



Alberni-Clayoquot Regional District

SALMON BEACH COMMITTEE MEETING

AUGUST 25, 2016, 1:30PM

Regional District Board Room, 3008 5th Avenue, Port Alberni, BC

AGENDA

	PAGE #
1. <u>CALL TO ORDER</u>	
2. <u>APPROVAL OF AGENDA</u> <i>(motion to approve, including late items requires 2/3 majority vote)</i>	
3. <u>BUDGET UPDATES</u>	
a. Salmon Beach Income Statements as of August 22, 2016	3-8
<i>THAT the Salmon Beach Committee receive the Salmon Beach income statements.</i>	
4. <u>REQUEST FOR DECISIONS & BYLAWS</u>	
a. REQUEST FOR DECISION West Coast Assistant Position for Salmon Beach	9-11
<i>THAT the Salmon Beach Committee endorse the West Coast Assistant Position as a means to provide continued Alberni-Clayoquot Regional District oversight of Salmon Beach services.</i>	
b. REQUEST FOR DECISION Memorial Benches Installation within Salmon Beach	12-15
<i>THAT the Salmon Beach Committee request that staff assist the volunteer group proposal to provide a memorial bench program within Salmon Beach and obtain Ministry of Transportation and Infrastructure (MOTI) approvals for installation.</i>	
c. REQUEST FOR DECISION 2017 Security Service Area Capital Plan – Administration & Sewage Buildings	16-18
<i>THAT the Salmon Beach Committee endorse a plan for a double-wide 24' X 40' (960SF) Britco/Atco type unit for an estimated cost of \$45,000 in the 2017 Financial Plan – Security Service Area.</i>	

That the Salmon Beach Committee endorse a plan for building a 21' X 32' structure tall enough to house the septic truck for \$41,000 in the 2017 Financial Plan – Sewage Service Area.

5. REPORTS

- a. **MEMORANDUM** **19-21**
Infrastructure Update
- b. **MEMORANDUM** **22**
Zoning Bylaw Update
- c. Short Street Upgrades – verbal (A. McGifford)
- d. Other Updates – verbal (A. McGifford)

THAT the Salmon Beach Committee receive reports a-d

6. UNFINISHED BUSINESS

7. LATE BUSINESS

8. IN CAMERA

Motion to close the meeting to discuss matters relating to:

- i. *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.*

9. RECOMMENDATIONS TO THE BOARD FROM IN-CAMERA

10. ADJOURN



**SALMON BEACH SEWAGE INCOME STATEMENT
AS OF AUGUST 22, 2016**

		2016 Actual	2016 Budget	Remaining
Supplies	Salmon Beach	41.73	4,500.00	4,458.27
Contractor	Maintenance contractor	14,651.62	25,000.00	10,348.38
Sani system	repair/mtce	2,900.00	3,500.00	600.00
Pump Truck		4,298.95	4,000.00	- 298.95
Total Operating		21,892.30	37,000.00	15,107.70
Admin	ACRD	4,666.62	8,000.00	3,333.38
Labour & Benefits	WC Admin Assistant	2,989.31	4,000.00	1,010.69
Capital Reserve Fund Contribution		45,000.00	45,000.00	-
Total Sewer budget		74,548.23	94,000.00	19,451.77

		2016 Actual	2016 Budget	Remaining
Capital Reserve Fund				
Opening Balance		73,476.57	73,477.00	0.43
Contribution from Operating		45,000.00	45,000.00	-
Interest Earned		348.74	700.00	351.26
Less - Capital Expenditures	Professional Evaluation of System	0.00	10,000.00	10,000.00
Ending Balance		118,825.31	109,177.00	- 9,648.31



