



# Alberni-Clayoquot Regional District

## BOARD OF DIRECTORS MEETING

WEDNESDAY, NOVEMBER 25, 2015, 1:30 pm

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

### AGENDA

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	PAGE #
<b>1. <u>CALL TO ORDER</u></b>	
Recognition of Traditional Territories.	
<b>2. <u>APPROVAL OF AGENDA</u></b>	
<i>(motion to approve, including late items requires 2/3 majority vote)</i>	
<b>3. <u>DECLARATIONS</u></b>	
<i>(conflict of interest or gifts)</i>	
<b>4. <u>ADOPTION OF MINUTES</u></b>	
a. <b>Board of Directors Meeting – November 12, 2015</b>	<b>6-12</b>
<i>THAT the minutes of the Board of Directors meeting held on November 12, 2015 be adopted.</i>	
b. <b>Alberni Valley Solid Waste Plan Monitoring Advisory Committee Meeting – October 29, 2015</b>	<b>13-15</b>
<i>THAT the minutes of the Alberni Valley Solid Waste Plan Monitoring Advisory Committee meeting held on October 29, 2015 be adopted.</i>	
c. <b>Beaver Creek Water Advisory Committee Meeting – November 10, 2015</b>	<b>16-18</b>
<i>THAT the minutes of the Beaver Creek Water Advisory Committee meeting held on November 10, 2015 be adopted.</i>	
d. <b>Alberni Valley &amp; Bamfield Services Committee Meeting – November 12, 2015</b>	<b>19-20</b>
<i>THAT the minutes of the Alberni Valley &amp; Bamfield Services Committee meeting held on November 12, 2015 be adopted.</i>	
<b>5. <u>PETITIONS, DELEGATIONS &amp; PRESENTATIONS (10 minute maximum)</u></b>	
a. <b>Inspector Mac Richards, Officer In Charge, Port Alberni Detachment,</b>	<b>21-22</b>

**RCMP, regarding the Port Alberni RCMP Report for October 2015.**

**6. CORRESPONDENCE FOR ACTION**

- a. **REQUEST FOR SUPPORT** **23-27**  
Mr. T. Lyman Jardin, November 4, 2015, regarding request for the Regional District Board of Directors to support a proposal to explore the idea of a multi-faceted long term care complex to be situated on the former Alberni District Secondary School land.

*(Board Direction Requested)*

- b. **REQUEST FOR APPOINTMENT** **28-30**  
Vancouver Island Regional Library, November 4, 2015 regarding request for the Alberni-Clayoquot Regional District appointment and alternate appointment to the Vancouver Island Regional Library for the year 2016.

Possible Motion:

*THAT the Board of Directors appoint \_\_\_\_\_ as Director and \_\_\_\_\_ as Alternate Director to the Vancouver Regional Library Board for 2016.*

- c. **REQUEST FOR MEMBERSHIP RENEWAL** **31-40**  
Federation of Canadian Municipalities, October 27, 2015 requesting renewal of membership.

Possible Motion:

*THAT the Board of Directors re-new membership in the Federation of Canadian Municipalities for 2016-2017.*

- d. **INVITATION** **41-46**  
Regional District of Nanaimo, November 17, 2015 regarding initiation of process to amend the Regional Growth Strategy, Minor Amendment Criteria and invitation to share views.

Possible Motion:

*THAT the Board of Directors acknowledges receipt of correspondence.*

**7. CORRESPONDENCE FOR INFORMATION**

- a. **MINISTRY OF FORESTS, LANDS AND NATURAL RESOURCE OPERATIONS** **47-49**

- Timber Supply Review for the Arrowsmith Timber Supply Area
- b. **ISLAND COASTAL ECONOMIC TRUST** **50-51**  
Project will Create Strategic Plan to Market Vancouver Island and  
Sunshine Coast Trails to the World
- c. **AUDITOR GENERAL LOCAL GOVERNMENT** **52**  
Release of Performance Audit Report on the City of Merritt
- d. **TSESHAHT FIRST NATION** **53-54**  
Expansion of the Alberni Valley Airport
- e. **CHERRY CREEK WATERWORKS DISTRICT** **55**  
Thank you for Preparation of 2nd Application for the Infrastructure  
Planning Grant

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

**8. REQUEST FOR DECISIONS & BYLAWS**

- a. **REQUEST FOR DECISION** **56-81**  
Alberni Valley Organics Diversion Strategy

*THAT the Alberni-Clayoquot Regional District Board of Directors approves the  
Organics Diversion Strategy for the Alberni Valley, and direct staff to include the  
initiatives in the 2016 – 2020 Financial Planning process.*

- b. **REQUEST FOR DECISION** **82-84**  
Nordstrom Park, 6038 Beaver Creek Road

*THAT the Board of Directors agree to the Nordstrom Playground Proposal as  
presented.*

- c. **REQUEST FOR DECISION** **85-87**  
Agreement - Reception Centre Management Plan for the Alberni Valley

*THAT the ACRD Board of Directors enter into a three year agreement with the  
City of Port Alberni in the amount of \$20,000 per year for the City to develop  
and maintain a Comprehensive Reception Centre Management Plan for the  
Alberni Valley.*

- d. **REQUEST FOR DECISION** **88-99**  
2015 to 2019 Financial Plan Amendment Bylaw

*THAT the Alberni-Clayoquot Regional District Board of Directors give first reading  
to the bylaw cited as "2015 to 2019 Financial Plan Amendment Bylaw No. F1115-  
1".*

*THAT the Alberni-Clayoquot Regional District Board of Directors give second  
reading to the bylaw cited as "2015 to 2019 Financial Plan Amendment Bylaw*

No. F1115-1”.

*THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to the bylaw cited as “2015 to 2019 Financial Plan Amendment Bylaw No. F1115-1”.*

*THAT the Alberni-Clayoquot Regional District Board of Directors adopt bylaw cited as “2015 to 2019 Financial Plan Amendment Bylaw No. F1115-1”.*

## **9. PLANNING MATTERS**

### **9.1 ELECTORAL AREA DIRECTORS ONLY**

- a. **DVC15012, RUCKS, 1138 THIRD AVENUE – SALMON BEACH** **100-103**  
Development Variance Permit Application – Memorandum and Permit

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

## **10. REPORTS**

### **10.1 STAFF REPORTS**

- a. Staff Action Items Report – November 20, 2015 **104-109**  
b. Meeting Schedule – December 2015 **110**  
c. Financial Statements – October 2015 **111-112**  
d. Building Inspector’s Report – October 2015 **113**  
e. Dog Mountain Fire Review - November 19, 2015 **114-116**

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

### **10.2 COMMITTEE REPORTS**

### **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: *Friday, December 11, 2015, 1:30 pm*  
Regional District Board Room**



# Alberni-Clayoquot Regional District

## MINUTES OF THE BOARD OF DIRECTORS MEETING HELD ON THURSDAY, NOVEMBER 12, 2015 1:30PM

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

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### 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) (via teleconference)

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

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

Mike Ruttan, Mayor, City of Port Alberni

Jack McLeman, Councillor, City of Port Alberni

Randy Oliwa, Councillor, Alternate Director, District of Ucluelet

Alan McCarthy, Member of Legislature, Yuułuꞑiꞑath Government

Wilfred Cootes, Councillor, Uchucklesaht Tribe Government (via teleconference)

### REGRETS:

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

Dianne St. Jacques, Mayor, District of Ucluelet

### STAFF PRESENT:

Russell Dyson, Chief Administrative Officer

Andrew McGifford, Acting Manager of Finance/Manager of Environmental Services

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 1:31 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 Cote*

*SECONDED: Director Ruttan*

*THAT the agenda be approved as circulated with the addition of the following late item: consideration of a letter of congratulations to MP elect, Gordon Johns.*

**CARRIED**

**3. DECLARATIONS**

**4. ADOPTION OF MINUTES**

**a. Board of Directors Meeting – October 28, 2015**

*MOVED: Director McNabb*

*SECONDED: Director Ruttan*

*THAT the minutes of the Board of Directors meeting held on October 28, 2015 be adopted.*

**CARRIED**

**b. Electoral Area Directors Committee Meeting – November 4, 2015**

*MOVED: Director McNabb*

*SECONDED: Director Kokura*

*THAT the minutes of the Electoral Area Directors Committee meeting held on November 4, 2015 be adopted.*

**CARRIED**

**5. PETITIONS, DELEGATIONS & PRESENTATIONS**

**6. CORRESPONDENCE FOR ACTION**

**a. INVITATION TO ATTEND LOCAL GOVERNMENT LEADERSHIP ACADEMY 2016 FORUM**

Local Government Leadership Academy regarding Forum to be held in Richmond, BC, February 3<sup>rd</sup> to 5<sup>th</sup>, 2016.

*MOVED: Director Cote*

*SECONDED: Director McNabb*

*THAT the Board of Directors authorize interested electoral area directors to attend the Electoral Area Directors forum on Feb 2 & 3, 2016 in Richmond, BC.*

**CARRIED**

**7. CORRESPONDENCE FOR INFORMATION**

**a. BC LABOUR HERITAGE CENTRE**

Remembering Working People: Plaques Around the Province Project

**b. AUDITOR GENERAL FOR LOCAL GOVERNMENT**

New Auditor General for Local Government

**c. ISLAND CORRIDOR FOUNDATION**

Board Meeting Notes October 2015

*MOVED: Director Bennett*  
*SECONDED: Director Cote*

*THAT the ACRD Board forward a letter to City of Port Alberni to explore working together on the BC Labour Heritage Centre “Remembering Working People: Plaques around the Province Project”.*

**CARRIED**

*MOVED: Director Kokura*  
*SECONDED: Director McNabb*

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

**CARRIED**

**8. REQUEST FOR DECISIONS & BYLAWS**

**a. Request for Decision regarding Recind Resolution – Wildfire Dog Mountain, Sproat Lake.**

*MOVED: Director Cote*  
*SECONDED: Director Banton*

*THAT the Alberni-Clayoquot Regional District Board of Directors RESCIND the following resolution passed by the Board of Directors on July 8, 2015 with regards to the wildfire at Dog Mountain, Sproat Lake:*

- a. Direction to respond out of district under authority of BC Wildfire service*
- b. Discretion granted to fire chiefs to deploy resources out of district without BC Wildfire Service Authority where in the opinion of the fire chief that response is in the best interest of the community*
- c. Direction to enforce provincial burning restrictions within the district.*

**CARRIED**

**b. Request for Decision regarding Electoral Area Directors Committee – Terms of Reference.**

*MOVED: Director Banton*  
*SECONDED: Director Cote*

*THAT the ACRD Board of Directors approve the Terms of Reference for the Electoral Area Directors Committee as presented.*

**CARRIED**

**c. Request for Decision regarding Finance Warrant No. 558.**

*MOVED: Director Cote*  
*SECONDED: Director Kokura*

*THAT the Board of Directors approves Finance Warrant Number 558 in the amount of \$788,244.68 dated October 31, 2015.*

**CARRIED**

**d. Request for Decision regarding Arvay Road Street Lighting Bylaw Amendment.**

*MOVED: Director McNabb*  
*SECONDED: Director Cote*

*THAT the Alberni-Clayoquot Regional District Board of Directors adopt Bylaw cited as "Bylaw 766-2, Arvay Road Street Lighting Service Amendment, 2015."*

**CARRIED**

**9. PLANNING MATTERS**

**a. DPD15009, LIDDICOAT/STERLING-LAYCOCK, 19310 PACIFIC RIM HIGHWAY**

Development Permit Application – Report and Permit

*MOVED: Director Cote*  
*SECONDED: Director Banton*

*THAT the Board of Directors pass a resolution to issue development permit DPD15009.*

**CARRIED**

**b. DVD15013, LIDDICOAT/STERLING-LAYCOCK, 19310 PACIFIC RIM HIGHWAY**

Development Variance Permit Application – Memorandum and Permit

*MOVED: Director Cote*  
*SECONDED: Director McNabb*

*THAT the Board of Directors pass a resolution to issue development variance DVD15013.*

**CARRIED**

**10. REPORTS**

## 10.1 STAFF REPORTS

- a. **CAO Report – November 5, 2015**
- b. **Planning and Development Manager Report – November 5, 2015**
- c. **Financial Manager Report – November 6, 2015**
- d. **Environmental Services Department Report – November 6, 2-15**
- e. **Staff Action Items Report – November 6, 2015**

*MOVED: Director Kokura*

*SECONDED: Director McNabb*

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

**CARRIED**

## 10.2 COMMITTEE REPORTS

- a. **Solid Waste Plan Monitoring Advisory Committee – Alberni Valley meeting, October 28, 2015. – John McNabb (verbal)**

Director McNabb reported on the October 28<sup>th</sup> Committee meeting. The plan is proceeding with the elimination of corrugated cardboard. The Committee continues to explore the elimination of organics.

*MOVED: Director Banton*

*SECONDED: Director*

*THAT this verbal report be received.*

**CARRIED**

- b. **Beaver Creek Water Advisory Committee Meeting – November 10, 2015 – John McNabb (verbal)**

*MOVED: Director McNabb*

*SECONDED: Director Kokura*

*THAT the ACRD Board of Directors receive this verbal report.*

**CARRIED**

## 10.3 OTHER REPORTS

- a. **Central Westcoast Forest Society**  
2015 Highway Project Update
- b. **Emcon Services**
  - Port Alberni Winter Stakeholder Meeting Minutes – October 13, 2015
  - Uclulet Winter Stakeholder Meeting Minutes – October 20, 2015

c. **Reconciliation Meeting – Friendship Centre**  
October 20, 2015 Meeting Notes

d. **Strawberry Isle Marine Research Society**  
2014 Year-end Report

*MOVED: Director Banton*

*SECONDED: Director Cote*

*THAT the Board of Directors receives reports a-d.*

**CARRIED**

*MOVED: Director Bennett*

*SECONDED: Director Banton*

*THAT the ACRD Board of Directors forward a letter to the Central West Coast Forest Society and their partners congratulating them on the completion of the Conference Creek Culvert Replacement project and the great work they do in the region.*

**CARRIED**

**11. UNFINISHED BUSINESS**

**12. LATE BUSINESS**

a. **Late Business**

*MOVED: Director Cote*

*SECONDED: Director McLeman*

*THAT the ACRD Board of Directors forward a letter of congratulations to member elect, Gordon Johns, MP and extend an invitation to meet with the ACRD Board.*

**CARRIED**

**13. QUESTION PERIOD**

**14. RECESS**

*MOVED: Director Banton*

*SECONDED: Director McCarthy*

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

**CARRIED**

The meeting recessed at 1:54 pm

**15. RECOVENE**

The meeting reconvened at 2:12 pm

**16. IN-CAMERA**

*MOVED: Director Bennett*

*SECONDED: Director Banton*

*THAT the meeting be closed to the public to discuss matters relating to:*

- i. Labour or other employee relations;*
- ii. Negotiations and related discussions respecting the proposed provision of a Regional District service that are at their preliminary stages, disclosure of which the Board considers could reasonably be expected to harm the interests of the Regional District if they were held in public.*

**CARRIED**

The meeting was closed to the public at 2:12 pm.

The meeting was re-opened to the public at 3:14 pm.

**17. RECOMMENDATIONS TO THE BOARD FROM IN-CAMERA**

The ACRD Board of Directors reported out that a Memorandum of Agreement has been reached with CUPE Local 118.

**18. ADJOURN**

*MOVED: Director McNabb*

*SECONDED: Director McLeman*

*THAT this meeting be adjourned at 3:14 pm.*

**CARRIED**

Certified Correct:

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Josie Osborne,  
Chairperson

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Russell Dyson,  
Chief Administrative Officer





**Alberni-Clayoquot Regional District  
Solid Waste Plan Monitoring Advisory Committee – Alberni Valley  
Meeting Minutes**

**Meeting Date & Time:** Thursday, October 29, 2015

**Location:** ACRD Board Room, 3008 Fifth Avenue, Port Alberni, BC

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In attendance:

John McNabb, Electoral Area E Director  
Brad West, McGill & Associates  
Mike Kokura, Electoral Area B Director  
Chris Alemany, City Council  
Guy Cicon, City of Port Alberni  
Russell Dyson, ACRD  
Carey McIver, Carey McIver & Associates  
Janice Hill, ACRD

Alan McGill, McGill & Associates  
Gary Swann, Public Representative  
Wilfred Cootes, Uchucklesaht Tribe  
Penny Cote, Electoral Area D Director  
Keith Wyton, Electoral Area A Director  
Andrew McGifford, ACRD  
Jerry Kupiak, SunCoast Waste

**1. Call to Order**

John McNabb, Chair, called the meeting to order at 1:30 pm

**2. Adoption of Minutes**

The minutes of the August 27th meeting were adopted as presented.

**3. Organics Diversion Strategy**

Carey McIver provided a power point presentation on the final draft organics diversion strategy incorporating feedback and direction given by the SWPMAC on August 27<sup>th</sup>. The presentation focused on the organics diversion strategy including issues and opportunities, tasks, costs and implementation schedule. The Technical Memorandum and PowerPoint presentation are attached.

The presentation provided a summary of the detailed technical memorandum addressing the following issues and opportunities: Why divert organics?; Who is diverting organics in BC?; What are the conditions for success?; What are processing facility and collection costs?; What is the recommended strategy for the Alberni Valley?

Based on these issues and opportunities the committee reviewed the proposed work plan, budget and schedule for the organics diversion strategy.

	<b>Action</b>	<b>Cost Estimate</b>	<b>Schedule</b>
1.	Using communication tools developed by Metro Vancouver and the BC Ministry of Environment (MOE), implement a Food Waste Reduction Campaign.	\$10,000	2016
2.	Expand the current subsidized backyard composter program to include enhanced education activities such as a compost coaching and Bear Smart program.	\$10,000	2016
3.	Undertake a study of wood waste generation and diversion options in the Alberni Valley.	\$5,000	2016
4.	Assess current yard waste generation and disposal practices in the residential and commercial sectors	Included above	2016
5.	Finalize conceptual cost estimates to construct and operate an LFG collection system at the Alberni Valley Landfill	McGill Engineering	2015
6.	Undertake a cost-benefit analysis of organics composting versus LFG collection to reduce greenhouse gas emissions	\$10,000	2016
7.	Following implementation of a reduction program, design and prepare cost estimates to undertake two small pilot projects.	\$3,000	2016
8.	Meet with the City of Port Alberni to identify potential government owned properties that could be suitable for an organics processing facility	ACRD Staff	2016
9.	Identify potential opportunities and costs to transfer organics to existing or new Vancouver Island processing facilities including conceptual design of a transfer facility at the Alberni Valley Landfill.	\$10,000	2016
10.	Consider implementing a ban on organics from the ICI sector if cost-effective opportunities exist to transfer organics to existing or new Vancouver Island processing facilities.	\$10,000	2016
11.	Develop and implement comprehensive communications program to provide information on the organics diversion strategy to local politicians, the public, and the business community.	\$5,000	2015
12.	Hire one additional staff position to coordinate the organics diversions strategy and subsequent diversion programs.	\$70,000	2016

The consultant recommended that the technical memorandum be converted to a report with an Executive Summary that would explain the rationale, work plan, costs and schedule contained in the proposed organics diversion strategy for the Alberni Valley.

The committee recommends that the report containing the proposed organics diversion strategy for the Alberni Valley be forwarded to the ACRD Board of Directors for review and approval and that if approved the options be considered in the upcoming budget considerations.

Meeting adjourned: 3:08 pm

Next meeting: TBD



# Alberni-Clayoquot Regional District

## MINUTES OF THE BEAVER CREEK WATER ADVISORY COMMITTEE MEETING HELD ON TUESDAY NOVEMBER 10, 2015

Regional District Board Room, 1:30 pm 3008 Fifth Avenue, Port Alberni, BC

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**MEMBERS** John McNabb, Chairperson, Director, Electoral Area "E" (Beaver Creek)

**PRESENT:** Wayne Hasler  
Gord Blakey  
Pam Craig  
Ginny Stephen  
Patty Edwards  
Harold Carlson

**REGRETS** Kelly Schutte

**STAFF PRESENT:** Russell Dyson-Chief Administrative Officer  
Andrew McGifford-Manager of Environmental Services/Acting Manager  
of Finance  
Loreen Brown- Administrative Assistant

### 1. CALL TO ORDER

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

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

### 2. APPROVAL OF AGENDA

*MOVED: Patty Edwards*

*SECONDED: Wayne Hasler*

*THAT the agenda be approved as circulated.*

**CARRIED**

### 3. ADOPTION OF MINUTES

a. Beaver Creek Water Advisory Committee Meeting held April 16, 2015

*MOVED: Pam Craig*

*SECONDED: Gord Blakey*

*THAT the minutes of the Beaver Creek Water Advisory Committee Meeting held on April 16, 2015 be adopted as amended.*

**CARRIED**

**4. CORRESPONDENCE FOR ACTION/INFORMATION**

**5. REQUEST FOR DECISIONS & BYLAWS**

- a. **6072 GRANDVIEW ROAD**  
Additional leak forgiveness request

*MOVED: Wayne Hasler*

*SECONDED: Pam Craig*

*THAT the Beaver Creek Water Advisory Committee allow an additional leak forgiveness for the property located at 6072 Grandview Road in the amount of \$174.50.*

**CARRIED**

Patty Edwards left the meeting at 2:05

- b. **6072 GRANDVIEW ROAD**  
Request forgiveness of overage

*MOVED: Gord Blakey*

*SECONDED: Pam Craig*

*THAT the Beaver Creek Water Advisory Committee provide a forgiveness of \$220 to the current owner of the property at 6072 Grandview Road*

*THAT the property is not eligible for leak forgiveness until October of 2018.*

**CARRIED**

*Discussion re: charging a fee for reading meters when a property sells to allocate any overages correctly. Andrew McGifford to put forth a suggestion for the next meeting.*

**6. REPORTS**

- a. **MEMORANDUM**  
BC Water 2015 Update and 2016 Plans

*MOVED: Pam Craig*

*SECONDED: Gord Blakey*

*THAT the Beaver Creek Water Advisory Committee receives the Memorandum dated November 10, 2015-BCWS 2015 update and 2016 plans*

**7. ADJOURN**

*MOVED: Pam Craig*

*SECONDED: Ginny Stephen*

*THAT this meeting be adjourned at 3:00 pm.*

**CARRIED**

Certified Correct:

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John McNabb,  
Chairperson

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Russell Dyson,  
CAO



# Alberni-Clayoquot Regional District

## MINUTES OF THE ALBERNI VALLEY & BAMFIELD SERVICES COMMITTEE

MEETING HELD ON THURSDAY, NOVEMBER 12, 2015, 10:00 AM

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

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**DIRECTORS** John McNabb, Chairperson, Electoral Area "E" (Beaver Creek)

**PRESENT:** Mike Kokura, Director, Electoral Area "B" (Beaufort)  
Keith Wyton, Director, Electoral Area "A" (Bamfield)  
Penny Cote, Director, Electoral Area "D" (Sproat Lake)  
Lucas Banton, Director, Electoral Area "F" (Cherry Creek)  
Mike Ruttan, Mayor, City of Port Alberni  
Jack McLeman, Councillor, City of Port Alberni  
Josie Osborne, Mayor, District of Tofino

**REGRETS:** Wilfred Cootes, Councillor, Uchucklesaht Tribe Government  
John Jack, Councillor, Huu-ay-aht First Nation

**STAFF PRESENT:** Russell Dyson, Chief Administrative Officer  
Andrew McGifford, Acting Manager of Finance/Manager of Environmental Services  
Mike Irg, Manager, Planning & Development  
Wendy Thomson, Manager of Administrative Services

### 1. CALL TO ORDER

The Chairperson called the meeting to order at 10:00 am.

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

### 2. APPROVAL OF AGENDA

*MOVED: Director Kokura*

*SECONDED: Director Ruttan*

*THAT the agenda be approved as circulated.*

**CARRIED**

### 3. ADOPTION OF MINUTES

a. **Alberni Valley & Bamfield Services Committee Meeting – October 6, 2015**

*MOVED: Director Kokura*

*SECONDED: Director Ruttan*

*THAT the minutes of the Alberni Valley & Bamfield Services Committee Meeting held on October 6, 2015 be adopted.*

**CARRIED**

**4. IN-CAMERA**

*MOVED: Director Wyton*

*SECONDED: Director McLeman*

*THAT the meeting be closed to the public to discuss matters relating to:*

- i. Purchase or sale of land or improvements, disclosure of which the Board considers could be harmful to the Regional District's interests;*
- ii. Security of Regional District Property.*

**CARRIED**

The meeting was closed to the public at 10:01 am.

