



Alberni-Clayoquot Regional District

BOARD OF DIRECTORS MEETING

WEDNESDAY, APRIL 22, 2015, 1:30 pm

Regional District Board Room, 3008 Fifth Avenue, Port Alberni, BC

AGENDA

| | PAGE # |
|--|--------------|
| 1. <u>CALL TO ORDER</u> | |
| Recognition of Traditional Territories. | |
| 2. <u>APPROVAL OF AGENDA</u> | |
| <i>(motion to approve, including late items requires 2/3 majority vote)</i> | |
| 3. <u>DECLARATIONS</u> | |
| <i>(conflict of interest or gifts)</i> | |
| 4. <u>ADOPTION OF MINUTES</u> | |
| a. Board of Directors Meeting – April 8, 2015 | 6-12 |
| <i>THAT the minutes of the Board of Directors meeting held on April 8, 2015 be adopted.</i> | |
| b. Alberni-Clayoquot Transportation Committee – April 1, 2015 | 13-15 |
| <i>THAT the minutes of the Alberni-Clayoquot Transportation Committee meeting held on April 1, 2015 be adopted.</i> | |
| 5. <u>PETITIONS, DELEGATIONS & PRESENTATIONS (10 minute maximum)</u> | |
| a. Ms. Joan Miller, Executive Director, Vancouver Island North Film Commission regarding update on the Film Commission and activities within the Alberni-Clayoquot Regional District. | |
| b. Mr. Chris Vrabel, Deputy Fire Chief, Administration, City of Campbell River regarding Informational Presentation on North Island 9-1-1 Corporation. | |
| 6. <u>CORRESPONDENCE FOR ACTION</u> | |
| 7. <u>CORRESPONDENCE FOR INFORMATION</u> | |
| a. ISLAND CORRIDOR FOUNDATION | 16-18 |
| Board Meeting Notes March 2015 | |

- b. **VANCOUVER ISLAND REGIONAL LIBRARY** **19-25**
From the Board Table
- c. **BC WATER & WASTE ASSOCIATION** **26-34**
February 2015 Report
- d. **VANCOUVER ISLAND NORTH INFILM** **35**
Thank you

8. REQUEST FOR DECISIONS & BYLAWS

- a. **REQUEST FOR DECISION** **36-40**
Bylaw A1079, Beaver Creek Water Advisory Committee, 2015

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to Bylaw A1079, Beaver Creek Water Advisory Committee, 2015.

THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to Bylaw A1079, Beaver Creek Water Advisory Committee, 2015.

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to Bylaw A1079, Beaver Creek Water Advisory Committee, 2015.

THAT the Alberni-Clayoquot Regional District Board of Directors adopt Bylaw A1079, Beaver Creek Water Advisory Committee, 2015.

- b. **REQUEST FOR DECISION** **41-46**
Bylaw A1077, Salmon Beach Committee 2015

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to Bylaw A1077, Salmon Beach Committee, 2015.

THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to Bylaw A1077, Salmon Beach Committee, 2015.

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to Bylaw A1077, Salmon Beach Committee, 2015.

THAT the Alberni-Clayoquot Regional District Board of Directors adopt Bylaw A1077, Salmon Beach Committee, 2015.

9. PLANNING MATTERS

9.1 ELECTORAL AREA DIRECTORS ONLY

- a. **DVD15004, SPILLMAN, 10028 B LAKESHORE ROAD** **47-52**
Development Variance Permit Application – Report

THAT the Board of Directors pass a resolution to consider issuing development variance permit DVD15004.

- b. **DVE15002, BROCK/NEMETH, 6506 BEAVER CREEK ROAD** **53-59**
Development Variance Permit Application – Report

THAT the Board of Directors pass a resolution to consider issuing development variance permit DVE15002.

- c. **DVE15003, JAMIESON, 7100 BEAVER CREEK ROAD** **60-66**
Development Variance Permit Application – Report

THAT the Board of Directors pass a resolution to consider issuing development variance permit DVE15003.

- d. **RE15001, SIMISTER, 5825 SAUNDERS ROAD N** **67-74**
Rezoning Application – Report and Bylaw P1326

THAT the Board of Directors receive the staff report and concur with staff recommendations.

THAT Bylaw P1326, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw, be read a first time.

THAT the public hearing for Bylaw P1326 be delegated to the Director for Electoral Area 'E', the Alternate Director, or the Chairperson of the Regional District.

- e. **TUP15006, MCLELLAN, LOT 14 ALBERT STREET** **75-80**
Temporary Use Permit Application – Report

THAT the Board of Directors pass a resolution to consider issuing Temporary Use Permit TUP15006.

10. REPORTS

10.1 STAFF REPORTS

- a. Staff Action Items Report – April 17, 2015 **81-84**
b. Meeting Schedule – May 2015 **85**
c. Building Inspector's Report – March 2015 **86**
d. Strategic Community Investment Funds – 2015 **87-89**
e. March 2015 Port Alberni RCMP Report **90-91**

THAT the Board of Directors receives the Staff Reports a-e.

10.2 COMMITTEE REPORTS

- a. **Beaver Creek Water Advisory Committee Meeting – April 16, 2015**
J. McNabb (verbal)

THAT this verbal report be received.

- b. **West Coast Solid Waste Plan Monitoring Committee Meeting
April 16, 2015** J. Osborne (verbal)

THAT this verbal report be received.

- c. **Salmon Beach Committee Meeting – April 15, 2015**
T. Bennett (verbal)

THAT this verbal report be received.

10.3 MEMBER REPORTS

- a. 9-1-1 Corporation – J. McNabb
- b. Vancouver Island Regional Library - P. Cote
- c. Central West Coast Forest Society – T. Bennett
- d. Emergency Planning – J. McNabb/P. Cote/M. Kokura/M. Ruttan
- e. Alberni Valley Chamber of Commerce – Jack McLeman
- f. Coastal Community Network – T. Bennett
- g. West Island Woodlands Advisory Group –L. Banton
- h. Island Coastal Economic Trust – J. Osborne
- i. Air Quality Council, Port Alberni – J. McNabb
- j. West Coast Aquatic Board – T. Bennett/K. Wyton
- k. Association of Vancouver Island & Coastal Communities – J. Osborne
- l. Beaver Creek Water Advisory Committee – J. McNabb
- m. Other Reports

THAT the Board of Directors receives the Member Reports.

11. UNFINISHED BUSINESS

12. LATE BUSINESS

13. QUESTION PERIOD

14. ADJOURN

Next Board of Directors Meeting: **Wednesday, May 13, 2015, 1:30 PM**



Alberni-Clayoquot Regional District

MINUTES OF THE BOARD OF DIRECTORS MEETING

HELD ON WEDNESDAY, APRIL 8, 2015, 1:30 PM

Regional District Board Room, 3008 Fifth Avenue, Port Alberni, BC

DIRECTORS

Josie Osborne, Chairperson, District of Tofino

PRESENT:

John McNabb, Vice-Chair, Electoral Area "E" (Beaver Creek)

Keith Wyton, Director, Electoral Area "A" (Bamfield)

Mike Kokura, Director, Electoral Area "B" (Beaufort)

Tony Bennett, Director, Electoral Area "C" (Long Beach)

Penny Cote, Director, Electoral Area "D" (Sproat Lake)

Lucas Banton, Director, Electoral Area "F" (Cherry Creek)

Mike Ruttan, Mayor, City of Port Alberni

Dianne St. Jacques, Mayor, District of Ucluelet

Jack McLeman, Councillor, City of Port Alberni

Alan McCarthy, Member of Legislature, Yuułu?it?ath Government

Wilfred Cootes, Councillor, Uchucklesaht Tribe Government – via teleconference

REGRETS:

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

STAFF PRESENT:

Russell Dyson, Chief Administrative Officer

Andrew McGifford, Acting Manager of Finance

Mike Irg, Manager of Planning and Development

Wendy Thomson, Manager of Administrative Services

1. CALL TO ORDER

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

The Chairperson recognized the meeting this afternoon is being held in the Tseshaht First Nation and the Hupacasath First Nation Traditional Territories.

2. APPROVAL OF AGENDA

MOVED: Director Kokura

SECONDED: Director McNabb

THAT the agenda be approved as circulated with the addition of the following late item: Request for Decision regarding Selection Committee - Manager of Environmental Services.

CARRIED

3. DECLARATIONS

4. ADOPTION OF MINUTES

a. Board of Directors Meeting – March 25, 2015

MOVED: Director Bennett

SECONDED: Director Kokura

THAT the minutes of the Board of Directors meeting held on March 25, 2015 be adopted.

CARRIED

5. PETITIONS, DELEGATIONS & PRESENTATIONS

a. Island Health's 2015/16 Capital Projects and Equipment for the Alberni-Clayoquot Regional Hospital District.

- **Suzanne Fox, Executive Director, Geography 2, Island Health**
- **Marie Duprreault, Director, Port Alberni, West Coast, Island Health**
- **Chris Sullivan, Director, Capital Planning, Island Health**

Ms. Fox provided an overview of Island Health's new structure which includes changing to four geographic areas with an improved community focus.

Director St. Jacques entered the meeting at 1:35 pm.

Mr. Sullivan provided an overview of Island Health's 2015/16 capital projects and equipment of the ACRHD. The delegation answered questions from Directors.

Director McCarthy entered the meeting at 1:44 pm.

6. CORRESPONDENCE FOR ACTION

a. Association of Vancouver Island and Coastal Communities, March 3, 2015 regarding AVICC Special Committee on Solid Waste Management Draft Terms of Reference and Alberni-Clayoquot Regional District Participation.

MOVED: Director Kokura

SECONDED: Director Banton

THAT the ACRD Board of Directors approve the draft terms of reference for the AVICC Special Committee on Solid Waste Management for Vancouver Island and Coastal Communities and appoint Director McNabb as the ACRD's representative on the Committee and Chairperson Osborne as alternate.

CARRIED

**b. Alberni-Clayoquot Health Network, March 31, 2015 regarding
Endorsement of the 10aDay Child Care Health Plan.**

MOVED: Director Bennett

SECONDED: Director Cote

THAT the ACRD Board of Directors forward a letter of support to the Coalition of Child Care Advocates of BC and the Early Childhood Educators of BC. endorsing their \$10aDay Child Care Plan.

CARRIED

7. CORRESPONDENCE FOR INFORMATION

a. CITY OF PORT MOODY

Proposed Closure of Burrard Thermal Plant

b. NORTH ISLAND 9-1-1 CORPORATION

2015 NI 9-1-1 Adopted Budget

c. ISLAND COASTAL ECONOMIC TRUST

Stewardship Centre Planned for Port Alberni

**d. MINISTER OF THE ENVIRONMENT/CANADIAN NORTHERN ECONOMIC
DEVELOPMENT AGENCY/ARCTIC COUNCIL**

Parks Canada Infrastructure Announcement

e. VANCOUVER ISLAND TRANSPORTATION FORUM

Moving Forward

MOVED: Director Kokura

SECONDED: Director McLeman

THAT the correspondence for information be received.

CARRIED

8. REQUEST FOR DECISIONS & BYLAWS

**a. Request for Decision regarding Bylaw to Establish the Interest Rate for
Extended Services and Latecomer Payments.**

MOVED: Director McNabb

SECONDED: Director Banton

THAT the "Alberni-Clayoquot Regional District Excess or Extended Services Latecomer Interest Rate Fee Bylaw No. F1116, 2015" be read a first time.

CARRIED

MOVED: Director McNabb

SECONDED: Director Kokura

THAT the “Alberni-Clayoquot Regional District Excess or Extended Services Latecomer Interest Rate Fee Bylaw No. F1116, 2015” be read a second time.

CARRIED

*MOVED: Director McNabb
SECONDED: Director St. Jacques*

THAT the “Alberni-Clayoquot Regional District Excess or Extended Services Latecomer Interest Rate Fee Bylaw No. F1116, 2015” be read a third time.

CARRIED

*MOVED: Director McNabb
SECONDED: Director Banton*

THAT the “Alberni-Clayoquot Regional District Excess or Extended Services Latecomer Interest Rate Fee Bylaw No. F1116, 2015” be adopted.

CARRIED

b. Request for Decision regarding Finance Warrant 551.

*MOVED: Director Banton
SECONDED: Director Cote*

THAT the Board of Directors approves Finance Warrant Number 551 in the amount of \$812,540.95 dated March 31, 2015.

CARRIED

Director Cootes entered the meeting at 1:54 pm.

c. Request for Decision – Selection Committee – Manager of Environmental Services – Late Item

*MOVED: Director Osborne
SECONDED: Director Kokura*

THAT the ACRD Board of Director appoints the following individuals to the Selection Committee for the Manager of Environmental Services position:

- *Chairperson Josie Osborne*
- *Director John McNabb*
- *Russell Dyson, Chief Administrative Officer*
- *Wendy Thomson, Manager of Administrative Services*

CARRIED

9. PLANNING MATTERS

- a. DPC15001, UHER/TAYLOR, 1430 PORT ALBION ROAD**
Development Permit Application – Report and Permit

MOVED: Director Bennett
SECONDED: Director Cote

THAT the Board of Directors pass a resolution to issue development permit DPC15001.

CARRIED

- b. DVC14008, UHER/TAYLOR, 1430 PORT ALBION ROAD**
Development Variance Application – Memorandum and Permit

MOVED: Director Bennett
SECONDED: Director Cote

THAT the Board of Directors pass a resolution to issue development variance permit DVC14008.

CARRIED

- c. RF14005, FRANCOEUR/ISLAND CORRIDOR, BLK 1447 & PART OF R/W
VIP67988**
Rezoning Application – Bylaw P1325

MOVED: Director Banton
SECONDED: Director Bennett

THAT Bylaw P1325, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw, be adopted.

CARRIED

- d. DEVELOPMENT COST CHARGES FOR COMMUNITY PARKLAND ACQUISITION**
Request for Decision

MOVED: Director Banton
SECONDED: Director Bennett

THAT the Board refers this request for decision to the Electoral Area Directors Committee, for review at the next meeting.

CARRIED

10. REPORTS

10.1 STAFF REPORTS

- a. **CAO Report – April 1, 2015**
- b. **Planning and Development Report – April 2, 2015**
- c. **Environmental Services Department Report – April 1, 2015**
- d. **Finance Department Report – April**
- e. **Staff Action Items Report – April 2, 2015**

MOVED: Director Kokura

SECONDED: Director Cote

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

CARRIED

10.2 COMMITTEE REPORTS

- a. **Alberni-Clayoquot Transportation Committee Meeting, April 1, 2015**
(J. McLeman) - Verbal

Director McLeman reported the Committee is preparing for a meeting with Kevin Richter, ADM, Ministry of Transportation on April 14th in Victoria.

MOVED: Director Kokura

SECONDED: Director Bennett

THAT the Board of Directors receive this verbal report.

CARRIED

Director Kokura reported on the first meeting of the McLean Mill Committee. Sub-committees have been formed and will meet the second Thursday of each month.

Director Kokura reported on the Municipal Finance Authority Annual General Meeting held on March 25th. The new Chair of MFA is Mayor Malcolm Brody, City of Richmond and Vice-Chair, Al Richmond, Chair of the Cariboo Regional District. MFA continues to maintain triple A rating.

MOVED: Director Bennett

SECONDED: Director St. Jacques

THAT the Board receive the verbal reports.

CARRIED

11. UNFINISHED BUSINESS

12. LATE BUSINESS

13. QUESTION PERIOD

14. ADJOURN

MOVED: Director Bennett

SECONDED: Director Banton

THAT this meeting be adjourned at 2:33 pm.

CARRIED

Certified Correct:

Josie Osborne,
Chairperson

Russell Dyson,
Chief Administrative Officer



MINUTES OF THE ALBERNI-CLAYOQUOT TRANSPORTATION COMMITTEE MEETING HELD ON APRIL 1, 2015, 9:00AM

Regional District Board Room, 3008 Fifth Avenue, Port Alberni, BC

MEMBERS

Jack McLeman, ACRD, Co-Chair

PRESENT:

Gillian Trumper, Port Alberni Port Authority, Co-Chair

Bob Cole, Alberni Valley Chamber of Commerce

Lucas Banton, Director, ACRD

Mike Lang, PA&DLC

Chris Alemany, Councillor, City of Port Alberni

Darren Deluca

STAFF PRESENT:

Pat Deakin, Economic Development Manager, City of Port Alberni

Shelli Lyle, Administrative Assistant, ACRD

REGRETS:

Mike Newton, R.F. Binnie & Associates

Dianne St. Jacques, Mayor, District of Ucluelet

Randy Orr, Island Timberlands

Neil Malbon, Alberni Valley Chamber of Commerce

Harold Frechette, Western Forest Products

Brian Chipman, Catalyst Paper

1. CALL TO ORDER

The Chairperson called the meeting to order at 9:00 am.

2. APPROVAL OF AGENDA

MOVED: G. Trumper

SECONDED: C. Alemany

THAT the agenda be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

a. AC Transportation Committee Meeting held January 16, 2015

MOVED: D. Deluca

SECONDED: G. Trumper

THAT the minutes of the Transportation Committee meeting held on January 16, 2015 be adopted.

CARRIED

4. **PETITIONS, DELEGATIONS & PRESENTATIONS**

5. **REPORTS & DISCUSSION**

a. **MOTI January 26th Follow Up Meeting with Dave Duncan (verbal)**

The meeting with MOTI on January 26th was successful; believe because of that meeting we got on the BC On the Move 10 Year Transportation Plan. Dave Duncan has now left MOTI and is working for STANTEC Engineering. Darren contacted Janelle Erwin, MoTI released the “Draft Business Case Alternative Route to Port Alberni” for the committee’s review noting economics was included as this task is normally beyond the Ministry’s traditional view. CH2M Hill is the successful proponent and they will undertake the proposal submission which must be submitted by July 31, 2015.

b. **VIEA Transportation Forum (verbal)**

Co-chairs McLeman and Trumper attended the VIEA Transportation forum which discussed numerous initiatives proposed Island wide. Discussions included preparing a plan with Vancouver Island needs, being united and lobbying the government. The VIEA Annual Conference is in October in Nanaimo members of the AC Transportation should attend.

c. **BC On the Move A 10 Year Transportation Plan**

The 10 Year Transportation plan is full of opportunities, the committee discussed the following from the summary of priorities:

- #2 Improving Highway Safety
- #6 investing 18M in next 3 years in bike lanes
- #7 Invest in airports \$24m for BC Air Access Program, criteria hasn’t been created yet
- #8 Enabling Efficient Ports - infrastructure upgrades to support LNG, enhances access to ports and increases break bulk container capacity
- #10 First Nation Partnerships need to reconcile Highway 4 tenure with Tseshaht First Nation.

MOVED: D. Deluca

SECONDED: G. Trumper

THAT the AC Transportation Committee receive the reports.

CARRIED

6. **CORRESPONDENCE FOR ACTION/INFORMATION**

7. **NEW BUSINESS**

- a. **Meeting with MOTI - Kevin Richter**
Tuesday, April 14, 11:00 am
Executive Boardroom, 5B – 940 Blanshard Street, Victoria, BC

The Committee discussed the information to deliver at the meeting. Add the “Draft Business Case Alternative Route to Port Alberni” document to the existing binder information given to Dave Duncan at the January 26th meeting, adding the logging truck roll over picture which occurred March 27th. Co-Chairs Jack McLeman and Gillian Trumper, Darren Deluca, Pat Deakin and Russell Dyson will attend the meeting.

8. **NEXT MEETING**

The next Committee meeting will be at the call of the Chairs.

9. **ADJOURN**

MOVED: D. Deluca

SECONDED: B. Cole

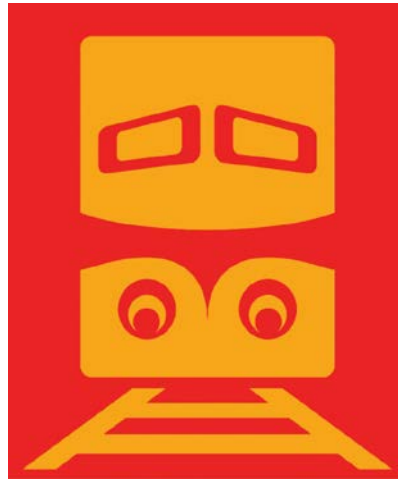
CARRIED

THAT this meeting be adjourned at 9:45 am.