**SALMON BEACH SECURITY INCOME STATEMENT
AS OF AUGUST 22, 2016**

		2016 Actual	2016 Budget	Remaining
Supplies	Salmon Beach	-	1,350.00	1,350.00
Insurance	Beach Insurance	-	1,000.00	1,000.00
Electronic Gate w/Keypad	Gate camera, electronic housing, genera	-	5,150.00	5,150.00
Contractor	Maintenance contractor	1,849.90	3,000.00	1,150.10
Site Mtce & Repair	fence, lock, pumps, and other SB equippr	3,564.75	6,000.00	2,435.25
Hydro	Bills - Gate, Admin Blding, Sani-Field	840.80	1,500.00	659.20
Professional Services	eg. Legal, Engineering etc.	0.00	5,000.00	5,000.00
Travel	ACRD staff	378.40	-	378.40
Total Operating		6,633.85	23,000.00	16,366.15
Admin	ACRD	2,916.62	5,000.00	2,083.38
Labour & Benefits	WC Admin Assistant	3,582.05	6,000.00	2,417.95
Capital Reserve Fund Contribution		12,000.00	12,000.00	-
Total Security Budget		25,132.52	46,000.00	20,867.48

		2016 Actual	2016 Budget	Remaining
Capital Reserve Fund				
Opening Balance		18,768.39	18,768.00	-
Contribution from Operating		12,000.00	12,000.00	-
Interest Earned		66.85	100.00	33.15
Less - Capital Expenditures	Administration Building	0.00	25,000.00	25,000.00
Ending Balance		30,835.24	5,868.00	-



**SALMON BEACH GARBAGE INCOME STATEMENT
AS OF AUGUST 22, 2016**

		<i>2016 Actual</i>	<i>2016 Budget</i>	<i>Remaining</i>
Contractor	Maintenance contractor	1,849.89	3,000.00	1,150.11
Disposal	Trucking of garbage to landfill	7,557.85	14,971.00	7,413.15
Bin Maintenance	Rinsing bins	200.00	- -	200.00
Travel	ACRD staff	192.30	- -	192.30
Total Operating		9,800.04	17,971.00	8,170.96
Admin	ACRD	1,166.69	2,000.00	833.31
Labour & Benefits	WC Admin Assistant	3,191.82	5,000.00	1,808.18
Capital Reserve Fund Contribution		2,000.00	2,000.00	-
Total Garbage Budget		16,158.55	26,971.00	10,812.45

		<i>2016 Actual</i>	<i>2016 Budget</i>	<i>Remaining</i>
Capital Reserve Fund				
Opening Balance		6,712.30	6,708.00 -	4.30
Contribution from Operating		2,000.00	2,000.00	-
Interest Earned		25.09	- -	25.09
Less - Capital Expenditures		-	-	-
Ending Balance		8,737.39	8,708.00 -	29.39



**SALMON BEACH RECREATION INCOME STATEMENT
AS OF AUGUST 22, 2016**

		2016 Actual	2016 Budget	Remaining
Grounds repair & Mtce	play ghd mtce, field repairs	-	2,000.00	2,000.00
Boat Ramp License	funding to keep launch open	500.00	900.00	400.00
Contractor	Maintenance contractor	2,103.43	1,500.00	- 603.43
Silt Traps	Removal of Sand/gravel	-	5,000.00	5,000.00
Beach access	Mtce of beach accesses	-	1,500.00	1,500.00
Social Committee	Community events	1,000.00	2,000.00	1,000.00
Travel	ACRD staff	178.82	732.00	553.18
Total Operating		3,603.43	13,632.00	9,849.75
Admin	ACRD	1,750.00	3,000.00	1,250.00
Labour & Benefits	WC Admin Assistant	3,194.18	8,000.00	4,805.82
Capital Reserve Fund Contribution		15,000.00	15,000.00	-
Total Recreation Budget		23,547.61	39,632.00	15,905.57

		2016 Actual	2016 Budget	Remaining
Capital Reserve Fund				
Opening Balance		7,354.30	7,354.00	- 0.30
Contribution from Operating		15,000.00	15,000.00	-
Interest Earned		0.00	100.00	100.00
Less - Capital Expenditures	Boat Ramp	2,773.00	10,000.00	7,227.00
Ending Balance		19,581.30	12,454.00	- 7,127.30