**5. RECOMMENDATIONS FROM IN-CAMERA**

**6. ADJOURN**

*MOVED: Director Kokura*

*SECONDED: Director Cote*

*THAT the meeting be adjourned at 10:46 am.*

**CARRIED**

Certified Correct:

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John McNabb,  
Chairperson

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Russell Dyson,  
Chief Administrative Officer





## PORT ALBERNI RCMP DETACHMENT MONTHLY REPORT



This report represents the policing activities undertaken by the Port Alberni RCMP Detachment during October 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 989 calls for service.
- A crime type that has shown the largest increase over 2014 is that of property crime. This increase has largely been associated to increases in break and enters and shoplifting.
- A crime type that has seen a decrease is that of persons violent crime. This category is down 8% over that of 2014.
- The value of volunteers in assisting the RCMP deliver policing services to the community was evident throughout the month:
  - Halloween night resulted in the anticipated increase in calls for service. The RCMP officers working were augmented by local volunteer groups in helping ensure that the evening was enjoyed by everyone. In total these volunteers provided 60 hours of service to the community on Halloween.
  - During the month of October Citizen's on Patrol volunteered 233 hours and delivered 99 B & E information packages
  - Speed Watch volunteers contributed 53 hours of time and checked 3695 vehicles. Numerous information letters were sent to registered owners advising them that their vehicle was noted to be speeding in our community.
  - Community Policing Office has office hours 6 days per week. Volunteers contribute over 200 per month to maintain this presence in the community
- Traffic and road safety is a policing priority for 2015/16 and a key to ensuring safe roadways for everyone. The Port Alberni will be focussing more closely on speeding and stops signs during the month of November and impaired driving in December
- In October the Victim Services Unit assisted 22 new clients. Support was also provided to Tofino as a result of the fatalities associated to the sinking of a vessel.
- On November 15 the Port Alberni RCMP will again be challenging the Port Alberni Fire Department in the "Battle of the Badges Hockey Challenge" with all proceeds going to Port Alberni Association for Community Living.

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	Marc	Apri	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Assault	46	45	32	39	57	46	56	55	44	50			470
Relationship Violence	9	10	10	14	19	7	13	17	16	14			129
Thefts	77	74	58	78	91	101	64	74	96	95			808
Break and enter	17	16	28	28	25	25	23	14	22	22			220
Mischief	32	51	41	60	67	62	74	77	52	66			582
Drugs	12	30	16	24	30	23	29	22	23	19			228
Provincial Traffic	80	76	95	95	96	123	139	115	113	91			1023
Criminal Code Traffic	25	23	15	23	31	36	49	28	35	28			293
Motor Vehicle Incident	24	21	27	24	23	38	36	35	45	28			301
Calls for Service	843	847	840	906	1050	1152	1111	1086	1034	989			9858

## 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

**From:** Lyman Jardin [<mailto:tlyman@shaw.ca>]  
**Sent:** November-04-15 1:17 PM  
**To:** Russell Dyson  
**Cc:** [trustees@sd70.bc.ca](mailto:trustees@sd70.bc.ca); Greg Smyth; Mike Ruttan; Chris Alemany  
**Subject:** Proposal for former ADSS land

Hello Mr. Dyson:

I believe you have received copies of e-mails I sent to the School Board trustees, and the Alberni News regarding the above mentioned topic. Not sure if you perused the recent Alberni News coverage of this proposal. If you did, you will realize how important strong support by the Regional District would be to this idea. I now know that there is interest at the school district and city level to at least explore this issue. You would be a powerful player in ensuring that we don't simply lose this site to a developer. I have had the opportunity of meeting or talking to school district and city personal. Both were very positive. It is those of you from within who understand the labyrinth leading to joint consideration of such a proposal. While I have steps mapped out in my mind, it is people like yourself who know who to contact to initiate consultation and discussion. I would be pleased to meet with you, at your convenience, to share my thoughts with you. I know you already see the big picture-the need and value of a multi faceted long term care complex to the community and regional district. But first the land site must be dealt with. And that's were we're at. With the school district holding all the cards, I have encouraged them to initiate a call for a meeting. This, in my mind, does not preclude the regional district or the city from taking the initiative. In fact, that might be a stronger play in support of site procurement. I look forward to seeing this proposal move forward as a result of your support.

Regards,

T. Lyman Jardin 250 723-7482

**From:** Lyman Jardin [<mailto:tlyman@shaw.ca>]  
**Sent:** November-04-15 1:17 PM  
**To:** Russell Dyson  
**Cc:** [trustees@sd70.bc.ca](mailto:trustees@sd70.bc.ca); Greg Smyth; Mike Ruttan; Chris Alemany  
**Subject:** Proposal for former ADSS land

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Regards,

T. Lyman Jardin 250 723-7482

**From:** Lyman Jardin [<mailto:tlyman@shaw.ca>]  
**Sent:** October-17-15 9:43 AM  
**To:** [editor@albernivalleynews.com](mailto:editor@albernivalleynews.com)  
**Cc:** Mike Ruttan; Russell Dyson; [trustees@sd70.bc.ca](mailto:trustees@sd70.bc.ca); Greg Smyth  
**Subject:** Former ADSS land package

Hello Ms. Quinn:

This is a follow up to the article of a couple of weeks ago. Have had considerable positive comment from people on your coverage. I submit this, as a letter, hoping that I might prod some power broker to action. It's still a long shot. But one just never knows. I do like Mike Ruttan as mayor and his vision, as I understand it to this point, for the valley. If any problems or questions about this submission, please let me know Susan.

Thank you,  
T.Lyman Jardin

The time is now! Otherwise we'll lose it. The former ADSS site is our land, community land under the jurisdiction of School District # 70. It has incredible potential on an absolutely ideal 9 hectare footprint for a complex long term care development. I see a long term care development that includes, not just long term care beds, but transitional housing, even a senior living complex that offers transition into additional care as the need arise. What a draw the therapeutic view from bleacher like setting, off 16th ave., would be for those needing transitional housing. The presence of green space and easy access to walking trails adds appeal. I see a doctorage as an incentive to bring new blood into the community as part of such a development. Offer such living accommodation in exchange for a commitment to care within the long term care facility for 2-3 years. S.D. # 70, at this point, holds all the cards. What a positive it would be if they took ownership of this cause. But someone in the city (economic development office?), regional district, or school district needs, in my view, to take the lead and at least organize a meeting. Has anyone considered approaching known people of means, within the city, who might be a potential partners in a public private long term care development?

Besides the former ADSS property, we now also have the Gill school property. Not nearly as attractive nor as large, but a distant second choice should we fumble the ADSS ball. Both properties have significant green space and multiple entry options. And, of course, both properties require that the School District get on side.

Movers and shakers, let's see some moving and shaking! Wouldn't community thinking people want to insure that at least one of these properties be developed for the growing long term care needs of this area? This is a chance for the School District to advocate for the community by approaching city and regional district personnel re possible purchase rather than waiting for an outside developer to come calling. It's the type of proactive thinking I'm seeing at the city level under our new leadership. The time for action is now! Otherwise won't we will be asking the "if only" question down the road when Island Health (Ministry of Health) is ready to recognize the increased need for long term care in our area and come looking for a site?

Yours,  
promoting an idea,

T. Lyman Jardin 723-7482  
4854 Leslie Ave. P.A.

**From:** Lyman Jardin [<mailto:tlyman@shaw.ca>]

**Sent:** September-21-15 10:26 AM

**To:** [trustees@sd70.bc.ca](mailto:trustees@sd70.bc.ca)

**Cc:** Greg Smyth; educ minister; hlth minister; Mike Ruttan; Russell Dyson; tlyman

**Subject:** Alberni School District Land Transfer

School District Trustees:  
Sept. 21, 2015

A bee in your bonnet! That's what this note is meant to be, not just to you but to all parties involved. Do we still have an opportunity to wisely utilize the idyllic former Alberni District Secondary School property? If so, what an opportunity it is. But it will involve unselfish, intellectual, and jurisdictional co-operation. That's where two ministries, (the Ministry of Education and Health) School District # 70, the city of Port Alberni, and the Alberni Clayoquot Regional District come into play. If disposition of this land to a developer occurs, then, in my mind, a major mistake will have been made, a golden opportunity lost. So what's the point.

Considering the well documented long term care needs of the area, I visualize this property being utilized to help fill this need. I even see a financially beneficial public private partnership, as a possibility, which in turn gives people in need, and people of means, the opportunity to chose private should public space not be available when needed. For too long now some simply linger in the hospital taking up a bed as they wait for a space somewhere in or outside the region. Can this wonderful package of land, already zoned as institutional, somehow be transferred from School District # 70 to the Education ministry to the Health ministry in some logical way to facilitate such usage? Within each jurisdiction mentioned are people who can take this idea and run with it. The old agreed upon way of doing things may have to be challenged. A moneyless transfer of this parcel from School District to Education Ministry to Health Ministry with land usage understanding in place can occur. But only if intellect and will prevail. What a waste should we miss this "social needs" opportunity and end up with a whole bunch of condos instead. Hopefully all those receiving this note will give it due consideration. Then you will see the absolute logic in the idea. Now if only that bee will get to work.

Regards,

T. Lyman Jardin  
4854 Leslie Ave.,  
Port Alberni, B.C.  
V9Y 6S1

**From:** Lyman Jardin [<mailto:tlyman@shaw.ca>]  
**Sent:** November-06-15 8:56 AM  
**To:** [trustees@sd70.bc.ca](mailto:trustees@sd70.bc.ca)  
**Cc:** Greg Smyth; Mike Ruttan; Russell Dyson; Chris Alemany  
**Subject:** ADSS land package on Burde

2025

Grand daughter and Grampa

"Hi Ursala. Long time no see. Back in town?"  
"Just for a visit Alexa. I'm here to see my Grampa".  
"Where in town does he live?"  
"At ADSS. Both he and Grama".  
ADSS Ursala muses. "The high school?"  
"No. ADSS on Burde, the new long term care complex", says Ursala.  
"Oh where the old high school was, where we graduated ?"  
" Yeah. It's now called Alberni District Seniors Sanctuary, but the community simply refers to it as ADSS on Burde".

There you have it. A dream fulfilled. A legacy of this board, of the school district. ADSS's historical site and name ingrained in our heritage. All wrapped up in a needed long term care complex on an idyllic site because of your advocacy and your foresight to preserve this land package for such a community need.

2015

This dream, however, will remain just that without your advocacy. Please don't kill this dream with simple sober second thought that concentrates only on the balance sheet. Dare to dream! This is possible! I implore you to seek collaboration with the city, the Regional District, and Island Health. From therein may emerge an "outside the box" solution. Community ownership of this property is only a first step but a vital step that might crowbar the Province and Island Health to movement on funding a needed complex for our area. You on the inside understand the normal dance steps required in pursuing a solution. Creative new steps could be your forte. Let the band begin to play.

I believe you each have received all of the e-mails I have sent, to you and other jurisdictions, beginning with the "bee in the bonnet" note. You will find an envelope at the School District office, by Friday afternoon, that includes a compilation of all these plus a copy of my simplistic personal concept of how one might eventually get to "a dream fulfilled". This "comic book" method of note making/presentation resulted from one of our "good" professional days. Just follow the arrows.

How ironic I find my advocacy for this site to be. It's like I'm fighting the same fight again. Back a few years I was fighting for this as the site for the new high school. But this time I'm fighting for it as a site for a possible home in the future.

The bee was set lose with my first e-mail on Sept. 21. Discussion was initiated around coffee, among colleagues, and fellow elected officials. Coverage was given in the Alberni News. Hopefully this will lead to discussion at board, council, and district meetings that leads to collaborative support of the big picture, ADSS on Burde.

Regards,

T. Lyman Jardin





Administration  
Box 3333 | 6250 Hammond Bay Road  
Nanaimo, BC Canada V9R 5N3  
t: 250.758.4697 f: 250.758.2482  
e: info@virl.bc.ca w: www.virl.bc.ca

November 4, 2015

**Original sent via email**

Chair Josie Osborne  
Alberni Clayoquot Regional District  
4850 Argyle St.  
Port Alberni, BC V9Y 1V8



Dear Chair Osborne,

**Re: Appointment to the 2016 Vancouver Island Regional Library Board**

As the new year approaches, it is time to consider your representation on the Board of Trustees of Vancouver Island Regional Library – the fifth largest library system in British Columbia serving more than 410,000 residents on Vancouver Island, Haida Gwaii, and Bella Coola on the Central Coast. Vancouver Island Regional Library enhances lives through universal access to knowledge, lifelong learning, and literacy in the communities we serve.

As per the *British Columbia Library Act*, "each municipality and/or regional district that is party to the regional library district must, by resolution, appoint a representative and an alternate representative each December at the first meeting of the municipal council or regional district board. A member of the library board holds office for a term of one year: January 1 - December 31, or for the remainder of the year for which the appointment is made. A member is eligible for reappointment, but no member may serve for more than eight consecutive years. Reappointment of sitting members is encouraged in the interest of continuity..."

Provincial legislation requires certified resolutions be submitted to Vancouver Island Regional Library by December 15, 2015. VIRL Board of Trustees also requires its members to complete a Statement of Financial Disclosure on an annual basis (a copy of the form on file with your municipality/district is acceptable). Thus, please find enclosed both a 2016 appointment form and statement of financial disclosure form for your appointed Board member and Alternate member.

**Please complete the enclosed forms and return with a copy of the certified resolution by December 15, 2015 to the attention of Mariah Patterson, Executive Assistant, by mail, email: mpatterson@virl.bc.ca or fax: 250.758.2482.**

If you require additional information, please contact Ms. Patterson by phone: 250-729-2310 or email. Thank you for your continued support of Vancouver Island Regional Library!

Sincerely,

Rosemary Bonanno, BA MLS  
Executive Director

Cc: Russell Dyson, CAO, Alberni Clayoquot Regional District

Encs.

Strong Libraries ■ Strong Communities

Bella Coola Bowser Campbell River Chemainus Comox Cortes Island Courtenay Cowichan Cowichan Lake Cumberland Gabriola Island Gold River Hornby Island Ladysmith Masset Nanaimo Harbourfront Nanaimo North Nanaimo Wellington Port Alberni Port Alice Port Clements Port Hardy Port McNeill Port Renfrew Quadra Island Qualicum Beach Queen Charlotte Sandspit Sayward Sidney/North Saanich Sointula Sooke South Cowichan Tahsis Tofino Ucluelet Union Bay Woss





**Board of Trustees  
2016 Appointment Form  
Trustee**

The \_\_\_\_\_ has appointed \_\_\_\_\_ as *Trustee* on the  
*Municipality/ Regional District* *name and title*  
Vancouver Island Regional Library Board for the year 2016. The term of the appointment is  
January 1 – December 31, 2016. This appointment will continue until a successor is appointed, as  
provided under Section 18(3) of the Library Act, unless the member is removed for cause as provided  
under Section 18(4) of the Library Act.

**Representative's Information**

Home Address: \_\_\_\_\_  
City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Courier Address: \_\_\_\_\_  
 check if same as above \_\_\_\_\_  
City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

**Email** (please check preferred email address)

Home: \_\_\_\_\_  Municipal: \_\_\_\_\_  
 Other: \_\_\_\_\_

**Phone** (please check preferred contact number)

Home: \_\_\_\_\_  Municipal: \_\_\_\_\_  
 Other: \_\_\_\_\_

**Birthdate** (required for insurance purposes)

Day: \_\_\_\_\_ Month: \_\_\_\_\_ Year: \_\_\_\_\_

**Staff Contact**

Name: \_\_\_\_\_ Position: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_  
*Signature* *Date*

***Please attach a certified copy of the resolution.***



**Board of Trustees  
2016 Appointment Form  
Alternate**

The \_\_\_\_\_ has appointed \_\_\_\_\_ as *Alternate* on the  
*Municipality/ Regional District* *name and title*  
Vancouver Island Regional Library Board for the year 2016. The term of the appointment is  
January 1 – December 31, 2016. This appointment will continue until a successor is appointed, as  
provided under Section 18(3) of the Library Act, unless the member is removed for cause as provided  
under Section 18(4) of the Library Act.

**Representative's Information**

Home Address: \_\_\_\_\_  
City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Courier Address: \_\_\_\_\_  
 check if same as above \_\_\_\_\_  
City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

**Email** (please check preferred email address)

Home: \_\_\_\_\_  Municipal: \_\_\_\_\_  
 Other: \_\_\_\_\_

**Phone** (please check preferred contact number)

Home: \_\_\_\_\_  Municipal: \_\_\_\_\_  
 Other: \_\_\_\_\_

**Birthdate** (required for insurance purposes)

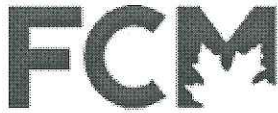
Day: \_\_\_\_\_ Month: \_\_\_\_\_ Year: \_\_\_\_\_

**Staff Contact**

Name: \_\_\_\_\_ Position: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_  
*Signature* *Date*

***Please attach a certified copy of the resolution.***



FEDERATION  
OF CANADIAN  
MUNICIPALITIES

FÉDÉRATION  
CANADIENNE DES  
MUNICIPALITÉS

**Membership Invoice  
2016-2017  
Facture d'adhésion**

24, rue Clarence Street  
Ottawa, Ontario K1N 5P3  
T. 613-241-5221  
F. 613-241-7440



Mr. Russell Dyson  
Regional District of Alberni-Clayoquot  
3008 - 5th Avenue  
Port Alberni, BC V9Y 2E3  
Canada

INVOICE/FACTURE: 39535  
DATE: 10/27/2015  
ACCOUNT/COMPTE: 231  
DUE DATE/DATE LIMITE: 03/31/2016

ITEM/DESCRIPTION	AMOUNT/MONTANT
Membership Fee for April 1/16 to March 31/17 / Frais de cotisation du 1 <sup>er</sup> avril 2016 au 31 mars 2017 Municipal Dues Calculated with a base fee of \$340.00 plus per capita fees of \$4,108.13(fee population of 28,829 x 14.25 cents).	\$4,448.13
Optional contribution towards a travel fund that supports the participation of elected officials from small communities in FCM's National Board of Directors (fee population of 28,829 x 1.75 cents).	\$504.51
<b>TOTAL:</b>	<b>\$4,952.64</b>
<b>PAID AMOUNT/MONTANT PAYÉ:</b>	<b>\$0.00</b>
<b>BALANCE DU/MONTANT DÛ:</b>	<b>\$4,952.64</b>

**PAYMENT/PAIEMENT**

By cheque  
payable to the *Federation of Canadian Municipalities*

Par chèque  
à l'ordre de : *Fédération canadienne des municipalités*

24 rue Clarence Street  
Ottawa, ON K1N 5P3

By Electronic Funds Transfer/  
Par transfert électronique de fonds  
Royal Bank of Canada (RBC)  
90 Sparks St, Ottawa, ON K1P 5T7

Transit Number: 00006    Account Number: 1006063  
Numéro de transit: 00006    Numéro de compte: 1006063  
accountsreceivable@fcm.ca/comptesrecevables@fcm.ca



# Unity Strength Collaboration

Join the national municipal movement

> [fcm.ca](http://fcm.ca)



39535

Dear Mr. Russell Dyson,

Thank you for your ongoing support of the Federation of Canadian Municipalities (FCM). Together, we've made some great strides for Regional District of Alberni–Clayoquot, and for municipalities right across Canada. That's why I'm writing to ask that you renew your membership with FCM for 2016–2017, so that we can continue to build a stronger and more prosperous country.

For more than 100 years, FCM has been the national voice for Canada's local governments. We understand that the solutions to some of this country's biggest national challenges can be found in local communities. We work hard to ensure our members' issues are heard at the federal level. What's more, our members receive exclusive access to distinct benefits, everything from expert analysis on federal legislation that impacts municipalities to a say in resolutions that guide FCM's advocacy work on Parliament Hill.

The authority of FCM comes from its membership—nearly 2,000 municipal governments, from big cities and rural towns to northern and remote villages. The federal government knows that FCM represents a strong and engaged municipal sector. That's why we get results. In Budget 2015 alone, FCM helped secure a new, permanent and predictable Public Transit Fund, worth \$1-billion a year by 2019. In previous years we've helped secure the New Building Canada Fund, the Gas Tax Fund and the GST rebate for municipalities.

Municipal leaders have never been more united, more engaged and more influential. We've already shown the federal government that partnering with municipalities is essential to Canada's future. And we succeeded at propelling key local issues onto the federal election stage. During the campaign, all four major parties responded—fully or in part—to the issues that FCM has been advancing on behalf of its membership. That's good for our communities, and it's good for Canadians.

But of course, there's still more to do. FCM is already hard at work, on behalf of its members, ensuring that their local issues and priorities remain front-and-centre in Ottawa. We will be there—every step of the way—working together with the federal government to turn election commitments into initiatives that work for municipalities.

Enclosed you'll find some important information about renewing your FCM membership. This is a critical time for municipalities, and our work together is so important. Let's keep Regional District of Alberni–Clayoquot a part of the municipal movement that's building a better Canada. United, our voice is impossible to ignore.

Sincerely,  
Raymond Louie  
FCM President



# Unity Strength Collaboration

Join the national municipal movement

> [fcm.ca](http://fcm.ca)



**FCM**

FEDERATION  
OF CANADIAN  
MUNICIPALITIES

FÉDÉRATION  
CANADIENNE DES  
MUNICIPALITÉS







# FCM is Canada's national voice for municipalities

FCM is Canada's national voice for local governments. We understand that the solutions to some of this country's biggest national challenges can be found in local communities — urban, rural, northern and remote. That's why we work with the federal government — on behalf of our members — to empower communities and deliver on the things that matter to Canadians: local jobs and growth, livable communities, safe streets and a healthy environment.

The authority of FCM comes from its membership. As a member, you'll join nearly 2,000 other municipal governments representing 90 per cent of the Canadian population. And you'll get exclusive access to invaluable member benefits that support your community.

The federal government knows that FCM represents a strong and engaged municipal sector. United, our voice matters. That's why we get results:



Thanks to FCM's leadership, Federal Budget 2015 pledged significant, ongoing investments in **transit infrastructure**, worth \$1 billion a year by 2019. It also pledged \$3 million toward a **Public Safety Broadband Network**.



As recommended by FCM, the federal government has made significant investments in the municipal sector, including the **New Building Canada Fund**, the permanent **Gas Tax Fund** and the **GST rebate**.



# We deliver for our members

## Advocating in the nation's capital

Working on behalf of its members, FCM actively engages with the federal government on a wide variety of issues that impact municipalities. We bring your priorities to the table in Ottawa, ensuring that local voices are heard and that federal legislation works for municipalities.

FCM's strong voice is well-respected in Ottawa. We regularly work with the Prime Minister's Office, Cabinet Ministers, Party Leaders and all Members of Parliament to advance policy options that strengthen municipalities. FCM brings the municipal perspective to the Minister of Finance's annual pre-budget consultations, as well as to Parliamentary committees.

## Connecting and empowering municipalities

FCM is a national leader in convening experts and other stakeholders who are committed to building sustainable communities. Through networking opportunities such as our Annual Conference and Trade Show, as well as our Sustainable Communities Conference, we enable municipalities to share knowledge and learn from peers, as well as to meet key federal decision-makers and promote local initiatives.

FCM provides a strong and united voice to mobilize and shape the municipal response to important social and economic challenges. And we empower municipalities with in-depth analysis on federal legislation and expert advice on federal-municipal matters that impact local communities.

## Delivering programs, offering solutions

FCM develops and delivers innovative solutions that help communities thrive, while addressing key local and national priorities — from reducing greenhouse gases and strengthening partnerships with First Nations to advancing the role of women in government.

One of our flagship programs, the Green Municipal Fund, provides grants and below-market loans to support initiatives that protect the environment and quality of life of Canadians. FCM's international programs mobilize Canadian municipal leaders and experts to share their knowledge and build relationships with a global network of municipal governments.



➤ FCM develops and delivers innovative programs that help communities thrive









# Why join FCM?

## Members help shape municipal advocacy on Parliament Hill.

- Ensure your local issues are heard at the federal level.
- Influence FCM's governance and direction.

## Members gain access to expert analysis and advice on federal-municipal matters.

- Stay up to date on how changing federal legislation impacts your community.
- Receive case studies and other knowledge resources from our innovative national programs.