Certified Correct:

Jack McLeman, Co-Chair

Sent: April-08-15 10:11 AM
To: Russell Dyson
Subject: Board Meeting Notes



Island Corridor Foundation

Board Meeting Notes March 2015



Audit Presentation

A thorough presentation by the Hayes Stewart Little & Company audit team was made to the Directors. Due to the growth of the organization consideration should be given to allocating additional accounting resources. A risk management strategy and five year plan will be developed as specific operational objectives are determined. The Financial Statements will be posted online after the AGM in April.



Track Infrastructure Review

The BC Safety Authority and Ministry of Transportation is still undertaking their second look at the \$20.9 million infrastructure plan. Southern Rail and ICF staff have spent considerable time with ministry staff ensuring the plan is fully understood. The Board is concerned with the length of time the review is taking. The ministry has not given a time line of when they will complete their assessment.



Level Road Crossings

The ICF has over two hundred level road crossings on the Victoria sub. There is continual pressure for additional crossings. Each crossing adds to operational costs and can reduce track speed. The Board is developing restrictive crossing policy to address the high demand for track crossings



Courtenay Train Station

A renovation plan has been approved for the Courtenay Train Station in partnership with Courtenay Rotary. In appreciation of Courtenay Rotary's community fundraising efforts and volunteer labour contributions of approximately \$300,000, 'The Rotary Community Room' will be established within the station for use by Rotary, and for it to be made available for other community groups on a for use fee basis as mandated by the ICF.



First Nation Liaison Report

Partner groups are working together to plan and design the section of Rail Trail through Halalt First Nation. Malahat First Nation is also showing interest in building trail in their territory in the future. There has been discussion of a co-op program to turn the brushing and grubbing portion of the Rail Trail work into a full training program.



Land Management

- Approved a utility crossing for the City of Parksville
- Approved land use for the dike system in the Municipal District of North Cowichan
- Approved land use for the dike system for Cowichan Tribes
- Approved two aerial utility crossing for BC Hydro
- Approved an underground crossing for BC Hydro
- Approved a road crossing over EN trail in Lake Cowichan



Rail Trail

The Downtown to South Nanaimo alignment & costing study has been done to complete the route between Franklyn and Seventh Streets, a segment just under 2 km in length. The City of Nanaimo Council moved to support development of the E&N Trail by 2019 and

provide funding to undertake preliminary design starting in 2014 including route identification work and cost estimating. The study is currently being reviewed with more information to come in the following months.

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Island Corridor Foundation | Box 375 Stn A | Nanaimo | BC | V9R 5L3 | Canada

from the Board Table

Intro

On March 28th, Vancouver Island Regional Library Board of Trustees convened for the first regular meeting of 2015. On the agenda, the Board of Trustees received a finance report presentation as well as a review of the 10-year Facilities Master Plan, which is currently in its 6th year. The Board also received a facilities report, an update on the development of the next strategic plan (taking place in 2015), and a performance indicators update for the quarter. In addition, the Board-approved exempt salary review, a 2015 initiative, was presented. As the first quarter of 2015 represents a busy time of the year for BC libraries, with exceptional programming opportunities and community initiatives, a highlights section was presented to the Board and is included within this newsletter.

Exempt Salary Review



In the spirit of responsible spending and to ensure that staff salaries are comparative to industry standards, the Board has approved a salary survey review by an independent contractor. The Chair and Director of Human Resources will report the results and bring recommendations to the Board of Trustees for review, following the award of the contract.



Family Literacy Day Community Celebrations

Finance Report

Results to February 2015 are presented for information. These reports do not follow the same format as annual audited statements as the focus is more on day to day operations. VIRL's Revenues however are very predictable and therefore are accurately represented.

| VANCOUVER ISLAND REGIONAL LIBRARY | | Statement 1 |
|--|-------------|---------------------|
| OPERATING FUND BALANCE SHEET (UNAUDITED) | | |
| February 28, 2015 | | |
| ASSETS | | |
| Current Assets | | |
| Cash | | 440,148 |
| Investments-Operating Fund | | 5,962,004 |
| Refundable Deposits | | 89,185 |
| Accounts Receivable, Other | | 64,277 |
| Inventory, Book Shop, Whole Toys | | 5,320 |
| Prepaid Expenses | | 13,635 |
| Total Current Assets | | 6,571,949 |
| Fixed Assets | | |
| Buildings | 18,798,345 | |
| Accumulated Amortization - Buildings | (1,516,214) | 17,282,131 |
| Furniture and Equipment | 4,565,090 | |
| Accumulated Amortization - Furniture and Equipment | (2,988,522) | 1,576,568 |
| Computer Equipment | 3,250,979 | |
| Accumulated Amortization - Computer Equipment | (2,962,787) | 288,192 |
| Vehicles | 335,219 | |
| Accumulated Amortization - Vehicles | (189,931) | 145,288 |
| Books | 13,823,396 | |
| Accumulated Amortization - Books | (8,002,280) | 5,821,116 |
| Leasehold Improvements | 3,989,544 | |
| Accumulated Amortization - Leasehold Improvements | (568,947) | 3,420,597 |
| Work in Progress | | 83,482 |
| Land | | 255,721 |
| Total Fixed Assets | | 25,830,798 |
| TOTAL ASSETS | | 32,402,747 |
| LIABILITIES | | |
| Current Liabilities | | |
| Accounts Payable | | 109,954 |
| Wages & Deductions Payable | | 3,462,236 |
| Prepaid Member Levies | | 249,713 |
| Friends Groups Fundraising | | 18,789 |
| Deferred Revenue Fundraising | | 117,853 |
| Reserves | | 4,561,894 |
| MFL Long Term Debt | | 16,921,656 |
| TOTAL LIABILITIES | | 23,441,876 |
| SURPLUS / EQUITY | | |
| Surplus | | |
| Opening Surplus | | (20,046,588) |
| Surplus (Deficit) Year to Date | | (15,818,814) |
| Total Surplus | | (35,865,402) |
| Equity in Assets | | 29,526,172 |
| TOTAL SURPLUS & EQUITY IN ASSETS | | 9,660,771 |
| TOTAL LIABILITIES, SURPLUS & EQUITY | | 32,402,747 |

Balance Sheet: Member levies are billed quarterly but recognized monthly.

As such, at the end of February an amount of \$249,713 that had been received from members but not yet recognized as revenue is shown on the balance sheet as prepaid member levies. Refundable deposits represent sureties given related to Nanaimo North for landscaping. Accounts receivable is primarily GST. As always we hold small inventories of promotional sale items. The current year position shown in the surplus/equity section is acceptable. This statement also reflects capital accounts in order to deal with amortization as required by the PSAB 3150. This accounting standard is mandatory. Approximately \$16.25 million of our \$42.18 million in assets have been amortized. The cost to replace those assets will be significantly above the original cost due to inflation. Long term plans need to provide funding for these replacements. We are now in year five of a ten-year funding requirement. Work in Progress consists of expenditures against the Nanaimo Harbourfront project which were incurred in 2014 but will be capitalized upon completion of the project.

Regular replacement of our base materials puts VIRL in a relatively good stance for the future.


In summary: At the end of February the balance sheet shows a reasonable balance of cash and investments reflecting the fact that we continue to have reserves.

Revenue and Expenditures: Significant items affecting the current position of \$(418,814) include:

- Several significant expenditures are incurred at the beginning of each year representing costs on an annual basis. As a result several expenditure categories appear to be high at the beginning of each year due to these up-front payments, including the following:
 - Computer Costs due to software licenses and maintenance agreement costs being expensed at the beginning of the year;
 - Insurance costs being incurred at the beginning of the year for the entire year's coverage; and
 - Materials acquisitions that are received in the new year.

“VIRL’s finances indicate that results are in-line with expectations.”

Finance Report (continued)



Board of Trustees Meeting
March 28, 2015
Item 5 (b)

Vancouver Island Regional Library
Reserve Balances as at February 28, 2015

| #60100-2225 | Reserve for Furnishings and Equipment | |
|-----------------------|---------------------------------------|--|
| Previous Year Balance | 86,594 | |
| | 128 | Interest earned |
| | | Contribution into reserve |
| | | Drawdown for expenditures (budgeted as portion of FF&E Levy) |
| Dec Balance | 86,722 | |

This reserve is for the replacement of more expensive furnishings and equipment in the branches and Administration, primarily photocopiers and printing equipment.

| #60100-2226 | Reserve for Outfitting New/ Expanded Facilities | |
|-----------------------|---|----------------------------|
| Previous Year Balance | 2,468,476 | |
| | 3,647 | Interest earned |
| | | Contributions into reserve |
| | | Drawdown for expenditures |
| Dec Balance | 2,472,123 | |

This reserve is used to purchase shelving, furnishings, and equipment for new and upgraded branches on the Long-Term Facility Plan. A comprehensive facility plan was developed that requires greater funding. The 2015 budget includes planned contributions of \$1,279,398 to the reserve and drawdowns of \$1,717,185 to meet planned capital, debt servicing and facility expenditures.

| #60100-2227 | Reserve for Vehicle Replacement | |
|-----------------------|---------------------------------|---|
| Previous Year Balance | 76,675 | |
| | 113 | Interest earned |
| | | Contribution into reserve |
| | | Drawdown for expenditures (budgeted \$38,202) |
| Dec Balance | 76,788 | |

This reserve is for the replacement of the Library's vehicles. It allows for the replacement of vans and trucks as required. Practice is to replace at 10 years or 300,000 kilometers, whichever occurs first. VIRL maintains a fleet of vehicles of which two were replaced in 2010 with one replaced in each of 2011 and 2012. One vehicle remains to be replaced in 2015; however this has been deferred until 2017 as it is low mileage.

25

Revenue and Expenditures continued:

- At the end of February, \$226,506 in reserve funded expenditures had been made. The corresponding draws from reserves have not yet been recognized.
- The Harbourfront renovation project is now in the tendering stage and work is expected to commence in the spring.
- Renovations are currently in the planning process for the Campbell River branch.
- Renovations are currently in the planning process for the Port Hardy branch.
- Office, Photocopier and Supplies is slightly under budget. Postage, mail

In summary: The February financial results reflect the timing of certain expenditures that typically occur at the beginning of the year, such as insurance, software licenses and purchases of library materials. Other operating expenditures are in line with expectations.

Reserves Report: Subsequent to the Annual General Meeting on January 24th a contribution to the Reserve for Long Term Maintenance was made of \$345,610 representing unspent facilities funds at year end, and a drawdown on the Reserve for Systems and Network Replacement of \$40,362 for equipment purchased in 2014 that had been budgeted to be funded via the reserve. Interest earned is credited to each reserve as it is received.

In summary: Reserves as at February 28, 2015: \$ 4,563,894

Facilities Updates



Gabriola Island Branch, Entrance Area

Sooke

VIRL Trustee for the District of Sooke, Kerrie Reay, made a motion that VIRL staff prepare a report to the Board to initiate an RFP process. The RFP would seek interest from the development community in Sooke for land provisions and the construction of a new library.

Chemainus

The Board awaits written confirmation regarding North Cowichan's preferred site and if land will be donated in a ready state. Current options include the old firehall site or a multi-use site that consolidates two lots.

Nanaimo Harbourfront

Revitalization of the Harbourfront branch begins in early April. A temporary branch location has been established to assist customers with the 6-month transition.

Tofino

The District has indicated that it will be undertaking a Civic Centre feasibility study, which includes the addition of a new library. VIRL awaits the results of the study.

Tahsis

In November, 2014, the Board requested that the Village of Tahsis undertake an engineering study and provide the Board with the results by May 15, 2015, to identify and rectify existing deficiencies. The Board also carried a motion that VIRL staff develop a service delivery plan for Tahsis that blends electronic resources with branch-supplied services.

Port Hardy

The planning process has started for the revitalization of Port Hardy. A public consultation will be scheduled in the near future.

Sidney/North Saanich

The borrowing model (funding) has been established and VIRL staff have reviewed the proposed site at the Panorama Recreation Centre. VIRL awaits a letter from North Saanich Council stating their desire to proceed.

Campbell River

The Campbell River branch will be receiving internal branch improvements in 2015, including painting of the interior.

Hornby Island

With support of grant funding, the Hornby Island branch is receiving accessibility upgrades and a light refresh, as well as addressing building deficiencies.



General Updates

Strategic Planning Process - Update: The strategic plan provides the catalyst that brings the public, the Board and staff together in the development of a common vision, direction and goals. Further to that, a clear strategic plan will provide useful information for the development of financial planning. With the 2011-2015 Strategic Plan coming to a close, an RFP for a consultant was let at the end of 2014 to begin the next strategic planning process. Following selection of the consultant, a series of public consultation activities will take place in every member jurisdiction. An online questionnaire will also be available on the VIRL website, as well as hard copies, which will be available at every service location.

2015 BC Library Trustees Association Conference: The BC Library Trustees Association (BCLTA) Conference is an annual event held in conjunction with the BC Library Association Conference. This year, the BCLTA Conference sessions are scheduled for Friday, May 22 and Saturday, May 23 in Richmond, BC. The Board approved participation of Vancouver Island Regional Library Trustees at the BCLTA Conference and that the Chair and two members of the Executive Committee attend. Chair and trustee attendees will be lobbying for support for public libraries, including funding at the provincial level.



Read more: virl.bc.ca/board

Program Highlights

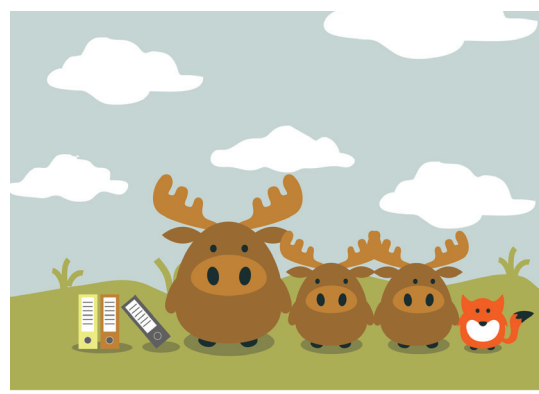
Score with Reading

The Puck Dropped with Nanaimo Clippers and VIRL in Score with Reading (January 12th). The BCHL Clippers hockey team and the Nanaimo Harbourfront Library paired up for story reading and open street hockey. Score with Reading is a Vancouver Island Regional Library program that engages young and reluctant readers. The purpose of Score with Reading is to emphasize the importance of balancing physical activity and literacy.



Family Literacy Day

Canadian Families Encouraged to Spend 15 Minutes of Fun (January 27th). Family Literacy Day is promoted by ABC Life Literacy Canada, a non-profit organization that inspires Canadians to increase their literacy skills. Every year, Vancouver Island Regional Library celebrates with at-branch events and programs, as well as promoting its family-centered resources including online Homework Help, games and magazines, as well as new books - online and in print.



Freedom to Read Week

Celebrating Canadians' Right to Information (February 22nd-28th). Freedom to Read week is an annual event that encourages people to reaffirm their commitment to intellectual freedom, which is guaranteed under the Charter of Rights and Freedoms. Vancouver Island Regional Library is celebrating Freedom to Read week and supporting the right of information across its branches with multiple events and offering "challenged works" on display. To learn more, visit virl.bc.ca/ftw.



Teen Tech Week

Teens Everywhere Invited to Showcase their Creativity (March 8th-14th). Teen Tech Week, supported by the American Libraries Association, is when libraries make the time to showcase all of the great digital resources and services that are available to help teens succeed in school and prepare for college and 21st century careers. Participating branches of Vancouver Island Regional Library will be offering a host of resources for teens during the week.



VIRL In the News



Black History Month

February is Black History Month and celebrations are underway at Nanaimo Vancouver Island Regional Library branches (February 3, 2015).

Freedom to Read Week Celebrated

The Vancouver Island Regional Library will be celebrating Canadians' freedom to read next week. A number of events will be held in honour of Freedom to Read Week, which runs from Feb. 22-26.(February 18, 2015).



Family Literacy Day

Face painting, storytelling, bookmark making and music were part the activities scheduled for children and families during Family Literacy Day. (January 29, 2015).



Score with Reading

A number of Nanaimo Clippers will be downtown next weekend as part of an event that promotes literacy and physical activity at Harbourfront Library. (January 21, 2015).



Read more: virl.bc.ca/about-us/media-room



April 7, 2015

Chair Josie Osborne and Board
Alberni-Clayoquot Regional District
3008 Fifth Ave
Port Alberni BC V9Y 2E3

Re: February 2015 Report - *Are Our Water Systems at Risk?*

Dear Chair Osborne and Board,

On behalf of the BC Water & Waste Association (BCWWA), I enclose a summary of *Are Our Water Systems at Risk?*, a report that assesses the financial capacity of BC's municipalities to maintain, renew, and replace BC's existing water and wastewater infrastructure. The BCWWA is a not-for-profit association that represents over 4,700 water professionals who are responsible for ensuring safe, sustainable, and secure water, sewer, and storm water systems in British Columbia and the Yukon.

The report, which is based on analysis of 2013 audited financial statements from BC's municipalities, outlines 4 concerns about the financial sustainability of BC's water and wastewater systems:

1. Water and sewer **fees** are not covering the full cost of service delivery in many communities; in the worst cases, rates would need to nearly double in order to reach financial sustainability.
2. Many communities are **vulnerable**, as they have not set aside sufficient reserves to buffer against unexpected changes in operating costs or revenues.
3. Smaller communities have greater **financial gaps** than larger communities, as costs are shared across a small base of users.
4. There is an unfunded liability of over **\$13 Billion** to renew and replace water and wastewater infrastructure when it comes to the end of its useful life. Additional investment will be required.

This is the first of a series of assessments that will be used to evaluate trends in the financial position of BC's water and wastewater systems over time. It is intended to inform dialog among elected officials, utility managers, and the public about policies and priorities for infrastructure renewal and investment, and provides recommendations that are aimed at enhancing the fiscal sustainability of our water, sewer, and storm water systems, to ensure that our systems continue to protect public health and the environment for generations to come.

I invite you to review the report, and encourage you to work with staff from your municipality to assess the financial sustainability of your community's water and wastewater assets, compare your community's results with those of similar size across the province as presented in the report, and prioritize water and wastewater renewal and replacement projects for capital investment. The full report can be found at www.bcwwa.org.

The BCWWA would be pleased to present the results of the report to your Board and staff. If this is of interest, please contact me at 604-433-7824, or tmcqueen@bcwwa.org.

Best regards,



Tanja McQueen
Chief Executive Officer
BC Water & Waste Association



Are Our Water Systems at Risk?

Assessing the Financial Sustainability of BC's Municipal Water and Sewer Systems

- Are BC municipalities financially well positioned?
- Are water and wastewater rates recovering the full cost of service, including infrastructure renewal and replacement?
- How much investment is needed to sustain our water and wastewater infrastructure?
- Are municipalities financially ready for unexpected costs or failures?

Reliable water, sewer, and storm water systems are essential to public health, a clean environment, and a strong economy. But these essential systems may be at risk – aging infrastructure, growth, strengthened regulations, seismic risk, and climate change are driving the need for significant upgrades and re-investment in the pipes, pumps, and equipment that are used to treat, deliver, and remove water safely for our homes and businesses. At the same time, fiscal restraint and public complacency impede the ability of local governments and water utilities to secure the financial resources required to sustain our water infrastructure assets.

The BC Water & Waste Association (BCWWA), together with Urban Systems, has recently assessed the financial capacity of British Columbia's local governments to maintain, renew and replace our existing water and wastewater infrastructure.

Financial sustainability is a key principle for safeguarding water, sewer, and storm water systems so that they continue to protect public health and the environment, and contribute to economic development. It means having adequate funds to pay for the current cost of operating and maintaining our water and wastewater systems, and proactively planning to ensure there will be funds to eventually renew and replace systems as they come to the end of their useful life.

We have reviewed 4 financial indicators, based on data from the 2013 audited financial statements for municipal governments in BC. The indicators were selected based on a review of best practices in other jurisdictions, available information, and advice from knowledgeable professionals in the asset management field.