**SALMON BEACH TRANSPORTATION INCOME STATEMENT
AS OF AUGUST 22, 2016**

		2016 Actual	2016 Budget	Remaining
Road bldg materials	Gravel sand rock pit run etc	-	10,000.00	10,000.00
Dust Control	Dust Control Application	9,846.22	10,000.00	153.78
Internal Alder Removal	SB cutting trees on all roadways inside SB boundaries	-	5,000.00	5,000.00
Road Grading	Both internal and access road grading 8- 12 times per year	12,000.00	44,000.00	32,000.00
Contractor	Maintenance contractor	17,719.07	30,000.00	12,280.93
Ditching & Culverts	Improvements	-	18,000.00	18,000.00
Other Operating		-	23,000.00	23,000.00
Travel	ACRD staff	408.30	-	408.30
Total Operating		39,973.59	140,000.00	100,026.41
Admin	ACRD	2,333.31	4,000.00	1,666.69
Labour & Benefits	WC Admin Assistant	4,308.81	14,000.00	9,691.19
Capital Reserve Fund Contribution		40,000.00	40,000.00	-
Total Transportation Budget		86,615.71	198,000.00	111,384.29

		2016 Actual	2016 Budget	Remaining
Capital Reserve Fund				
Opening Balance		41,995.65	41,995.00	0.65
Contribution from Operating		40,000.00	40,000.00	-
Interest Earned		200.56	400.00	199.44
Less - Capital Expenditures	Infrastructure Assessment	4,641.93	15,000.00	10,358.07
Ending Balance		77,554.28	67,395.00	10,159.28



**SALMON BEACH WATER INCOME STATEMENT
AS OF AUGUST 22, 2016**

		2016 Actual	2016 Budget	Remaining
Supplies	Salmon Beach	-	150.00	150.00
Water Trailer	Insurance	-	400.00	400.00
Operating costs	water testing etc	-	6,000.00	6,000.00
Travel	ACRD staff	183.59	450.00	266.41
Contractor	Maintenance contractor	739.97	1,000.00	260.03
Total Operating		923.56	8,000.00	7,076.44
Admin	ACRD	3,500.00	6,000.00	2,500.00
Labour & Benefits	ACRD	3,475.55	8,000.00	4,524.45
Capital Reserve Fund Contribution		6,500.00	6,500.00	-
Total Water Budget		14,399.11	28,500.00	14,100.89

		2016 Actual	2016 Budget	Remaining
Capital Reserve Fund				
Opening Balance		43,091.84	43,091.00	0.84
Contribution from Operating		6,500.00	6,500.00	-
Interest Earned		208.90	300.00	91.10
Less - Capital Expenditures	Pressure Well Feasibility Study	9,958.51	10,000.00	41.49
Ending Balance		39,842.23	39,891.00	48.77

REQUEST FOR DECISION

To: Salmon Beach Committee

From: Andrew McGifford, CPA, CGA, Manager of Environmental Services

Meeting Date: August 25, 2016

Subject: West Coast Assistant position for Salmon Beach services

Recommendation:

THAT the Salmon Beach Committee endorse the West Coast Assistant position as a means to provide continued Alberni-Clayoquot Regional District oversight of Salmon Beach services.

Summary

Historically oversight was performed by a management contractor at a substantially higher cost than the West Coast Assistant position. The management contractor provided oversight for services and contractors that the Alberni-Clayoquot Regional District (ACRD) hired for Salmon Beach and brought forth issues to the Salmon Beach Committee and ACRD. Contractors overseeing contractors has limitations and there was no direct ACRD oversight and therefore did not provide the ACRD Board of Directors with an accountability and governance structure that is expected of a local government. Without the West Coast Assistant position there would need to be a representative to provide oversight from Port Alberni, this is not practical to send someone to complete the required oversight for Salmon Beach.

All ACRD services track the staff time allocated to each service and it is no different for Salmon Beach. The ACRD has a duty to oversee issues, contracts and infrastructure at Salmon Beach. Salmon Beach services are all services that the community has put in place and requested that the ACRD requisition funds to operate. Salmon Beach owners have many questions and expectations and need a representative to respond when they are looking for information. Staff time will be allocated to each service based on the required time for each service and reviewed annually.