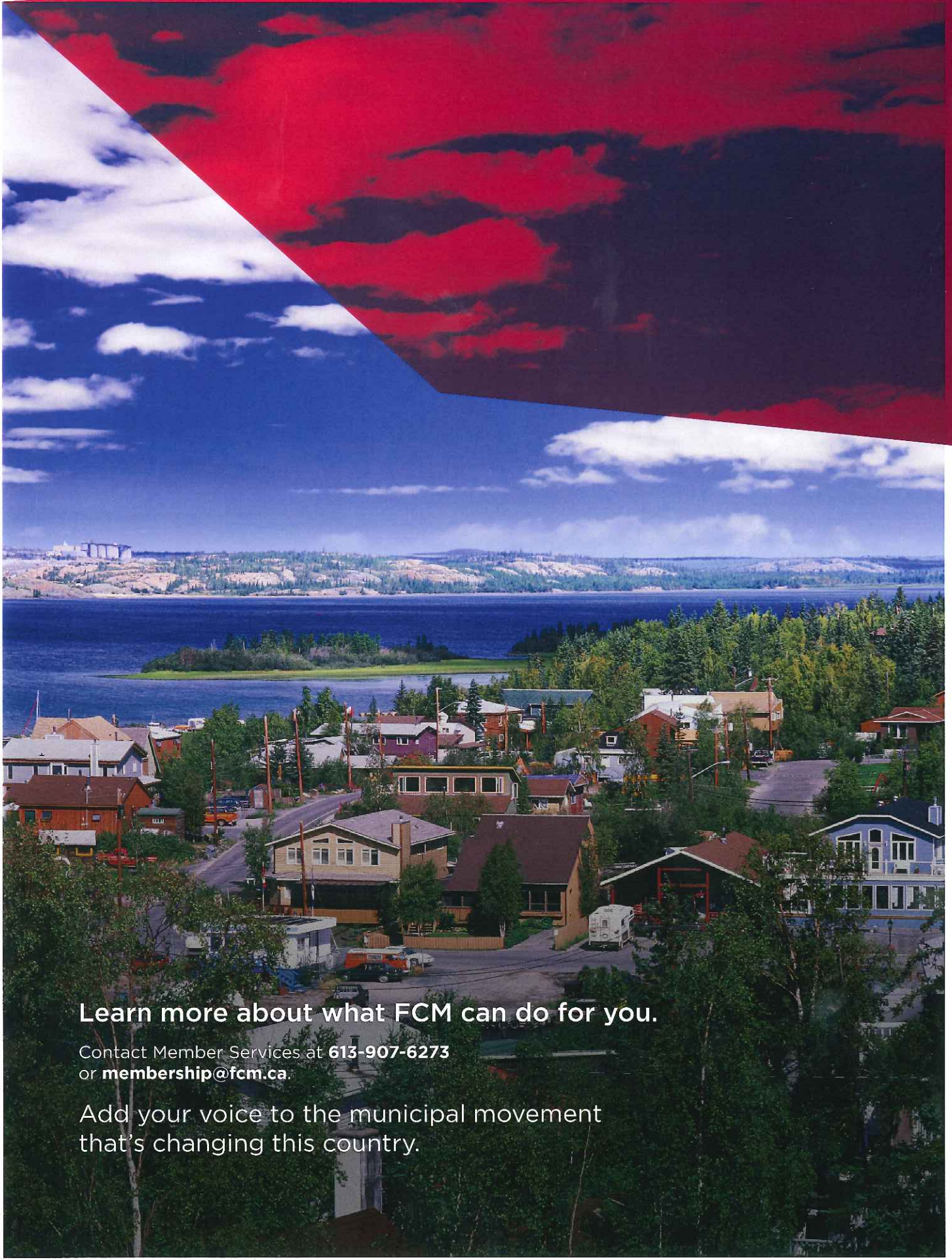
## Members get to network with other municipalities and key decision-makers.

- Connect with peers, share best practices and learn from other municipalities.
- Get discounted rates for FCM's Annual Conference, as well as our Sustainable Communities Conference.

## Members learn about solutions that can enhance their local initiatives.

- Receive resources and expertise from our national and international programming.
- Share what your community is doing to help shape Canada's future.





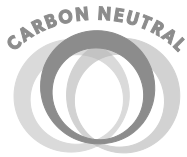
Learn more about what FCM can do for you.

Contact Member Services at **613-907-6273**  
or [membership@fcm.ca](mailto:membership@fcm.ca).

Add your voice to the municipal movement  
that's changing this country.



REGIONAL  
DISTRICT  
OF NANAIMO



BC CLIMATE ACTION  
COMMUNITY 2012

Strategic and Community  
Development  
6300 Hammond Bay Rd.  
Nanaimo, B.C.  
V9T 6N2

Ph. (250) 390-6510  
Toll Free: 1-877-607-4111  
Fax: (250) 390-4163

RDN Website: [www.rdn.bc.ca](http://www.rdn.bc.ca)

November 17, 2015

Ms. Josie Osborne, Chair  
Alberni-Clayoquot Regional District,  
3008 5th Ave.  
Port Alberni BC  
V9Y 2E3

Dear Chair Osborne:

**RE: INITIATION OF PROCESS TO AMEND THE REGIONAL GROWTH STRATEGY  
Regional Growth Strategy Minor Amendment Criteria**

This letter is to formally confirm the initiation of a process to amend the Regional Growth Strategy and intent to consult with affected and interested organisations. On October 27<sup>th</sup>, 2015, the Regional District of Nanaimo Board decided to proceed with an amendment to the Regional Growth Strategy to revise the criteria for minor amendments.

The current Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615 contains criteria for minor amendments outlined in Section 1.5.1. This section is divided into two parts. The first part outlines the criteria under which a proposed amendment to the Regional Growth Strategy may be considered minor. The second part outlines some of the types of amendments that are not considered minor (see Attachment 1).

In response to public input, the Board directed staff to address two concerns with the current criteria for minor amendments. The first concern was that the section was not clear whether the first and second parts should be considered together. The second concern was with one of the criteria that a proposed amendment may be minor if it results from a “full Official Community Plan review process,” as the section is not clear on what is meant by a full Official Community Plan review process.

A potential amendment to address the Regional Board’s concerns was identified through initial consultations with member municipalities. The proposed change would be to clarify that the list of amendments not considered minor do not apply if a full Official Community Plan process has been done and that each of the types of amendments has been contemplated as part of the Official Community Plan review process. The proposed change clarifies that the first and second part of Section 1.5.1 can be read separately and it provides a minimum set of items that must be considered for a full Official Community Plan review. The wording for the proposed change can be seen in Attachment 2.

The regional district has prepared a Consultation Plan for the Regional Growth Strategy Minor Amendment Process. The plan identifies opportunities for anyone with an interest in the Regional Growth Strategy Minor Amendment Process to share their views with RDN representatives. The regional district will also consult with affected



local governments, First Nations, school district boards, improvement district boards, and Provincial and Federal governments. The steps involved in the RGS amendment process are provided in Attachment 3.

We will keep you informed on the status of the project. If you have any questions about the proposed Regional Growth Strategy Minor Amendment Process, please do not hesitate to contact Paul Thompson, Manager of Long Range Planning, or Stephen Boogaards, Planner at 250-390-6510 or Toll Free 1-877-607-4111.

Sincerely,

A handwritten signature in black ink, appearing to read "Joe Stanhope". The signature is fluid and cursive, with a long horizontal stroke at the end.

Director Joe Stanhope  
Chair, RDN Board

cc Paul Thorkelsson, CAO, Regional District of Nanaimo  
Geoff Garbutt, General Manager of Strategic and Community Development  
Russell Dyson, CAO, Alberni-Clayoquot Regional District

## **Attachment 1**

### **Current Regional Growth Strategy Minor Amendment Section**

#### **1.5.1 Criteria for Minor Amendments**

The following outlines the criteria for considering minor amendments to the RGS.

1. Criteria under which a proposed amendment to the RGS may be considered a minor amendment include the following:
  - Amendments resulting from a full Electoral Area or Municipal Official Community Plan review process;
  - Text and map amendments required to correct errors or as a result of more accurate information being received;
  - Amendments to incorporate changes to tables, figures, grammar, or numbering that do not alter the intent of the Regional Growth Strategy; and
  - Addition or deletion, or amendment to Section 5.4 Key Indicators.
  
2. Although not considered as an exhaustive list, the following types of amendments are not considered minor:
  - Those that lead to adverse changes to the health and ongoing viability of sensitive ecosystems and water sources;
  - Those that include land in the Agricultural Land Reserve or will negatively impact agricultural lands;
  - Those related to a development that would require significant works to address a natural hazard;
  - Those that require the provision of new community water and sewer systems outside the Growth Containment Boundary; and,
  - Those that are not consistent with measures and or policies to reduce greenhouse gas emissions and improve air quality.

#### **1.5.2 Process for Approving Minor Amendments**

1. On receipt of a request from a member municipality or an Electoral Area Planning Committee to amend the RGS, RDN staff will prepare a preliminary report for review by the Sustainability Select Committee. Committee comments and recommendations will be forwarded to the Regional Board.

2. A land use or development proposal or text amendment will be assessed in terms of the minor amendment criteria. The Board may resolve, by an affirmative vote of 2/3 of the Board members attending the meeting, to proceed with an amendment application as a minor amendment. Where the Board resolves to proceed with an amendment application as a minor amendment, the Board will:
  - Determine the appropriate form of consultation required in conjunction with the proposed minor amendment;
  - Give 45 days written notice to each affected local government, including notice that the proposed amendment has been determined to be a minor amendment. The notice shall include a summary of the proposed amendment and any staff reports, other relevant supporting documentation and the date, time and place of the board meeting at which the amending bylaw is to be considered for first reading; and
  - Consider the written comments provided by the affected local governments prior to giving first reading to the proposed amendment bylaw.
3. The bylaw may be adopted without a public hearing after second reading in the event that the amending bylaw receives an affirmative vote of all Board members attending the meeting.
4. Consider third reading and determine whether or not to adopt the amending bylaw.
5. Minor amendment bylaws shall be adopted in accordance with the procedures that apply to the adoption of a RGS under Section 791 of the *Local Government Act*.



## Attachment 2

### Proposed Amendment to RGS Minor Amendment Criteria

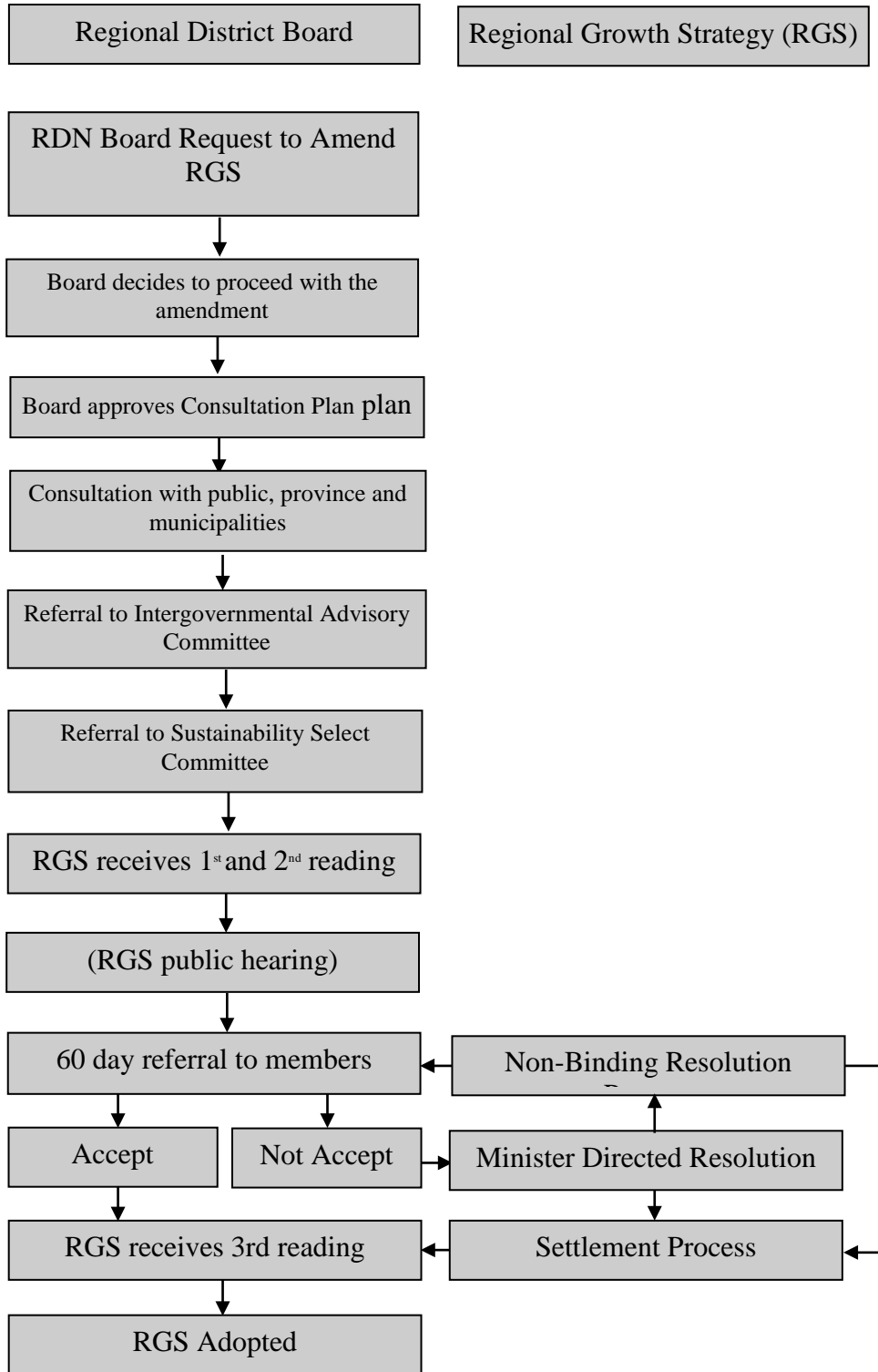
#### 1.5.1 Criteria for Minor Amendments

The following outlines the criteria for considering minor amendments to the RGS.

1. Criteria under which a proposed amendment to the RGS may be considered a minor amendment include the following:
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  - Text and map amendments required to correct errors or as a result of more accurate information being received;
  - Amendments to incorporate changes to tables, figures, grammar, or numbering that do not alter the intent of the Regional Growth Strategy; and
  - Addition or deletion, or amendment to Section 5.4 Key Indicators.
  
2. Although not considered as an exhaustive list, the following types of amendments are not considered minor unless they have been contemplated as part of a full official community plan review process:
  - Those that lead to adverse changes to the health and ongoing viability of sensitive ecosystems and water sources;
  - Those that include land in the Agricultural Land Reserve or will negatively impact agricultural lands;
  - Those related to a development that would require significant works to address a natural hazard;
  - Those that require the provision of new community water and sewer systems outside the Growth Containment Boundary; and,
  - Those that are not consistent with measures and or policies to reduce greenhouse gas emissions and improve air quality.

**Attachment 3  
RGS Amendment Process**

**Legislated Amendment Process for the Regional Growth Strategy – Initiated by RDN**





File: 12820-20/038

November 12, 2015

Sent by Email: mailbox@acrd.bc.ca

Russell Dyson  
Chief Administrative Officer  
Alberni-Clayoquot Regional District  
3008 Fifth Ave.  
Port Alberni, British Columbia  
V9Y 2E3

Dear Mr. Dyson:

The Ministry of Forests, Lands and Natural Resource Operations (FLNR) is in the process of a Timber Supply Review (TSR) for the Arrowsmith Timber Supply Area (TSA). An overview map of the Arrowsmith TSA has been attached for your reference.

The TSR is a strategic, high-level review of the Arrowsmith TSA's timber supply and leads to the chief forester's allowable annual cut (AAC) determination for the TSA. The AAC is the rate of timber harvest permitted each year from a specified area of land, and is expressed in cubic meters of wood. There are several components in the TSR process which may take up to 24 months to complete.

In accordance with Section 8(1) of the *Forest Act*, the chief forester must determine an AAC at least once every ten years from the date of the last determination. The TSR process is now nearing completion of the initial stage, the data package. The data package is a compilation of the best available information on the definition of the current timber harvesting land base (THLB) including but not limited to net downs for non-timber resources such as wildlife habitat, species at risk, old growth and landscape level biodiversity, riparian areas, stand-level biodiversity, archaeological features, recreation sites and trails, research installations, economically inoperable areas, and roads and landings. The data package also identifies the current forest management assumptions to be applied to the THLB including but limited to regeneration assumptions and expected growth rates, timber utilization standards and minimum harvest ages, visual quality objectives, community and fisheries sensitive watersheds, and Clayoquot Sound watershed plans.

Page 1 of 2

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Ministry of Forests, Lands and  
Natural Resource Operations

South Island  
Natural Resource District

Location:  
4885 Cherry Creek Road  
Port Alberni, BC  
CANADA

Mailing Address:  
4885 Cherry Creek Road  
Port Alberni, BC  
V9Y 8E9

Tel: 250-731-3000  
Fax: 250-731-3010

The data package can be found on the Forest Analysis and Inventory Branch website at:

[https://www.for.gov.bc.ca/hts/tsa/tsa38/tsr\\_2015/38tsdp15\\_final.pdf](https://www.for.gov.bc.ca/hts/tsa/tsa38/tsr_2015/38tsdp15_final.pdf)

The summary of information and assumptions in this package forms the basis of the timber supply analysis (second stage of the TSR process), which the chief forester will use to assist in determining the new AAC for the Arrowsmith TSA (final stage of the TSR process).

As you may be aware, the Arrowsmith TSA is also engaged in an Integrated Resource Management Planning (IRMP) pilot process, running concurrent with the TSR. This process is being led by the Resource Practices Branch (RPB) of FLNRO. To date there have been First Nations and licensee meetings held to introduce and provide input into the plan. Current information related to the IRMP (also referred to as an Integrated Silviculture Strategy) can be found at the RPB website: <https://www.for.gov.bc.ca/HFP/silstrat/index.htm>

We understand that the Alberni-Clayoquot Regional District may have interests that may need specific consideration in the TSR process for the Arrowsmith TSA. On behalf of the chief forester, FLNR would like to provide an opportunity for the Alberni-Clayoquot Regional District to offer any comments that you may have in regard to the data package for the Arrowsmith TSA TSR, including your suggestions as to any new data or information that you would like to see incorporated into this package that will be used as part of the second stage of the TSR process, the timber supply analysis.

Please provide your comments in writing within 30 days from the date of this letter. Further engagement will be undertaken with the Alberni-Clayoquot Regional District at the timber supply analysis stage of the TSR process. The draft timber supply analysis will likely be ready in late fall of 2016. Once the AAC determination is made the Alberni-Clayoquot Regional District will receive notification of this decision along with the rationale. The AAC determination is expected in the winter of 2017.

We acknowledge the technical nature of the draft data package; and therefore, if you have any questions, require further information, or would like to meet please don't hesitate to contact Tracy Andrews, Resource Officer, at (250) 731-3087 or by email [Tracy.Andrews@gov.bc.ca](mailto:Tracy.Andrews@gov.bc.ca). For any other questions, please contact myself at (250) 731-3065 or by email [David.Cruickshank@gov.bc.ca](mailto:David.Cruickshank@gov.bc.ca).

Yours truly,

David Cruickshank, R.P.F.  
Resource Forester  
South Island Natural Resource District

Attachments: Arrowsmith TSA overview map

pc: Tracy Andrews, R.P.F., Resource Officer, South Island Natural Resource District





Ministry of Forests, Lands and  
Natural Resource Operations  
South Island District

### South Island Natural Resource District Arrowsmith Timber Supply Area (TSA)-TSA 38 Timber Supply Review

- Arrowsmith TSA
- Private Lands
- Crown Land Outside Arrowsmith TSA
- South Island Natural Resource District Boundary
- Clayoquot Sound Boundary

Date: 11/06/2015



FOR IMMEDIATE RELEASE

November 9, 2015

***PROJECT WILL CREATE STRATEGIC PLAN TO MARKET VANCOUVER ISLAND AND  
SUNSHINE COAST TRAILS TO THE WORLD***

COURTENAY – When surveys show that 50% of visitors to Vancouver Island and Sunshine Coast choose to go hiking during their visits here, even if it was not their primary motivation for coming, it makes sense to leverage that fact and create a plan to effectively market, manage, and improve the hiking trails in the region.

Tourism Vancouver Island is embarking on the second phase of a three-phase project to do exactly that, and the Island Coastal Economic Trust is a partner in funding the multi-year project.

“In Phase 1, we created an inventory and user-friendly database of 235 ‘market-ready’ trails in the Vancouver Island and Sunshine Coast regions,” said Dave Petryk, President and CEO of Tourism Vancouver Island. “Now that we have that baseline data, we can start the work of developing a strategic plan to align visitor needs and expectations with the supply of trails here on the Island and Sunshine Coast.”

The project will see coordination and collaboration between stakeholder groups with an eye to identifying the gaps in our trail product and how the region can work together to improve and transform these existing assets into international market ready tourism attractions.

“We’ve seen the success that has come from ICET investments in some of the region’s more well-known assets, like the Wild Pacific Trail, the Sunshine Coast Trail or the North Coast Trail,” said ICET Chair Phil Kent. “Hiking trails are a significant attractor for visitors to our region, and they play a role in broader economic activity too.”

Kent said that communities are recognizing that infrastructure like hiking trails will not only appeal to visitors and attract tourism sector businesses, but also play a significant role in encouraging entrepreneurs of all stripes to relocate or launch a business in the region.

“Employees today are seeking work-life balance, and with advances in technology like broadband internet, many companies no longer need to be in major metropolitan areas to be successful,” he explained. “Access to amazing hiking trails can help companies recruit and retain workers who value an outdoor lifestyle, and that translates into more economic activity in our region.”

Tourism Vancouver Island has pegged the value of this second-phase project at \$60,000, and ICET is a funding partner for \$30,000 of the total. Recreation Sites and Trails BC will be providing \$20,000, with the region's communities providing the balance of funding for the project.

"The Province, through Recreation Sites and Trails BC, is pleased to be able to support an important, collaborative project that will benefit not only trail users living on and visiting Vancouver Island, but will also provide opportunities and economic benefits to many communities across the Island," said Forests, Lands and Natural Resource Operations Minister Steve Thomson.

The project is expected to get underway shortly, with completion anticipated in early 2016.

### **About the Island Coastal Economic Trust**

The Island Coastal Economic Trust is a \$50 million endowment established in 2006 by the Government of British Columbia to help diversify the economies of central and northern Vancouver Island and the Sunshine Coast.

ICET is guided by a Board of Directors and two Regional Advisory Committees which include more than 50 locally elected officials and MLAs and five appointees. This exceptional team of leaders collaborates to set regional priorities and build vital multi-regional networks.

Through a community-centred decision-making process, ICET has approved \$49 million for over 140 economic infrastructure and economic development readiness projects on the Island and Sunshine Coast since implementing its grant program in 2007. ICET investments have leveraged over \$271 million in incremental funding into the region.

A full overview of ICET can be found at [www.islandcoastaltrust.ca](http://www.islandcoastaltrust.ca).

-end-

### **For further information:**

Line Robert, CEO  
Island Coastal Economic Trust  
Tel. 250-871-7797 (Ext. 227)  
[line.robert@islandcoastaltrust.ca](mailto:line.robert@islandcoastaltrust.ca)

Mayor Phil Kent, ICET Chair  
City of Duncan  
Tel. 250-709-0186  
[mayor@duncan.ca](mailto:mayor@duncan.ca)

Dave Petryk, President and CEO  
Tourism Vancouver Island  
Tel. 250-740-1211  
[dave@tourismvi.ca](mailto:dave@tourismvi.ca)



AUDITOR GENERAL FOR  
LOCAL GOVERNMENT

ACCESSIBILITY • INDEPENDENCE • TRANSPARENCY • PERFORMANCE



November 16, 2015

Ref: 165113

To: Mayors and Councillors  
Chairs and Directors of Regional District Boards  
Chairs and Directors of Greater Boards

I am pleased to inform you that the Office of the Auditor General for Local Government will be releasing a performance audit report on the City of Merritt under the topic “Local Government Performance in Managing Policing Agreements and Police Budget Oversight.”

The audit report will be published on our website [www.aglg.ca](http://www.aglg.ca) on Tuesday, November 17 at 11:00 am.

I welcome feedback from local governments on all aspects of the work of our office, so I look forward to your comments on the report to be issued tomorrow.

Sincerely,

Gordon Ruth, FCPA, FCGA  
Auditor General for Local Government

pc: Chief Administrative Officers





# Tseshaht First Nation

November 7, 2015



Alberni-Clayoquot  
Regional District  
3008 – 5<sup>th</sup> Avenue  
Port Alberni, B.C.  
V9Y2E3

**Attn: Russell Dyson,  
Chief Administrative Officer**

Dear Sir:

**Re: Expansion of the Alberni Airport**

This letter is to advise you that on November 5, 2015 The Tseshaht First Nation Council passed the following resolution:

**NOW THEREFORE BE IT RESOLVED:**

**THAT** the Tseshaht First Nation supports the proposed runway expansion at the Alberni Valley Regional Airport,

**AND FRUTHER THAT** the Tseshaht supports the Regional District obtaining tenure to no more than eighteen hectares, in total, of Crown Land located at the two ends of the runway on the understanding that the lands will be obtained to manage the 'Obstacle Limitation Surface'

**AND FURTHER THAT** Tseshaht supports the Regional Districts proposed airport expansion work, including ground removal, road relocation, and tree removal to manage height restricted areas.

I trust this resolution meets your needs. Again, thank you for attending at the recent Tseshaht First Nation Council meeting and updating us on your plans to expand the airport.

**5091 Tsuma-as Drive, Port Alberni, BC, Canada V9Y 8X9**  
**Tel: 250.724.1225 Fax: 250.724.4385**  
**Website: [www.tseshaht.com](http://www.tseshaht.com)**

If I can be of further assistance, please give me a call.