The results point to 4 challenges about the financial sustainability of BC's water and wastewater systems:

1. Water and sewer **fees are not covering the full cost** of service delivery in many communities; in the worst cases, rates would need to nearly double in order to reach financial sustainability.
2. Many communities are **vulnerable**, as they have not set aside sufficient reserve savings to buffer against unexpected changes in operating costs or revenues.
3. Smaller communities have greater **financial gaps** than larger communities, as costs are shared across a small base of users.
4. At least **\$13 Billion of additional investment** will be required in BC to renew and replace water and wastewater infrastructure when it comes to the end of its useful life. This does not include the investment required to meet new regulations, growth, or upgrades to address resilience for seismic or storm events.

RESERVES TO OPERATING EXPENSE RATIO

Do reserve savings funds provide sufficient financial resilience against unexpected change?

OPERATING SURPLUS RATIO

Do water and sewer rates cover the full cost to operate and sustain the system, including renewal and replacement of existing infrastructure?

INTEREST COVER RATIO

What is our capacity to finance system renewal using debt?



INFRASTRUCTURE DEFICIT PER CAPITA

How much additional money is needed to fund the replacement of existing infrastructure?

Do Current Rates Cover the Full Cost of BC's Water Systems?

The operating surplus ratio indicates whether water and wastewater **rates cover the full cost** to operate and sustain the system, including renewal and replacement of existing infrastructure.

$$\text{Operating Surplus Ratio} = \frac{\text{Revenue} - \text{Operating Expenses}}{\text{Revenue}}$$

Where:

- Revenue includes funds generated from the sale of services, user fees, and charges. Revenue excludes development cost charges (DCCs).
- Operating expenses include all operating and maintenance costs, replacement value depreciation, and interest on debt.

The charts below show the ratio results for BC municipalities, by size.

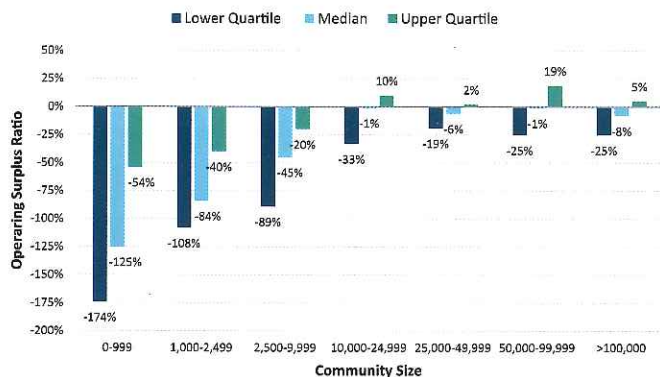
An operating surplus ratio of **zero or greater** indicates that rates charged for water and wastewater services are sufficient to fully recover the annual cost to operate and maintain existing water and wastewater infrastructure, including an annual allocation for the eventual renewal and replacement of infrastructure.

An operating surplus ratio of **less than zero** indicates that the annual costs of providing water and wastewater service are not being covered through water or wastewater rates charged to customers; the ratio value identifies the percentage value that rates would need to increase. For example, a ratio value of -25% indicates that rates would need to increase by 25% in order for revenues to cover expenses, including replacement costs.

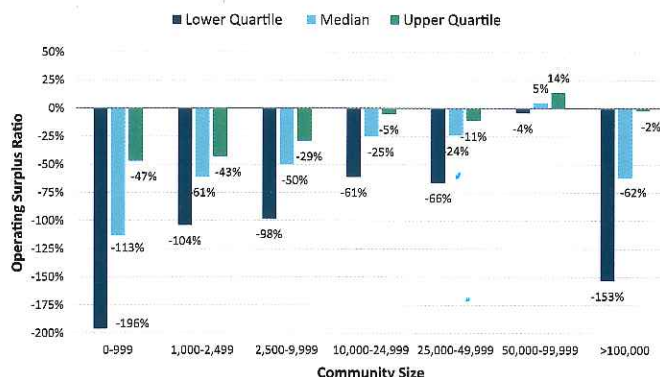
What do the ratio results tell us?

- The majority of BC municipalities are charging annual water and wastewater rates below the full cost required to operate, maintain, and replace the systems.
- The greatest gap between revenue and operating expenses is seen in smaller municipalities (<10,000) for both water and wastewater systems. In small communities, with a few exceptions even the upper quartile or "best" municipalities are not covering full operating expenses.
- If replacement value depreciation costs of existing infrastructure are excluded from operating expenses, 27% of water systems and 38% of wastewater systems are still not covering their annual operating costs through their current water and wastewater rates.
- These results indicate that water and wastewater operations are likely being subsidized by other revenue sources such as property tax, and/or annual allocations for replacement costs are being deferred.
- The percentage increase in rates required to reach full cost recovery is significant for the majority of municipalities, requiring rate increases that are nearly double the current rates in the worst cases.

Water Systems Operating Surplus Ratio



Sewer Systems Operating Surplus Ratio



Are BC municipalities financially ready for unexpected costs or failures?

The reserves to operating expense ratio provides an indication of short-term **resilience to unexpected changes** in revenues or costs, such as those that might occur due to unpredictable events like storms or equipment failure.

$$\text{Reserves to Operating Expense Ratio} = \frac{\text{Reserves}}{\text{Cash Operating Expenses}}$$

Where:

- Reserves include both restricted and unrestricted reserves for water and wastewater, but exclude development cost charge reserves (DCCs).
- Cash operating expenses include all cash-based costs to operate and maintain the system, including interest on debt. Operating expenses do not include depreciation, as this is considered to be a "non-cash" expense.

A reserves to operating expenses ratio of 12.5% or greater means that the reserve savings are considered to be adequate to buffer against unexpected changes in revenues or operating costs from year to year. This is based on the American Water Works Association (AWWA) recommendation for water system reserves.

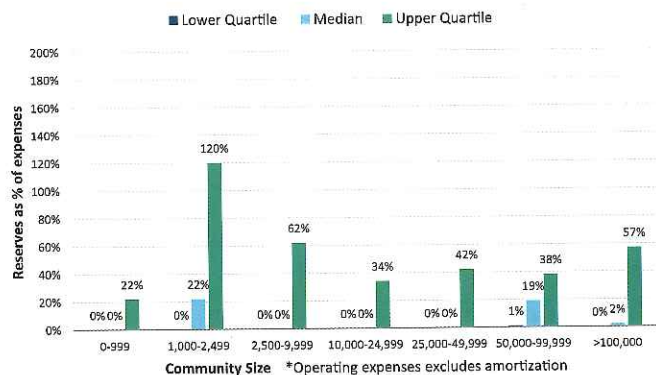
A reserves to operating expense ratio below 12.5% indicates that a community may be vulnerable to unexpected revenue shortfalls or unanticipated expenses, and as a result may have difficulty delivering the expected level of service or recovering from change when an unexpected event occurs.

The appropriate reserve size will vary by municipality and is dependent on specific local conditions, such as condition of infrastructure, financial policies regarding borrowing, borrowing capacity, and asset management plans.

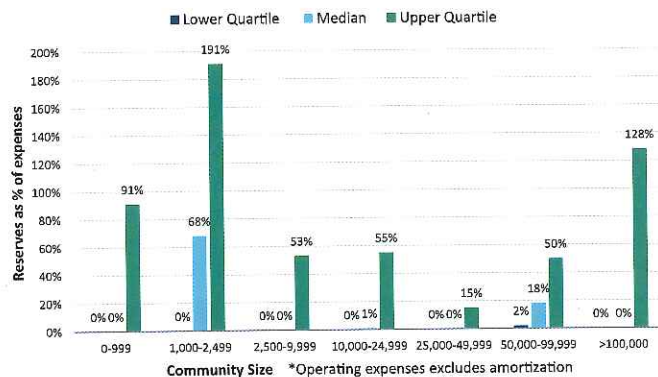
What do the ratio results tell us?

- Across all community size groups, there are water and wastewater systems with no reserves in place, indicating that many communities are vulnerable to unexpected costs or changes in revenue.
- Municipalities with no reserves or low reserves may be vulnerable when there are abrupt changes in expenses (for example, from asset failure, an emergency situation, etc.); however, the appropriate size of the reserve depends on local context.
- There is little connection between size of municipality and the reserves as a percentage of expenses.
- Most municipalities do not hold sufficient reserves to fund substantial infrastructure renewal and replacement.

Water Systems Reserves to Operating Expense Ratio



Sewer Systems Reserves to Operating Expense Ratio



Do Municipalities Have Enough Reserve Savings to Replace Existing Systems?

Infrastructure deficit per capita is an indicator of the **shortfall in current reserve savings**, to replace water and wastewater infrastructure at the end of its useful life.

$$\text{Infrastructure Deficit Per Capita} = \frac{\text{(Replacement Cost Accumulated Depreciation - Reserves)}}{\text{Population}}$$

Where:

- Replacement cost accumulated depreciation is the inflation adjusted accumulated depreciation.
- Reserves are funds specifically set aside by the municipality to fund water and wastewater system costs. Reserves include both statutory and general reserves held by the municipality for water and wastewater systems, but exclude development cost charges (DCCs).
- Population is based on the 2013 population estimate for the municipality.

There is an **infrastructure surplus** if current reserves exceed the expected cost to replace the asset.

There is an **infrastructure deficit** if the expected cost to replace the asset is greater than the current reserves.

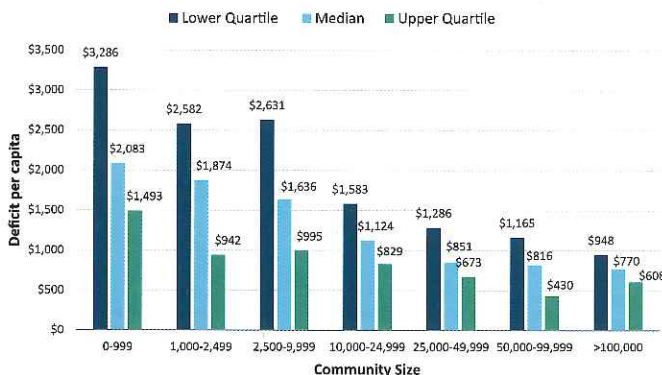
An infrastructure deficit due to a shortfall in reserves is not necessarily an indicator of poor fiscal management. Municipalities have several options to finance infrastructure renewal – it can be paid for from “savings” (i.e.: reserves that have been set aside for that purpose), or it can be paid for using debt to finance all or a portion of the construction cost when the asset is replaced.

Both strategies have merit and are equally valid means of accomplishing asset renewal. It is important, though, for a municipality to have a clear policy about which strategy it wishes to use for asset renewal, so that there is no sudden surprise when an asset reaches the end of its useful life.

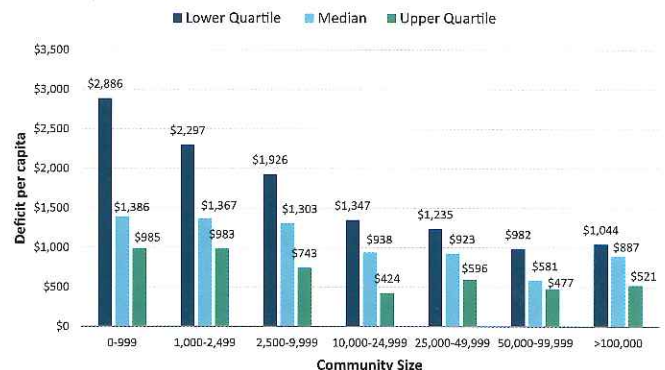
What do the ratio results tell us?

- Smaller municipalities have the largest infrastructure deficit per capita.
- Deficit per capita is greater for water assets than wastewater assets.
- BC communities have not set aside sufficient reserve funds to fully fund the eventual replacement of water and wastewater systems assets.
- The overall water and sewer infrastructure deficit in BC is estimated to be approximately \$13.2 billion. This is a conservative estimate of the unfunded infrastructure investment to renew and replace aging water and wastewater assets in BC. It does not include the cost to enhance existing systems to meet new regulations, population growth, or resilience upgrades.

Water Systems Infrastructure Deficit Per Capita



Sewer Systems Infrastructure Deficit Per Capita



Do Municipalities Have the Ability to Finance Water System Replacements?

The interest cover ratio provides an indication of our **capacity to finance** system renewal using debt.

$$\text{Interest Cover Ratio} = \frac{\text{Interest Expense}}{\text{Revenues}}$$

Where:

- Interest expenses are the sum of all interest payments for debt servicing.
- Revenues include all annual revenue from sale of water or sewer services, user fees, and charges (excluding DCCs).

The interest cover ratio indicates the proportion of revenues required to pay interest on debt.

Municipalities have varying financial policies with respect to borrowing, and varying tolerance for risk. There is no single recommended interest cover ratio, but it is important that municipalities make informed decisions about borrowing that also consider future costs for infrastructure renewal and replacement, and how these costs will be covered.

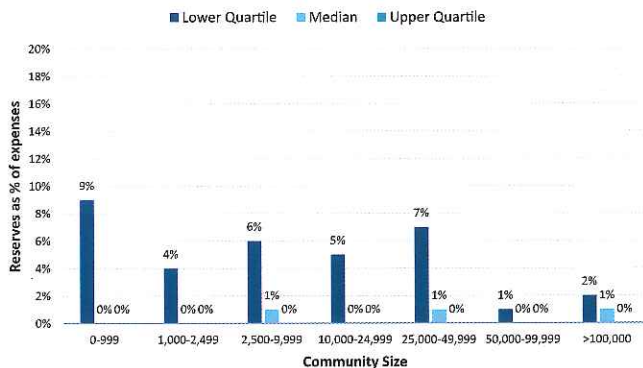
A **higher interest cover ratio** indicates that the municipality is using more debt to finance the cost of their water or sewer assets. Depending on the overall financial commitments of a community, a higher interest cover ratio may limit the municipality's ability to take on additional debt to finance asset renewal or replacement, and may indicate a greater vulnerability to increases in interest rates.

A **low interest cover ratio** indicates that a municipality is using less debt to finance the cost of their water or sewer assets. Depending on the overall financial commitments of a community, a lower interest cover ratio indicates that the municipality may have the financial capacity to use debt to finance asset renewal or replacement.

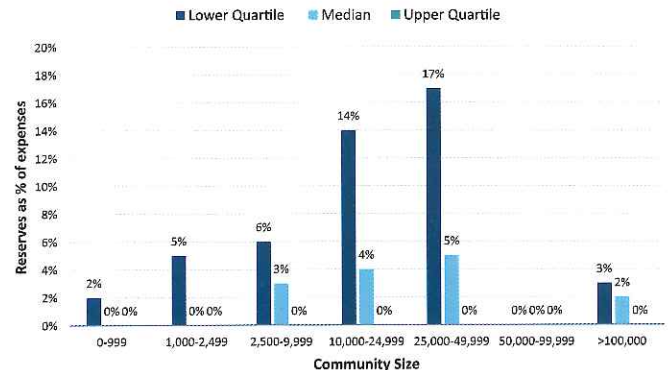
What do the ratio results tell us?

- Larger municipalities (>50,000) have a lower interest expense as a percentage of their revenues.
- Municipalities have greater debt servicing costs for wastewater systems than water systems.

Water Systems Interest Cover Ratio



Sewer Systems Interest Cover Ratio





The Path to Financial Sustainability

The cumulative effect of decisions, policies, and actions over a long period of time have influenced the financial status of BC's water and wastewater systems. Some of these factors include reliance on government grant funding for capital projects, lack of asset management planning, deferral of maintenance and investment, urban sprawl, and a lack of public support for full cost pricing.

Building financial sustainability will take time. While the financial risks to our water and wastewater systems are not immediate for all communities, it is important to make sound choices today about priorities for existing tax dollars, and set rates so that they cover the full cost of operating, maintaining, and replacing systems.

Financial sustainability is a key principle for safeguarding water, sewer, and stormwater systems so that they continue to protect public health and the environment, and contribute to economic development.

Communities can take the following steps to strengthen their financial capacity to meet current and future water and wastewater infrastructure needs:

1. Adjust water and wastewater **rates** to cover the full cost of service, including the cost to renew and replace systems.
2. Develop and implement integrated **asset management** processes that assess the state of infrastructure, evaluate risks, and set priorities for investment in water and wastewater assets.
3. Rank water and wastewater renewal and replacement projects as top **priorities** for capital investment.
4. Adopt "**smart growth**" principles.
5. Foster **collaboration** among all levels of government to support communities to become fiscally self-reliant.

"Are Our Water Systems at Risk?" is the first of a series of assessments that BCWWA will use to evaluate trends in the financial position of BC's water and wastewater systems over time. It is intended to inform dialog among elected officials, utility managers, and the public about policies and priorities for infrastructure renewal and investment, and provides recommendations that are aimed at enhancing the fiscal sustainability of our water, sewer, and storm water systems, to ensure that public water and wastewater systems continue to protect public health and the environment for generations to come.

To access the full report, go to www.bcwwa.org.



The BC Water & Waste Association (BCWWA) is a not-for-profit association representing over 4,700 water professionals who are responsible for ensuring safe, sustainable and secure water, sewer, and stormwater systems in British Columbia and the Yukon. The BCWWA's members include facility operators, utility managers, engineers, consultants, suppliers, government policy and enforcement staff, and researchers from across the BC and Yukon region.

The BCWWA gratefully acknowledges the support of the Government Finance Officers Association of BC (GFOABC); the Province of BC Ministry of Community, Sport and Cultural Development; and Urban Systems who have contributed to the creation of this report.

We would like to extend a special thank you to John Weninger, Chair of BCWWA's Infrastructure Management committee for his leadership and time in producing this important financial sustainability analysis of BC's water and wastewater system assets. In his "day job", John is a principal with the Vancouver office of Urban Systems, an inter-disciplinary consulting firm that provides strategic planning, engineering, environmental science, and urban design services to both public and private sector clients throughout Western Canada.

BC Water and Waste Association

620 - 1090 W. Pender St., Vancouver, BC V6E 2N7
604.433.4389 | contact@bcwwa.org

www.bcwwa.org

Urban Systems

550-1090 Homer St., Vancouver, BC V6B 2W9
604-235-1701 | vancouver@urbansystems.ca

www.urbansystems.ca



April 8, 2015



Regional District of Alberni-Clayoquot
3008 5th Aveune
Port Alberni, BC
V9Y 2E3

Dear Board Members,

I am writing on behalf of the Island North Film Commission to thank you for the recent letter dated April 1st, confirming a \$7,5000.00 Grant In Aid. This financial recognition and support for the work done by Infilm is greatly appreciated.

INfilm's mandate is to promote our region to the international film industry as a prime location for film, television and commercial productions, to provide information to producers on local crew, equipment and services, attract production companies to our region, and represent the interests of our communities. Without the financial support of local government, we would not be able to continue to offer this vital service.

Sincerely yours,

A handwritten signature in black ink that reads "Stephanie Tipple".

Stephanie Tipple
President, INfilm

cc: Joan Miller, Film Commissioner



REQUEST FOR DECISION

To: Board of Directors

From: Beaver Creek Water Advisory Committee
Wendy Thomson, Manager of Administrative Services

Meeting Date: April 22, 2015

Subject: Bylaw A1079, Beaver Creek Water Advisory Committee, 2015

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to Bylaw A1079, Beaver Creek Water Advisory Committee, 2015.

THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to Bylaw A1079, Beaver Creek Water Advisory Committee, 2015.

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to Bylaw A1079, Beaver Creek Water Advisory Committee, 2015.

THAT the Alberni-Clayoquot Regional District Board of Directors adopt Bylaw A1079, Beaver Creek Water Advisory Committee, 2015.

Desired Outcome:

To adopt an updated Beaver Creek Water Advisory Committee Bylaw.

Background:

In June, 2012 the ACRD Board of Directors created the Beaver Creek Water Advisory Committee (Bylaw A1076) to advise on matters relating to the Beaver Creek Water service including system planning, annual budgets and capital works. In 2013 there was a minor amendment to the bylaw increasing membership from 6 to 7 members.

Staff was requested by the Beaver Creek Director to amend the Committee bylaw to include a staggered appointment term for members in order to ensure continuity of experience among members and to allow members to stand for re-appointment for an additional term.

The Beaver Creek Water Advisory Committee met on April 16th and reviewed the updated Bylaw. The Committee recommends the ACRD Board of Directors adopt Bylaw A1079, Beaver Creek Water Advisory Committee, 2015.