For the period October 2013 to September 2014 the management contractor fees were \$71,400 per year. During that same period, the management contractor contracted out all internal maintenance including pump and haul services for a total of \$60,649.92. The total for these services in its last year of operation was \$132,049.92.

In 2015 the ACRD and the Salmon Beach Committee agreed to changes for the oversight processes for Salmon Beach services. The creation of the West Coast Assistant (two days per week at Salmon Beach) and the removal of the management contractor along with the implementation of the site maintenance contractor for internal maintenance including pump and haul services.

Currently, the 2017 preliminary budget includes \$35,000 for the West Coast Assistant, while the contractor for internal maintenance including pump and haul services has a contract with cost of \$63,425.00 per year for a total of \$98,425.00. The new delivery of the same services has a projected total saving of \$33,624.92 or 25.4% over the cost that were incurred in the period October 2013 to September 2014.

When the West Coast Assistant position was created a review after one year was proposed. The position required staff to track hours spent specifically on Salmon Beach issues, this position official started on August 19, 2015. The first year (26 biweekly pay periods) saw a total of 647.65 hours or an average of 12.45 hours per week. If we just look at the hours within the 2016 year and annualize those hours we would see 735.90 hours for 2016 or an average of 14.15 hours. This West Coast Assistant actual hours are well within the budgeted range for the position over the past year.

ACRD staff have found the West Coast Assistant position to be an effective means to provide an avenue to deal with issues as they occur in Salmon Beach. The position provides someone with the knowledge of local issues, a presence in Salmon Beach and a consistent message that is delivered to the community. The position also provides a communication link to the committee as well directly to the owners.

The West Coast Assistant is to provide oversight of contracts and infrastructure reporting the Manager of Environmental Services who in turn will consult the Salmon Beach Committee and the owners. The responsibilities of the West Coast Assistant position include but are not limited to:

- Under the direction of the Manager for Environmental Services, implement and oversee the provision of services
- Public liaison – Attend office one day per week at Salmon Beach in summer, preferably Saturdays.
- Direct questions regarding Salmon Beach to the appropriate department and ACRD staff members.
- Draft correspondence for review and communication preparations.
- Attend committee meetings and organize agendas, reports and minutes as required.
- On sight coordination of contractors (maintenance and capital works). Coordinate timing, review delivery, and ensure obligations met of roads, facilities, grounds maintenance, capital projects, Occupational health and safety, training and/or orientation for all contractors and staff.
- Routine infrastructure inspections throughout the year and in response to weather and other potential damaging events.
- Permitting for all required works.
- Coordinate pump and haul issues with contractor as required.
- Develop voters list as required for community meetings.

The committee and staff will continually review the position and track all time going to the service to ensure best value for money.

Time Requirements – Staff & Elected Officials:

Minimal staff time will be required to facilitate the continuance of the position.

Financial

The budget for the West Coast Assistant is \$35,000 for the 2017 year and this is based on the allocation of 2 days of time per week on average based on past years actual results for Salmon Beach time.



Submitted by: _____
Andrew McGifford, CPA, CGA, Manager of Environmental Services



Approved by: _____
Russell Dyson, Chief Administrative Officer

REQUEST FOR DECISION

To: Salmon Beach Committee

From: Alex Reaburn, West Coast Assistant

Meeting Date: August 25, 2016

Subject: Memorial Benches installation within Salmon Beach

Recommendation:

THAT the Salmon Beach Committee request that staff assist the volunteer group proposal to provide a memorial bench program within Salmon Beach and obtain Ministry of Transportation and Infrastructure (MOTI) approvals for installation.

Summary

A Salmon Beach resident has requested the ACRD investigate the possibility of installing one pre-cast concrete memorial bench with an option to install more depending on the success of the project. The memorial bench will require the construction of a concrete foundation with mounting studs, purchasing the pre-cast concrete benches and purchasing plaques. These types of benches are very durable and are proven to withstand the type of weather exposure expected at Salmon Beach.