Yours truly,

**Tseshah First Nation**

Per: 

Hugh Braker,  
Chief Councillor

c.c. Council, D. Ross, W. Gallic

**5091 Tsuma-as Drive, Port Alberni, BC, Canada V9Y 8X9**  
**Tel: 250.724.1225 Fax: 250.724.4385**  
**Website: [www.tseshaht.com](http://www.tseshaht.com)**

# **CHERRY CREEK WATERWORKS DISTRICT**

5920-A Cherry Creek Rd. Port Alberni, B.C. V9Y 8R7

Monday - Friday 9:30am - 1:30pm

Phone 250-723-2214

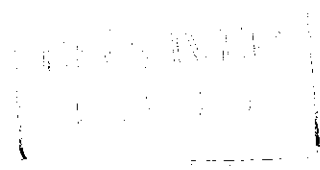
Fax 250-723-0225

Email [ccww@shaw.ca](mailto:ccww@shaw.ca)

[www.cherrycreekwater.com](http://www.cherrycreekwater.com)

November 17, 2015

Alberni-Clayoquot Regional District  
Josie Osborne – Chair, Board of Directors  
3008 Fifth Avenue  
Port Alberni, BC V9Y 2E3



Re: Cherry Creek Water District - Approval of Infrastructure Planning Grant.

Dear Ms. Osborne:

The Board of Trustees of Cherry Creek Water District (CCWD) would like to express their sincere gratitude to the Board of Directors for allowing the Alberni Clayoquot Regional District staff to prepare a second application for the Infrastructure Planning Grant. The Board of Trustees recognizes the time and resources it can take in preparing such an application, and would like to express their appreciation to those involved. This grant will allow CCWD to develop a plan that will be used to assess the current state of the Districts infrastructure and to develop a long term capital budget plan.

Sincerely,

Michelle Price  
Administrator  
Cherry Creek Water District



## REQUEST FOR DECISION

**To:** Board of Directors

**From:** Janice Hill, Environmental Services Coordinator

**Meeting Date:** November 25, 2015

**Subject:** Alberni Valley Organics Diversion Strategy

---

### **Recommendation:**

That the Alberni-Clayoquot Regional District Board of Directors approves the Organics Diversion Strategy for the Alberni Valley, and direct staff to include the initiatives in the 2016 – 2020 Financial Planning process.

### **Desired Outcome:**

Following completion of the actions identified in the attached organics diversion strategy the Alberni-Clayoquot Regional District (ACRD) will be able to determine the costs and benefits of an organics diversion program, the level of public support for curbside organics collection, and if feasible, the preferred collection model and processing facility. It is the intention of this strategy to implement an assertive reduction campaign to significantly reduce organic waste; this being the most cost effective and environmentally responsible strategy.

### **Summary:**

On October 14, 2015 the Board of Directors received an update on the development of organic waste diversion strategies for the Alberni Valley and West Coast in accordance with the Solid Waste Management Plan Review and Implementation Process. As discussed in this report, final strategies were to be submitted to the Board for consideration in November following one last review by the respective Solid Waste Plan Monitoring Advisory Committees (SWPMAC).

The Alberni Valley SWPMAC met on October 29, 2015 to review and finalize the organics diversion strategy for the Alberni Valley. The committee concurred with the recommended strategy contained in the attached report and recommended that it be forwarded to the Alberni-Clayoquot Regional District Board of Directors for consideration.

### **Background:**

Diverting organic waste from landfill disposal has become a significant solid waste management issue in BC. This is because organic waste, comprised primarily of food waste, yard & garden waste, and clean wood waste, not only represents the largest component of landfilled waste (35-40%), but also generates methane, a potent greenhouse gas, during decomposition in a landfill.

For this reason several Regional Districts in BC (Regional District of Nanaimo, Cowichan Valley Regional District, Capital Regional District and Metro Vancouver) have implemented organic waste disposal bans

to preserve landfill capacity, reduce greenhouse gas emissions and create compost for beneficial use in their communities. As a result, 66% of the population of BC lives in Regional Districts with organics disposal bans.

Organic waste diversion is one option for meeting the new goals set by the BC Ministry of Environment (MOE) to: lower the provincial municipal solid waste disposal rate from 570 to 350 kilograms per person annually and to have 75% of the BC's population covered by organic waste disposal bans. To meet these goals the MOE is proposing that regional districts, as part of their solid waste management planning process, adopt as a guiding principle, the separation of organics and recyclables out of the solid waste stream wherever practical.

It is within this policy context that the ACRD engaged Carey McIver and Associates Ltd. (CMA) to undertake an assessment of organics diversion opportunities in the Alberni Valley and West Coast service areas. This assessment considered local opportunities for reduction, collection, processing and markets including associated costs and financing.

The ACRD is mindful of the local economy and need to ensure programs are sustainable and cost effective. The ACRD has been under pressure by its members to be mindful of the potential for increased costs to the businesses and local residents.

The CMA assessment concluded that the key to successful organic diversion in the Alberni Valley is processing capacity at a reasonable cost. In other words, for organics diversion to be practical there must be local or out-of-district processing capacity available at a fee that is competitive with current collection and landfill disposal costs.

In the ACRD, yard and garden waste is already diverted from the landfill consequently to save landfill space and reduce greenhouse gas emissions, food waste would need to be collected separately and delivered to a composting facility. For a 5,000 tonne per year facility designed to process food waste from all sectors (industrial, commercial, institutional, and residential) the tipping fee charged for food waste would need to be roughly \$208 per tonne if no fee is charged to process yard waste.

Given that the current tipping fee for garbage is \$95 per tonne and yard waste disposal is free, CMA believes that organics diversion is not practical in the Alberni Valley at this time. Consequently, the organics diversion strategy arising from the assessment proposes an aggressive reduction strategy and further assessment of the alternatives.

The following table provides a summary of the required actions, estimated costs and implementation schedule. Following completion of the actions identified below by the end of 2016, the ACRD will be better able to evaluate the costs and benefits of an organics diversion program, the level of public support for curbside organics collection, and if feasible, the preferred collection model.

### Organics Diversion Strategy Costs and Implementation Schedule

	Action	Cost Estimate	Schedule
1.	Using communication tools developed by Metro Vancouver and the BC Ministry of Environment (MOE), implement a Food Waste Reduction Campaign.	\$10,000	2016
2.	Expand the current backyard composter program to include enhanced education activities such as Compost Coaching and Bear Smart programs.	\$10,000	2016
3.	Undertake a study of wood waste generation and diversion options in the Alberni Valley.	\$5,000	2016
4.	Assess current yard waste generation and disposal practices in the residential and commercial sectors.	Included above	2016
5.	Finalize conceptual cost estimates to construct and operate a landfill gas (LFG) collection system at the Alberni Valley Landfill.	McGill Engineering	2015
6.	Undertake a cost-benefit analysis of organics composting versus LFG collection to reduce greenhouse gas emissions.	\$10,000	2016
7.	Following implementation of a reduction program, design and prepare cost estimates to undertake two small pilot organic wastes collection projects.	\$3,000	2016
8.	Meet with the City of Port Alberni to identify potential government owned properties that could be suitable for an organics processing facility.	ACRD Staff	2016
9.	Identify potential opportunities and costs to transfer organics to existing or new Vancouver Island processing facilities including conceptual design of a transfer facility at the Alberni Valley Landfill.	\$10,000	2016
10.	Consider implementing a ban on organics from the ICI sector if cost-effective opportunities exist to transfer organics to existing or new Vancouver Island processing facilities.	\$10,000	2016
11.	Develop and implement a comprehensive communications program to provide information on the organics diversion strategy to local politicians, the public and the business community.	\$5,000	2015
12.	Hire one additional staff/contractor position to coordinate the organics diversions strategy and associated diversion programs.	\$70,000	2016

**Time Requirements – Staff & Elected Officials:**

Staff time to support implementation schedule items.

**Financial:**

The actions identified in the Organics Diversion Strategy entail \$25,000 in on-going program costs (Food Waste Reduction, Compost Coaching and Bear Smart); \$43,000 in one-time study costs; and \$70,000 to hire an additional staff position/contract position.

Submitted by: \_\_\_\_\_  
Janice Hill, Environmental Services Coordinator

Approved by: \_\_\_\_\_  
Russell Dyson, Chief Administrative Officer



Carey McIver & Associates Ltd.  
ENVIRONMENTAL CONSULTANTS

# Alberni Valley Organics Diversion Strategy



Prepared for:

Alberni-Clayoquot Regional District

By

Carey McIver & Associates Ltd.

November, 2015





## Executive Summary

Diverting organic waste from landfill disposal has become a significant solid waste management issue in BC. This is because organic waste, comprised primarily of food waste, yard & garden waste, and clean wood waste, not only represents the largest component of landfilled waste (35-40%), but also generates methane, a potent greenhouse gas, during decomposition in a landfill.

For this reason several regional districts in BC (Regional District of Nanaimo, Cowichan Valley Regional District, Capital Regional District and Metro Vancouver) have implemented organic waste disposal bans to preserve landfill capacity, reduce greenhouse gas emissions and create compost for beneficial use in their communities. As a result, 66% of the population of BC lives in regional districts with organics disposal bans.

Organic waste diversion is one option to meeting the new goals set by the BC Ministry of Environment (MOE) to: lower the provincial municipal solid waste disposal rate from 570 to 350 kilograms per person annually and to have 75% of the BC's population covered by organic waste disposal bans. To meet these goals the MOE is proposing that regional districts, as part of their solid waste management planning process, adopt as a guiding principle, the separation organics and recyclables out of the solid waste stream wherever practical.

It is within this policy context that the Alberni-Clayoquot Regional District (ACRD) engaged Carey McIver and Associates Ltd. (CMA) to undertake an assessment of organics diversion opportunities in the Alberni Valley. This assessment considered local opportunities for reduction, collection, processing and markets including associated costs and financing.

The CMA assessment concluded that the key to successful organic diversion in the Alberni Valley is processing capacity at a reasonable cost. In other words, for organics diversion to be practical there must be local or out-of-district processing capacity available at a fee that is competitive with current collection and landfill disposal costs.

In the ACRD, yard and garden waste is already diverted from disposal consequently to save landfill space and reduce greenhouse gas emissions, food waste would need to be collected separately and delivered to a composting facility. For a 5,000 tonne per year facility designed to process food waste from all sectors (industrial, commercial, institutional, and residential) the tipping fee charged for food waste would need to be roughly \$208 per tonne if no fee is charged to process yard waste.

Given that the current tipping fee for garbage is \$95 per tonne and yard waste disposal is free, CMA believes that organics diversion is not practical in the Alberni Valley at this time. Consequently, the organics diversion strategy arising from the assessment does not contain a clear and immediate path towards implementing an organics diversion program in the Alberni Valley. Instead the strategy identifies issues that require further attention as well as actions that can be taken immediately to reduce organic wastes and thereby reduce associated greenhouse gas emissions.

The following table provides a summary of the required actions, estimated costs and implementation schedule. Following completion of the actions identified below by the end of 2016, the ACRD will be better able to determine the costs and benefits of an organics diversion program, the level of public support for curbside organics collection and the preferred collection model.



### Organics Diversion Strategy Costs and Implementation Schedule

	Action	Cost Estimate	Schedule
1.	Using communication tools developed by Metro Vancouver and the BC Ministry of Environment (MOE), implement a Food Waste Reduction Campaign.	\$10,000	2016
2.	Expand the current backyard composter program to include enhanced education activities such as Compost Coaching and Bear Smart programs.	\$10,000	2016
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4.	Assess current yard waste generation and disposal practices in the residential and commercial sectors	Included above	2016
5.	Finalize conceptual cost estimates to construct and operate a landfill gas (LFG) collection system at the Alberni Valley Landfill	McGill Engineering	2015
6.	Undertake a cost-benefit analysis of organics composting versus LFG collection to reduce greenhouse gas emissions	\$10,000	2016
7.	Following implementation of a reduction program, design and prepare cost estimates to undertake two small pilot organic wastes collection projects.	\$3,000	2016
8.	Meet with the City of Port Alberni to identify potential government owned properties that could be suitable for an organics processing facility	ACRD Staff	2016
9.	Identify potential opportunities and costs to transfer organics to existing or new Vancouver Island processing facilities including conceptual design of a transfer facility at the Alberni Valley Landfill.	\$10,000	2016
10.	Consider implementing a ban on organics from the ICI sector if cost-effective opportunities exist to transfer organics to existing or new Vancouver Island processing facilities.	\$10,000	2016
11.	Develop and implement a comprehensive communications program to provide information on the organics diversion strategy to local politicians, the public and the business community.	\$5,000	2015
12.	Hire one additional staff position to coordinate the organics diversions strategy and associated diversion programs.	\$70,000	2016



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## 1 Introduction

The Alberni-Clayoquot Regional District (ACRD) engaged Carey McIver & Associates Ltd. (CMA) to undertake an assessment of organics diversion opportunities in the Alberni Valley. This assessment consisted of the following tasks:

- Assess and confirm organic waste quantities by source (industrial, commercial, institutional and residential) and by type (food, yard and compostable paper);
- Review and assess local opportunities for reduction, collection, processing and markets;
- Review and assess supporting policies;
- Based on an assessment of local opportunities refine reduction and diversion estimates;
- Prepare high level cost estimates and cost/benefit analysis including impact on current system costs; and,
- Present the results and recommendations to the Alberni Valley Solid Waste Plan Monitoring Committee (SWPMAC) for their review.

CMA presented the scope and objectives of the assessment to the SWPMAC at the December 17, 2014 committee meeting; provided a progress report at the February 26, 2015 committee meeting; presented the preliminary results of the assessment at the April 23<sup>rd</sup> committee meeting; presented the results and discussed potential strategies at the June 25<sup>th</sup> committee meeting; presented the final results of the assessment as well as a draft organics diversion strategy at the August 27<sup>th</sup> committee meeting; and presented a final draft of to the committee, which they approved at their meeting on October 29<sup>th</sup>.

This report presents the final results of the assessment as well as the organics diversion strategy that the SWPMAC recommended to the Board for approval on October 29<sup>th</sup>. The report outlines: the current state of organic waste diversion in BC; the estimated quantities of compostable organics in the waste stream; reduction opportunities; collection options; processing considerations; market considerations; processing facility costs and financing; as well as an organics diversion strategy including tasks, costs and implementation schedule.

All quantity and cost estimates presented in this report are for illustration only and are intended to provide high-level information for discussion purposes. This information should not be considered as a basis for concept design and associated concept-level cost estimates.



## 2 Current State of Organic Waste Diversion in BC

Diverting organic wastes (food waste, yard waste and compostable paper) from landfill and producing compost contributes to sustainability in many communities in BC and North America. In 2005 two Regional Districts on Vancouver Island (Regional District of Nanaimo and Cowichan Valley Regional District), introduced bans on the disposal of commercial organic wastes to reduce GHG emissions, preserve landfill capacity and reduce waste export disposal costs. Residential collection programs followed roughly 5-7 years later in both those regional districts.

In 2015 the Capital Regional District and Metro Vancouver implemented organics disposal bans from both the commercial and residential sector. As a result, in 2015 roughly 66% of the population of BC is covered by an organic waste disposal ban. There are also numerous municipal collection programs in regional districts that have not implemented disposal bans (e.g. Grand Forks, Mission, and Courtenay).

Figure 1 illustrates the current organics diversion initiative on Vancouver Island with respect to existing facilities, policies and studies, pilot programs or planned facilities (Campbell River).

**Figure 1: Organics Diversion Activity on Vancouver Island**



As evident from the examples above, an effective organics management program can yield important benefits for a community; however successful implementation requires careful planning to integrate all the issues and opportunities that are unique to each regional district or municipality. The following sections outline the issues and opportunities as they exist for the Alberni Valley.



### 3 Estimating Organic Waste Quantities

In order to properly plan for organics diversion programs and design facilities, accurate estimates of organic waste quantities in the municipal solid waste (MSW) stream are required. Compostable organic waste typically represents 35-40% of the waste deposited in landfills. Due to the fact that a waste composition study has not been undertaken in the ACRD, estimates must be based on information from other communities.

In 2004 the Regional District of Nanaimo (RDN) completed a waste composition study that would apply to the ACRD. In that study, food waste represented 30% and compostable paper 4% of total landfilled waste. The following Table 1 applies these percentages to the 17,000 tonnes of MSW deposited in the Alberni Valley Landfill in 2014.

**Table 1: Total Estimated Organic Waste in the Alberni Valley**

Waste Material	Waste Stream Percentage	Estimated Annual Landfill Tonnes	50% Recovery Rate	70% Recovery Rate
Food Waste	30%	5,100	2,550	3,570
Compostable Paper	4%	680	340	476
<b>Total</b>	<b>34%</b>	<b>5,780</b>	<b>2,890</b>	<b>4,046</b>

Based on the RDN waste composition study, the quantity of organic wastes deposited in the Alberni Valley Landfill in 2014 is estimated at 5,780 tonnes from the residential and the industrial, commercial and institutional (ICI) sectors. This estimated quantity consists of 5,100 tonnes of food waste and 680 tonnes of compostable paper (tissues, paper toweling and food contaminated paper packaging).

Given that organic collection systems typically recover only 50% of these wastes, the estimated total organics diverted from landfill to a composting facility would be 2,890 tonnes per year. This amount would increase to 4,046 tonnes per year if an ambitious 70% recovery rate were achieved.

What is missing from this quantity estimate is yard waste. In many urban communities significant amounts of yard waste is collected at the curb from single-family households or accepted at drop-off facilities from both residential and ICI customers. These communities typically enforce bans on backyard burning and/or have lot sizes that do not lend themselves to on-site management of yard waste. This is not the case in the Alberni Valley where lot sizes are large and there are no burning bans. Indeed, very little yard waste (341 tonnes in 2014) is actually delivered to the Alberni Valley Landfill in spite of the fact that there is no tipping fee for this material.

Nevertheless, due to the importance of the carbon to nitrogen ratio for the composting process, as indicated in Table 2, additional bulking amendments such as yard waste (mainly branches and prunings) and wood waste (which has a high carbon to nitrogen ratio) must be added as feedstock to the process. This is because the composting process requires equivalent tonnes of material with a high carbon to nitrogen ratio such as yard waste and wood waste to equal tonnes of food waste with a low carbon to nitrogen ratio.

**Table 2: Total Estimated Processing Capacity for Organic Wastes**

Waste Material	Waste Stream Percentage	Estimated Annual Landfill Tonnes	50% Recovery Rate	Process Capacity	70% Recovery Rate	Process Capacity
Food Waste	30%	5,100	2,550	2,550	3,570	3,570
Compostable Paper	4%	680	340	340	476	476
Bulking Amendments				2,890		4,046
<b>Total</b>	<b>34%</b>	<b>5,780</b>	<b>2,890</b>	<b>5,780</b>	<b>4,046</b>	<b>8,092</b>

This means that a potential composting facility to process organic wastes from both the residential and ICI sectors would require an annual design capacity of roughly 5,800 tonnes at a 50% recovery rate including 2,900 tonnes of bulking amendment (i.e. yard and “woody” waste). At a 70% recovery rate, the annual design capacity would be roughly 8,000 tonnes with 4,000 tonnes of bulking amendments. Given that the Alberni Valley Landfill only received 341 tonnes of yard waste and 291 tonnes of land clearing waste in 2014, a composting facility would need to secure additional sources for this material.

With respect to estimating quantities of organic waste from the residential sector, Table 4 assumes that only those households in the City of Port Alberni that currently receive curbside collection of garbage would be included in a curbside collection program. Given that households in the Beaver Creek and the Tshahat communities only receive curbside recycling collection services and the remaining households in the Alberni Valley do receive any collection services at all, it is unreasonable to assume that a garbage and organic waste collection system would be implemented in these areas within the next three years.

Accordingly, as indicated in Table 3, if organic wastes are initially only collected from households in the City of Port Alberni, based on data from the City of Saanich, the process capacity would be reduced to roughly 1,500 tonnes including the required yard and woody waste feedstock. In this case the required yard waste could be collected at the curb, which is common in many programs that have added food waste collection to an existing yard waste collection program. However, as stated above, it is important to note that yard waste is not currently included in residential curbside collection programs, meaning that this would entail additional collection costs.

**Table 3: Total Estimated Residential Organic Waste**

Area	Households	Food Only	Food & Yard Waste
		Tonnes @120 kg/hh	Tonnes @250 kg/hh
City of Port Alberni	6,300	756	1,575
Area E - Beaver Creek	1,330	Not Applicable	Not Applicable
First Nations	200	Not Applicable	Not Applicable
<b>Total</b>	<b>7,830</b>	<b>756</b>	<b>1,575</b>

Assuming a 50% recovery rate, a potential organics diversion program in the Alberni Valley would need to be designed to collect and process roughly 1,500 tonnes (City of Port Alberni residential curbside organics only) to 5,800 tonnes (residential + ICI) of organic materials per year.





#### 4 Reduction

To avoid the costs associated with the collection and processing of organics many communities encourage reduction initiatives such as backyard composting and food waste avoidance programs. Although the ACRD currently provides backyard composters at cost, this program could be enhanced through implementation of a compost coaching program that focuses on helping residents compost in their own backyards. The North Shore Recycling Program has seen a significant increase in organics waste diversion through delivery of this type of educational service.



Based on research in Europe and North America, ACRD residents may be wasting about 25 percent of all the food and drinks that they purchase. Metro



Vancouver’s Love Food Hate Waste Program aims to change this behavior through educating consumers about meal planning, and careful cooking and storage, so that consumers can enjoy eating over half of the food that they currently end up throwing away. Metro Vancouver has stated publicly that they are willing to share this program with other regional districts. The BC Ministry of Environment will also provide the US EPA developed Food Too Good to Waste toolkit to regional districts at no charge. The ACRD could implement either one of these programs at a relatively low cost.

#### 5 Collection

Typically, organics collection programs for the ICI sector are operated by private hauling companies and are limited to food waste only. Depending on the quantity of food waste, generators use plastic garbage cans to collect food waste from kitchens while private haulers utilize plastic carts and metal bins to collect food waste outside of commercial establishments.



For the residential sector, curbside collection programs can be for food waste only or for food waste combined with yard and garden waste.

Given that yard waste is not currently collected in the Alberni Valley, commencing collection of this material would represent an additional cost to each household with respect to collection and processing costs. Cost estimates to provide organics collection to single family households in the City of Alberni are provided later in the report under



Section 8 – Program Costs and Financing.





## 6 Processing

As discussed above, decisions regarding the collection of organics from the residential and ICI sectors will impact the design capacity of the processing facility. However, in all cases, given the design range of 1,500 to 5,000 tonnes of organics per year it is likely that an actively aerated composting system will be the most appropriate technology.

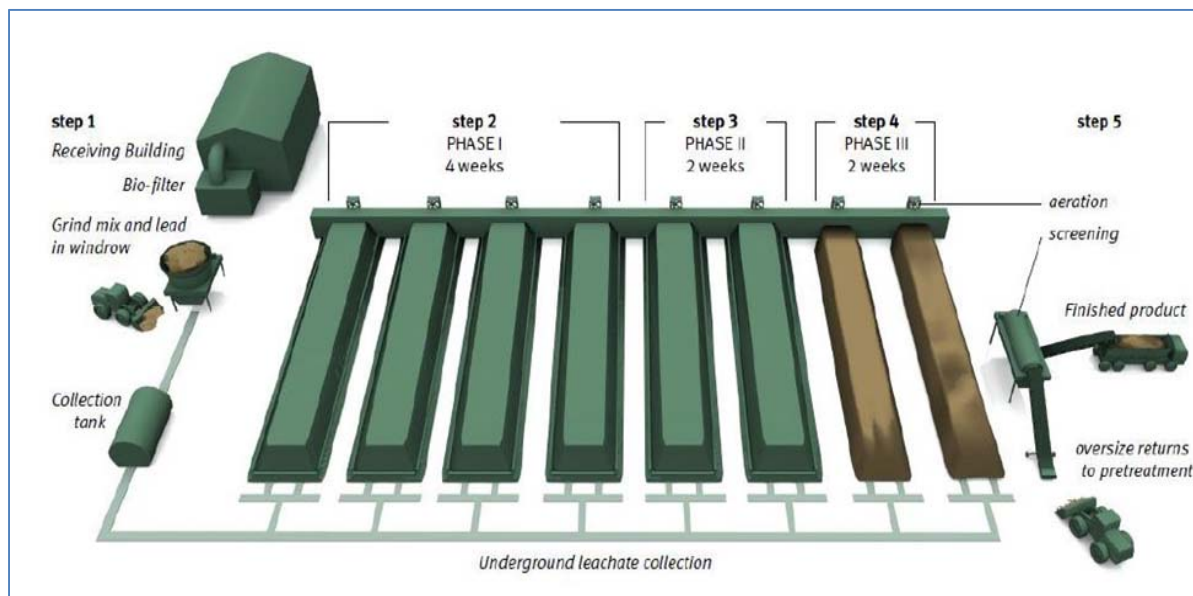
There are typically seven types of composting systems that utilize active aeration: aerated static pile, enclosed aerated static pile (tunnel), static containers, agitated containers, channel, agitated bed and rotating drum. Active aeration is a common feature in all of these technologies. There are many subtle variations in the design of composting systems, and system designers and vendors use these variations to provide a balance between processing efficiency and capital costs.