If the new bylaw is adopted by the Board, staff will bring forward the following for consideration at the next Board of Directors meeting: revised Committee Terms of Reference reflecting the changes and member appointments with the new staggered term.

Time Requirements – Staff & Elected Officials:

Some staff time is required to support the Committee to arrange meetings, develop agendas, minutes, reports, correspondence etc. The Beaver Creek Director or his alternate Chairs all Committee meetings.

Financial:

Minimal associated costs to support the Committee. Committee members serve without remuneration. All cost implications of the service is paid for by the service area.

Policy or Legislation:

The *Local Government Act* allows Regional Districts to establish Standing Committees and delegate powers, duties and functions to the Committee. At least one member of a Standing Committee must be a Director of the Regional District Board.

Submitted by: Wendy Thomson
Wendy Thomson, Manager of Administrative Services

Approved by: R
Russell Dyson, Chief Administrative Officer



Alberni-Clayoquot Regional District

Bylaw A1079

**A BYLAW TO ESTABLISH A STANDING COMMITTEE KNOWN AS
THE BEAVER CREEK WATER ADVISORY COMMITTEE**

WHEREAS the Alberni-Clayoquot Regional District has been granted the authority to operate the Beaver Creek Water local service area;

AND WHEREAS the Board of Directors wishes to appoint a standing committee known as the Beaver Creek Water Advisory Committee to advise on matters relating to the service, including but not limited to system planning, annual budgets and capital works;

AND WHEREAS the *Local Government Act* permits the Board of Directors to delegate administrative duties to a standing committee and to set terms, conditions and restrictions on its activities;

NOW THEREFORE the Board of Directors of the Alberni-Clayoquot Regional District enacts as follows:

1. TITLE

This Bylaw may be cited as **“Beaver Creek Water Advisory Committee Bylaw No. A1079, 2015.”**

2. INTERPRETATION

ACRD means the Alberni-Clayoquot Regional District.

Board means the Alberni-Clayoquot Regional District Board of Directors.

CAO means the Chief Administrative Officer of the Alberni-Clayoquot Regional District or his/her designate.

Director means a Director of the Alberni-Clayoquot Regional District Board of Directors.

Committee means the Beaver Creek Water Advisory Committee.

Member means representative appointed by the ACRD Board to the Beaver Creek Water Advisory Committee.

Service means the Beaver Creek Water service.

3. ESTABLISHMENT OF COMMITTEE & MEMBERSHIP

- a. The Committee shall be comprised of the following Members:
 - i. Seven (7) Members at-large from the Beaver Creek Community nominated by the Director for Electoral Area “E” (Beaver Creek);
 - ii. The Director for Electoral Area “E” (Beaver Creek) or his/her alternate;
- b. One (1) ex-officio non-voting Member being the CAO or his/her designate.

4. APPOINTMENT AND TERM

- a. Members shall be appointed by the Board for a three year term. In order to ensure continuity of experience among the Members, the initial appointment of Members shall be staggered with four (4) Members appointed for a three (3) year term and three (3) Members for a two (2) year term.
- b. Members of the Committee may stand for re-appointment by the Board at the conclusion of their term. Members may not service on the Committee for more than two (2) consecutive terms.
- c. The Board may, at any time, remove any Member of the Committee and any Member of the Committee may resign at any time upon sending written notice to the Chairperson of the Committee.
- d. The Board may dissolve the Committee and rescind this Bylaw, following written notice being provided to all Members.
- e. Members of the Committee shall serve without remuneration.

5. MEETING PROCEDURES

- a. The Director for Electoral Area “E” (Beaver Creek) or his/her alternate shall be the Chairperson of the Committee.
- b. Meetings of the Committee shall be held quarterly or at the call of the Committee Chairperson, time and location to be determined by the Chairperson of the Committee.
- c. A majority of the Committee Members present shall represent a quorum, one of whom must be the Director of Electoral Area “E” (Beaver Creek) or his/her alternate.
- d. Meetings of the Committee shall be conducted and held in accordance with the Regional District’s Procedures Bylaw.



REQUEST FOR DECISION

To: Board of Directors

From: Salmon Beach Committee
Wendy Thomson, Manager of Administrative Services

Meeting Date: April 22, 2015

Subject: **Bylaw A1077, Salmon Beach Committee, 2015**

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to Bylaw A1077, Salmon Beach Committee, 2015.

THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to Bylaw A1077, Salmon Beach Committee, 2015.

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to Bylaw A1077, Salmon Beach Committee, 2015.

THAT the Alberni-Clayoquot Regional District Board of Directors adopt Bylaw A1077, Salmon Beach Committee, 2015.

Desired Outcome:

To adopt an updated Salmon Beach Committee Bylaw.

Background:

The ACRD Board of Directors created the Salmon Beach Committee by bylaw in 2004 to deal with matters relating to the following services provided at Salmon Beach: security, garbage collection and disposal, recreation, transportation, water and sewage disposal.

The current Bylaw for the Committee is out of date and hasn't been amended since 2009. The Committee has recommended several changes to the Bylaw. In addition to general "housekeeping" amendments to the Bylaw, the following are the recommended changes which are reflected in new Bylaw for consideration by the Board:

- Increased role and input in the formation of the annual budget;
- Increased ability to oversee the provision of the services;
- Improved ability to bring forward concerns, issues and recommended changes regarding the services from Salmon Beach lot owners;

- Ability for Salmon Beach lot owners to have input into member appointments to the Committee.

The Salmon Beach Committee met on April 15th and reviewed the updated Bylaw. The Committee recommends the ACRD Board of Directors adopt Bylaw A1077, Salmon Beach Committee, 2015 (attached).

If the new bylaw is adopted by the Board, the Terms of Reference for the Committee will be updated to reflect the changes to the Bylaw.

Time Requirements – Staff & Elected Officials:

Minimal staff time required to support the Committee. The Director for Area “C” is a member of the Committee as required under the *Local Government Act*.

Financial:

Minimal associated costs to support the Committee. Committee members serve without remuneration. All cost implications are paid for by the service area.

Policy or Legislation:

The *Local Government Act* allows Regional Districts to establish standing committees and delegate powers, duties and functions to committees.

Submitted by: Wendy Thomson
 Wendy Thomson, Manager of Administrative Services

Approved by: Russell Dyson
 Russell Dyson, Chief Administrative Officer



Alberni-Clayoquot Regional District

Bylaw A1077

**A BYLAW TO ESTABLISH A STANDING COMMITTEE KNOWN AS
THE SALMON BEACH COMMITTEE**

WHEREAS the Alberni-Clayoquot Regional District has been granted the authority to operate the following services within part of Electoral Area “C” (Long Beach) known as Salmon Beach: Security, Garbage Collection and Disposal, Recreation, Transportation, Water Supply and Sewage Disposal;

AND WHEREAS the Board of Directors wishes to appoint a standing committee known as the Salmon Beach Committee to deal with matters relating to the Services;

AND WHEREAS the *Local Government Act* permits the Board of Directors to delegate administrative duties to a standing committee and to set terms, conditions and restrictions on its activities;

NOW THEREFORE the Board of Directors of the Alberni-Clayoquot Regional District in open meeting enacts as follows:

1. TITLE

This Bylaw may be cited as “**Salmon Beach Committee Bylaw A1077, 2015.**”

2. INTERPRETATION

ACRD means the Alberni-Clayoquot Regional District.

Board means the Alberni-Clayoquot Regional District Board of Directors.

Director means a Director of the Alberni-Clayoquot Regional District Board of Directors.

Committee means the Salmon Beach Committee.

Member means representative appointed by the ACRD Board to the Salmon Beach Committee.

Services means the following services: Security, Garbage Collection and Disposal, Recreation, Transportation Water Supply and Sewage Disposal.

3. ESTABLISHMENT OF COMMITTEE & MEMBERSHIP

- a. The Committee shall be comprised of the following Members:
 - i. Five (5) Members at-large from Salmon Beach, each of whom must own property at Salmon Beach;
 - ii. The Director for Electoral Area “C” (Long Beach) or his/her alternate;

4. APPOINTMENT AND TERM

- a. The Salmon Beach Committee will conduct an election of new Members with Salmon Beach Lot Owners at the Annual General Meeting. Following the election, the Committee will make recommendations on Member appointments to the Board.
- b. Members of the Committee shall serve for a one (1) year term.
- c. The Board may, at any time, remove any Member of the Committee and any Member of the Committee may resign at any time upon sending written notice to the Chairperson of the Committee. The Board may appoint a replacement upon recommendation from the Committee.
- d. The Board may dissolve the Committee and rescind this Bylaw, following written notice being provided to all Members.
- e. Members of the Committee may stand for re-appointment by the Board at the conclusion of their term.
- f. Members of the Committee shall serve without remuneration.

5. MEETING PROCEDURES

- a. The Salmon Beach Committee shall elect its own Chairperson annually.
- b. Meetings of the Committee shall be held a minimum of two times per year. Additional meetings will be held at the call of the Committee Chairperson, time and location to be determined by the Chairperson of the Committee.
- c. A quorum for a meeting of the Committee shall be a majority of the Members of the Committee.
- d. Meetings of the Committee shall be conducted and held in accordance with the Regional District’s Procedures Bylaw.

- e. The Committee will appoint a secretary to provide support to the Committee including preparing agendas, recording the minutes of all meetings and ensuring Committee agendas, minutes etc. are circulated electronically to all Members and copies provided the ACRD.

6. ACTIVITIES/DUTIES OF THE COMMITTEE

- a. The Committee shall:
 - i. In conjunction with contractors, the Manager of Environmental Services or his/her designate, initiate, implement and oversee the provision of the Services;
 - ii. Seek input from Salmon Beach lot owners on the annual budget and work plan;
 - iii. Prepare and present an annual budget and work plan for approval by the Board no later than October 1st of each year of the year previous;
 - iv. Operate within the budget approved by the Board;
 - v. Operate within the work plan approved by the Board;
 - vi. Operate within all applicable policies including the purchasing policy of the ACRD;
 - vii. Seek and obtain Board approval before embarking on an activity that is outside the scope of the work plan or the budget approved by the Board;
 - viii. Seek input from Salmon Beach property owners on the Services, consider recommended changes and bring forward for approval by the Board;
 - ix. Provide input regarding matters relating to the service such as regulations and policy.

7. REPORTING TO THE BOARD OF DIRECTORS

- a. The Committee will report to the Board on the activities of the Committee annually or as requested by the Board.
- b. Recommendations from the Committee to the Board must be adopted by the Committee prior to presentation to the Board.
- c. On behalf of the Committee, the CAO or his/her designate will provide advice and professional assistance to the Committee as required.

8. RESPONSIBILITY OF THE BOARD

- a. The Board shall:
 - i. Consider the annual budget requests submitted by the Committee and either approve, modify or reject them within reason;
 - ii. Consider the proposed work plan submitted by the Committee and either approve, modify or reject within reason;

Bylaw A1077, Salmon Beach Committee, 2015

- iii. Consider requests from the Committee for approval to engage a contractor;
- iv. Consider requests from the Committee for approval of expenditures in excess of \$5,000 and for activities outside the scope of the work plan and either approve, modify or reject within reason;
- v. Consider any recommendation from the Committee and either approve, modify or reject within reason.

9. RESCINDED

Bylaw No. A1067, Salmon Beach Committee Bylaw, 2004 is hereby rescinded.

| | | |
|-------------------------------|--------|---------|
| Read a first time this | day of | , 2015. |
| Read a second time this | day of | , 2015. |
| Read a third time this | day of | , 2015. |
| Reconsidered and adopted this | day of | , 2015. |

Josie Osborne,
Chairperson

Russell Dyson,
Chief Administrative Officer



Development Variance Application

DATE: April 10, 2015

ACRD FILE NO.: DVD15004

APPLICANTS: Ken & Connie Spillman

LEGAL

DESCRIPTION: STRATA LOT 2, DISTRICT 148, ALBENRI DISTRICT, STRATA PLAN 826 TOGETHER WITH AN INTEREST IN THE COMMON PROPERTY IN PROPORTION TO THE UNIT ENTITLEMENT OF THE STRATA LOT AS SHOWN ON FORM 1

LOCATION: 10028 B Lakeshore Road

ELECTORAL AREA: "D" Sproat Lake

APPLICANT'S INTENTION: The applicant's intention is to apply for a variance of the side yard setback from 15 feet to 14.8 feet for an existing single family dwelling built in 2013. The structure was sited incorrectly at the time of construction and the variance will effectively legalize the location the structure according to the Zoning Bylaw.

Recommendation: That the Regional Board:

Pass a resolution to consider issuing a development variance of Section 200 – Schedule No. II – Bulk and Site Regulations of the ACRD Zoning Bylaw to vary the required side yard setback in the Acreage Residential (RA1) District from 15 feet to 14.8 feet to allow for the siting of the existing single family dwelling.

Procedure: Prior to the issuance of a development variance permit, the Board must first pass a resolution to consider issuing the permit. Staff then notifies neighbouring property owners and tenants to afford them the opportunity to make written or verbal submissions to the Board. At the subsequent meeting, the Board issues or denies the development variance permit.

Observations:

- i. **Status of Property:** The 0.52 acre lot is located in a 5 lot bare land strata development accessed off Lakeshore Road. The strata subdivision was developed in 1980. Building Permit SL636 was issued in April 1986 to previous owners of the property for the construction of a single family dwelling on Strata Lot 2. The new owners of the property

DVD15004

demolished the original house and built a new 1,500 ft² modular home in 2013 under Building Permit SL13-07. The property is almost entirely cleared and slopes up slightly from the front to the rear. There is a small storage shed outbuilding at the rear of the property behind the house.

ii. **Services**

- a. **Sewage Disposal:** Common strata sewage system.
- b. **Water Supply:** Sproat Lake
- c. **Fire Protection:** Sproat Lake Volunteer Fire Department
- d. **Access:** Unnamed common strata road accessed from Lakeshore Road.

iii. **Existing Planning Policies Affecting the Site**

- a. **Agricultural Land Reserve:** Not within the ALR.
- b. **Official Community Plan:** The Sproat Lake Official Community Plan designates the property as “Residential Use”. There are no Development Permit Areas affecting the property.

The variance complies with the policies and objectives of the Sproat Lake OCP.

- c. **Zoning:** Acreage Residential (RA1) District

| Zoning Bulk and Site Regulations | |
|---|---------------------|
| | RA1 District |
| Minimum Lot Area: | 0.41 acres |
| Minimum Lot Width: | 90 feet |
| Lot Coverage: | 25% |
| Minimum Setbacks | |
| Front: | 40 feet |
| Rear: | 30 feet |
| Side: | 15 feet |

The applicants applied for a building permit to build the existing CSA Z-277 modular home in March 2013. The site plan submitted with the application demonstrated that the proposed structure would comply with the required building setbacks. The ACRD Building Bylaw PS1005-5 requires that all construction within 20 feet of a required setback must have a registered BCLS certify the location of the foundation to confirm that it complies with the building setbacks in the Zoning Bylaw. In this case the permit was issued on May 28, 2013 with the proposed house sited 15 feet from the side lot line. The BCLS survey completed on October 31, 2013 showed that the north west corner of the building was sited 14.8 feet from the side lot line. This amounts to an

DVD15004

Members: City of Port Alberni, District of Ucluelet, District of Tofino, Yuułuʔiłʔatḥ Government, Huu-ay-aht First Nations, Uchucklesaht Tribe
Electoral Areas "A" (Bamfield), "B" (Beaufort), "C" (Long Beach), "D" (Sproat Lake), "E" (Beaver Creek) and "F" (Cherry Creek)

encroachment of 0.2 feet (2.4 inches) into the required side yard setback.


The construction of the single family dwelling in 2013 complied with all aspects of the ACRD Zoning Bylaw except for the north west corner of the structure which encroaches 0.2 feet (2.4 inches) into the required 15 foot side yard setback.

Comments: The Building Inspectors and planning staff have discussed the encroachment issue with the applicants. As this is a very minor encroachment into the required setback, an option was presented to the owners that would allow them to essentially remove, or shave off, a portion of the foundation amounting to the 2.4 inch encroachment. This would allow the siting to comply with the Zoning Bylaw without proceeding to a development variance. The applicants decided that it was in their best interest to apply for the development variance to legalize the siting of the building.

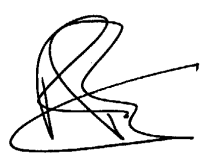
Planning staff is supportive of the variance as it is a minor encroachment and has no impact on any neighbouring property. The owners spoke to planning staff and applied for a building permit prior to commencing any construction and placed the foundation with the full intention of complying with the required 15 foot side yard setback. The foundation was misplaced without the applicant's knowledge until the BCLS survey confirmed the minor encroachment once the structure was already built. The development variance will allow the Building Inspectors to finalize the building permit and inspect the dwelling for a final occupancy permit.

Submitted by: 

Alex Dyer, Planner

Reviewed by: 

Mike Irg MCIP, Manager of Planning and Development



Russell Dyson, Chief Administrative Officer

DVD15004

R.N. ACRES LAND SURVEYING LTD.,
R.N. ACRES, B.C.L.S.,
e-mail address - racres@shawbiz.co

B.C.L.S. BUILDING
LOCATION CERTIFICATE

4710 ROGER STREET,
PORT ALBERNI, B.C.
V9Y 3Z2

D.M. POLLOCK LAND SURVEYING LTD.,
D.M. POLLOCK, B.A., B.C.L.S.,
e-mail address - dpollock@mail.alberni.net

ACRES+POLLOCK

BRITISH COLUMBIA LAND SURVEYORS
SUB-DIVISION DESIGN
LEGAL, TOPOGRAPHICAL, RIGHT-OF-WAY AND FORESHORE SURVEYS

250-723-5412 (phone)
250-723-1500 (fax)

MR. KEN SPILLMAN,
10028 LAKESHORE ROAD,
PORT ALBERNI, B.C.

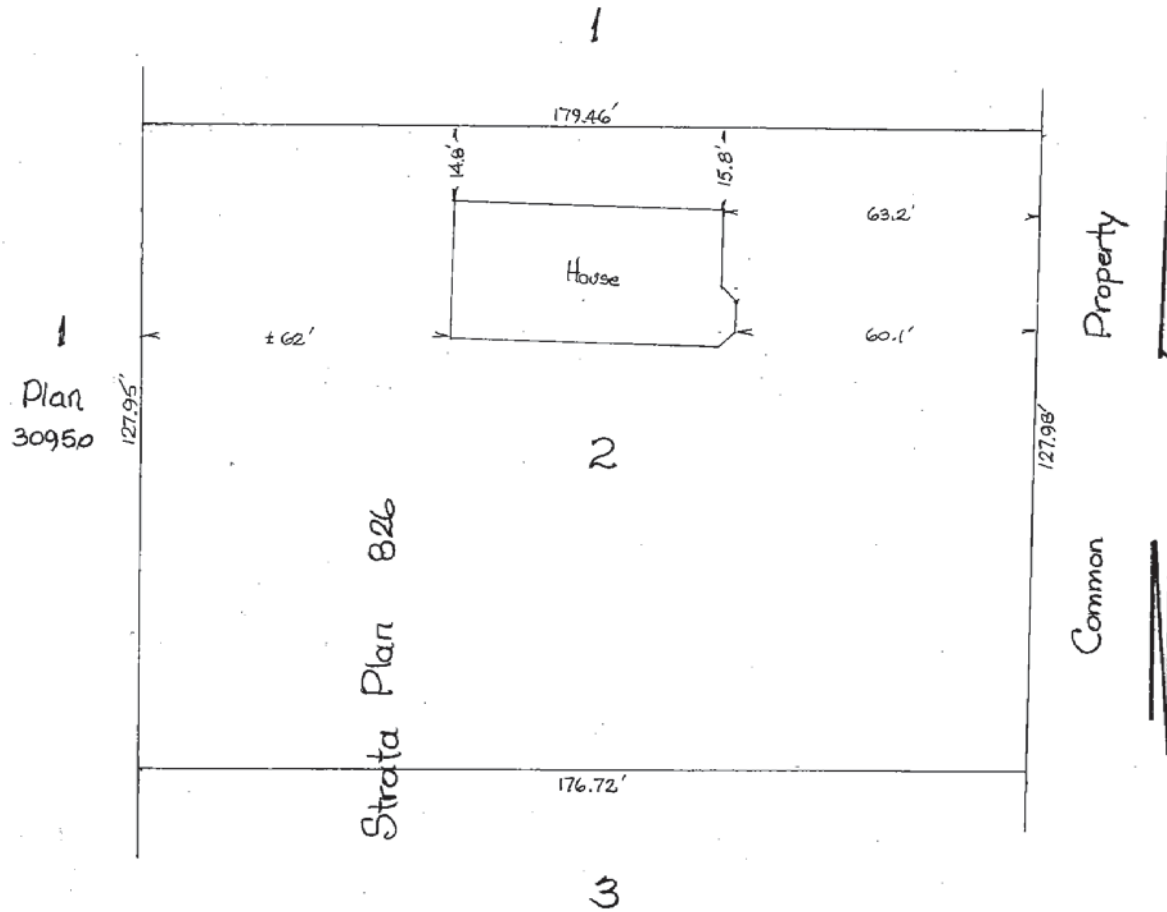
RE: HOUSE CONSTRUCTED ON STRATA LOT 2,
D.L. 148, ALBERNI DISTRICT, STRATA PLAN 826

(SPILLMAN) 111 772 500 10028 B LAKESHORE ROAD.

