWP) that the property is capable of supporting on-site sewage disposal to a minimum 1-acre density.*
- b. Meeting technical referral agency requirements.*

**CARRIED**

**b. TUP23002, KRANZ, 142 SOUTH BAMFIELD ROAD (BAMFIELD)**  
Short Term Vacation Rental Temporary Use Permit Application

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

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

- completion of an inspection by an ACRD Building Inspector to ensure all building safety measures are in place,*
- caretaker correspondence indicating their address and that they accept*

- responsibility for the property during STR occupation,*
- neighbourhood notification as per the Local Government Act s. 494.*

**CARRIED**

- c. TUP23005, LAMONT, 274 SOUTH BAMFIELD ROAD (BAMFIELD)**  
Short Term Vacation Rental Temporary Use Permit Application

*MOVED: Director Beckett*

*SECONDED: Director Roth*

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

- completion of an inspection by an ACRD Building Inspector to ensure all building safety measures are in place,*
- caretaker correspondence indicating their address and that they accept responsibility for the property during STR occupation,*
- neighbourhood notification as per the Local Government Act s. 494.*

**CARRIED**

- d. DVE23004, FOEHSE, 6134 WADENA ROAD (BEAVER CREEK)**  
Development Variance Application – Memorandum and Permit

*MOVED: Director Roth*

*SECONDED: Director Sparrow*

*THAT the Board of Directors consider issuing development variance permit DVE23004, subject to meeting technical referral agency requirements and neighbouring properties being notified as per Local Government Act section 499.*

**CARRIED**

- e. RF22011, 0499369 B.C. LTD., LOT 1, OLD NANAIMO HIGHWAY (CHERRY CREEK)**  
Rezoning Application – Memorandum and Bylaw P1472

*MOVED: Director Sparrow*

*SECONDED: Director Roth*

*THAT Bylaw P1472, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be adopted.*

**CARRIED**

## **10. REPORTS**

### **10.1 STAFF REPORTS**

- a. Meeting Schedule – October 2023**

- b. **Building Report – August 2023**
- c. **Monthly Agreement & Grant Delegation Report – August 18 – September 21, 2023**
- d. **Provincial Single-Use and Plastic Waste Prevention Regulation (P. Eichelberger) September 27, 2023**
- e. **Modification of Rock Face in Sproat Lake – September 21, 2023**

*MOVED: Director Roth*

*SECONDED: Director Sparrow*

*THAT the Board of Directors receives the staff reports a-e.*

**CARRIED**

## **10.2 COMMITTEE REPORTS**

### **a. Union of British Columbia Municipalities – September 18 – 22, 2023 (Verbal Report)**

**Director Sparrow** – First Convention attended with over 2000 delegates. Very educational, learned lots.

**Director Patola** – Interesting and educational. Information at the trade show and resolutions put forward by other local governments were informative, got to know that we are not alone. Learned good information to pass along to staff.

**Director Beckett** – Good fellowship between those that could attend, good networking opportunity.

**Director McEwan** – All of Ucluelet Council and CAO attended. Participated in two of the tours. Covenant House – houses homeless people and those with addictions, 60 beds, eight floors. Turn away people everyday as they don't have enough space for everyone. Also attended a cultural walking tour and paddle. Focused on First Nations story telling.

**Director Mastrangelo** – First time at conference, good educational experience, liked meeting other small local government colleagues. Good networking opportunity.

**Director Stere** – Wonderful time, great connections.

**Director Cote** – Highlights were able to talk to Minister Dix to advocate for continued support for our Alberni-Clayoquot Health Network. AVICC lunch were honored to have the Premier attend and ask him questions. Advocated for recycling for small businesses and the local mattress recycling program.

**Chair Jack** – Attended several meeting on behalf of both the ACRD and Huu-ay-aht. Director Cootes did well in his 'Pathways to Reconciliation' presentation and was well received by those attending. Presented as part of the legislative reform breakout session.

### **b. Electoral Area Directors Committee Meeting – September 27, 2023 S. Roth (Verbal Report)**

At the Electoral Meeting, staff presented a report on Accessory Dwelling Units and discussed the upcoming fall community engagement for Community Planning. Directors are invited to all sessions.

*MOVED: Director Patola*

*SECONDED: Director Cote*

*THAT the Board of Directors receives the Verbal Reports a-b.*

**CARRIED**

### **10.3 MEMBER REPORTS**

(ALL/UNWEIGHTED)

#### **a. 9-1-1 Corporation – B. Beckett**

Discussed shareholder agreement regarding cost apportionment, also discussed service performance. The service is answering to their service levels to 99% of the time. 21,000 calls were received for the 1<sup>st</sup> Quarter of this year. 2.2% increase since last year. An ACRD is responsible for 17% of the calls that go into 911. Friday is the busiest day, and between 4pm – 5pm.

#### **b. Vancouver Island Regional Library – P. Cote**

VIRL Passed its 2024 budget and was unanimously supported (34 million). Also adopted a new Reserves and Contribution Reporting Framework to better align with local government reporting practices. Overall ACRD increase is 0.04%. Ucluelet budget went up quite significantly.

#### **c. Alberni Valley Chamber of Commerce – S. Minions - No Report**

#### **d. Air Quality Council, Port Alberni – M. Sparrow**

Meeting on September 20<sup>th</sup>. It was noted that Port Alberni is classified as a red zone community, based on its exceedances of PM2.5 national standards, and is also increasingly susceptible to poor air quality due to wildfires. AQC facilitates the Wood Stove Exchange program for the ACRD and has introduced new higher rebates for First Nation communities. AQC will seek to expand AQC membership to include First Nations representatives, additional ACRD representatives (staff or other positions), members at large, and honorary members. AQC monitors the BC Ministry of Environment and Climate Change's progress on the approval of Catalyst's pollution permit amendment to reduce the maximum authorized total particulate matter emission limit. The AQC supports the wood stove exchange program and has funds to continue the program, however the program has seen a diminished number of woodstoves exchanged in recent years.

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

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

Reminder that the AVICC convention attendance survey has been sent out to members to see if there were any barriers for attendees. A new Federal funding program is available called the Climate Resilient Coastal Community Program.

- g. **Beaver Creek Water Advisory Committee – S. Roth – No Report**
- h. **Tsawak-qin Public Advisory Group (WIWAG) – M. Sparrow - No Report**
- i. **Agricultural Development Committee – F. Boyko - No Report**
- j. **Other Reports**

*MOVED: Director Roth*

*SECONDED: Director McLeman*

*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 Manager of Administration 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](mailto:responses@acrd.bc.ca).

**14. ADJOURN**

*MOVED: Director Roth*

*SECONDED: Director Sparrow*

*THAT this meeting be adjourned at 4:41 pm.*

**CARRIED**

Certified Correct:



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John Jack,  
Chairperson



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Heather Zenner,  
Manager of Administrative Services