Based on expert input, CMA estimates that representative capital costs for a facility in the Alberni Valley would be in the order of \$300 to \$400 per tonne of installed capacity with annual operating costs \$70 to \$90 per tonne. This is because, even at 5,000 tonnes per year, this size of facility is still relatively small and hence the per-unit cost is higher than what larger communities are experiencing.

In order to further fine-tune these potential capital and operating cost estimates, CMA engaged Net Zero Waste Inc. (NZW), to prepare a briefing note on the capital and operating costs associated with a small scale food waste composting facility in the ACRD. Net Zero Waste has designed several successful GORE Cover System facilities in BC including Abbotsford, Pemberton, Chemainus, and Cumberland (Comox Pilot). All of these systems have demonstrated good odour control and provided a good quality product while keeping costs minimal. NZW estimate that a GORE facility in the Alberni Valley could be built for a capital cost of between \$375 and \$400 per tonne excluding land costs.

A schematic of how a GORE systems works is shown in Figure 2.

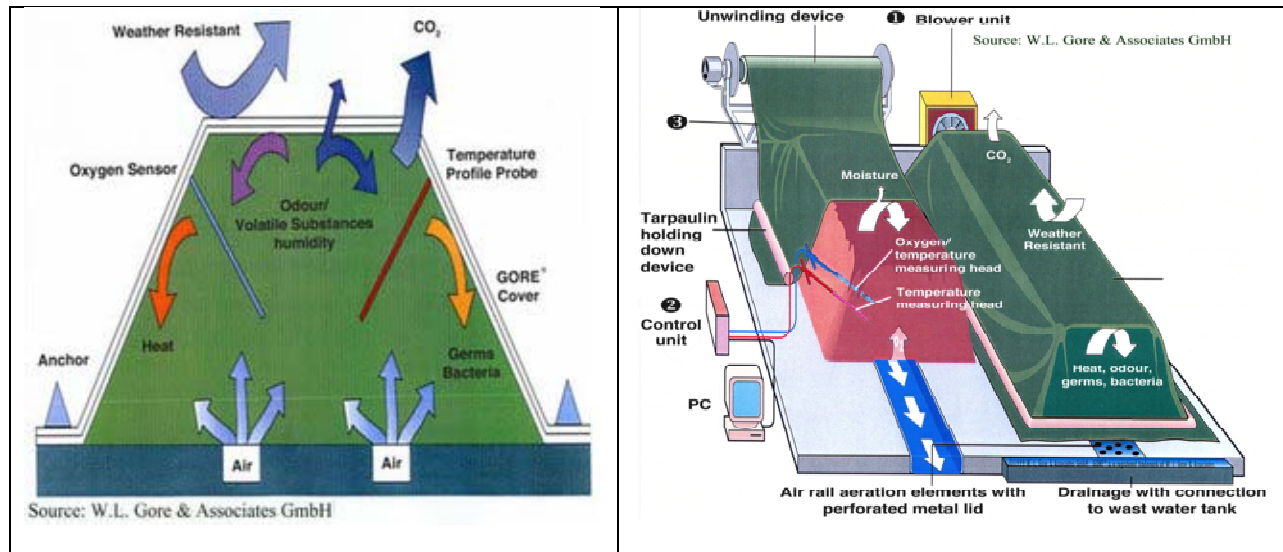
**Figure 2: Schematic of GORE System**





In the Gore System organic wastes are mixed with amendment (usually ground up yard waste) and placed under cover for 4 weeks (Phase 1). Air is provided with blowers on an as-needed basis. During this time the volume is substantially reduced and after 4 weeks the compost is shifted and re-mixed into Phase II piles, where it is aerated for an additional 2 weeks. In Phase III, it is aerated without covers since it is no longer odorous. After 8 weeks it is essentially a finished product that can be safely stored or sold. The principle of the GORE Cover Systems is shown in Figure 3 below.

**Figure 3: How the GORE Cover System Works (provided by GORE)**



For the Alberni Valley, the GORE Cover System would utilize aerated encapsulated static pile/turned windrow system to compost organic material. This is similar to the Comox Valley pilot system as shown in Figure 4. In this system mixing is not required since it only processes co-mingled food and yard waste from the residential sector.

**Figure 4: Comox Valley Waste Management Centre Pilot System**





GORE Systems are gaining popularity in BC. Morrison Hershfield engineering consultants have recently prepared a 75% design cost estimate to construct a GORE Cover System to process 4,500 tonnes of organics for the Regional District of Kitimat-Stikine. This estimate ranges from \$1.3 to \$1.7 million (\$300 to \$400 per tonne) depending on whether the client assumes some of the geotechnical risk associated with a cold climate. The City of Campbell River is also utilizing the GORE system for a proposed 12,875 tonne per year facility at a capital cost of \$5.8 million, or \$450 per tonne.

Based on the expert input discussed above, at \$400 per tonne, estimated capital costs would be \$600,000 for a 1,500 tonne per year facility and \$2 million for a 5,000 tonne per year facility. Operating costs at \$90 per tonne would equate to \$150,000 and \$450,000 annually under the same facility size assumptions. Land costs are not included at this time due to uncertainties regarding facility siting.

## 7 Markets

To market compost products successfully, it is necessary to understand the unique characteristics of the compost being produced and how it will be used. It is also important to identify the market segments expected to purchase the compost and any products competing for a share of those markets. There are several viable markets for compost: agriculture, erosion and sediment control, landscaping, reclamation, resellers (garden centres), topsoil manufacturing, turf application and wholesale nurseries.

Although CMA has not undertaken a detailed market assessment, we have confirmed that there would be a market for the compost in the Alberni Valley. The key will be the quality and maturity of the compost.

Net Zero Waste forecasts that a GORE Cover System processing 5,000 tonnes of organic materials will produce 4,000 cubic yards of compost in the first year of operations and that more than 4,900 cubic yards annually will be produced in following years. Currently NZW projects that the value of this type of compost is \$30 to \$40 per yard (retail) on Vancouver Island. Consequently there is an opportunity to sell some of the compost produced by the facility to provide additional revenue to offset the cost of operations.

However, although GORE Cover Systems profess to be able to produce a mature product in 2 to 4 months, there are some concerns that this product may not meet market quality requirements in this timeframe and therefore will not produce any significant revenue to off-set facility costs.

Based on expert input obtained from Bio-Logic Environmental Systems (Bio-Logic), a firm with significant experience in Nova Scotia (where composting is mandated by the province), many commercial operations underestimate the time required to produce finished compost, thus reducing capital costs.

Although it is always presumed that proposed facilities are capable of producing a mature product, it is not always the case. Revenue from the sale of finished compost can only occur if the product is mature. If the product is not mature, it needs further curing which requires more management and the investment in more capital.

According to Bio-Logic, mature, high quality compost needs to be cured for nine not four months. However this mature product could be sold for up to \$40 per cubic yard. It is important to note that existing Vancouver Island food waste composting facilities receive little or no revenue from the sale of compost due to immaturity. Consequently, while there is a market for compost in the Alberni Valley, it is for a high quality product which will have an impact on capital and operating costs going forward.



## 8 Processing Facility Costs & Financing

There are many issues that must be resolved prior to developing meaningful cost estimates and financing options for an organics diversion program in the Alberni Valley. These are as follows:

- Will organic materials will be collected from the all sectors (ICI and residential) or residential only?
- Where will the processing facility be located? Will it involve land acquisition? What kind of site preparation will be required?
- Will the processing facility be owned and operated by the ACRD or will the facility be owned and operated by the private sector or a combination of both?

### 8.1 Processing Facility Cost Estimates

Due to the high capital and operating costs associated with a small scale facility (less than 10,000 tonnes per year), many local governments attempt to reduce capital costs by entering into partnerships with a private sector facility operator. These partnerships typically involve the local government providing land as well as assuming some or all of the capital costs, with or without grant funding. For the purposes of this high level exercise, CMA assumed that the processing facility will be located on land owned by the ACRD or City of Port Alberni. This assumption was supported by the Alberni Valley SWPMAC at their June 25, 2015 meeting.

Accordingly, Table 4 provides processing facility cost estimates and associated capital and operating costs for a 5,000 tonne per year facility (ICI and residential) under the following three scenarios:

1. Private ownership and operation including private sector borrowing costs at 8% interest;
2. Public-private partnership including public sector borrowing at 4% with and without grant funding at 50%; and,
3. Full public ownership and operation (no profit) with and without grant funding at 50%.

As indicated in Table 4, a privately owned and operated facility would have a total annual processing cost of \$650,746 (exclusive of land costs). For comparison purposes, at 5,000 tonnes of food waste and bulking amendments per year, this equates to total processing cost per tonne of \$130 with no profit. Depending on the profit required this cost could increase to upwards of \$150 per tonne.

Under a public-private partnership scenario, total annual processing costs would be reduced from \$650,746 to \$595,435 with no grant; and to \$521,718 if a 50% grant was available. Once again, for comparison purposes, this equates to \$119 per tonne without a grant and \$104 per tonne with a grant. This cost will increase depending on profit requirements.

Under a fully public ownership scenario, total processing costs would be identical to the public-private partnership scenario except that there would be no profit requirement. Consequently total annual processing costs would be reduced from \$650,746 to \$595,435 with no grant and to \$521,718 if a 50% grant was available.




**Table 4: Processing Facility Cost Estimate Scenarios (Annual Capacity = 5,000 tonnes)**

	Private	Partnership		Public	
		No Grant	50% Grant	No Grant	50% Grant
<b>Assumptions</b>					
Rate	8%	4%	4%	4%	4%
Amortization (Years)	20	20	20	20	20
Capital Cost	\$ 2,000,000	\$ 2,000,000	\$ 1,000,000	\$ 2,000,000	\$ 1,000,000
<b>Capital Costs</b>					
Annual Capital Costs	\$ 200,746	\$ 145,435	\$ 71,718	\$ 145,435	\$ 71,718
Tonnes	5,000	5,000	5,000	5,000	5,000
Annual Cost Per Tonne	\$ 40	\$ 29	\$ 15	\$ 29	\$ 15
<b>Operating Costs</b>					
Annual Operating Costs	\$ 450,000	\$ 450,000	\$ 450,000	\$ 450,000	\$ 450,000
Tonnes	5,000	5,000	5,000	5,000	5,000
Annual Cost Per Tonne	\$ 90	\$ 90	\$ 90	\$ 90	\$ 90
<b>Total Annual Costs</b>					
Capital & Operating	\$ 650,746	\$ 595,435	\$ 521,718	\$ 595,435	\$ 521,718
Tonnes	5,000	5,000	5,000	5,000	5,000
Total Cost Per Tonne	\$ 130	\$ 119	\$ 104	\$ 119	\$ 104

It is important to note that the total annual processing cost per tonne is not the same as cost recovery or tipping fees. The total processing cost per tonne refers to the cost to process the estimated 2,500 tonnes of food waste and compostable paper going to the Alberni Valley Landfill (Table 1) plus 2,500 tonnes of bulking amendment (Table 2). Processing costs per tonne in Table 4 and the following Table 5 are provided to allow for a cost comparison between private, public-private and public facility ownership scenarios. Cost recovery options are discussed in Section 8.2.

Table 5 provides processing facility cost estimates and associated capital and operating costs for a 1,500 tonne per year facility designed to process food and yard waste from single-family households in the City of Port Alberni under the same three scenarios. The only difference is that operating costs are increased from \$90 to \$100 per tonne given the small size of the facility.

**Table 5: Processing Facility Cost Estimate Scenarios (Annual Capacity =1,500 tonnes)**

	Private	Partnership		Public	
		No Grant	50% Grant	No Grant	50% Grant
<b>Assumptions</b>					
Rate	8%	4%	4%	4%	4%
Amortization (years)	20	20	20	20	20
Capital Cost	\$ 600,000	\$ 600,000	\$ 300,000	\$ 600,000	\$ 300,000
<b>Capital Costs</b>					
Annual Capital Costs	\$ 60,224	\$ 43,631	\$ 21,815	\$ 43,631	\$ 21,815
Tonnes	1,500	1,500	1,500	1,500	1,500
Annual Cost Per Tonne	\$ 40	\$ 29	\$ 15	\$ 29	\$ 15
<b>Operating Costs</b>					
Annual Operating Costs	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000
Tonnes	1,500	1,500	1,500	1,500	1,500
Annual Cost Per Tonne	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100
<b>Total Annual Cost</b>					
Capital & Operating	\$ 210,224	\$ 193,631	\$ 171,815	\$ 193,631	\$ 171,815
Tonnes	1,500	1,500	1,500	1,500	1,500
Total Cost Per Tonne	\$ 140	\$ 129	\$ 115	\$ 129	\$ 115

As indicated in Table 5, a privately owned and operated facility would have a total annual processing cost of \$210,224 (exclusive of land costs). For comparison purposes, at 1,500 tonnes of food waste and bulking amendments per year, this equates to total processing cost per tonne of \$140 with no profit. Depending on the profit required this cost could increase to upwards of \$160 per tonne.

Under a public-private partnership scenario, total annual processing costs would be reduced from \$210,224 to \$193,631 with no grant; and to \$171,815 if a 50% grant was available. Once again, for comparison purposes, this equates to \$129 per tonne without a grant and \$115 per tonne with a grant. This cost will increase depending on profit requirements.

Under a fully public ownership scenario, total processing costs would be identical to the public-private partnership scenario except that there would be no profit requirement. Consequently total annual processing costs would be reduced from \$210,224 to \$193,631 with no grant; and to \$171,815 if a 50% grant was available.



## 8.2 Cost Recovery Options

In Section 8.1, cost estimates were prepared for two processing facilities: one at 5,000 tonnes per year to process organic waste from the ICI and residential sectors and the other at 1,500 tonnes per year to process organic waste from single-family households in the City of Port Alberni. These two cost estimates were also evaluated according to three ownership scenarios: private, public-private and public.

As discussed in Section 8.1, Tables 4 and 5, the least cost scenario for both facilities would be one where the ACRD owns and operates a facility located on an ACRD owned property such as the Alberni Valley Landfill. It is also assumed that the ACRD would be able obtain a grant to cover 50% of capital costs. Consequently, for a 5,000 tonne per year facility this would mean that the ACRD would need to recover roughly \$520,000 in annual capital and operating costs. For a 1,500 tonne per year facility the ACRD would need to recover \$172,500 in annual capital and operating costs under a best case scenario.

Given that the ACRD currently recovers all costs associated with Alberni Landfill through tipping fees and not taxation, it is assumed that the costs associated with an organics processing facility would need to be recovered through tipping fees as well. Table 6 provides an estimate of potential tipping fee schedules under three options.

Option 1 assumes that the ACRD can charge the same tipping fee for organic feedstock (food waste and compostable paper) as for bulking amendments (yard and wood waste). As indicated in Table 6, a tipping fee of \$104 per tonne will generate sufficient revenue to operate a processing facility for ICI and residential organics (\$520,000), while a tipping fee of \$115 per tonne would generate sufficient revenue to operate a processing facility for residential only (\$172,500).

However, this option assumes that there will be 2,500 tonnes of yard waste and/or wood waste delivered to the facility annually. Given that the Alberni Valley Landfill only received 341 tonnes of yard waste and 290 tonnes of wood waste in 2014, at no charge, it is clear that the ACRD will need to secure additional sources of this material. Consequently, it is unlikely in the short term that generators of these materials would be willing to pay a tipping fee of \$104 per tonne at a processing facility.

Option 2 assumes that that the ACRD will not be able to charge customers \$104 per tonne for bulking amendments. Instead the fee for yard and wood waste is set at \$50 per tonne which increases the tipping fee for food waste to \$158 and \$180. This option is similar to fees charged at other facilities on Vancouver Island where significant amounts of yard waste is collected at the curb from single-family households or accepted at drop-off facilities from both residential and ICI customers. In these cases customers are already paying a fee to process this material. As discussed above, this is not the case in the ACRD.

Option 3, assumes that the ACRD will be able to secure additional sources of bulking amendments (hopefully at no cost) but will not be able to charge a tipping fee. This is the most realistic option at this time. In this option the tipping fee for food waste would need to be set at \$208 per tonne.

**Table 6: Processing Facility Tipping Fee Estimates**

Material	ICI & Residential 5,000 tonnes per year			Port Alberni Residential 1,500 tonnes per year		
	Tonnes	Fee	Revenue	Tonnes	Fee	Revenue
<b>Option 1 -</b>						
Food Waste & Compostable Paper	2,500	\$ 104	\$ 260,000	750	\$ 115	\$ 86,250
Amendments (yard/wood waste)	2,500	\$ 104	\$ 260,000	750	\$ 115	\$ 86,250
			\$ 520,000			\$ 172,500
<b>Option 2</b>						
Food Waste & Compostable Paper	2,500	\$ 158	\$ 395,000	750	\$ 180	\$ 135,000
Amendments (yard/wood waste)	2,500	\$ 50	\$ 125,000	750	\$ 50	\$ 37,500
			\$ 520,000			\$ 172,500
<b>Option 3</b>						
Food Waste & Compostable Paper	2,500	\$ 208	\$ 520,000	750	\$ 230	\$ 172,500
Amendments (yard / wood waste)	2,500	\$ -	\$ -	750	\$ -	\$ -
			\$ 520,000			\$ 172,500

Given that the current tipping fee charged for garbage at the Alberni Valley Landfill is \$95 per tonne, it is unlikely that businesses and residents will be willing to pay \$208 per tonne to process organics. Revenue from compost sales of up to \$40,000 per year would help reduce the tipping fee, however it would likely still be in the order of \$200 per tonne. Such a high tipping fee for composting may not be supportable by the commercial and residential sector.

The only sustainable option at this time would be a facility designed to process food and yard waste from single-family households in the City of Port Alberni. In this scenario, if the City collects food and yard waste at the curb, at a fee of \$115 per tonne, sufficient revenue would be generated to recover annual capital and operating costs.

### 8.3 City of Port Alberni Collection Program Cost Estimates

Curbside collection of organics in the City of Port Alberni (the City) has been identified as a significant diversion opportunity and important to the development of processing capacity in the Alberni Valley. The City currently provides weekly garbage collection using an automated system. Under this program residents must register with the City for a specially designed wheeled cart. The cart is the property of the City.

To promote greater waste reduction, the automated collection program offers residents the flexibility to choose the size of garbage cart that will meet their needs. The fees charged to residents are as follows: \$83 per year for an 80 litre container; \$98 per year for a 120 litre container; and \$200 per year for a 240 litre container. Based on financial data provided by the City, the average cost per household was \$106 in 2014.

There are three components to the City's weekly automated curbside collection program: collection (staff and trucks); carts, and garbage tipping fees. Based on discussions with staff from the City, CMA prepared cost estimates for an organics collection program under three scenarios: (1) food waste





weekly, (2) food and yard waste weekly, and (3) food and yard waste bi-weekly. Under each scenario CMA assumed a garbage tipping fee of \$100 per tonne and an organics tipping fee of \$130 per tonne for food waste only and \$115 per tonne for co-collected food and yard waste.

Under Scenario 1, with weekly food collection and bi-weekly garbage collection, the average cost per household would increase from \$108 to \$151 per year, representing an increase of \$43 or 40%. Under Scenario 2, with weekly food and yard waste collection and bi-weekly garbage collection, the average cost per household would increase from \$108 to \$160 per year, representing an increase of \$52 or 48%. Under Scenario 3, with bi-weekly food and yard waste collection and bi-weekly garbage collection, the average cost per household would increase from \$108 to \$131 per year, representing an increase of \$23 or 21%. Note that these are average annual costs and do not reflect the cost impact on curbside customers based on the size of their garbage cart. Table 7 provides these cost estimates in detail.

**Table 7: Estimated Curbside Organics Collection Costs for City of Port Alberni**

Scenario	Frequency	Costs				Increase \$
		Collection	Carts	Tip Fees	Total	
<b>Status Quo</b>						
Garbage	weekly	\$ 58	\$ 8	\$ 42	\$ 108	
Recycling	bi-weekly	\$ -	\$ -	\$ -	\$ -	
<b>Total</b>		<b>\$ 58</b>	<b>\$ 8</b>	<b>\$ 42</b>	<b>\$ 108</b>	
<b>Scenario 1</b>						
Garbage	bi-weekly	\$ 29	\$ 8	\$ 27	\$ 64	
Recycling	bi-weekly	\$ -	\$ -	\$ -	\$ -	
Food	weekly	\$ 58	\$ 9	\$ 20	\$ 87	
<b>Total</b>		<b>\$ 87</b>	<b>\$ 17</b>	<b>\$ 47</b>	<b>\$ 151</b>	<b>\$ 43</b>
<b>Scenario 2</b>						
Garbage	bi-weekly	\$ 29	\$ 8	\$ 27	\$ 64	
Recycling	bi-weekly	\$ -	\$ -	\$ -	\$ -	
Food + Yard	weekly	\$ 58	\$ 9	\$ 29	\$ 96	
<b>Total</b>		<b>\$ 87</b>	<b>\$ 17</b>	<b>\$ 56</b>	<b>\$ 160</b>	<b>\$ 52</b>
<b>Scenario 3</b>						
Garbage	bi-weekly	\$ 29	\$ 8	\$ 27	\$ 64	
Recycling	bi-weekly	\$ -	\$ -	\$ -	\$ -	
Food & Yard	bi-weekly	\$ 29	\$ 9	\$ 29	\$ 67	
<b>Total</b>		<b>\$ 58</b>	<b>\$ 17</b>	<b>\$ 56</b>	<b>\$ 131</b>	<b>\$ 23</b>



## 9 Organics Diversion Opportunities Assessment Summary

The fundamental objective of the organics diversion opportunity assessment was to ascertain whether an organics diversion program would be sustainable in the Alberni Valley. To be sustainable, a new diversion program for organics would need to balance environmental, social, and economic costs and benefits.

With respect to environmental and economic benefits, diversion of food waste from the Alberni Valley Landfill would reduce greenhouse gas emissions as well as the costs associated with the construction and operation of a landfill gas (LFG) collection facility. To meet the requirements of the BC MOE Landfill Gas (LFG) Regulation, the ACRD may have to construct and operate a landfill gas facility at the Alberni Valley Landfill. McGill Engineering have prepared very rough cost estimates indicating initial capital costs of \$5.5 million with operating and maintenance costs of \$5.6 million over the 70 year operating life of the landfill. Diversion of food waste could delay or even eliminate the need to invest in a costly collection system, thereby providing a significant environmental and economic benefit.

However, this benefit only relates to the diversion of food waste given that yard waste is not currently deposited in the Alberni Valley Landfill. To maximize the environmental and economic benefits, food waste would need to be collected from both the ICI and residential sectors.

As discussed above, this means that a potential processing facility for the Alberni Valley would need an annual design capacity of over 5,000 tonnes to manage 2,500 tonnes of food waste plus an additional 2,500 tonnes of suitable bulking amendment to support an effective composting process. As stated earlier in this document, recovering the cost of the composting facility would be fully borne by the food waste delivered to the facility; resulting in an anticipated tipping fee over \$200/tonne.

Although diversion of food waste from the landfill may provide significant environmental and economic benefits related to reduced landfill management costs, the costs to collect this material from residents and businesses must also be factored into the equation.

As discussed above, there will be a significant increase in collection costs to households in the City of Port Alberni regardless of whether the City collects food waste only or food and yard waste. Given that there is currently excess food waste processing capacity in central Vancouver Island (Nanaimo), a realistic cost estimate could be prepared for collection and transfer of food waste only to an out-of-region facility. However, given the uncertainties regarding the cost of processing food and yard waste at a new facility located within the Alberni Valley, as well as the current lack of capacity on Vancouver Island for combined yard and food waste, it is difficult to determine the costs and benefits associated with a combined food and yard waste program.

Nonetheless, given the environmental and economic benefits related to greenhouse gas reductions from the Alberni Valley Landfill, residents and businesses in the Alberni Valley may be supportive of an organics diversion program if increased collection and processing costs are outweighed by savings in landfill gas collection costs. Indeed, in communities where organics diversion programs are cost effective, residents and businesses understand that their participation in these programs is one of the most immediate and effective actions that they can take to reduce the impacts of climate change.



Consequently, the Organics Diversion Opportunities Assessment does not indicate a clear and immediate path towards implementing an organics diversion program in the Alberni Valley. Instead the assessment identifies issues that require further attention as well as actions that can be taken immediately to reduce organic wastes and thereby reduce associated greenhouse gas emissions.

## 10 Draft Organics Diversion Strategy

Based on the results of the organics diversion opportunities assessment, as well as feedback from the Alberni Valley Solid Waste Plan Monitoring Advisory Committee, CMA recommends the following plan of action to divert organics from the Alberni Valley Landfill. The estimated costs and implementation schedule is provided in Table 8.

### *Reduction Program*

1. Using communication tools developed by Metro Vancouver and the BC Ministry of Environment (MOE), implement a Food Waste Reduction Campaign.
2. Expand the current backyard composter program to include enhanced education activities such as a compost coaching and Bear Smart program to reduce the amount of food waste requiring collection and disposal.