Lot dimensions are derived from Strata Plan 826
Building to boundary distances are measured from foundation

OUR FILE : 16123

SCALE: 1" = 30' (Imperial Units)



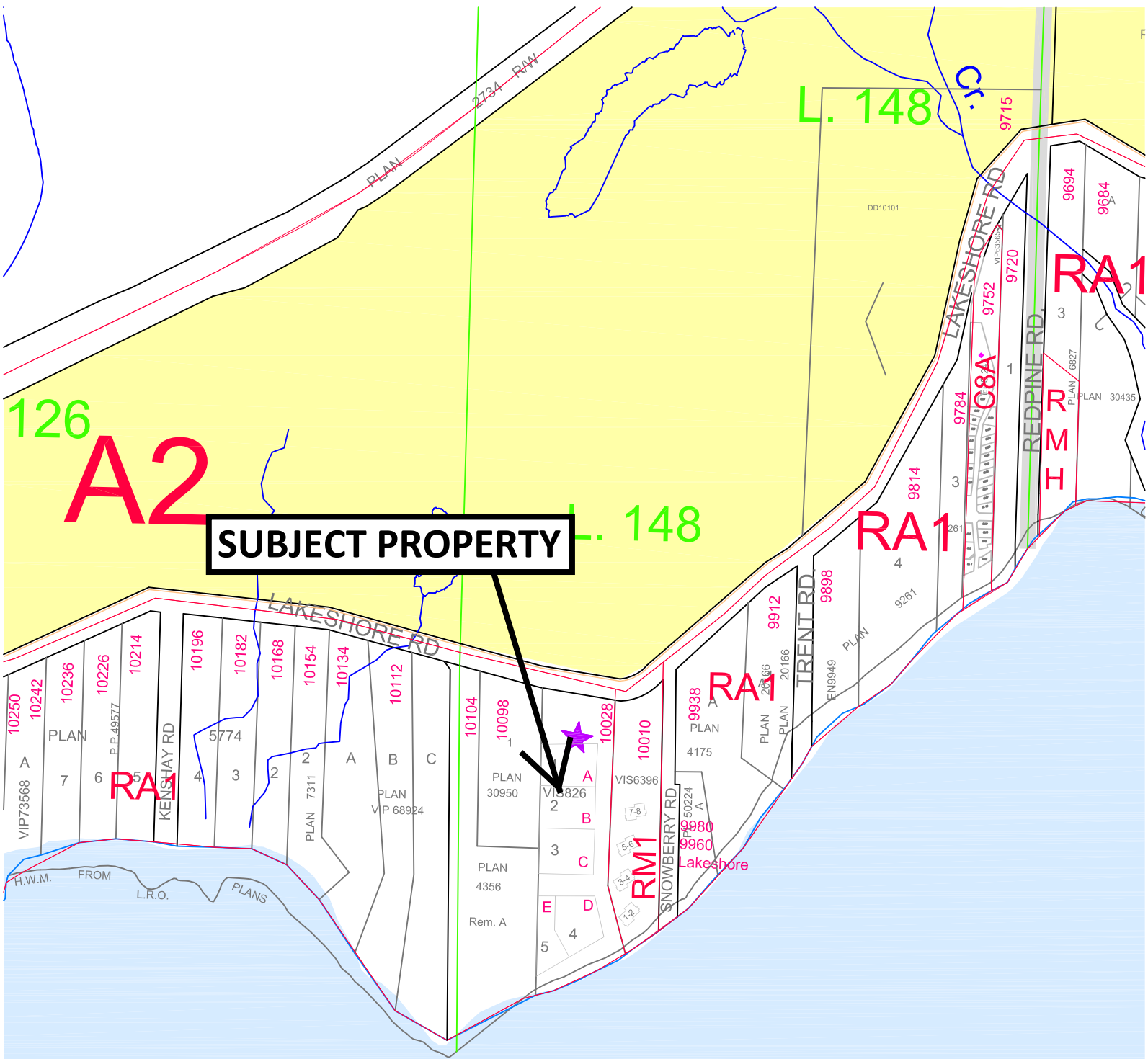
© 2013 THIS DOCUMENT IS NOT VALID UNLESS ORIGINALLY SIGNED AND SEALED

CERTIFIED CORRECT THIS 31ST DAY OF OCTOBER, 2013

B.C.L.S.

NOTE: - This certificate was prepared for mortgage purposes and is for the exclusive use of our client. This document shows the relative location of the surveyed structures with respect to the boundaries of the parcel described above. This document shall not be used to define property lines or property corners. The signatory accepts no responsibility or liability for any damages that may be suffered by a third party as a result of any decisions made, or actions taken based on this document. All rights reserved. No person may copy, reproduce, transmit or alter this document in whole, or in part without the consent of the signatory.







Development Variance Application

DATE: March 26, 2015

ACRD FILE NO.: DVE15002

APPLICANTS: Steve Brock & Maria Nemeth

LEGAL

DESCRIPTION: THAT PART OF LOT 10, DISTRICT LOT 40, ALBERNI DISTRICT, PLAN 7729, LYING TO THE SOUTH EAST OF A STRAIGHT BOUNDARY JOINING THE POINTS OF BISECTION OF THE NORTH EASTERLY AND SOUTH WESTERLY BOUNDARIES OF SAID LOT 10.

LOCATION: 6506 Beaver Creek Road

ELECTORAL AREA: "E" Beaver Creek

APPLICANT'S INTENTION: To vary the permitted height at the required side yard setback to accommodate the construction of a proposed 27 foot 6 inch high accessory building.

Recommendation: That the Regional Board:

- 1) Pass a resolution to consider issuing a development variance of Section 6.5.2 (c)(i) to vary the maximum height for an accessory building in the Small Holdings (A1) District from 20 feet to 27 feet 6 inches.

Procedure:

Prior to the issuance of a development variance permit, the Board must first pass a resolution to consider issuing the permit. Staff then notifies neighbouring property owners and tenants to afford them the opportunity to make written or verbal submissions to the Board. At the subsequent meeting, the Board issues or denies the development variance permit.

Observations:

- i. **Status of Property:** The property is 1 acre in size with a single family dwelling and a small shop with attached woodshed. The front half of the property is cleared with the back half of the property being forested with coniferous and deciduous trees. There are a few coniferous trees that split this property from the neighbouring property. The property is fronted by Beaver Creek Rd and Hills

DVE15002

Rd runs along the side yard.

ii. **Services**

- a. **Sewage Disposal:** On-site Sewage Disposal
- b. **Water Supply:** Beaver Creek Water System
- c. **Fire Protection:** Beaver Creek Fire Protection Area
- d. **Access:** House and accessory buildings are accessed off of Hills Rd

iii. **Existing Planning Policies Affecting the Site**

- a. **Agricultural Land Reserve:** Not in ALR
- b. **Official Community Plan:** The Beaver Creek Official Community Plan designates this property “Residential Use”.

This proposal complies with the Beaver Creek Official Community Plan.

- c. **Zoning:** Existing zone is Small Holdings (A1) District. The following regulations apply to A1 for a single family dwelling:

Minimum lot area: Two acre
Minimum lot width: 165 feet
Minimum setbacks:
Front: 25 feet
Rear: 30 feet
Side: 5 feet
Maximum Height: 35 feet

The following regulations apply to A1 for an accessory building:

Minimum setbacks:

Front: 25 feet
Rear: 15 feet
Side: 15 feet
Maximum Height: 20 feet

Note: an accessory building height can be increased one foot in height for every four feet horizontal distance, in excess of the minimum side yard set back.

Proposed height is 27 feet 6 inches (measured from average natural

grade to mid-truss), which is 7 feet 6 inches in excess of the allowed height at the requested 15 foot distance from the side lot line. Approval of this development variance for height will allow for the addition of the second storey on the accessory building already under construction on the property.


Comments:


A building permit (BC15-04) was issued on March 9, 2015 to construct a one level accessory building with a maximum height of 17 feet 9 inches. At the time of the Building Permit application the owner indicated that he would apply for a Development Variance to allow the addition of a second storey with a height that would exceed the 20 feet maximum height allowed for A1. Construction of the one level accessory building began in mid-March 2015.

The accessory building is being built behind the house and is slightly lower in elevation than the house. The garage will not impact the view of any houses on neighbouring properties. The accessory building will be accessed from Hills Road.

Staff feels this development variance is reasonable. The required side yard setback is 15 feet, and the accessory building is proposed to be constructed 15 feet from the side yard lot line. The height variance is needed as the proposed accessory building is 7 feet 6 inches in excess of the allowed height at the 15 foot side yard setback. If the variance is approved the accessory building will be built to a maximum height of 27 feet, 6 inches.

Prepared by: 
Heather Adair, Jr Planner

Reviewed by: 
Mike Irg, Manager of Planning and Development

Reviewed by: 
Russell Dyson, CAO

10 LOT, PLAN LAYOUT
6506 BEAVER CREEK RD
STEVE BROCK.

LOT TOTAL SQ' 43 560

1 SQ = 5'

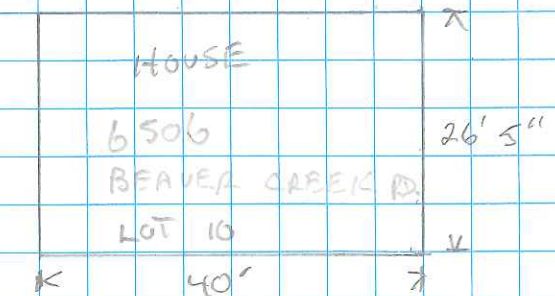
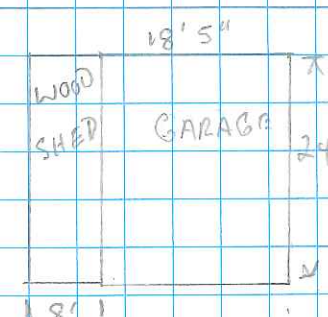
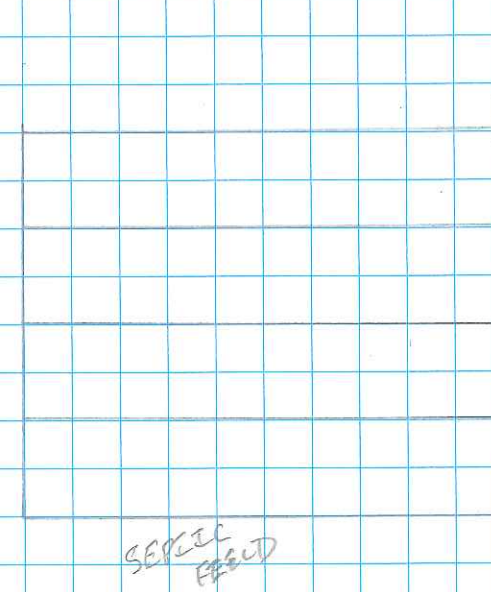
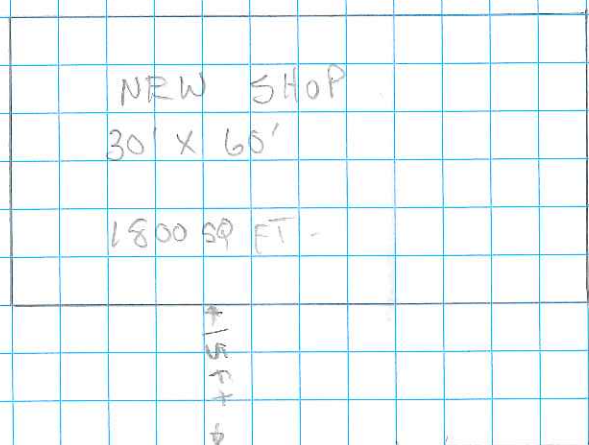
ALLOWABLE OUT BLD. 2178 SQ'

SHOP 1800 SQ'
WOOD SHED 192 SQ'

TOTAL OUT BUILDINGS 1992 SQ'

NOTE GARAGE TO BE
TORN DOWN ON
COMPLETION OF SHOP.

E PROPERTY
CONTIGUES
TO 660'

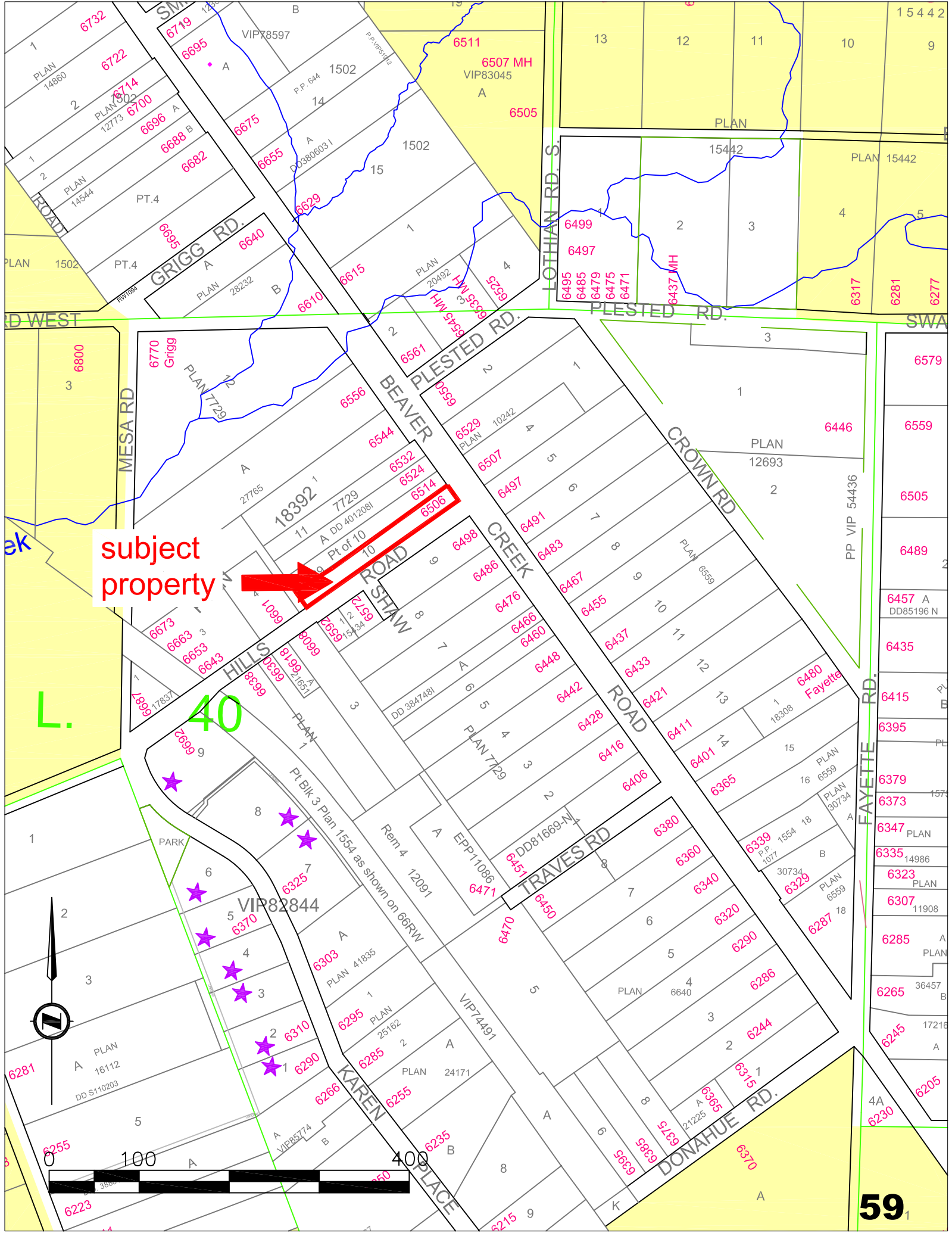


BEAVER CREEK ROAD.

HILLS ROAD.



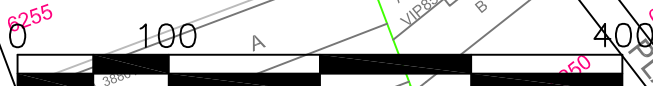
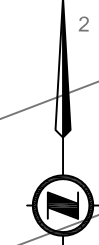




subject property



40



59



Development Variance Application

DATE: April 2, 2015

ACRD FILE NO.: DVE15003

APPLICANTS: Michelle Jamieson. Lisa Garcia (Agent).

LEGAL

DESCRIPTION: LOT A, DISTRICT LOT 166, ALBERNI DISTRICT, PLAN VIP85675.

LOCATION: 7100 Beaver Creek Road

ELECTORAL AREA: "E" Beaver Creek

APPLICANT'S INTENTION: To vary the permitted front yard setback from 50 feet to 25 feet to accommodate the construction of an accessory building.

Recommendation:

That the Regional Board:

- 1) Pass a resolution to consider issuing a development variance of Section 6.5.1 (c)(i) to vary the required front yard setback for an accessory building in Rural (A2) District from 50 feet to 25 feet.

Procedure:

Prior to the issuance of a development variance permit, the Board must first pass a resolution to consider issuing the permit. Staff then notifies neighbouring property owners and tenants to afford them the opportunity to make written or verbal submissions to the Board. At the subsequent meeting, the Board issues or denies the development variance permit.

Observations:

- i. **Status of Property:** The property is 5.8 acres in size with a manufactured home and is located in the Agriculture Land Reserve. Mollet Creek dissects the property. The majority of the property is treed with only the south east corner being cleared.
- ii. **Services**

DVE15003

- a. **Sewage Disposal:** On-site Sewage Disposal
- b. **Water Supply:** Beaver Creek Water System
- c. **Fire Protection:** Beaver Creek Fire Protection Area
- d. **Access:** Beaver Creek Road

iii. **Existing Planning Policies Affecting the Site**

- a. **Agricultural Land Reserve:** ALR
- b. **Official Community Plan:** The Beaver Creek Official Community Plan designates this property “Rural Use”.

This proposal complies with the Beaver Creek Official Community Plan.

- c. **Zoning:** Existing zone is Rural (A2) District. The following regulations apply to A2 for a single family dwelling:

Minimum lot area: 5 acre
Minimum lot width: 330 feet
Minimum setbacks:
Front: 50 feet
Rear: 30 feet
Side: 15 feet
Maximum Height: 35 feet

The following regulations apply to A2 for an accessory building:

Minimum setbacks:

Front: 50 feet
Rear: 15 feet
Side: 15 feet
Maximum Height: 20 feet

Proposed front yard set back is 25 feet, which is 25 feet short of the required 50 foot front yard setback. Approval of this development variance for a front yard setback will allow for the construction of an accessory building 25 feet from the front yard lot line.

Comments:


Mollet Creek currently has a 100 foot setback in the zoning bylaw and a 50 foot Development Permit area. A covenant exists on this property from a previous Subdivision approval for a lot line adjustment. This covenant restricts construction of buildings within 15 meters (50 feet) of Mollet Creek. The covenant also restricts construction at an elevation such that the underside of the floor system is not less than 1.5 meters below the natural boundary of Mollet Creek. The proposed accessory building is outside of the creek setbacks and is approximately 170 feet away from Mollet Creek.

The accessory building is proposed to be built 25 feet from the front yard lot line to utilize the best available building location on this property. As the proposed accessory building is within 20 feet of the required lot lines, a BC Land Survey will be required at time of the Building Permit. The garage will not impact the view of any houses on neighbouring properties. The accessory building will be accessed through the existing driveway off of Beaver Creek Road.

Staff feels this development variance is reasonable. Approval of this development variance for a front yard setback will allow for the construction of an accessory building 25 feet from the front yard lot line.

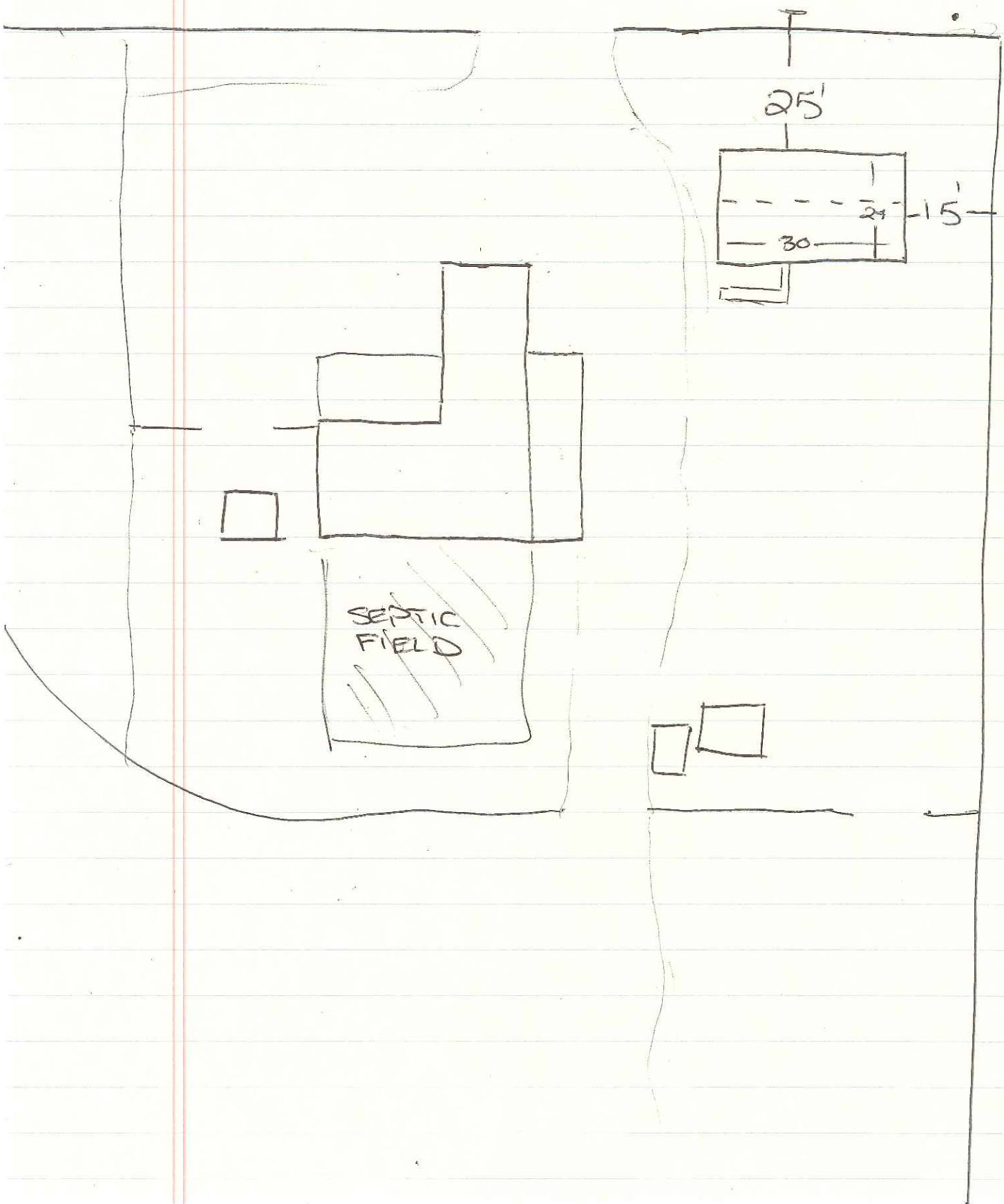
Prepared by: 
Heather Adair, Jr Planner

Reviewed by: 
Mike Irg, Manager of Planning and Development

Reviewed by: 
Russell Dyson, CAO

7100

BEAVER CREEK RD.

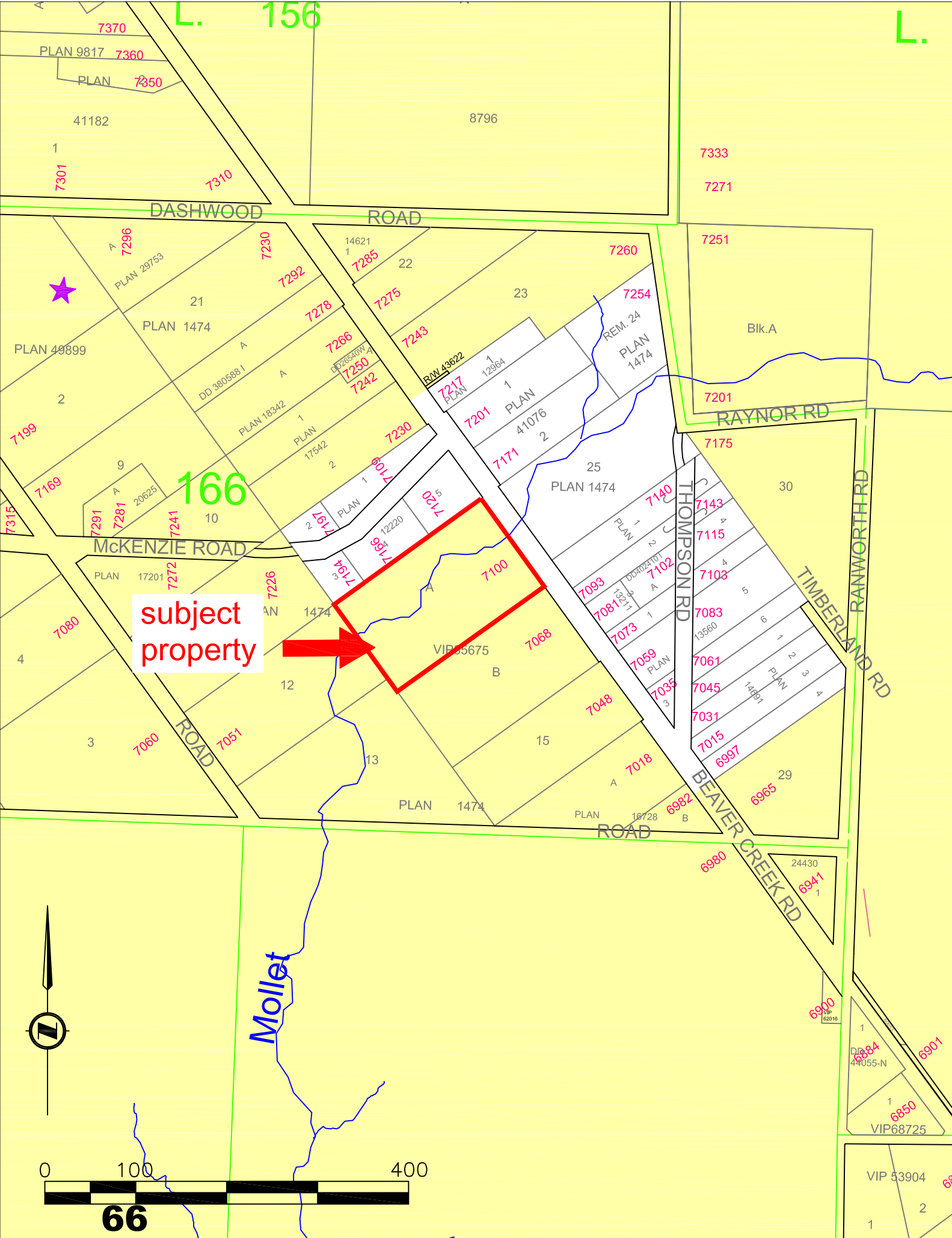






L. 156

L.



subject
property

166



66

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PLAN 9817 7360
PLAN 7350
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PLAN 29753
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PLAN 1474
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REM. 24
PLAN 1474
7201
PLAN 41076
7217
PLAN 12964
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PLAN 1
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7031
7015
6997
7100
VIP 5675
7068
7048
7018
6982
6980
29
6965
24430
6941
6884
44055-N
6850
VIP 68725
VIP 53904
6850

DASHWOOD ROAD
MCKENZIE ROAD
THOMPSON RD
BEAVER CREEK RD
TIMBERLAND RD
RANWORTH RD

Mollet



Rezoning Application

TO: Russell Dyson, Chief Administrative Officer and
ACRD Board of Directors

DATE: April 13, 2015

FROM: Alex Dyer, Planner

ACRD FILE NO: RE15001

APPLICANTS: Ron & Theresa Simister

LEGAL DESCRIPTION: LOT A, DISTRICT LOT 22, ALBERNI DISTRICT, PLAN VIP83503

LOCATION: 5825 Saunders Road North

ELECTORAL AREA: "E" Beaver Creek

Recommendation: That the Regional Board:

1. Receive the staff report;
2. Proceed with first reading of Bylaw P1326 to rezone the subject property from a mix of Small Holdings (A1) District and Acreage Residential (RA2) District to Acreage Residential (RA2) District, subject to the following:
 - a. Confirmation from the Ministry of Transportation and Infrastructure that the new driveway location meets their safety standards for access to two lots;
 - b. Confirmation from a Registered On-Site Wastewater Practitioner or Professional Engineer that the soils on-site are capable of accommodating on-site sewage disposal to a minimum one acre density;
3. Pass the following resolution, "That the public hearing for Bylaw P1326 be delegated to the Director for Electoral Area 'E', the Alternate Director, or the Chairperson of the Regional District."

Applicant's Intention: The applicant intends to rezone the entire property to Acreage Residential (RA2) District in order to facilitate subdivision to a one acre minimum parcel size.

RE15001

Observations:

i) **Status of Property:** The property is 1.80 hectares (4.45 acres) in size located at the corner of Beaver Creek Road and Saunders Road North. The property is dissected by a creek that flows south into the Kitsuksis Creek system. The portion of the property lying to the west of the creek is cleared and contains all the improvements on the lot including a single family dwelling, garage and several small outbuildings. The portion of the property lying to the east of the creek is all treed with no improvements apart from an old trail which accesses the property to the east. The entire property is relatively level.

ii) Services

- a. **Sewage Disposal:** On-site sewage disposal.
- b. **Water Supply:** Beaver Creek Water Service Area. Water connection and Development Cost Charge fees of \$4,800 per new lot created will be required at the time of subdivision.
- c. **Fire Protection:** Beaver Creek Volunteer Fire Department.
- d. **Access:** The property is accessed off Saunders Road N immediately to the north of the intersection of Saunders and Beaver Creek Road.

iii) Existing Planning Policies Affecting the Site

- A. **Agricultural Land Reserve:** Not within the Agricultural Land Reserve.
- B. **Official Community Plan:** The Beaver Creek Official Community Plan designates the property as "Residential Use". Policy 3.2.11 of the OCP allows a minimum lot size of 0.24 hectares (0.6 acres) if the property is serviced by community water or sewer. In this case, the property is within the Beaver Creek Water Service Area and the minimum lot size supported for subdivision would be 0.6 acres.

The Beaver Creek OCP designates "Development Permit Area I – Riparian Area Protection" encompassing all lands within 15 metres of the creek that dissects the property. The DPA I designation is intended to ensure that ecological values of sensitive riparian areas have been considered prior to development and that measures will be taken to avoid damage to these ecosystems. A development permit application will be required prior to final approval of any future subdivision application.

The proposal complies with the policies and objectives of the Beaver Creek OCP.

- A. **Zoning:** The property is zoned a mix of Acreage Residential (RA2) District and Small Holdings (A1) District. The RA2 zoning encompasses +/- 1 acre of land on the north west portion of the property and the A1 zoning encompasses +/- 3.4

RE15001

acres in the remainder of the property. The property owners intend to subdivide a one acre parcel fronting onto Saunders Road N containing the existing house and accessory buildings. However, due to complications in the lot layout to provide for safer driveway access for both lots, the proposed one acre parcel does not fit with the area zoned RA2.

The applicants are applying to rezone the remainder of the property from Small Holdings (A1) District to Acreage Residential (RA2) District to bring the entire property into the RA2 District. This will allow for more flexibility in the proposed subdivision layout.

History:

1. This property was originally part of a larger 3.6 hectare (8.9 acre) property that fronted onto both Beaver Creek/Saunders Road N and Mersey Road. The owners rezoned the property in 2006 from a mix of A1 and A2 to the current zoning of A1 and RA2 in order to facilitate a three lot subdivision. The intention was to subdivide the house fronting on Saunders Road N with one acre of land and then subdivide the remainder of the property in half. The one acre of land surrounding the house was rezoned to RA2 in order to accommodate the proposed subdivision. The rezoning bylaw was adopted in August 2006.
2. In April 2007, the Ministry of Transportation and Infrastructure reviewed the subdivision application and issued a Preliminary Layout Not Approved letter to the applicants. The PLNA noted that the three lot proposal did not offer proof that the soils were capable of supporting in ground sewage disposal and recommended that the lot layout be reconfigured due to safety concerns over a new driveway access off Beaver Creek Road in the near vicinity of the intersection of Beaver Creek Road and Saunders Road N.
3. The applicants amended their subdivision proposal to two lots in May 2007 which effectively would split the parent parcel in half with the west half being accessed off Beaver Creek/Saunders Road and the east half being accessed off Mersey Road. This layout was approved and registered in July 2007 and this remains the current layout of the properties.
4. The property owners submitted another subdivision application in May 2008 to re-subdivide the current parcel into two lots with one +/- 2 acre lot fronting on the road and the other +/- 2.5 acre lot in the rear accessed via panhandle. Planning staff noted the driveway concerns at the road intersection and the Ministry of Transportation issued a Preliminary Layout Approval that required an easement agreement to provide for a common driveway access to both properties resulting in no additional driveway access to the road.

Planning staff again noted at the time that the driveway access near the intersection

RE15001

was not ideal and recommended that the common driveway be located on the north side of the property adjacent to the house to keep it as far away from the intersection as possible. A 10% parcel frontage waiver request was denied by the Board in May 2009 due to concerns with a layout that resulted in a second road access. This subdivision application was never finalized and the owners are now applying to rezone the entire property to RA2 to allow for a minimum one acre parcel size which will allow for more flexibility in subdivision. The stated intention is still to subdivide into two lots.

Comments:


1. Planning staff is of the opinion that in order to support this rezoning application, two key components need to be resolved prior to proceeding with a public hearing: safe road access and confirmation that the soils are capable of on-site sewage disposal for a minimum one acre density.
2. Safe and suitable road access for any additional parcel at this site has been identified as a requirement by both the Regional District and the Ministry of Transportation throughout the previous subdivision and rezoning applications. The owners have now built a new driveway that connects with Saunders Road and the north west corner of the property that they intend to use as a common driveway access for a new lot created at the rear of the property. As a condition of the rezoning application, planning staff is recommending that the Ministry of Transportation review the new driveway location to confirm that it meets their standards for common access for two lots. The common access will need to be formalized either via common strata road in a bare land strata subdivision or via registered easement over a fee simple parcel or a panhandle in a conventional subdivision. A letter from the Ministry confirming that the common access meets their standards will be required prior to proceeding to a public hearing.
3. The applicants will also need to confirm the soil capability for on-site sewage disposal for a minimum one acre density. Previous correspondence from the Ministry of Transportation in April 2007 noted that a previous three lot proposal at this site (which included a one acre lot) did not offer proof that the soils were capable of supporting in ground sewage disposal. We would require a letter from a Registered On-Site Wastewater Practitioner or Professional Engineer confirming the soil capability for on-site sewage disposal prior to proceeding to public hearing.
4. There are a number of additional subjects that will need to be resolved at the subdivision referral stage including, but not limited to:
 - i. issuing a development permit to satisfy the "DPA I – Riparian Area Protection" requirements in the Beaver Creek OCP;
 - ii. issuing a 10% parcel frontage waiver for any proposed lot that does not meet the minimum 10% road frontage requirement;
 - iii. confirming that the existing structure on the property complies with the required setbacks in the Acreage Residential (RA2) District;

RE15001

- iv. confirming that the average lot width of any new lot created complies with the minimum lot width required by the Acreage Residential (RA2) District;
- 5. This property was rezoned in 2006 with the intention of subdividing the parent parcel into three lots including a one acre lot containing the house fronting onto Saunders Road. Due to complications with road access the subdivision lot layout was amended. The end result of the new lot layout is that due to common driveway access and/or a panhandle access for the rear lot, a one acre lot containing the house would not fit entirely within the area zoned RA2. Rezoning the entire property to RA2 allows for some flexibility in the lot layout and remedies a situation where a property is split-zoned between residential and rural/agricultural. The one acre density complies with the Beaver Creek OCP and the property is located in an area with existing services that has witnessed a number of one acre density developments over the past few years. Staff is supportive of the rezoning provided the conditions noted in this report are resolved.

Submitted by: 

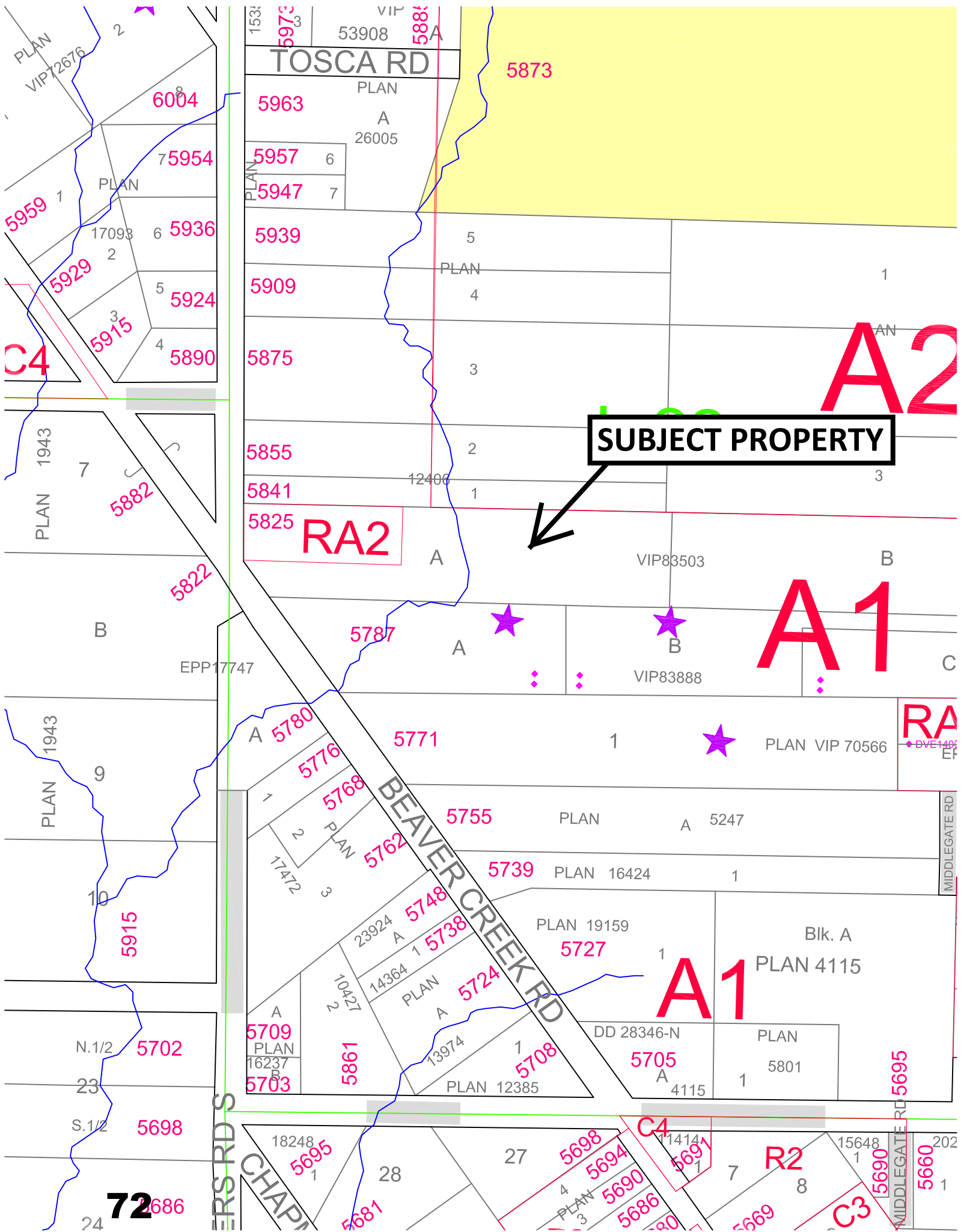
Alex Dyer, Planner

Reviewed by: 

Mike Irg MCIP, Manager of Planning and Development



Russell Dyson, Chief Administrative officer



SUBJECT PROPERTY

53908
VIP 5882
TOSCA RD

5963
PLAN A
26005
5957 6
5947 7

5939
PLAN 5

5909
PLAN 4

5875
PLAN 3

5855
PLAN 2

5841
12400
PLAN 1

5825
RA2
A

5787
A

5780
A

5776
17472
PLAN 1

5768
PLAN 2

5762
PLAN 3

5755
PLAN A 5247

5739
PLAN 16424 1

5748
23924
PLAN A 1

5738
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PLAN 1

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PLAN A 2

5709
PLAN 16237
5703
B

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13974
PLAN A 1

5708
PLAN 12385 1

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PLAN 6

5924
PLAN 5

5890
PLAN 4

5882
PLAN 7

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REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

BYLAW NO. P1326

OFFICIAL ZONING ATLAS AMENDMENT NO. 678

A bylaw of the Regional District of Alberni-Clayoquot to amend Bylaw No. 15, being the “Regional District of Alberni-Clayoquot Zoning By-law No. 15, 1971”.