### *Process Amendments*

3. Undertake a study of wood waste generation and diversion options in the Alberni Valley to determine the availability, quantity (more than 290 tonnes per year) and cost of this material as bulking amendment for use at local organics processing facility. As recommended in the Solid Waste Management Plan, if diversion opportunities are available, this material will be banned from disposal.
4. Assess current yard waste generation and disposal practices in the residential and commercial sectors to confirm whether there would be more than 341 tonnes available as bulking amendment for use at a local processing facility.

### *LFG Collection or Compost System Cost-Benefit Analysis*

5. Finalize conceptual cost estimates to construct and operate an LFG collection system at the Alberni Valley Landfill.
6. Undertake a cost-benefit analysis of organics composting versus LFG collection to reduce greenhouse gas emissions.

### *Pilot Projects*

7. Following implementation of a reduction program, two small pilot projects should be completed: one that collects food waste on a weekly basis with garbage collected biweekly; and, one that collects food and yard waste weekly with garbage biweekly. These pilot projects will help to confirm the potential quantities of household food or food and yard waste that would be collected for processing as well as customer response and acceptance of a program.



For the first pilot, food waste could be transferred to the existing processing facility in Nanaimo. For the second pilot, due to the small quantities expected, the existing Earth Land and Sea compost operation in Port Alberni may be able to accept this material. An alternative location may be the composting facility located at the Comox Valley Landfill in Cumberland.

#### *Processing Facility – Local Collaboration*

8. Meet with the City of Port Alberni to identify potential government owned properties that could be suitable for an organics processing facility.

#### *Processing Facility – Vancouver Island Capacity*

9. Identify potential opportunities and costs to transfer organics to existing or new Vancouver Island processing facilities, including both publicly and privately owned facilities.

#### *ICI Disposal Ban – Vancouver Island Capacity*

10. Consider implementing a ban on organics from the ICI sector if cost-effective opportunities exist to transfer organics to existing or new Vancouver Island processing facilities.

#### *Communication Strategy*

11. Develop a comprehensive communications program to provide information on the organics diversion strategy to local politicians, the public, and the business community.

#### *Staffing Requirements*

12. Table 8 provides high-level cost estimates as well as an implementation schedule to complete the actions identified above. With respect to reduction programs, these costs do not include the additional staff time required to design, implement and manage these initiatives on an on-going basis. Consequently CMA recommend that the ACRD consider hiring one additional staff position to deliver reduction programs and coordinate the organics diversion strategy.

Following completion of the above actions by the end of 2016, the ACRD will be able to determine the costs and benefits of an organics diversion program, the level of public support for curbside organics collection and the preferred collection model. This strategy has not been designed to make a final decision but rather to provide the ACRD with the information required to make an informed decision regarding full implementation. In particular, upon completion of the above tasks the ACRD will be in a position to determine whether a local processing facility will be required and, if so, which would be the most attractive partnership options prior to issuing a request for proposals.

**Table 8: Organics Diversion Strategy Costs and Implementation Schedule**

	<b>Action</b>	<b>Cost Estimate</b>	<b>Schedule</b>
1.	Using communication tools developed by Metro Vancouver and the BC Ministry of Environment (MOE), implement a Food Waste Reduction Campaign.	\$10,000	2016
2.	Expand the current backyard composter program to include enhanced education activities such as Compost Coaching and Bear Smart programs.	\$10,000	2016
3.	Undertake a study of wood waste generation and diversion options in the Alberni Valley.	\$5,000	2016
4.	Assess current yard waste generation and disposal practices in the residential and commercial sectors	Included above	2016
5.	Finalize conceptual cost estimates to construct and operate a landfill gas (LFG) collection system at the Alberni Valley Landfill	McGill Engineering	2015
6.	Undertake a cost-benefit analysis of organics composting versus LFG collection to reduce greenhouse gas emissions	\$10,000	2016
7.	Following implementation of a reduction program, design and prepare cost estimates to undertake two small pilot organic waste collection projects.	\$3,000	2016
8.	Meet with the City of Port Alberni to identify potential government owned properties that could be suitable for an organics processing facility	ACRD Staff	2016
9.	Identify potential opportunities and costs to transfer organics to existing or new Vancouver Island processing facilities including conceptual design of a transfer facility at the Alberni Valley Landfill.	\$10,000	2016
10.	Consider implementing a ban on organics from the ICI sector if cost-effective opportunities exist to transfer organics to existing or new Vancouver Island processing facilities.	\$10,000	2016
11.	Develop and implement a comprehensive communications program to provide information on the organics diversion strategy to local politicians, the public and the business community.	\$5,000	2015
12.	Hire one additional staff position to coordinate the organics diversions strategy and associated diversion programs.	\$70,000	2016





## REQUEST FOR DECISION

**To:** Russell Dyson, Chief Administrative Officer; and Board of Directors

**From:** Heather Adair, Jr Planner

**Meeting Date:** November 25, 2015

**Subject:** Nordstrom Park, 6038 Beaver Creek Road.

---

**Recommendation:**

THAT the Board of Directors:

Agree to the Nordstrom Playground Proposal as presented.

**Desired Outcome:**

To install and maintain a playground structure in Nordstrom Park.

**Background:**

The Board of Directors was presented the Nordstrom Park Playground proposal at the September 4, 2015 Board meeting, and agreed in principle subject to:

1. the specific make and model being approved by ACRD staff prior to fundraising;
2. the installation of the playground structure being supervised by a qualified professional;
3. support from the Beaver Creek Advisory Planning Commission;
4. support from applicable referral agencies; and
5. support from the Beaver Creek Volunteer Fire Department.

Planning staff have approved the playground structure (A02807) from Swing Time Distributors Ltd. Installation and supervision of the structure is included in the quote provided by Swing Time Distributors Ltd.

The Beaver Creek Advisory Commission met on-site on October 27, 2015 to discuss the proposal. All members present at the meeting indicated support for this proposal. Members stated that it would be a great asset to the community and a good community builder.

The Ministry of Transportation and Infrastructure (MOTI) referral response indicated that adequate parking must be provided for playground users, and that any proposed work within MOTI Right-of-Ways must be completed with a permit.

The ACRD Environmental Services referral response requested that access to the Beaver Creek Water

works yard is not restricted by the installation of playground and parking spaces. The Beaver Creek Volunteer Fire Department referral response requested that adequate parking away from firefighter parking be provided, preferably on the Kirkpatrick Road side of the park.

**Financial:**

Fundraising for the cost and installation of the playground would be led by Jillian Ralston with the support of the community.

Swing Time Distributors Ltd was chosen to be the supplier. The quote for the playground structure, swing set, lunar scooter, teeter totter, bench, shipping, and supervised installation is \$39,121.51.

The Beaver Creek Parks Service would cover the cost of regular inspections and maintenance which are anticipated to be minimal and within the current budget. Approximately \$1000 will be required to assist with the costs at the design stage and as the structure is installed and inspected. Insurance for this structure would be covered by the Municipal Insurance Association. The Municipal Insurance Association will inspect the playground after installation is complete.

**Policy or Legislation:**

Nordstrom Park is a recognized community park within the approved Regional Parks & Trails Strategic Plan. Nordstrom Park was originally created when private land was donated for park purposes. 6038 Beaver Creek Road is 4.15 acres (1.7 hectares) in size with the Beaver Creek Fire Hall, ACRD Beaver Creek Water System staff office/works yard, and Nordstrom Park on the property.


**Comments:**

It is anticipated that the Beaver Creek Water works yard and the BCVFD compound will be fenced in 2016. The fencing will ensure that playground users will remain clear of the works yard.

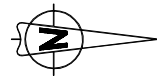
Parking spots will be provided off of Kirkpatrick Road, while not restricting access to the Beaver Creek Water works yard.

Staff is of the opinion that the Nordstrom Park Playground Proposal is an appropriate use for this recognized community park and will provide benefit to the local community.

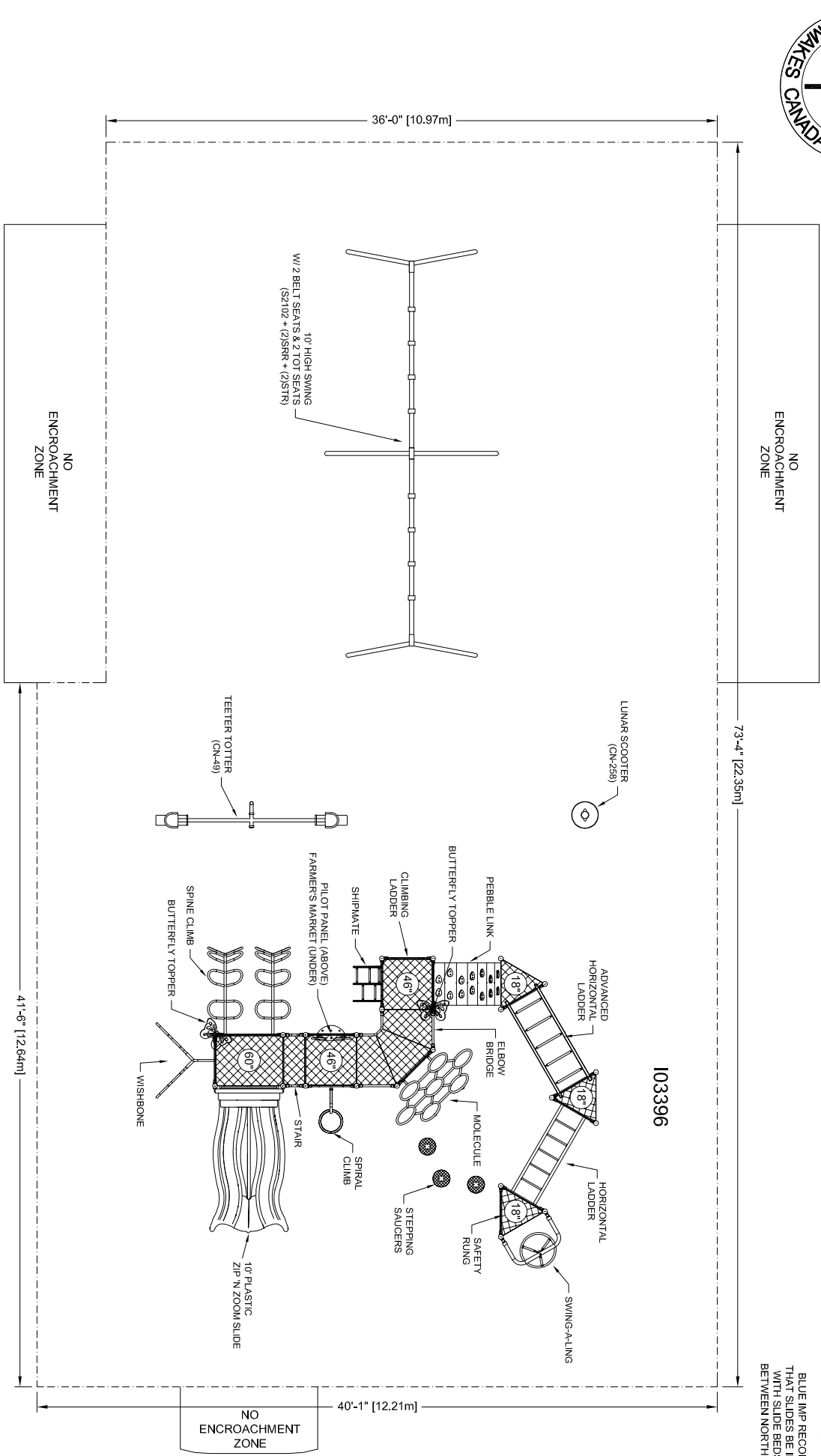
Submitted by:   
Heather Adair, Jr Planner

Reviewed by:   
Mike Irg, Manager of Planning and Development

Approved by:   
Russell Dyson, Chief Administrative Officer



BLUE IMP RECOMMENDS THAT SLIDES BE INSTALLED WITH SLIDE BEDS FACING BETWEEN NORTH AND EAST



CONFORMS TO THE CAN/CSA-Z614-14 STANDARD "CHILDRENS PLAYSPACES AND EQUIPMENT"

NO ENCROACHMENT ZONE

PERIMETER SHOWN REPRESENTS EXTENT OF REQUIRED SAFETY SURFACING. WIDTH OF BORDER MATERIAL MUST BE ADDED BEFORE EXCAVATION.

PORT ALBERNI COMMUNITY ASSOCIATION  
PORT ALBERNI, BC  
SWING TIME DISTRIBUTORS

LAYOUT #: A02807  
JOB #: J02906  
RECOMMENDED AGES: 5-12  
PROTECTIVE SURFACING REQUIRED:  
AREA: 2808 (sq.ft) PERIMETER: 227 (ft)  
DRAWN BY: EH DATE: 25-SEP-15

**BLUE IMP**  
Play Strong.

788 - 14TH STREET S.W., MEDICINE HAT, AB, T1A 4V7  
TOLL FREE: 1-800-661-1462 FAX: (403) 529-0851  
E-MAIL: sales@blueimp.com WEBSITE: www.blueimp.com



## REQUEST FOR DECISION

**To:** Board of Directors

**CC:** Dan Holder, EPC  
Ken Watson, CAO City of Port Alberni

**From:** Russell Dyson, Chief Administrative Officer

**Meeting Date:** November 25, 2015

**Subject:** Agreement – ESS Reception Centre Management Plan for the Alberni Valley

---

### **Recommendation:**

**THAT the ACRD Board of Directors enter into a three year agreement with the City of Port Alberni in the amount of \$20,000 per year for the City to develop and maintain a Comprehensive Reception Centre Management Plan for the Alberni Valley.**

### **Desired Outcome:**

To secure the services of the City of Port Alberni to develop and maintain Reception Centre resources throughout the Alberni Valley.

### **Background:**

Under the Emergency Program Act, regional districts are responsible for responding to emergencies, including providing emergency social services (ESS). ESS programs often depend on volunteers who provide the following services to communities: identify locations for reception centres and group lodging; recruiting other volunteers; working with local businesses, service organizations and government agencies; housing and feeding people forced from their homes; providing services to people who are unable to leave their homes and supporting other emergency responders.

The ACRD has entered in to a one year agreement with the Canadian Red Cross Society to recruit and train local volunteers for the basic ESS program in the Alberni Valley. They will cover all small events requiring support services for those relocated. The next step in developing the program is to identify facilities in the Alberni Valley that may be used for reception centre functions in the event of a medium to large scale disaster. This includes the development and maintenance of a record of identified facilities with contacts and potential uses in the event of a disaster and the training of volunteers and staff to operate such facilities.

The Red Cross and City proposals are complimentary, they do not conflict.

**Time Requirements – Staff & Elected Officials:**

Oversight of the contract will be the responsibility of the Emergency Program Coordinator – Dan Holder.

**Financial:**

Funds coming from the Alberni Valley Emergency Planning annual budget. A total of \$30,000 was allocated in the 2015 budget and this covers the costs for both the Red Cross and City contracts.

**Policy or Legislation:**

Local Governments are responsible for these programs.



Submitted by:

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Russell Dyson, Chief Administrative Officer



This Agreement made the \_\_\_\_\_ day of \_\_\_\_\_, 2015.

**BETWEEN: THE REGIONAL DISTRICT of ALBERNI CLAYOQUOT**  
3008 5<sup>th</sup> Ave  
Port Alberni, BC V9Y 2E3  
(Hereinafter called the "ACRD")

**AND: THE CITY OF PORT ALBERNI**  
4850 Argyle St  
Port Alberni, BC , BC V9Y 1V8  
(Hereinafter called the "City")

WHEREAS the ACRD wishes to secure the services of the City to develop and maintain an ESS Reception Centre Management Plan for the Alberni Valley.

AND WHEREAS the ACRD will pay to the City a fee of \$20,000 per year beginning on December 1, 2015 and continuing for three years with the last payment being on September 1, 2017. The end date of the contract will be November 30, 2018.

AND WHEREAS the City has agreed to perform the following work:

- Identify facilities in the Alberni Valley that may be used for Emergency Social Services functions in the event of a disaster.
- Maintain a record of identified facilities with contacts and potential uses in the event of a disaster. The record will include site plans and a list of resources for each facility. The facility operators will meet annually to update contacts and resources.
- Develop a training plan for volunteers and ACRD and City employees in reception centre duties. Training will include set up of a reception centre, registration of evacuees, customer service in stressful situations and other relevant topics. Needs will be reviewed annually.
- Develop tabletop exercises and drills for ACRD and City employees and volunteers, and participate in any full-scale exercises the ACRD and/or City are involved in.

Signed on behalf of the  
Regional District of Alberni Clayoquot

Signed on behalf of the  
City of Port Alberni

\_\_\_\_\_  
Josie Osborne, Chair

\_\_\_\_\_  
Mike Ruttan, Mayor

\_\_\_\_\_  
Russell Dyson, Chief Administrative Officer

\_\_\_\_\_  
Ken Watson, City Manager

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2015



## **REQUEST FOR DECISION**

**To:** Board of Directors

**From:** Andrew McGifford, Acting Manager of Finance/Manager of Environmental Services

**Meeting Date:** November 25, 2015

**Subject:** 2015 to 2019 Financial Plan Amendment Bylaw

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**Recommendation:**

**That the Alberni-Clayoquot Regional District Board of Directors give first reading to the bylaw cited as "2015 to 2019 Financial Plan Amendment Bylaw No. F1115-1".**

**That the Alberni-Clayoquot Regional District Board of Directors give second reading to the bylaw cited as "2015 to 2019 Financial Plan Amendment Bylaw No. F1115-1".**

**That the Alberni-Clayoquot Regional District Board of Directors give third reading to the bylaw cited as "2015 to 2019 Financial Plan Amendment Bylaw No. F1115-1".**

**That the Alberni-Clayoquot Regional District Board of Directors adopt bylaw cited as "2015 to 2019 Financial Plan Amendment Bylaw No. F1115-1".**

**Desired Outcome:**

To amend the 2015 to 2019 Financial Plan to reflect expenditures approved by the Board throughout the year.

**Summary:**

There were four projects in 2015 that required budget amendments:

1. The Alberni Valley Landfill land purchase of District Lot 107 (north side of the landfill).
2. Building Inspection Service Area purchase of 2010 Dodge Ram 1500.
3. Bamfield Volunteer West side Roof replacement.
4. Beaver Creek Volunteer Fire Department Truck #54 replacement.

**Background:**

The Building Inspection Service area planned to replace the Jeep Liberty in 2016 as budgeted in the 2016 Capital Plan for \$35,000. The purchase was moved into 2015 in order to supply a vehicle for the Salmon Beach travel by the West Coast Assistant, a fair market value will be transferred to the Building Inspection Service area for the Jeep Liberty in 2016 based on the date of transfer (September 2015). The purchase was approved by the Board of Directors at the October 28, 2015 board meeting. Building Inspection Service area Capital Plan budget in 2015 will be amended in the amount of \$23,031 for the 2010 Dodge Ram 1500, remove the \$35,000 planned in 2016.

The purchase District lot 107 to the north of the Alberni Valley Landfill was approved by the Board of Directors on August 26, 2015 (in camera) in the amount of \$495,000. The purchase of land was not considered in the 2015-19 Financial Plan, therefore is a required amendment. There were additional costs in transaction which included our portion of the property taxes (\$416.37) in 2015 and the test pitting done to confirm resources estimated to be on site (\$2,200). The required amendment will be for \$497,617 to the Alberni Valley & Bamfield Waste Management Capital budget for 2015.

The Board of Directors approved the application for the British Columbia Air Access Program (BCAAP) on June 10, 2015 for the Long Beach Airport, which was successful and anticipated to complete before the end of 2015. The grant awarded is to a maximum of \$1,273,140 which is added to the 2015 Grant revenue, the contribution to Capital fund is increase by \$1,273,140 to 1,757,280. The Capital Fund contribution from grants increases \$1,273,140 to 1,757,280 and Navigation Aids capital expenditures in 2015 increases from \$30,000 to \$1,697,520. The 2016 expenditure of \$1,300,000 is removed.

The Bamfield Volunteer Fire Department had not identified the need to replace the West Side roof of the fire hall in the 2015-19 Financial Plan process; it was discovered after approval in May. The board of directors approved the project at the July 8, 2015 board meeting. The required amendment is to add the West Side roof project to the 2015 Capital expenditures for the Bamfield Volunteer Fire Department in the amount of \$20,000.

The Beaver Creek Volunteer Fire Department planned to replace the Truck #54 in the 2015 Capital plan budget, after request for quotes were received the Truck selected was over the \$30,000 budget. The Board of Directors approved the purchase at the June 10, 2015 meeting after advised that the budget would require an amendment, total cost of the truck was \$31,244. The required amendment is to increase the Truck #54 from \$30,000 to \$31,244 for the 2015 Capital expenditures for the Beaver Creek Volunteer Fire Department.

**Time Requirements – Staff & Elected Officials:**

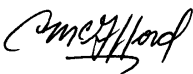
Some staff time has been required to draft the amending bylaw and distribution to appropriate agencies will be required upon adoption of the bylaw.

**Financial:**

There are no financial implications to the 2015 tax requisitions or parcel taxes due to these amendments. This amendment will impact the capital reserve funds available for carry forward to future years.

**Policy or Legislation:**

The Local Government Act Section 815(2) provides the authority to amend a financial plan bylaw.

Submitted by:   
Andrew McGifford, Acting Manager of Finance/Manager of Environmental Services

Approved by:   
Russell Dyson, Chief Administrative Officer



Regional District of Alberni-Clayoquot

## **Bylaw F1115-1**

### **A Bylaw to amend the 2015 to 2019 Financial Plan**

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**WHEREAS** the Regional District Board is prescribed to adopt, by bylaw, a five year financial plan on an annual basis under provisions of the *Local Government Act*;

**AND WHEREAS** the Regional District Board has adopted a five year financial plan bylaw cited as “2015 to 2019 Financial Plan Bylaw No. F1115”;

**AND WHEREAS** the Regional District Board deems it necessary to amend Bylaw F1115 to reflect 2015 expenditures approved by the Board;

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

1. Schedule “A” attached<sup>85</sup> hereto and forming part of this Bylaw is the amendment to the 2015 to 2019 Financial Plan.
2. The 2015 to 2019 Financial Plan is hereby amended by replacing the following pages of Schedule “A”, attached to and forming part of this bylaw:
  - a. Page 21, being the Financial Plan for Building Inspection;
  - b. Page 31, being the Financial Plan for Alberni Valley & Bamfield Waste Management;
  - c. Pages 38, 39, & 40, being the Financial Plan for Long Beach Airport.
  - d. Page 50, being the Financial Plan for Bamfield Volunteer Fire Department.
  - e. Page 86, being the Financial Plan for Beaver Creek Volunteer Fire Department.

3. This Bylaw may be cited as **“2015 to 2019 Financial Plan Amendment Bylaw No. F1115-1”**.

Read a first time 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.

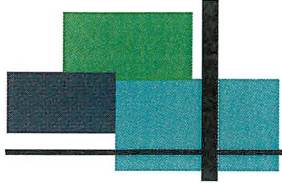
Certified true and correct copy of  
**“Bylaw F1115-1, 2015 to 2019  
Financial Plan Amendment Bylaw.”**

The Corporate seal of the Regional  
District of Alberni-Clayoquot was  
hereto affixed in the presence of:

\_\_\_\_\_  
Chief Administrative Officer

\_\_\_\_\_  
Chairperson





**ALBERNI CLAYOQUOT REGIONAL DISTRICT**

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# 2015-2019 FINANCIAL PLAN AMENDMENT

Schedule "A" to Bylaw No.  
F1115-1



ALBERNI-CLAYOQUOT REGIONAL DISTRICT  
 2015-2019 FINANCIAL PLAN  
 BUILDING INSPECTION (continued)  
 PARTICIPANTS: ELECTORAL AREAS

As adopted by Board of Directors  
 on March 25, 2015

Line	History			Budget					Line
	2014 ACTUAL	2014 PLAN		2015	2016	2017	2018	2019	
			<b>CAPITAL FUND</b>						
29	\$ 37,902	\$ 37,903	Balance, beginning of year	\$ 22,625	\$ 9,794	\$ 19,894	\$ 30,094	\$ 40,494	29
30	10,000	10,000	Contribution from operating fund	10,000	10,000	10,000	10,000	10,000	30
31	378	300	Interest earnings	200	100	200	400	500	31
32			<i>Less - capital expenditures</i>						32
33	-	-	Cityview software	-	-	-	-	-	33
34	25,655	30,000	Vehicle	23,031	-	-	-	-	34
35	25,655	30,000	Total capital expenditures	23,031	-	-	-	-	35
36	<b>\$ 22,625</b>	<b>\$ 18,203</b>	<b>BALANCE, END OF YEAR</b>	<b>\$ 9,794</b>	<b>\$ 19,894</b>	<b>\$ 30,094</b>	<b>\$ 40,494</b>	<b>\$ 50,994</b>	36



ALBERNI-CLAYOQUOT REGIONAL DISTRICT  
 2015-2019 FINANCIAL PLAN  
 ALBERNI VALLEY & BAMFIELD WASTE MANAGEMENT (continued)  
 PARTICIPANTS: PORT ALBERNI, ELECTORAL AREAS 'A', 'B', 'D', 'E', and 'F'

As adopted by Board of Directors  
 on March 25, 2015

Line	History			Budget					Line
	2014 ACTUAL	2014 PLAN		2015	2016	2017	2018	2019	
<b>CAPITAL FUND</b>									
55	\$ 3,602,504	\$ 3,602,504	Balance, beginning of year	\$ 3,051,804	\$ 1,649,087	\$ 1,488,687	\$ 1,232,187	\$ 1,726,887	55
56	480,000	480,000	Contribution from operating fund	480,000	480,000	480,000	480,000	480,000	56
57	46,237	41,300	Interest earnings	23,400	15,600	13,500	14,700	18,900	57
58			<i>Less - capital expenditures</i>						58
59	-	-	Access road upgrade	250,000	-	-	-	-	59
60	-	5,000	Alternate energy options	5,000	-	-	-	-	60
61	-	5,000	Bamfield transfer station	5,000	-	-	-	-	61
62	-	-	Compliance to new landfill criteria	10,000	100,000	-	-	-	62
63	8,346	70,000	Fencing repairs	80,000	-	-	-	-	63
64	-	100,000	Interception well by lagoon	187,000	-	-	-	-	64
65	-	-	Land purchase	497,617	-	-	-	-	65
66	2,560	75,000	Landfill gas management	7,500	-	-	-	-	66
67	7,198	50,000	Leachate interception	100,000	500,000	750,000	-	-	67
68	-	-	Leachate line valve replacement	50,000	-	-	-	-	68
69	83,600	100,000	North-east expansion	100,000	-	-	-	-	69
70	105,873	142,000	Recycling depot - 3620 3rd avenue	110,000	-	-	-	-	70
71	-	50,000	SCADA control system	70,000	-	-	-	-	71
72	-	250,000	Site security & sustainable development	250,000	-	-	-	-	72
73	10,169	70,000	Solid waste management plan & initiatives	-	-	-	-	-	73
74	-	-	Stephens Creek containment facility	14,000	56,000	-	-	-	74
75	92,906	80,000	Transfer station expansion	-	-	-	-	-	75
76	2,151	75,000	Water pumphouse upgrade	170,000	-	-	-	150,000	76
77	312,802	1,072,000	Total capital expenditures	1,906,117	656,000	750,000	-	150,000	77
78	<b>\$ 3,815,939</b>	<b>\$ 3,051,804</b>	<b>BALANCE, END OF YEAR</b>	<b>\$ 1,649,087</b>	<b>\$ 1,488,687</b>	<b>\$ 1,232,187</b>	<b>\$ 1,726,887</b>	<b>\$ 2,075,787</b>	78
<b>CLOSURE &amp; POST CLOSURE FUND</b>									
79	\$ 1,444,877	\$ 1,444,877	Balance, beginning of year	\$ 1,583,618	\$ 1,720,018	\$ 1,857,818	\$ 1,997,018	\$ 2,137,618	79
80	120,000	120,000	Contribution from operating fund	120,000	120,000	120,000	120,000	120,000	80
81	18,741	18,800	Interest earnings	16,400	17,800	19,200	20,600	22,000	81
82	-	-	Less - closure costs	-	-	-	-	-	82
83	<b>\$ 1,583,618</b>	<b>\$ 1,583,677</b>	<b>BALANCE, END OF YEAR</b>	<b>\$ 1,720,018</b>	<b>\$ 1,857,818</b>	<b>\$ 1,997,018</b>	<b>\$ 2,137,618</b>	<b>\$ 2,279,618</b>	83



ALBERNI-CLAYOQUOT REGIONAL DISTRICT  
 2015-2019 FINANCIAL PLAN  
 LONG BEACH AIRPORT  
 PARTICIPANTS: TOFINO, UCLUELET, and ELECTORAL AREA 'C'

As adopted by Board of Directors  
 on March 25, 2015

Line	History			Budget					Line
	2014 ACTUAL	2014 PLAN		2015	2016	2017	2018	2019	
<b>REVENUE</b>									
1	\$ 82,000	\$ 79,679	Surplus (deficit) from prior years	\$ 106,418	\$ -	\$ -	\$ -	\$ -	1
2	275,622	275,621	Tax requisition	278,282	444,700	427,800	418,900	421,000	2
3	152,717	95,000	Sale of services	130,000	130,000	130,000	130,000	130,000	3
4	64,759	75,279	Contracts with other Governments	58,800	60,000	61,200	62,400	63,700	4
5	-	40,000	Government grants	1,603,140	-	250,000	100,000	100,000	5
6	7,862	1,000	Grant in lieu of taxes	1,000	1,000	1,000	1,000	1,000	6
7	9,061	-	Other revenue	-	-	-	-	-	7
8	95,860	250,000	Transfer of Gas Tax	154,140	-	-	-	-	8
9	<b>\$ 687,881</b>	<b>\$ 816,579</b>	<b>TOTAL REVENUE</b>	<b>\$ 2,331,780</b>	<b>\$ 635,700</b>	<b>\$ 870,000</b>	<b>\$ 712,300</b>	<b>\$ 715,700</b>	9
<b>EXPENDITURES</b>									
10	\$ 20,000	\$ 20,000	Administration charge	\$ 14,000	\$ 14,000	\$ 14,000	\$ 14,000	\$ 14,000	10
11	182	10,000	Airport advisory initiatives	10,000	10,000	10,000	10,000	10,000	11
12			<i>Airport operation</i>						12
13	1,200	10,000	Access road maintenance	10,000	10,000	10,000	10,000	10,000	13
14	10,617	11,000	Building repair and maintenance	12,000	12,000	12,000	12,000	12,000	14
15	894	8,000	Consulting & legal	10,000	10,000	10,000	10,000	10,000	15
16	1,878	3,000	Convention/professional development	3,000	3,000	3,000	3,000	3,000	16
17	-	-	Emergency services training	8,000	16,000	5,000	5,000	5,000	17
18	4,405	4,000	Equipment	5,000	5,000	5,000	5,000	5,000	18
19	11,082	11,000	Insurance	12,000	12,000	12,000	12,000	12,000	19
20	86,147	87,000	Labour & related costs	87,000	88,700	90,500	92,300	94,100	20
21	2,640	3,000	Office operations	4,000	4,000	4,000	4,000	4,000	21
22	1,010	5,000	Operation contracts	5,000	5,000	5,000	5,000	5,000	22
23	27,318	25,000	Other operating	32,000	32,000	32,000	32,000	32,000	23
24	18,965	19,000	Tractor lease	19,000	19,000	11,000	-	-	24
25	7,889	11,000	Utilities	10,000	10,000	10,000	10,000	10,000	25
26	6,692	7,000	Vehicle operation	7,000	7,000	7,000	7,000	7,000	26
27	2,867	3,000	Weather station	3,000	3,000	3,000	3,000	3,000	27
28	183,604	207,000	Total airport operation	227,000	236,700	219,500	210,300	212,100	28





ALBERNI-CLAYOQUOT REGIONAL DISTRICT  
 2015-2019 FINANCIAL PLAN  
 LONG BEACH AIRPORT (continued)  
 PARTICIPANTS: TOFINO, UCLUELET, and ELECTORAL AREA 'C'

As adopted by Board of Directors  
 on March 25, 2015

Line	History			Budget					Line
	2014 ACTUAL	2014 PLAN		2015	2016	2017	2018	2019	
			<b>EXPENDITURES (continued)</b>						
29	207,943	200,000	Capital fund contribution from operating	250,000	300,000	300,000	300,000	300,000	29
30	95,860	290,000	Capital fund contribution from grants	1,757,280	-	250,000	100,000	100,000	30
31	19,430	18,079	Decommissioning of septic field	-	-	-	-	-	31
32			<i>Water system operation</i>						32
33	\$ 13,405	\$ 18,000	Contractor	\$ 18,000	\$ 18,400	\$ 18,800	\$ 19,200	\$ 19,600	33
34	3,436	5,000	Labour & related costs	7,000	7,100	7,200	7,300	7,400	34
35	34,472	45,000	Operating	45,000	45,900	46,800	47,700	48,700	35
36	3,131	3,500	Utilities	3,500	3,600	3,700	3,800	3,900	36
37	54,444	71,500	Total water system operation	73,500	75,000	76,500	78,000	79,600	37
38	<b>\$ 581,463</b>	<b>\$ 816,579</b>	<b>TOTAL EXPENDITURES</b>	<b>\$ 2,331,780</b>	<b>\$ 635,700</b>	<b>\$ 870,000</b>	<b>\$ 712,300</b>	<b>\$ 715,700</b>	38
39	\$ 106,418	\$ -	<b>FINANCIAL PLAN BALANCE</b>	\$ -	\$ -	\$ -	\$ -	\$ -	39
40	303,803	490,000	Add: Transfer to reserves	2,007,280	300,000	550,000	400,000	400,000	40
41	16,651	16,500	Principal debt payments	16,500	16,500	9,500	-	-	41
42	180,196	180,000	Deduct: Estimated amortization not included	185,000	185,000	185,000	185,000	185,000	42
43	82,000	79,679	Surplus from previous year	106,418	-	-	-	-	43
44	<b>\$ 164,676</b>	<b>\$ 246,821</b>	<b>ANNUAL SURPLUS/(DEFICIT)</b>	<b>\$ 1,732,362</b>	<b>\$ 131,500</b>	<b>\$ 374,500</b>	<b>\$ 215,000</b>	<b>\$ 215,000</b>	44
			(for Financial Reporting purposes)						
			<b>CAPITAL FUND</b>						
45	\$ 598,226	\$ 598,226	Balance, beginning of year	\$ 691,236	\$ 34,941	\$ 42,325	\$ 65,808	\$ 88,590	45
46	200,000	200,000	Contribution from operating fund	250,000	300,000	300,000	300,000	300,000	46
47	95,860	290,000	Grants & other contributions	1,757,280	-	250,000	100,000	100,000	47
48	7,204	5,800	Interest earnings	3,600	400	500	800	1,300	48
49			<i>Less - capital expenditures</i>						49
50	-	2,500	Access road signage	3,500	-	-	-	-	50
51	-	50,000	Access road upgrade	50,000	75,000	150,000	150,000	75,000	51
52	-	15,000	Apron II & taxiway foxtrot upgrade	15,000	-	-	-	-	52
53	-	20,000	Drainage culvert repairs	20,000	10,000	5,000	10,000	5,000	53
54	-	15,000	Fire suppression upgrade	15,000	20,000	5,000	5,000	5,000	54





ALBERNI-CLAYOQUOT REGIONAL DISTRICT  
 2015-2019 FINANCIAL PLAN  
 LONG BEACH AIRPORT (continued)  
 PARTICIPANTS: TOFINO, UCLUELET, and ELECTORAL AREA 'C'

As adopted by Board of Directors  
 on March 25, 2015

Line	History			Budget					Line
	2014 ACTUAL	2014 PLAN		2015	2016	2017	2018	2019	
			<b>CAPITAL FUND (continued)</b>						
55	\$ 22,348	\$ 40,000	Flightway clearing	\$ 60,000	\$ 20,000	\$ 10,000	\$ 10,000	\$ 10,000	55
56	-	50,000	GPS upgrades	40,000	-	-	-	-	56
57	1,139	2,000	House renovation	2,000	5,000	-	-	-	57
58	8,650	10,000	Infrastructure report - obstacle limitations	10,000	10,000	-	-	-	58
59	-	-	Maintenance & terminal building upgrades	7,000	-	-	-	-	59
60	-	30,000	Navigational aids^	1,697,520	-	-	-	-	60
61	-	1,000	Parking lot & access road paving	1,000	1,000	1,000	1,000	1,000	61
62	-	-	Perimeter fencing*	-	-	100,000	100,000	100,000	62
63	-	40,000	Runway friction*	40,000	-	-	-	-	63
64	-	-	Runway 11/29 strip rehabilitation	40,000	-	-	-	-	64
65	-	30,000	Runway 16/34 cracksealing & panel repair	60,000	50,000	-	-	-	65
66	-	10,000	Runway painting & signs	10,000	-	-	-	25,000	66
67	-	-	Snow plough & plough truck*	290,000	-	-	-	-	67
68	-	-	Taxiway H, C, F upgrade*	-	-	150,000	-	-	68
69	24,611	28,000	Truck	-	-	-	-	-	69
70	-	50,000	Urgent infrastructure repairs	50,000	-	-	-	-	70
71	17,212	40,000	Vegetation management - outside boundary	70,000	-	4,000	-	4,000	71
72	2,260	30,000	Water - reservoir maintenance	30,000	-	-	-	-	72
73	35,960	150,000	Water - system upgrades	154,140	100,000	100,000	100,000	100,000	73
74	-	100,000	Water - treatment system	-	-	-	-	-	74
75	95,860	40,000	Water - well development	-	-	-	-	-	75
76	210,054	755,514	Total capital expenditures	2,667,175	293,016	527,017	378,018	327,019	76
77	<b>\$ 691,236</b>	<b>\$ 338,512</b>	<b>BALANCE, END OF YEAR</b>	<b>\$ 34,941</b>	<b>\$ 42,325</b>	<b>\$ 65,808</b>	<b>\$ 88,590</b>	<b>\$ 162,871</b>	77

\*eligible for 100% ACAP funding

^eligible for 2/3 Build Canada Fund



ALBERNI-CLAYOQUOT REGIONAL DISTRICT  
 2015-2019 FINANCIAL PLAN  
 BAMFIELD VOLUNTEER FIRE DEPARTMENT  
 PARTICIPANTS: PORTION OF ELECTORAL AREA 'A'

As adopted by Board of Directors  
 on March 25, 2015

Line	History			Budget					Line
	2014 ACTUAL	2014 PLAN		2015	2016	2017	2018	2019	
<b>REVENUE</b>									
1	\$ 3,509	\$ 3,509	Surplus (deficit) from prior years	\$ 1,965	\$ -	\$ -	\$ -	\$ -	1
2	89,491	89,491	Tax requisition	92,535	82,500	64,500	64,500	64,500	2
3	24,369	24,369	Contracts with other governments	25,198	-	-	-	-	3
4	1,973	500	Grants in lieu of taxes	500	500	500	500	500	4
5	484	-	Other sources	-	-	-	-	-	5
6	<u>\$ 119,826</u>	<u>\$ 117,869</u>	<b>TOTAL REVENUE</b>	<u>\$ 120,198</u>	<u>\$ 83,000</u>	<u>\$ 65,000</u>	<u>\$ 65,000</u>	<u>\$ 65,000</u>	6
<b>EXPENDITURES</b>									
7	\$ 5,000	\$ 5,000	Administrative charge	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	7
8	389	-	Capital fund contribution	-	-	-	-	-	8
9	4,390	4,000	Insurance	4,500	4,500	4,500	4,500	4,500	9
10	29,188	30,000	Lease payment	30,000	18,000	-	-	-	10
11	78,894	78,869	Operating costs	79,698	54,500	54,500	54,500	54,500	11
12	<u>\$ 117,861</u>	<u>\$ 117,869</u>	<b>TOTAL EXPENDITURES</b>	<u>\$ 120,198</u>	<u>\$ 83,000</u>	<u>\$ 65,000</u>	<u>\$ 65,000</u>	<u>\$ 65,000</u>	12
<b>FINANCIAL PLAN BALANCE</b>									
13	\$ 1,965	\$ -	<b>FINANCIAL PLAN BALANCE</b>	\$ -	\$ -	\$ -	\$ -	\$ -	13
14	389	-	Add: Transfer to reserves	-	-	-	-	-	14
15	27,975	27,000	Principal debt payments	27,000	27,000	27,000	27,000	27,000	15
16	15,302	15,000	Deduct: Estimated amortization not included	15,350	15,350	15,350	15,350	15,350	16
17	3,509	3,509	Surplus from previous year	1,965	-	-	-	-	17
18	<u>\$ 11,518</u>	<u>\$ 8,491</u>	<b>ANNUAL SURPLUS/(DEFICIT)</b>	<u>\$ 9,685</u>	<u>\$ 11,650</u>	<u>\$ 11,650</u>	<u>\$ 11,650</u>	<u>\$ 11,650</u>	18
<b>CAPITAL FUND</b>									
19	\$ 30,950	\$ 30,950	Balance, beginning of year	\$ 31,339	\$ 11,539	\$ 11,639	\$ 11,739	\$ 11,839	19
20	-	-	Contribution from operating fund	-	-	-	-	-	20
21	-	-	Grants and other contributions	-	-	-	-	-	21
22	389	400	Interest earnings	200	100	100	100	100	22
23	-	-	Less - West Side roof	20,000	-	-	-	-	23
24	<u>\$ 31,339</u>	<u>\$ 31,350</u>	<b>BALANCE, END OF YEAR</b>	<u>\$ 11,539</u>	<u>\$ 11,639</u>	<u>\$ 11,739</u>	<u>\$ 11,839</u>	<u>\$ 11,939</u>	24



ALBERNI-CLAYOQUOT REGIONAL DISTRICT  
 2015-2019 FINANCIAL PLAN  
 BEAVER CREEK VOLUNTEER FIRE DEPARTMENT (continued)  
 PARTICIPANTS: PART OF ELECTORAL AREA 'E'

As adopted by Board of Directors  
 on March 25, 2015

Line	History			Budget					Line
	2014 ACTUAL	2014 PLAN		2015	2016	2017	2018	2019	
<b>CAPITAL FUND</b>									
20	\$ 298,030	\$ 297,611	Balance, beginning of year	\$ 380,806	\$ 251,662	\$ 315,462	\$ 400,062	\$ 485,462	20
21	81,000	81,000	Contribution from operating fund	80,000	81,000	81,000	81,000	81,000	21
22	4,187	4,100	Interest earnings	3,100	2,800	3,600	4,400	5,300	22
23			<i>Less - capital expenditures</i>						23
24	2,411	18,000	Siding & seismic upgrades	-	-	-	-	-	24
25		-	Replace truck #54	31,244	-	-	-	-	25
26		-	Replace truck #50	150,000	-	-	-	-	26
27		-	Compound & training area upgrades	31,000	-	-	-	-	27
28		-	Parking lot improvements	-	20,000	-	-	-	28
29	2,411	18,000	Total capital expenditures	212,244	20,000	-	-	-	29
30	<b>\$ 380,806</b>	<b>\$ 364,711</b>	<b>BALANCE, END OF YEAR</b>	<b>\$ 251,662</b>	<b>\$ 315,462</b>	<b>\$ 400,062</b>	<b>\$ 485,462</b>	<b>\$ 571,762</b>	30



## MEMORANDUM

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

**From:** Heather Adair, Junior Planner

**Date:** November 13, 2015

**Subject:** DVC15012, 1138 Third Ave, Salmon Beach

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### Background

On October 14th, 2015 the Board reviewed an application for a development variance permit for LOT 4, BLOCK 56, SECTION 49, CLAYOQUOT DISTRICT, PLAN VIP510, located at 1138 Third Ave.

The applicants applied for a side yard, height, and storey variance for a storage shed that was partially built on the property. At the October 14, 2015 board meeting the following motion was passed:

*THAT the Board of Directors pass a resolution to consider issuing development variance DVC15012 subject to removal of the second storey of the storage building.*

The ACRD building inspector confirmed on November 12, 2015 that the second storey of the storage building was removed and the height of the building is 12 feet tall, which is the maximum height allowed for an accessory building in Salmon Beach.


The Board recommended that this application be furthered to the next stage of the variance process. This involved notifying all property owners within 200 feet of the property which has been completed. One letter was received that objects to the variance being issued (attached). If any additional objections or responses are received prior to the November 25, 2015 Board meeting, staff will inform the Board.

The development variance permit will vary the side yard setback for a building from 3.04 meters (10 feet) to 1.63 meters (5.34 feet).


### Recommendation

THAT the Board of Directors pass a resolution to issue Development Variance DVC15012.

## DVC15012

Prepared by:   
Heather Adair, Junior Planner

Reviewed by:   
Mike Irg, Manager of Planning and Development

Reviewed by:   
Russell Dyson, CAO



Notice of Application for Development Variance Permit Application #DVC15012

Location of Property: 1138 Third Avenue, Salmon Beach

Reason for Requested Variance: To vary Section 143.3(7)(ii) of the Regional District of Alberni Clayoquot Zoning Bylaw No.15 as follows:

Reduce the required side yard setback for a building from 3.04meters (10 feet) to 1.63meters (5.34 feet)

Please accept my written concerns and protest to this application. I will summarize the concerns I have for this particular property and also why the above variance be considered unacceptable for the entire community of Salmon Beach;

- Fire Protection, 10 foot side yard setback ensures that buildings at least 20 feet apart between properties.
  - We have no fire protection and should variances be allowed down to 5 feet, then there is potential for 10 foot separation between buildings on properties. In the event of a fire this could be catastrophic should a fire spread and build in intensity.
- Issues with this property are;
  - The tanks were installed too close to the side yard setback. It is my understanding that Sewer tanks are to be no less than 10 feet from the property line and within 10-25 feet back from the front property line.
  - The building of an out building is too close to the property line.
  - The building is also higher than the 12 foot height limit.

These setbacks and height restrictions are clearly laid out and well understood. I cannot see why this variance should be granted as the property owners did not follow the required process (building permit) and did not do their reasonable diligence prior to construction.

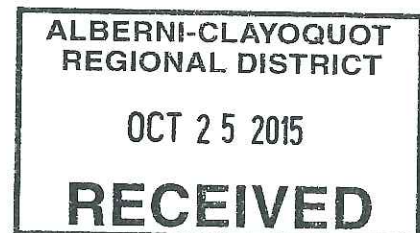
Should the variance be granted, then all future variances will have to be allowed as it will set precedent.

We have not commented on the variance application(DVC15009) for the increase in cabin height from 18 feet to 21 feet, but also feel that should that it be granted, any other variant in the future will also use this as precedent.

Sincerely,

Mark and Leah Cutler

Property address: 1129 Third Avenue, Salmon Beach





**DEVELOPMENT VARIANCE PERMIT NO. DVC15012**

Whereas, pursuant to Section 922 of the *Local Government Act*, a local government may by resolution, on application of a property owner, vary the provisions of a bylaw under Division 7 of Part 26 of the *Local Government Act*;

A Development Variance Permit is hereby issued to:

**Name:** Ernest Arron Rucks and Terry Roxanne Rucks

**Address:** 1138 Third Ave, Salmon Beach

With respect to:

**Legal Description:** LOT 4, BLOCK 56, SECTION 49, CLAYOQUOT DISTRICT, PLAN VIP510

**PID:** 008-379-327

The provisions of the Regional District of Alberni-Clayoquot Bylaw No. 15, Section 143.3 (7)(ii) are hereby varied as follows:

Reduce the required side yard setback for a building from 3.04 meters (10 feet) to 1.63 meters (5.34 feet).

In accordance with the provision of Section 922 of the *Local Government Act*, approval of this permit was given by resolution of the Board of the Regional District of Alberni-Clayoquot on XXXX, 2015.

This permit was issued under the seal of the Regional District of Alberni-Clayoquot on XXXX, 2015.