WHEREAS the *Local Government Act* authorizes the Regional Board to amend a zoning bylaw after a public hearing and upon the affirmative vote of the directors in accordance with Sections 890 and 894 of the *Local Government Act*;

AND WHEREAS an application has been made to rezone a property;

AND WHEREAS the Board of Directors of the Regional District of Alberni-Clayoquot, in open meeting assembled, enacts the following amendment to the Official Zoning Atlas of the Regional District of Alberni-Clayoquot Zoning By-law No. 15, 1971:

1. TITLE

This bylaw may be cited as the Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw No. P1326.

2. Bylaw No. 15 of the Regional District of Alberni-Clayoquot is hereby amended by rezoning a portion of LOT A, DISTRICT LOT 22, ALBERNI DISTRICT, PLAN VIP83503 from Small Holdings (A1) District to Acreage Residential (RA2) District as shown on Schedule ‘A’ which is attached to and forms part of this bylaw.

3. This bylaw shall come into force and take effect upon the adoption thereof.

Read a first time this day of , 2015

Public Hearing held this day of , 2015

Read a second time this day of , 2015

Read a third time this day of , 2015

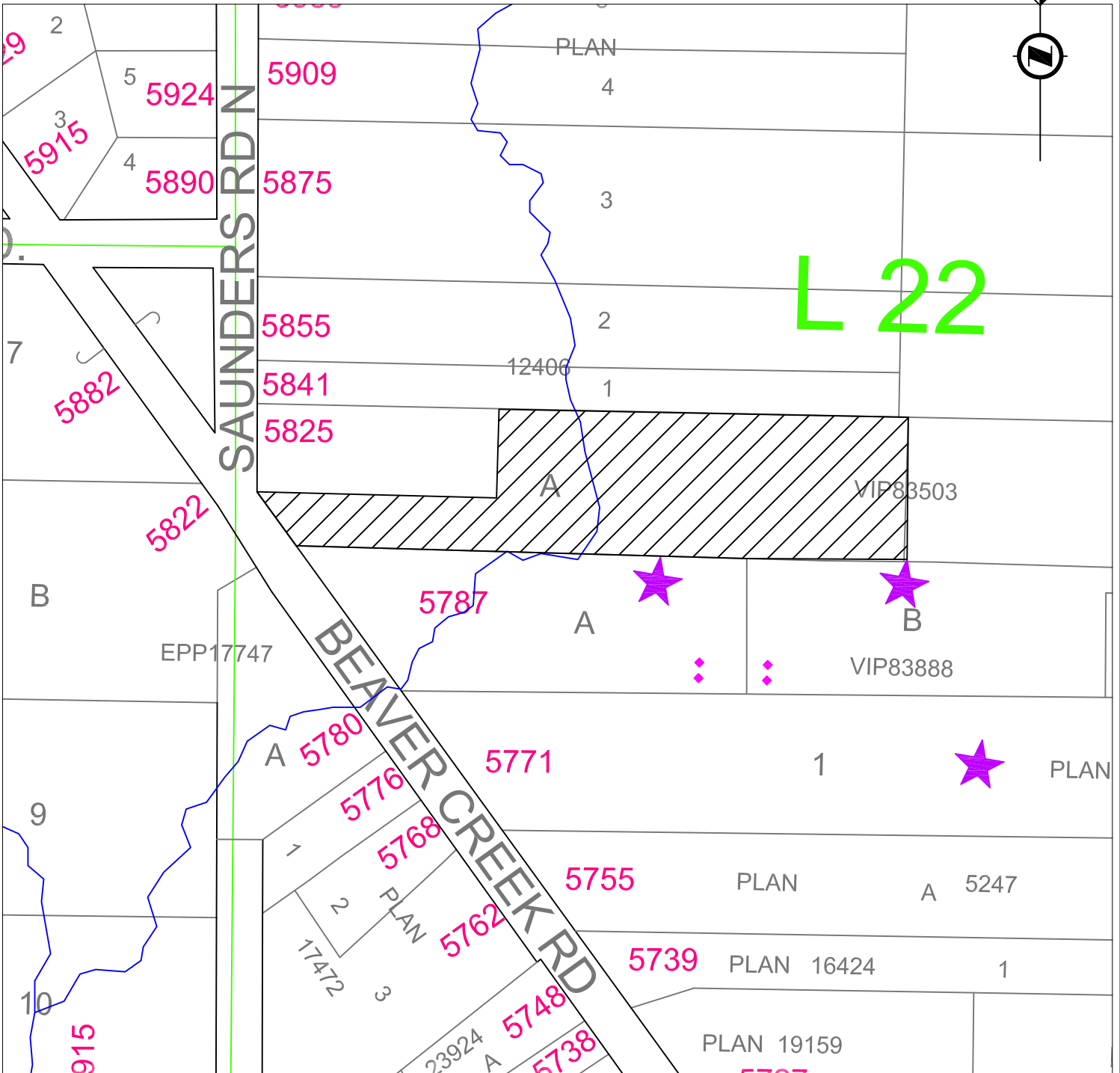
Adopted this day of , 2015

Russell Dyson, CAO

Chair of the Regional Board

Schedule 'A'

This schedule is attached to and forms part of Bylaw P1326



Legal Description: LOT A, DISTRICT LOT 22, ALBERNI DISTRICT, PLAN VIP83503



To be rezoned from Small Holdings (A1) District to Acreage Residential (RA2) District.



TEMPORARY USE PERMIT APPLICATION

TO: Russell Dyson, Chief Administrative Officer; and
Regional Board of Directors

DATE: April 13, 2015

FROM: Heather Adair, Junior Planner / Bylaw Enforcement Officer

**TEMP USE PERMIT
APPLICATION:** TUP15006

APPLICANTS: Evan & Angelika McLellan

**LEGAL
DESCRIPTION:** LOT 14, DISTRICT LOT 65, ALBERNI DISTRICT, PLAN 892

LOCATION: Albert Street

ELECTORAL AREA: "F" Cherry Creek

Applicant's Intention: The applicants intend to create an Agri-tourism accommodation on their vineyard.

Recommendation: That the Regional Board:

- 1) Pass a resolution to consider issuing a Temporary Use Permit TUP15006.
-

Procedure:

Prior to the issuance of a Temporary Use Permit, the Board must first pass a resolution to consider issuing the permit. Staff then notifies neighbouring property owners and tenants, and publishes a notice in the newspaper to afford the public an opportunity to make written or verbal submissions to the Board. At the subsequent meeting, the Board issues or denies the Temporary Use Permit.

Observations:

- 1. Property Description:** This property is one of several parcels owned by the applicant and a vineyard has been developed here. The property is located within the Agriculture Land Reserve.
- 2. Services:**
 - (a) Sewage Disposal:** On-site sewage disposal
 - (b) Water Supply:** Groundwater well
 - (c) Fire Protection:** Agreement with the Cherry Creek Volunteer Fire Department
 - (d) Access:** The Agri-tourism accommodation is accessed off of Albert St through 5900 Albert St.

TUP15006

3. Existing Planning Documents Affecting the Site:

- A. **Agricultural Land Reserve:** Within ALR.
- B. **Official Community Plan:** Within the Cherry Creek Official Community Plan area.
- C. **Zoning:** The property is zoned Rural (A2) District. Agri-Tourism Accommodation is not currently a permitted use in this zone.

Under Section 921 of the *Local Government Act*, the Regional District may issue a Temporary Use Permit, by resolution, in areas where areas are designated in an Official Community Plan. A Temporary Use Permit may do one or more of the following:

- i. Allow a use not permitted under the Zoning Bylaw;
- ii. Specify conditions under which the temporary use may be carried;
- iii. Allow and regulate the construction of buildings or structures in respect of the use for which the permit is issued.

Where a temporary use permit is designated in an OCP, the Regional District must give notice to the public in accordance with the requirements of the *Act* which includes notifying the neighbouring property owners and tenants, and publishing a notice in the newspaper.

The Temporary Use Permit is valid for up to 3 years and may be renewed by the Regional District once. After this time has expired the property owner must apply to rezone the property to allow for the continued use or discontinue the specified use.

Note: The ACRD planning department is currently updating the 'Alberni-Clayoquot Zoning Bylaw 1971'. It is anticipated that 'Agri-tourism' and 'Agri-tourism Accommodation' may be added as permitted uses in agriculture zones.

D. **Temporary Use Permit:**

The Temporary Commercial Use Permit for LOT 14, DISTRICT LOT 65, ALBERNI DISTRICT, PLAN 892 shall be subject to the following conditions:

1. This permit is only applicable to LOT 14, DISTRICT LOT 65, ALBERNI DISTRICT, PLAN 892.
2. This permit is issued for Agri-tourism accommodation.
3. The property remains classified as a farm under the *Assessment Act*.
4. The accommodation must not exceed two bedrooms in total.
5. The Agri-tourism accommodation must comply with the Agriculture Land Commission Agri-tourism accommodation Policy (must be classified as farm under the *Assessment Act*, 10 or fewer sleeping units, and total developed area for this use including buildings, landscaping and access must be less than 5% of

TUP15006

the total parcel area).

6. This permit is valid for three (3) years from the date of execution.
7. At the time this permit expires, the property owner may apply to the Regional District to have it re-issued for another period of up to three (3) years or return the property to the original use permitted under the current Zoning by way of ceasing any Agri-tourism accommodation activity and ensuring that any structure used for the operation of the business complies with the requirements of the current Zoning.

Comments:

The applicant approached the Regional District with a proposal to use a portion of their property for an agri-tourism accommodation opportunity. The accommodation consists of two bedrooms, kitchen, living room area, laundry facilities, and BBQ area. Guests at this property will be able to access the vineyards and the Log Train Trail as well as the swimming pool at the adjacent property. Guests are also welcome to help with daily farm chores. As this is a use that would be unique for this area and isn't a permitted use in the current zoning bylaw staff felt that a Temporary Use Permit would be applicable.

The Temporary Use Permit is an opportunity for the Regional District to allow individual uses on a property with specific requirements and conditions. As the Permit would be issued on a temporary basis, it also allows the Regional District the opportunity to evaluate the effects of allowing agri-tourism accommodation in this area. Agri-tourism accommodation will be considered during the Zoning Bylaw update process and may become a permitted use in agriculture zones.

The Alberni Valley Agriculture Plan identifies that the agriculture industry on Vancouver Island is shifting away from commodity type production towards niche market, agri-tourism, and direct market type farming operations. Staff believe that the proposed use for this property align with the noted trends on Vancouver Island. Agri-tourism was also noted during the planning process of the Agriculture Plan. An identified objective in the Cherry Creek Official Community Plan is to facilitate activities identified in the Alberni Valley Agriculture Plan.

Staff is supportive of this application and believe that proposal is an appropriate use for this property.

Prepared by:



Heather Adair, Junior Planner / Bylaw Enforcement Officer

Reviewed by:



Mike Irg, Manager of Planning and Development



Russell Dyson, Chief Administrative Officer

TUP15006

EMERALD COAST HOLDINGS INC.

5900 Albert Street, Port Alberni, B.C. V9Y 8R2

Ph. (250) 724-2300 Fax (250) 724-9841

March 23, 2015

Heather Adair

Re: farmstay

We have a 936 square foot area above our shop. In it are 2 bedrooms, 1 full bath with washer and dryer, as well as a living/kitchen area complete with full size fridge, stove, dishwasher and microwave and some of the most beautiful views in Port Alberni. Outside is a barbecue and sitting area.

Outdoors we have a vineyard, orchards, berries, vegetable gardens, herb garden and apiary. Guests will be able to wander with access to most of the property and will have access to fruit and veggies for meals. We have a heated inground pool in season. On the doorstep of our farm we have access to the log train trail for walking, biking, etc.

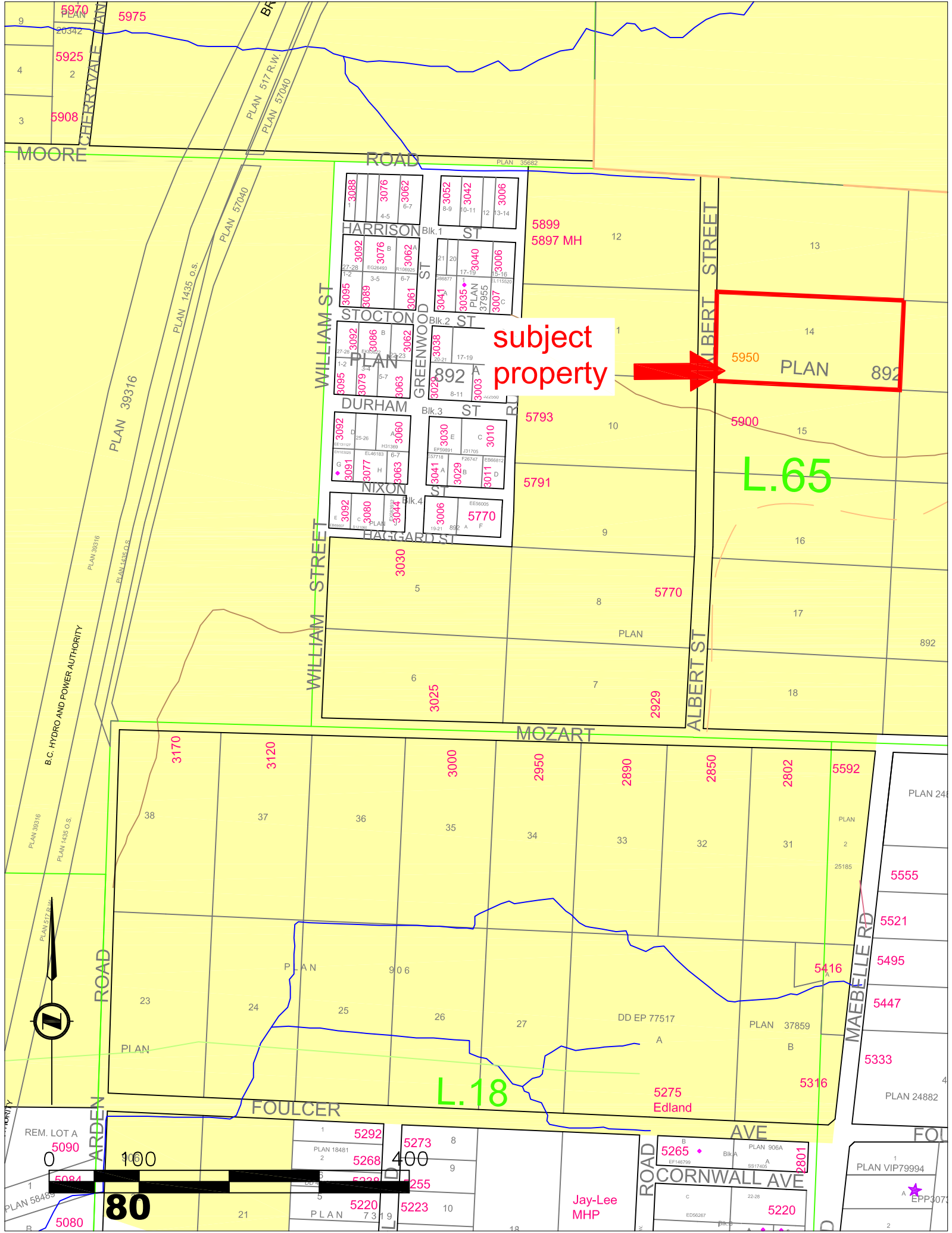
If guests choose, they are welcome to help with daily farm chores and we will provide an onsite babysitter for those adults that choose some time alone on their holiday.

Sincerely,

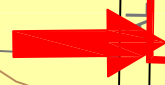
A handwritten signature in blue ink, appearing to read 'Evan and Angelika McLellan', written in a cursive style.

Evan and Angelika McLellan



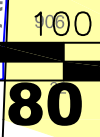


subject property



L.65

L.18



9
4
3

MOORE ROAD

ROAD

WILLIAM ST

ALBERT STREET

MOZART

FOULCER

AVE

CORNWALL AVE

5970
5925
5908

HARRISON ST
STOCTON ST
GREENWOOD ST
DURHAM ST
NIXON ST
HAGGARD ST

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5897 MH

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DD EP 77517

PLAN 37859

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PLAN 24

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PLAN 24882

REM. LOT A
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Jay-Lee
MHP

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EPP307

Alberni-Clayoquot Regional District
Staff Action Items by Department and Date
Update to the Board of Directors as of April 17, 2015

| # | Date | Action Item | Assigned to | Target Date/Update |
|----------------------------------|-----------------------------------|---|------------------------|---|
| Administration Department | | | | |
| 1. | Jan. 23/13 WC Comm | Explore with the Yuułuꞵiꞵꞵatꞵ Government possible participation in the South Long Beach Multi Purpose Bike Path in the future | Russell | Yuułuꞵiꞵꞵatꞵ to respond |
| 2. | July 10 th Board | Contact and work with the Nuu-chah-nulth Tribal Council and the Port Alberni Friendship Centre to develop a long term plan for reconciliation | Reconcil. Committee | Committee to review status |
| 3. | April 9 th Board | C2C recommend contacting the President NTC Deb Foxcroft and request an observer from the ACRD at the NTC meetings | Reconcil. Committee | Committee to review status |
| 4. | July 23 rd Board | Bell Road consultation with TFN and the City | Russell | Response to April 22 nd Board |
| 5. | August 13 th Board | Arrange meeting with Dan Holder, Director Cote regarding Firepro RMS | Russell | May EA Committee |
| 6. | Aug. 27 th Board | Come back with a proposal for Cherry Creek Improvement District to participate in the Regional Fire Records Management System only, not the ACRD's Fire Services Contract with Mr. Dan Holder | Russell/ Dan | May EA Committee with Fire Chiefs |
| 7. | Jan. 14/15 Board | The Franklin River Road Fire Protection Service Agreement with the City of Port Alberni was deferred | Russell | Letter to be sent to property owners to provide input to the City |
| 8. | Feb. 11 th Board | The RFD regarding the plan for the communal meeting place at Salmon Beach is deferred until proponent can speak to the proposal | Russell | April 2015 |
| 9. | Feb. 11 th Board | The Board passed a resolution to amend the AVRA establishment bylaw to increase the maximum annual requisition to enable borrowing to a maximum amount of \$2 million dollars and associated operating costs for the 100' x 5000' runway, utilizing the alternate approval process – Draft amending bylaw and prepare for AAP | Wendy | Report to AV Comm. May 6 th |
| 10. | Feb. 11 th Board | Consult with affected interests of the AVRA expansion including Greenmax, SD#70, Ministry of Forests Lands and Natural Resource Operations, Coulson Group of Companies, AV Drag Racing Assoc. and Hupacasath First Nation | Russell | Ongoing |
| 11. | Feb. 19 th WC Comm. | The West Coast Committee invite Parks Canada to attend West Coast Committee meetings | Wendy | Invitation sent |

| # | Date | Action Item | Assigned to | Target Date/Update |
|--|---------------------------------|--|--------------------|---|
| 12. | April 8 th Board | Advise AVICC that the Board approved the draft terms of reference for the AVICC Special Committee on Solid Waste Management for Vancouver Island and Coastal Communities and appointed Director McNabb as the ACRD's representative Chairperson Osborne as alternate | Wendy | Done |
| 13. | April 8 th Board | Draft a letter from the Board supporting the Coalition of Child Care Advocates of BC and the Early Childhood Educators of BC. endorsing their \$10aDay Child Care Plan | Shelli | Done |
| 14. | April 8 th Board | The Board appointed the following individuals to the Selection Committee for the Manager of Environmental Services position: <ul style="list-style-type: none"> ▪ Chairperson Josie Osborne ▪ Director John McNabb ▪ Russell Dyson, Chief Administrative Officer ▪ Wendy Thomson, Manager of Adm. Svs. | Wendy | Arranging Committee meeting after posting closes – April 17 th |
| Finance Department | | | | |
| 15. | June 25 th Board | Set-up a meeting with AV Drag Racing Association to review event and agreement for future years | Russell/ Andrew | Done – Report to AV Committee |
| 16. | March 25 th Board | The Board gave three readings and adoption Bylaw F1119, "Beaver Creek Water System Service Area Rates and Regulations Bylaw, 2015" to increase rates – Arrange bylaw for signatures & advise water users on next billing of the increase | Andrew | Done |
| Environmental Services Department | | | | |
| 17. | Apr. 8/10 WC | Work with Parks Canada on the landfill road agreement | Russell | Letter sent January 12 th |
| 18. | Sept. 8/10 WC | Investigate with Tla-o-qui-aht First Nation well development at the Long Beach Airport | Russell | May WC Committee Meeting |
| 19. | May 11/11 AV Comm | Investigate with the Tseshaht First Nation possible resource recovery at the AV Landfill | Russell | In progress |
| 20. | June 13/12 BD | Develop a plan for appropriate use of the funds on the Log Train Trail from the Arrowsmith Radical Runners | Rob G. | Design in progress |
| 21. | Oct. 10/12 Board | Work with the Air Quality council to develop a draft valley wide woodstove bylaw based on the City of Port Alberni's bylaw following receipt by the Board of Directors a joint APC meeting will be called to review the proposal | Russell | Drafting a bylaw for board review |
| 22. | April 23 rd | The Board of Directors directed staff to: | Russell | TFN Response – |

| # | Date | Action Item | Assigned to | Target Date/Update |
|----------------------------|--------------------------------|--|-------------|--|
| | Board | 1. Meet with the Tseshaht and Hupacasath First Nations and the City of Port Alberni with respect to their consideration on providing a connection to their water systems for the Bell Road/Stuart Avenue water supply; and following the consultation, 2. Provide the information to the Bell Road/Stuart Avenue residents on the water servicing options | | April 22 nd agenda |
| 23. | Nov. 13 th Board | The ACRD Board approved the replacement of 480 m of waterline on Grandview Road connecting through the Vaughn Chase subdivision to Drinkwater Road with the developer completing installation of the works and the Beaver Creek Water System contributing \$179,880 upon completion of the project – proceed with project and necessary agreements | Mike | Design in progress |
| 24. | Nov. 13 th Board | The ACRD Board adopted the ACRD Contractor Safety and Coordination Policy as presented – Implement the Policy & provide copies to all ACRD Contractors | Rob | In progress |
| 25. | Nov. 26 th Board | Forward a letter to Earle Plain, Environmental Protection reiterating the discussion with Director Bennett and request they keep the Regional District up to date on any changes in policy with regards to industrial slash burning taking into account long term weather forecasts | Russell | In Progress |
| 26. | Feb. 19 th WC Comm. | The West Coast Committee request staff review hours of operation at the West Coast Landfill with the operator and users to determine if open hours should be reduced and report back to the West Coast Committee in 2015 | Janice | May WC Committee meeting |
| 27. | March 25 th Board | The Board passed a resolution to refer the Alberni Valley Regional Airport expansion grant application with the addition of navigational aids for \$1,468,500 to the Gas Tax Strategic Priorities Fund – refer the application | Janice | Done |
| 28. | March 25 th Board | The Board passed a resolution to apply to the Gas Tax Strategic Priorities Fund for lighting improvements for the Long Beach airport for a total project value of \$1,697,520 – submit application | Janice | Done |
| PLANNING DEPARTMENT | | | | |
| 29. | May 13/10 WC | Planning Staff proceed with subdivision process on the Long Beach Airport lands for the WC Multiplex Society and Long Beach Golf Course following Airport rezoning | Mike | Letter sent to TFN Jan 16 – Will include in new zoning bylaw |

| # | Date | Action Item | Assigned to | Target Date/Update |
|-----|---------------------------------|--|-------------|---|
| 30. | April 11/12 BD | Apply to the Ministry of Transportation for a permit to construct the dock at the west end of Nuthatch Road & to Ministry of Forests for foreshore tenure | Mike | Working with neighbor to move dock |
| 31. | Nov. 14/12 Board | The Board referred the Bamfield Community Hall Society's request to approve & support their proposal to build a new hall to staff to review the request and provide a recommendation, following consultation with the Society, on the role of the ACRD | Mike | Contacted Hall Society – Society working on options |
| 32. | July 24 th Board | The Board of Directors instructed staff to work with the Central West Coast Forest Society to investigate funding for the assessment and restoration of the Willowbrae Creek system | Mike | Will work with area Director |
| 33. | March 11 th Board | The Board adopted ACRD Parks & Trails Strategic Plan, Terms of Reference will be drafted and presented. | Mike | April 22 nd Board |
| 34. | April 8 th Board | The Board adopted Bylaw F1116, ACRD Excess or Extended Services Latecomer Interest Rate Fee Bylaw – Prepare for signatures and implement the bylaw | Mike | Done |
| 35. | April 8 th Board | Development Cost Charges for Community Parkland Acquisition – Request for Decision The Board referred this request for decision to the Electoral Area Directors Committee, for review at the next meeting | Mike | On agenda for next EA Meeting |

Issued: April 17, 2015



Alberni-Clayoquot Regional District

**Board of Directors Meeting Schedule
May 2015**

| DATE | MEETING | TIME & LOCATION | ATTENDEES |
|------------------------------------|--|---|---------------------|
| Wednesday, May 6 th | Alberni Valley Committee Meeting | 1:30 pm – Regional District Board Room | Committee, Staff |
| Wednesday, May 13 th | Fisheries Resource Committee Meeting | 10:00 am – Regional District Board Room | Committee, Staff |
| | Board of Directors Meeting | 1:30 pm – Regional District Board Room | Board, Staff |
| | Regional Hospital District Meeting | Immediately following above | Board, Staff |
| Thursday, May 14 th | West Coast Committee Meeting | 10:00 am – Ucluelet Community Centre | WC Committee, Staff |
| | Long Beach Airport Advisory Committee | 1:30 pm – Ucluelet Community Centre | Committee, Staff |
| Wednesday, May 27 th | Electoral Area Directors Committee Meeting | 10:00 am – Regional District Board Room | Board, Staff |
| | Board of Directors Meeting | 1:30 pm – Regional District Board Room | Board, Staff |

Issued: April 17, 2015

**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT BUILDING INSPECTOR'S REPORT
MARCH, 2015**

| BUILDING TYPE | BAMFIELD | | BEAUFORT | | LONG BEACH | | SPROAT LAKE | | BEAVER CREEK | | CHERRY CREEK | | TOTALS | |
|---------------|----------|----------|----------|----------|------------|----------------|-------------|----------------|--------------|----------------|--------------|----------|----------|----------------|
| | # | VALUE | # | VALUE | # | VALUE | # | VALUE | # | VALUE | # | VALUE | # | VALUE |
| Single Family | | | | | 2 | 238,000 | 1 | 100,000 | 1 | 350,000 | | | 4 | 688,000 |
| Mobile Homes | | | | | | | | | | | | | 0 | 0 |
| Multi-Family | | | | | | | | | | | | | 0 | 0 |
| Adds&Rens | | | | | | | | | | | | | 0 | 0 |
| Commercial | | | | | | | | | | | | | 0 | 0 |
| Institutional | | | | | | | | | | | | | 0 | 0 |
| Industrial | | | | | | | | | | | | | 0 | 0 |
| Miscellenaous | | | | | | | 1 | 17,500 | 2 | 120,000 | | | 3 | 137,500 |
| Totals | 0 | 0 | 0 | 0 | 2 | 238,000 | 2 | 117,500 | 3 | 470,000 | 0 | 0 | 7 | 825,500 |

**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT BUILDING INSPECTOR'S REPORT
MARCH, 2015 TO DATE**

| BUILDING TYPE | BAMFIELD | | BEAUFORT | | LONG BEACH | | SPROAT LAKE | | BEAVER CREEK | | CHERRY CREEK | | TOTALS | |
|---------------|----------|----------|----------|----------|------------|----------------|-------------|----------------|--------------|----------------|--------------|---------------|-----------|----------------|
| | # | VALUE | # | VALUE | # | VALUE | # | VALUE | # | VALUE | # | VALUE | # | VALUE |
| Single Family | 0 | 0 | 0 | 0 | 2 | 238,000 | 1 | 100,000 | 1 | 350,000 | 0 | 0 | 4 | 688,000 |
| Mobile Homes | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 8,500 | 1 | 8,500 |
| Multi-Family | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Adds&Rens | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 3,000 | 1 | 3,000 |
| Commercial | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 10,000 | 1 | 10,000 |
| Institutional | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Industrial | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Miscellenaous | 0 | 0 | 0 | 0 | 0 | 0 | 3 | 52,500 | 2 | 120,000 | 1 | 1,000 | 6 | 173,500 |
| Totals | 0 | 0 | 0 | 0 | 2 | 238,000 | 4 | 152,500 | 3 | 470,000 | 4 | 22,500 | 13 | 883,000 |

| | BAMFIELD | BEAUFORT/ BEAVER CREEK | LONG BEACH | SPROAT LAKE | CHERRY CREEK | TOTAL | YTD TOTAL |
|------------------------------|----------|---------------------------|------------|-------------|--------------|----------|-----------|
| WOODSTOVE INSPECTIONS | | 1 | 2 | 1 | | 4 | 19 |

| | YEAR TO DATE | | TOTAL YEAR | | | YEAR TO DATE | | TOTAL YEAR | |
|------|--------------|-----------|------------|------------|------|--------------|-----------|------------|------------|
| 2014 | 18 | 1,813,343 | 73 | 7,121,200 | | | | | |
| 2013 | 12 | 1,771,791 | 81 | 8,208,948 | | | | | |
| 2012 | 18 | 1,708,000 | 92 | 9,011,700 | | | | | |
| 2011 | 27 | 1,841,575 | 120 | 9,221,498 | | | | | |
| 2010 | 13 | 1,745,487 | 149 | 21,524,170 | | | | | |
| 2009 | 8 | 326,171 | 123 | 11,302,380 | 1999 | 9 | 785,830 | 80 | 3,348,092 |
| 2008 | 32 | 3,793,396 | 147 | 22,682,130 | 1998 | 18 | 779,980 | 75 | 3,320,890 |
| 2007 | 27 | 1,757,186 | 163 | 15,007,877 | 1997 | 20 | 862,866 | 104 | 10,025,166 |
| 2006 | 31 | 3,117,930 | 161 | 15,909,705 | 1996 | 21 | 1,693,000 | 128 | 9,050,554 |
| 2005 | 28 | 4,300,065 | 138 | 12,962,379 | 1995 | 23 | 1,506,000 | 116 | 9,641,300 |
| 2004 | 29 | 3,915,060 | 133 | 11,036,854 | 1994 | 34 | 1,972,000 | 151 | 7,915,500 |
| 2003 | 11 | 2,230,220 | 97 | 6,925,356 | 1993 | 36 | 2,603,000 | 167 | 10,864,000 |
| 2002 | 15 | 488,416 | 76 | 2,986,134 | 1992 | 33 | 1,724,000 | 173 | 11,192,500 |
| 2001 | 12 | 916,314 | 89 | 5,790,126 | 1991 | 16 | 829,520 | 126 | 7,155,120 |
| 2000 | 19 | 1,004,091 | 88 | 4,095,339 | 1990 | 22 | 1,644,300 | 118 | 6,323,900 |



MEMORANDUM

To: Board of Directors

From: Andrew McGifford, Acting Manager of Finance

Date: April 15, 2015

Subject: Strategic Community Investment Funds - 2015

On April 14th 2015 the Ministry of Community, Sport and Cultural Development sent an email notifying the Regional District of the Strategic Community Investment Fund payment of \$197,072 for 2015. The amount received is \$72,072 greater than the budgeted amount and 7% to 10% greater than expected in 2016.

This is an unconditional grant to regional districts to assist with administration costs and the revenue belongs to General Government Services. Each year the Regional District is required to report back to the Province how the funds were used.

The Regional District has used these funds to over the past few years to perform building upgrades, improvements to information technology, server and website upgrade. Receipt of these funds provides the ability to undertake the above mentioned projects and minimize the tax increases on the property owners each year.

Submitted by: _____
Andrew McGifford, Acting Manager of Finance

Approved by: _____
Russell Dyson, Chief Administrative Officer

From: LGIF CSCD:EX [<mailto:LGIF@gov.bc.ca>]
Sent: Tuesday, April 14, 2015 1:17 PM
To: Wendy Thomson
Subject: Unconditional Grant Funding Letter

Ref: 157818

Her Worship Mayor Josie Osborne, Chair
 and Members of the Board
 Regional District of Alberni-Clayoquot
 3008 Fifth Ave
 Port Alberni, BC V9Y 2E3

Email: mailbox@acrd.bc.ca
 cc: Teri.Fong@acrd.bc.ca

Dear Chair Osborne and Board Members:

2014 marked the end of the Strategic Community Investment Fund (SCIF) program. This was a multi-year program that accelerated Small Community, Regional District, and Traffic Fine Revenue Sharing grants in the early years of the program and reduced them in the later years.

Beginning in 2015, the Province of British Columbia will return to regular annual grant funding (similar to funding calculations prior to SCIF). However, there will be a one-time advance from the 2016 budget to the 2015 budget. Thus, this year's Regional District grants will be marginally higher (7% to 10%) than next year's grants.

The total value of 2015 grants for all regional districts will be \$4.7 million and will be paid in two installments (March and June), as follows:

| Grant Program | Calendar Year 2015 | | |
|-------------------|--------------------|--------------|---------------|
| | March Payment | June Payment | Total Payment |
| | A | B | C=A+B |
| Regional District | 1.6 | 3.1 | 4.7 |

The 2015 unconditional grant funding to your regional district will be as follows:

| Unconditional Grant Funding | Purpose | Payment Date | Amount |
|-----------------------------|---------------------------|----------------|-----------|
| Regional District | Local Government Services | March 26, 2015 | \$67,184 |
| | | June 30, 2015 | \$129,888 |

If you have any questions or comments regarding the grant payments, please feel free to contact Ms. Jennifer Richardson, Policy Analyst, by telephone at: 250 387-356-9609, or by email at:

Jennifer.Richardson@gov.bc.ca.

Sincerely,

“Original signed by”

Coralee Oakes
Minister of Community, Sport and Cultural Development



PORT ALBERNI RCMP DETACHMENT MONTHLY REPORT



This report represents the policing activities undertaken by the Port Alberni RCMP Detachment during March 2015. I have included an update on policing activities thus far in 2015 and a comparator to previous years.

The following represents some of the calls for services received, investigations undertaken and activities of the RCMP during the month.

- Officers received and responded to 840 calls for service during the month
- In comparison to 2014, the first quarter of 2015 has resulted in:
 - 7% decline in calls for service
 - 3% decline in violent crime
 - 13% increase in property crime
 - 1% increase in Criminal Code offences
- The Victim Services Unit assisted 24 new clients
- The Aboriginal Policing Section continues to work with the First Nations and youth in particular. The Survival Kids program has been such a success in the initial phases that plans are underway to partner with Port Alberni Recreation to deliver the program locally.

March marked the final quarter of the Port Alberni RCMP's 2014/15 Annual Performance Plan. Almost all target goals were achieved:

- **Crime Reduction:** Officers conducted 1071 curfew checks
- **Substance abuse:** Officers conducted 382 checks of licenced establishments and alcohol/drug involvement in calls for service decreased by 12%
- **Youth:** 124 incidents involving youth addressed through alternative means
- **Visibility/engagement:** RCMP officers conducted 22 patrols and attended 22 community events
- **Traffic:** Officers detected 122 incidents related to impaired driving

Port Alberni RCMP's 2015/16 Annual Performance Plan will focus on:

- **Crime Reduction:** Reduce the impact and prevalence of crime
- **Mental Health:** Increase awareness and decrease the impact of mental health in calls for service
- **Visibility/engagement:** Engagement with community and patrols
- **Traffic:** Increased road safety through focus on Provincial traffic offences and impaired driving

Respectfully,

Insp Mac Richards, OIC Port Alberni Detachment

Detailed Crime - 2015 Year Review

| | Jan | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |
|------------------------|-----|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|
| Assault | 46 | 45 | 32 | | | | | | | | | | 123 |
| Relationship Violence | 9 | 10 | 10 | | | | | | | | | | 29 |
| Thefts | 77 | 74 | 58 | | | | | | | | | | 209 |
| Break and enter | 17 | 16 | 28 | | | | | | | | | | 61 |
| Mischief | 32 | 51 | 41 | | | | | | | | | | 124 |
| Drugs | 12 | 30 | 16 | | | | | | | | | | 58 |
| Provincial Traffic | 80 | 76 | 95 | | | | | | | | | | 251 |
| Criminal Code Traffic | 25 | 23 | 15 | | | | | | | | | | 63 |
| Motor Vehicle Incident | 24 | 21 | 27 | | | | | | | | | | 72 |
| Calls for Service | 843 | 847 | 840 | | | | | | | | | | 2530 |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |

7 Year Comparison

| | 2008 | 2009 | 2010 | 2011 | 2012 | 2013 | 2014 | 2015 | Total |
|------------------------|-------|-------|-------|-------|-------|-------|-------|------|-------|
| Assault | 766 | 728 | 628 | 616 | 622 | 512 | 551 | | 4423 |
| Relationship Violence | 222 | 175 | 158 | 112 | 140 | 87 | 101 | | 995 |
| Thefts | 1508 | 1288 | 1159 | 1077 | 1124 | 961 | 962 | | 8079 |
| Break and enter | 450 | 325 | 298 | 359 | 251 | 287 | 288 | | 2258 |
| Mischief | 738 | 679 | 538 | 555 | 582 | 583 | 544 | | 4219 |
| Drugs | 445 | 323 | 257 | 372 | 329 | 331 | 304 | | 2361 |
| Provincial Traffic | 1212 | 1199 | 1211 | 1150 | 1042 | 1112 | 1090 | | 8016 |
| Criminal Code Traffic | 373 | 359 | 398 | 374 | 354 | 294 | 285 | | 2437 |
| Motor Vehicle Incident | 518 | 484 | 406 | 364 | 389 | 360 | 366 | | 2887 |
| Calls for Service | 14340 | 12848 | 12077 | 12429 | 11790 | 11591 | 11698 | | 86773 |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |

2008 – 2014 Average

| | |
|-------------------------|-------|
| Assault | 631 |
| Relationship Violence | 142 |
| Thefts | 1154 |
| Break and enter | 322 |
| Mischief | 602 |
| Drugs | 337 |
| Provincial Traffic | 1145 |
| Criminal Code Traffic | 348 |
| Motor Vehicle Incidents | 412 |
| Calls for Service | 12396 |