\_\_\_\_\_  
Russell Dyson, CAO

\_\_\_\_\_  
Chair of the Board of Directors

**DVC15012**

**Alberni-Clayoquot Regional District**  
**Staff Action Items by Department and Date**  
**Update to the Board of Directors as of November 20, 2015**

#	Date	Action Item	Assigned to	Target Date/Update
<b>Administration Department</b>				
1.	Jan. 23/13 WC Comm	Explore with the Yuułu?if?ath Government possible participation in the South Long Beach Multi Purpose Bike Path in the future.	Russell	Yuułu?if?ath to respond
2.	July 10 <sup>th</sup> Board	Contact and work with the Nuuchahnulth Tribal Council and the Port Alberni Friendship Centre to develop a long term plan for reconciliation.	Reconcil. Committee	Committee met with Friendship Centre – Oct. 20
3.	April 9th 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.	Feb. 11 <sup>th</sup> 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 and Tseshaht First Nation	Russell	Ongoing - TFN support received
5.	May 27 <sup>th</sup> Board	Assessment of Tseshaht First Nation water system expansion to Bell & Stuart roads waiting further information from the Tseshaht First Nation.	Russell	Pending more info. from TFN
6.	Sept. 16 <sup>th</sup> Special Board	The following individuals were appointed as the 2016 Coastal Response Local Planning Committee: Director John McNabb, Russell Dyson, CAO, Dan Holder, Emergency Coordinator, Ken Watson, Manager, City of Port Alberni, Timothy Pley, Fire Chief, City of Port Alberni, ACRD Director from the City of Port Alberni – Arrange first Committee meeting to prepare a report outlining a local plan to participate in the June 2016 Coastal Response Exercise	Russell	Awaiting feedback EMBC
7.	Sept. 16 <sup>th</sup> AV & Bamfield Services Comm.	A 3 person committee made up of the CAO, Chairperson Osborne and Director McNabb was established to continue to meet with the Tseshaht First Nation to discuss tenure at the AV Landfill - arrange next meeting	Russell	Next steps requested of Tseshaht FN
8.	Oct. 14 <sup>th</sup> Board	The Board directed staff to investigate the possibility of assisting Alberni Valley Transition Towns Society with office space for their part time coordinator	Russell	Investigating
9.	October 28 <sup>th</sup> Board	Draft a letter to the Vancouver Island Regional Library Board expressing the Regional District Board's concerns regarding the continued escalating cost of the library service and request they conduct an in depth review of their budget in 2016 cc: Dist. Tofino, Ucluelet & City PA	Wendy	Done

#	Date	Action Item	Assigned to	Target Date/Update
10.	Nov. 12 <sup>th</sup> Board	The Board authorized interested electoral area directors to attend the Electoral Area Directors forum on Feb 2 & 3, 2016 in Richmond, BC – Sign up interested Directors	Tracy	Arranging
11.	Nov. 12 <sup>th</sup> Board	The Board RESCINDED the following resolution passed by the Board of Directors on July 8, 2015 with regards to the wildfire at Dog Mountain, Sproat Lake: a. Direction to respond out of district under authority of BC Wildfire service b. Discretion granted to fire chiefs to deploy resources out of district without BC Wildfire Service Authority where in the opinion of the fire chief that response is in the best interest of the community c. Direction to enforce provincial burning restrictions within the district	Dan. H	Advising departments
12.	Nov. 12 <sup>th</sup> Board	The Board approved the Terms of Reference for the Electoral Area Directors Committee as presented – Update records	Wendy	Done
13.	Nov. 12 <sup>th</sup> Board	Forward a letter to the Central West Coast Forest Society and their partners congratulating them on the completion of the Conference Creek Culvert Replacement project and the great work they do in the region	Wendy	Done
14.	Nov. 12 <sup>th</sup> Board	Draft a letter of congratulations to member elect, Gordon Johns, MP and extend an invitation to meet with the ACRD Board for Chair's signature	Wendy	Done
<b>Finance Department</b>				
15.	July 22 Board	The Board approved staff re-applying for an Infrastructure Planning Grant on behalf of the Cherry Creek Waterworks District (CCWW) to develop an infrastructure improvement plan – submit application.	Andrew/ Janice	Awarded - Contacted CCWW to advise & start process
16.	Oct. 7 <sup>th</sup> WC Comm.	Include a review of lease rates at the LB Airport for consideration during 2016 Budget deliberations	Andrew	In progress – Investigating options
17.	October 28 <sup>th</sup> Board	The Board of Directors approved applying for a UBCM 2016 Asset Management Planning Grant in the amount of \$10,000 to assist in the funding the ACRD's Asset Management plan initiative process – Apply for the grant	Andrew	Applied for grant
18.	Nov. 12 <sup>th</sup> Board	The Board adopted Bylaw cited as "Bylaw 766-2, Arvay Road Street Lighting Service Amendment, 2015." – Prepare for signatures	Andrew	Done

#	Date	Action Item	Assigned to	Target Date/Update
<b>Environmental Services Department</b>				
19.	Apr. 8/10 <sup>th</sup> WC	Work with Parks Canada on the landfill road agreement.	Russell	Letter sent January 12 <sup>th</sup>
20.	May 11/11 <sup>th</sup> AV Comm.	Investigate with the Tseshaht First Nation possible resource recovery at the AV Landfill	Russell	In progress
21.	June 13/12 <sup>th</sup> BD	Develop a plan for appropriate use of the funds on the Log Train Trail from the Arrowsmith Radical Runners.	Luc	Design in progress – GPS Complete
22.	Oct. 10/12 <sup>th</sup> 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
23.	Nov. 13 <sup>th</sup> Board	The ACRD Board approved the replacement of 480 m or 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	Agreement signed
24.	Nov. 13 <sup>th</sup> Board	The ACRD Board adopted the ACRD Contractor Safety and Coordination Policy as presented – Implement the Policy & provide copies to all ACRD Contractors.	Russell	In progress
25.	June 10 <sup>th</sup> Board	The Board of Directors adopt the following implementation policy for penalties at the Alberni Valley Landfill: <ul style="list-style-type: none"> <li>• Commencing January 1, 2016, a surcharge of 50% of the current tipping fee for loads containing more than 10% of corrugated cardboard;</li> <li>• Commencing July 1, 2016 a surcharge of 100% of the current tipping fee for loads containing more than 5% of corrugated cardboard</li> <li>• Update ACRD policy book etc.</li> </ul>	Janice/ Andrew	In progress – Reviewing with contractors to see buy in
26.	July 8 <sup>th</sup> Board	The Board of Directors passed a resolution directing staff to proceed with the three obstacle limitation surface projects on the Alberni Valley Regional Airport property and lands surrounding as outlined in the June 2015 request for proposals and the work be awarded	Mark / Heather	Work in progress
27.	July 22 Board	The Board awarded the Leachate Interception Wells tender to Drillwell Enterprises Ltd. for well drilling and set costs of \$52,450.00 plus GST.	Andrew	Done



#	Date	Action Item	Assigned to	Target Date/Update
28.	Aug. 12 <sup>th</sup> Board	Prepare a report for the next West Coast Committee regarding review of lease rates at the Long Beach Airport.	Andrew/ Janice/Mark	In Progress
29.	Sept. 9 <sup>th</sup> Board	Refer the correspondence from the District of Tofino regarding working with Eco West on green infrastructure to staff for consideration and report back to the West Coast Committee and then the Board of Directors – Prepare a report for consideration at the October 7 West Coast Committee Meeting	Andrew	In Progress
30.	Oct. 14 <sup>th</sup> Board	Award the contract for the roof removal and metal roofing installation at the 3rd Avenue Recycle Depot to Al Brown in the amount of \$85,865 plus GST	Luc	In progress
31.	Oct. 14 <sup>th</sup> Board	Explore the potential hazards to air traffic regarding the 1000 Sand Hill Cranes who appear a couple times a year at the Alberni Valley Airport and take action to mitigate	Mark Fortune	Investigating
32.	Oct. 14 <sup>th</sup> Board	The Board directed staff to enter into a vacant land lease with Western Forest Products for a portion of land adjacent to the 3 <sup>rd</sup> Avenue Recycle Depot for a three year term of commencing November 1, 2015 for the annual lease of \$2400.00 per year plus GST.	Andrew/ Janice	Done
33.	October 28 <sup>th</sup> Board	The Board of Directors authorized the purchase of a 2010 Dodge Ram 1500 SLT 4x4 truck for the Building Inspection Service area from Alberni Chrysler in the amount of \$21,339 plus GST & PST – Proceed with the purchase	Andrew	Done
<b>Planning Department</b>				
34.	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	Including in new zoning bylaw
35.	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
36.	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
37.	May 27 <sup>th</sup> EA Directors	Zoning Bylaw Text Amendment for Riparian Setbacks within all Electoral Area Official Community Plan Areas - The EA Directors passed a resolution instructing planning staff to re-designate major and minor streams	Mike	Planning staff to review

#	Date	Action Item	Assigned to	Target Date/Update
		within all electoral area official community plan areas.		
38.	May 27 <sup>th</sup> EA Directors	Electoral Area Directors Committee instructed staff to bring a report to the Board on options for dealing with vacation rentals.	Mike	Planning staff to review
39.	May 27 <sup>th</sup> Board	The Board approved the plan for a communal meeting place for Salmon Beach owners to be located on ACRD owned 10, Block 63, Section 49, Clayoquot District, Plan VIP510. This will be in accordance with: <ol style="list-style-type: none"> <li>1. All structures to meet BC Building Code</li> <li>2. "Use at own risk" signage is provided</li> <li>3. Material and construction costs are not from public funds</li> <li>4. Future Maintenance and Inspection to be performed by ACRD</li> </ol> As outlined in the staff report dated November 20, 2014 – Proceed with the project.	Luc	In progress
40.	May 27 <sup>th</sup> Board	Work with West Coast Aquatic and bring back a recommendation to the Board on partnering with West Coast Aquatic in habitat restoration, protection and enhancement projects.	Mike	Planning staff to review
41.	June 24 <sup>th</sup> Board	Staff investigate Transport Canada's Ports Asset Transfer Program relating to the West Bamfield dock & report back to the Board.	Mike	On going
42.	July 22 Board	Contact the Ministry of Environment regarding the ACRD request for investigation of improved river monitoring for the Somass River Watershed and have their staff arrange for conferencing with key players.	Mike	In progress
43.	Sept. 9 <sup>th</sup> Board	The Board passed the following resolution with regards to Nordstrom Park, 6028 Beaver Creek Road: <p style="margin-left: 40px;">Agree in principle to the Nordstrom Playground Proposal subject to:</p> <ul style="list-style-type: none"> <li>• the specific make and model being approved by the ACRD staff prior to fundraising;</li> <li>• the installation of the playground structure being supervised by a qualified professional;</li> <li>• support of the Beaver Creek Advisory Planning Commission;</li> <li>• support from applicable referral agencies;</li> <li>• support from the Beaver Creek</li> </ul>	Heather	Back to Board November 25 <sup>th</sup>

#	Date	Action Item	Assigned to	Target Date/Update
		Volunteer Fire Department		
44.	Oct. 9 <sup>th</sup> WC Comm.	Investigate the request from Rod's Power and Marine Ltd. to lease boat storage, indoor and outdoor at the LB Airport and report back to the Committee	Mike/ Alex	Investigating zoning
45.	Oct. 14 <sup>th</sup> Board	The Board supported the application of the Agricultural Development Committee to host the 2017 Islands Agriculture Show (IAS) in Port Alberni and host the 2016 IAS Welcome Reception in Cowichan.	Mike	Ongoing
46.	Nov. 4 <sup>th</sup> EA Directors	The Electoral Area Directors Committee directed staff to prepare a Development Approval Procedures Bylaw that includes a section that delegates the power to issue Development Permits, under sections 919.1 (1) (a) protection of the natural environment and (b) protection of development from hazardous conditions only, to the CAO – Present the draft bylaw for consideration by the EA Directors Committee prior to taking to the Board of Director for adoption	Mike	Spring 2016
47.	Nov. 4 <sup>th</sup> EA Directors	The Electoral Area Directors Committee recommends that the Board of Directors authorize \$2,000 for a fish habitat assessment and restoration plan for Willowbrae Creek with the funds coming from the Rural Planning budget – Prepare RFD to the Board	Mike	Nov. 28 <sup>th</sup> Board
48.	Nov. 4 <sup>th</sup> EA Directors	Refer the following for consideration during 2016 budget discussions: funding for fish habitat assessments and restorations in electoral areas	Mike	2016 Budget

Issued: November 20, 2015



Alberni-Clayoquot Regional District

## Board of Directors Meeting Schedule DECEMBER 2015

DATE	MEETING	TIME & LOCATION	ATTENDEES
Monday, December 1st	Beaver Creek Public Hearing	7:00 pm – Regional District Board Room	Beaver Creek Director, Staff
Wednesday, December 9th	Board Strategy Session	9:30 am - 2:00 pm Regional District Board Room	Directors, Staff
Friday, December 11th	Parks Service Review Committee Meeting	10:00 am – Regional District Board Room	Committee, Staff
	Board of Directors Meeting	1:30 pm – Regional District Board Room	Directors, Staff
	Regional Hospital District Meeting	Immediately following above	Directors, Staff
Thursday, December 17th	Sproat Lake Public Hearing (Tentative)	7:00 pm – Regional District Board Room	Sproat Lake Director, Staff

November 20, 2015

**Merry Christmas and a Happy New Year**





	2015 YEAR TO DATE ACTUAL	2015 ANNUAL BUDGET	PERCENTAGE OF BUDGET
<b>REVENUE</b>			
Tax requisition	\$ 4,179,385	\$ 4,177,675	100.04%
Parcel taxes	849,140	845,276	100.46%
Grants in lieu of taxes	88,179	30,000	293.93%
Services provided to other governments	53,747	99,400	54.07%
Sale of services	2,925,134	3,237,141	90.36%
Other revenue	972,587	515,350	188.72%
Grants from other sources	1,751,091	1,425,543	122.84%
Surplus (deficit) from prior years	1,582,730	1,582,730	100.00%
Committed surplus from prior year	1,721,534	1,721,534	100.00%
Transfers between services	581,697	685,048	84.91%
	<hr/>		
<b>SUBTOTAL</b>	14,705,225	14,319,697	102.69%
 <i>Transfers from Municipalities for</i>			
Municipal Finance Authority	\$ 905,468	\$ 905,468	100.00%
	<hr/>		
<b>TOTAL REVENUE</b>	<b>\$ 15,610,693</b>	<b>\$ 15,225,165</b>	<b>102.53%</b>
	<hr/> <hr/>		



<b>EXPENDITURES</b>	<b>2015 YEAR TO DATE ACTUAL</b>	<b>2015 ANNUAL BUDGET</b>	<b>PERCENTAGE OF BUDGET</b>
<b>All Members</b>			
E911 Telephone System	292,091	294,094	99.32%
General Government Services	873,591	1,177,000	74.22%
Alberni-Clayoquot Health Network	86,638	160,000	54.15%
Regional Parks	30,912	32,000	96.60%
Regional Planning	146,100	179,500	81.39%
<b>Electoral Area's</b>			
Building Inspection	173,066	250,000	69.23%
Electoral Area Administration	207,490	1,090,149	19.03%
Mgmt of Development - Rural Areas	257,714	358,000	71.99%
Vancouver Island Regional Library	424,108	424,607	99.88%
<b>Alberni Valley</b>			
Alberni Valley Emergency Planning	154,569	188,400	82.04%
Alberni Valley & Bamfield Waste Mgmt	1,948,180	2,401,500	81.12%
Alberni Valley Regional Airport	170,327	333,835	51.02%
Alberni Valley Regional Water - Proposed	18,206	60,000	30.34%
Custom Transit	344,663	546,000	63.13%
Sproat Lake Marine Patrol	32,022	47,456	67.48%
<b>West Coast</b>			
Long Beach Airport	454,627	1,058,640	42.94%
West Coast Emergency Planning	11,489	14,000	82.07%
West Coast Waste Mgmt	690,269	888,000	77.73%
<b>City of Port Alberni</b>			
Port Alberni Arena	39,457	194,811	20.25%
<b>Bamfield</b>			
Bamfield Community Park	3,754	10,500	35.75%
Bamfield Volunteer Fire Dept	44,713	120,198	37.20%
Bamfield Water System	166,762	615,114	27.11%
<b>Beaufort</b>			
Mountain Ranch Rd Fire Protection	2,832	2,832	100.00%
<b>Long Beach</b>			
Millstream Water System	22,017	33,228	66.26%
Salmon Beach Garbage	16,320	29,150	55.99%
Salmon Beach Power Distribution	62,187	81,400	76.40%
Salmon Beach Recreation	19,457	39,450	49.32%
Salmon Beach Security	25,465	53,050	48.00%
Salmon Beach Sewage	46,768	64,904	72.06%
Salmon Beach Transportation	69,284	147,600	46.94%
Salmon Beach Water	18,221	23,550	77.37%
South Long Beach Bike Path	12,382	7,200	171.97%
South Long Beach Community Park	-	7,500	0.00%
South Long Beach Fire Protection	14,049	14,000	100.35%
South Long Beach Street Lighting	716	900	79.61%
<b>Sproat Lake</b>			
Sproat Lake Animal Control	696	3,100	22.46%
Sproat Lake Arena	83	27,516	0.30%
Sproat Lake Community Park	137,171	150,064	91.41%
Sproat Lake Noise Control	2,698	8,100	33.30%
Sproat Lake Volunteer Fire Department	271,779	400,000	67.94%
<b>Beaver Creek</b>			
Arvay Rd Street Lighting	1,135	1,400	81.08%
Beaver Creek Animal Control	1,365	3,000	45.50%
Beaver Creek Community Park	8,213	10,000	82.13%
Beaver Creek Arena	83	20,343	0.41%
Beaver Creek Noise Control	490	2,100	23.35%
Beaver Creek Volunteer Fire Department	219,765	255,200	86.11%
Beaver Creek Water System	878,891	1,050,070	83.70%
Granville Rd Fire Protection	1,770	1,770	100.00%
<b>Cherry Creek</b>			
Cherry Creek Animal Control	470	2,436	19.30%
Cherry Creek Arena	83	17,211	0.48%
Cherry Creek Noise Control	843	2,100	40.15%
Franklin River Rd Fire Protection	7,506	10,100	74.32%
<b>Grants-in-Aid</b>			
Total Grants in Aid	173,151	382,442	45.28%
	8,586,642	13,295,520	64.58%
Transfers to Municipal Finance Authority on behalf of the Municipalities	387,197	905,468	42.76%
	<b>\$ 8,973,839</b>	<b>\$ 14,200,988</b>	<b>63.19%</b>

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

BUILDING TYPE	BAMFIELD		BEAUFORT		LONG BEACH		SPROAT LAKE		BEAVER CREEK		CHERRY CREEK		TOTALS	
	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE
Single Family					1	196,148					2	496,615	3	692,763
Mobile Homes													0	0
Multi-Family													0	0
Adds&Rens							1	20,253	1	4,023			2	24,276
Commercial													0	0
Institutional													0	0
Industrial													0	0
Miscellenaous					1	10,562	1	3,362					2	13,924
<b>Totals</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>206,710</b>	<b>2</b>	<b>23,615</b>	<b>1</b>	<b>4,023</b>	<b>2</b>	<b>496,615</b>	<b>7</b>	<b>730,963</b>

**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT BUILDING INSPECTOR'S REPORT  
OCTOBER, 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	1	420,784	9	1,438,307	5	1,075,241	5	1,453,640	3	516,615	23	4,904,587
Mobile Homes	0	0	0	0	0	0	1	105,000	0	0	2	52,602	3	157,602
Multi-Family	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Adds&Rens	0	0	0	0	1	4,500	4	225,253	2	34,023	1	3,000	8	266,776
Commercial	0	0	0	0	0	0	1	18,500	0	0	1	10,000	2	28,500
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	1	35,000	1	35,000
Miscellenaous	0	0	0	0	3	76,562	15	369,603	14	421,821	7	108,330	39	976,315
<b>Totals</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>420,784</b>	<b>13</b>	<b>1,519,369</b>	<b>26</b>	<b>1,793,596</b>	<b>21</b>	<b>1,909,484</b>	<b>15</b>	<b>725,547</b>	<b>76</b>	<b>6,368,780</b>

	BAMFIELD	BEAUFORT/ BEAVER CREEK	LONG BEACH	SPROAT LAKE	CHERRY CREEK	TOTAL	YTD TOTAL
<b>WOODSTOVE INSPECTIONS</b>		<b>3</b>		<b>1</b>		<b>4</b>	<b>52</b>

	YEAR TO DATE		TOTAL YEAR			YEAR TO DATE		TOTAL YEAR	
2014	65	6,085,200	73	7,121,200					
2013	71	7,476,551	81	8,208,948					
2012	81	7,852,682	92	9,011,700					
2011	111	8,678,998	120	9,221,498					
2010	137	20,809,024	149	21,524,170					
2009	63	6,581,912	123	11,302,380	1999	37	1,805,788	80	3,348,092
2008	73	9,556,826	147	22,682,130	1998	41	1,650,426	75	3,320,890
2007	73	7,016,424	163	15,007,877	1997	48	2,779,466	104	10,025,166
2006	84	7,663,595	161	15,909,705	1996	69	5,542,700	128	9,050,554
2005	74	8,278,645	138	12,962,379	1995	61	5,910,000	116	9,641,300
2004	77	6,842,554	133	11,036,854	1994	92	6,327,000	151	7,915,500
2003	37	3,671,688	97	6,925,356	1993	82	5,774,000	167	10,864,000
2002	42	1,754,970	76	2,986,134	1992	87	5,660,000	173	11,192,500
2001	40	3,734,396	89	5,790,126	1991	57	3,115,520	126	7,155,120
2000	43	2,009,157	88	4,095,339	1990	53	5,240,500	118	6,323,900



## MEMORANDUM

**To:** Board of Directors

**From:** Russell Dyson, Chief Administrative Officer

**Date:** November 19, 2015

**Subject:** Dog Mountain Fire Review

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The Alberni Valley Emergency Plan is established by Bylaw PS1006. It applies to emergencies within the electoral areas B, D, E and F and the City of Port Alberni. The Alberni Valley Emergency Plan was adopted in February 2014. It was developed in accordance with provincial and local legislation and follows the BC Emergency Management System. The response to an emergency occurs at two levels the incident site and the Emergency Operations Centre (EOC) = site support.

Around noon on July 4, 2015 a fire ignited on the eastern side of Dog Mountain at Sproat Lake. Weather conditions were very dry and the fire spread quickly. The BC Wildfire Service responded with an air and ground attack. They managed the incident site throughout the event.

The Regional District initiated an EOC for the purposes of supporting the BC Wildfire Service and their response to the Dog Mountain Fire. The EOC activated almost immediately – Saturday afternoon on the day of ignition. It operated for the most part at a level 1 and for 3 days at level 2 (July 8 -10). The EOC performed the following functions during this incident:

- implemented an evacuation for 22 recreational properties, amended the terms of the evacuation as appropriate, rescinded the evacuation and provided notification to property owners with a copy of the geotechnical report.
- communicated directly with property owners of the evacuation throughout the event by phone, email and letter.
- coordinated site security for duration of evacuation for effected properties.
- assisted with resources and helped coordinate external agencies in support of the incident.
- public communications, daily press releases and interviews throughout the incident, website updates, questions and answers, liaison through Sproat Lake Marine Patrol.
- updates for the Area Director, Chair and regional Directors.
- communications with EMBC, requests for service, forms as required.
- daily meetings and briefings among participating agencies.

- development of contingency plans.
- recommended expansion of fire dept authority to exceed boundaries and closure of regional parks and trails during extreme fire risk.

This report provides a review of the Regional Districts EOC for the purpose of making improvements in the response to future events. The recommendations provided in this report are a summary of input from three sources:

- a debrief among participants in the EOC
- a review with the Area Director Penny Cote
- a review with the BC Wildfire Service

Ten recommendations follow a brief explanation of the issue:

1. The social media presence needs to be improved by determining a suitable outlet with a strong following during the event and driving the message through this venue. It requires a good messenger as part of the EOC but not necessarily the development and maintenance of a presence or sites in advance of an event. ***EOC Director to appoint appropriate personnel during an event to undertake social media communications.***
2. A first responder presence in the community (SLVFD and Forest Service personnel) provided positive support, this could be improved through message boards directing inquires and traffic to the social media sites. ***EOC communications should broaden messaging through physical presence in the community as well as providing better links to social media.***
3. There was difficulty separating fact from fiction – messaging from incident command needs to be reinforced, the Forest Service agreed that the connection between the EOC and incident command for forest fire events is worthy of support. ***ACRD EOC and Forest Service to establish communications and liaison links at the onset of an event.***
4. Within the EOC the appropriate level of political direction for operations was sustained, but a physical meeting among community leaders and policy makers may have helped for their understanding of the event and the response. ***CAO to meet with Directors and review scenarios and develop a plan for engagement and appointment of the relevant political decision makers / spokespersons for future events.***
5. At times the EOC was overwhelmed by heightened levels of anxiety within the community. The personnel within the EOC could have been expanded for the duration of the wildfire event in the areas managing security, risk management, social media communications and administrative duties. ***Coordinator and CAO to***

- Broaden training through City and ACRD staff in advance of the next event and EOC Director to call out additional resources for any given event.**
6. There was confusion around evacuation, evacuation alert and evacuation readiness. Advice for residents to be ready was misinterpreted to be an alert and led to increased anxiety. **Coordinator to provide specific information on the ACRD website and broaden accessibility of news releases through social media and message boards.**
  7. There was confusion between what are legitimate expenses for cost recovery. In order to facilitate marine security the SLMP boat was provided – there was no way to recover this cost. Use of AV Search and Rescue members was not sanctioned for tasks over and above their mandate. **The Coordinator is to have EMBC provide training for finance and EOC directors.**
  8. The evacuation order was amended from a wildfire event to slope instability. This decision should have involved broader consultation in a face to face meeting with more detailed risk management. **The EOC Director is to involve risk management advice earlier in the exercise and ensure consideration of relevant agencies in decision making.**
  9. There are many remote recreational properties throughout the ACRD, some of which are not covered by an emergency planning presence of the ACRD. The Regional District would be expected to fulfill a similar role to the Dog Mountain event in these situations. **It is recommended that the regional board consider its role in the event that a similar incident impacts other recreational areas throughout the ACRD – especially the Westcoast.**
  10. The EOC office space was tested in advance of planned improvements; these have been implemented for the most part since the Dog Mountain fire. **The facility could use the following improvements ... improved facility signage and a public notice board, complete supplies for EOC personnel.**



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Russell Dyson, Chief Administrative Officer