The materials, machine costs and labour for the foundations would be donated and funds. The memorial plaques will be bought by the family or friend of the for a meaningful way to remember or honor a loved one. There will be multiple spots (up to 16) available for plaques on each bench. The cost pre-cast bench(s) would be budgeted for in 2017. The possibility for tax deductible donation receipts could occur if the money is donated to the ACRD and then expended on this project. Donations receipts could not be provided for the cost of the plaques; these can only be issued for the cost associated to the benches.

The volunteer has identified two proposed sites. The first is on the south end of Sixth Street on the road right of way before the foreshore. The second is at the top of the boat ramp either on lot 10 or the road right of way. Attached is a map with these sites identified.

Time Requirements – Staff & Elected Officials:

A modest amount of staff time may be required to assist in the application process for MOTI approvals. Building Inspection staff will oversee the installation on these benches. Volunteer time will cover the cost of much of the labour for this project. Moving forward the Salmon Beach site contractor will inspect periodically as a part of the normal inspection processes.

Financial

There are two types of pre-cast benches available:

Exposed Aggregate Concrete - \$975.00 including tax
Smooth Concrete - \$795.00 including tax

There are two types of plaques available for purchase by the person honored:

Bronze - \$335.00
Black granite - \$100.00



Submitted by: _____
Alex Reaburn, West Coast Assistant



Approved by: _____
Russell Dyson, Chief Administrative Officer



1704 Fourth Ave ELIZABETH STREET

VICTORIA STREET

SARATOGA AVENUE

RODERICK STREET

SHORT STREET

BRIGHTON AVENUE

SEVENTH AVENUE

SIXTH AVENUE

FIFTH AVENUE

FOURTH AVENUE

THIRD AVENUE

SECOND AVENUE

FIRST AVENUE

Propose Site #2 - Boat Ramp

Proposed Site #1 - Bottom of Sixth




August 6th, 2016

Alex Reaburn- West Coast Assistant
Alberni-Clayoquot Regional District
3008 5th Ave
Port Alberni, BC
V9Y 2E3

Dear Alex,

Please consider this an official request to have you investigate the placement of memorial benches at two locations within the MOT right of way at Salmon Beach recreational community. The locations are at the bottom of Sixth Ave and the top of the boat ramp as discussed last week.

Thank you,


CLINTON EGGUM

(250) 266-8984

REQUEST FOR DECISION

To: Salmon Beach Committee

From: Luc Stefani, Building Inspector/Property Maintenance Coordinator
Andrew McGifford, CPA, CGA, Manager of Environmental Services

Meeting Date: August 25, 2016

Subject: 2017 Security Service Area Capital Plan – Administration & Sewage Buildings

Recommendation:

THAT the Salmon Beach Committee endorse a plan for double-wide 24' X 40' (960 square foot) Britco/Atco type unit for an estimated cost of \$45,000 in the 2017 Financial Plan – Security Service Area.

THAT the Salmon Beach Committee endorse a plan for building a 21' X 32' structure tall enough to house the septic truck for \$41,000 in the 2017 Financial Plan - Sewage Service Area.

Summary

Regional District staff were directed to provide options of varying cost for renewal of facilities located at 1111, 1129 and 1125 Seventh Ave. The existing facility includes a building currently in unsatisfactory condition (not habitable) that also houses a sanitary pump and haul truck in the attached garage. There is also a small shed for collecting recyclables and accepted refuse.

Various options were considered to provide these three estimates and include modular buildings, site built and pre-fabricated structures. Multiple quotes were collected both verbally and in written form; the Marshall and Swift valuation method was also utilized. The intent of these estimates is to provide a general idea of the costs associated for renewal/rejuvenation on a quality based scale.

The purpose having the administration building is to house an office, provide for storage and a meeting place for the Salmon Beach Committee and other community affairs.

The pump truck is stored in close proximity to a well that could possibly be used as a water source. The Water Sustainability Act contains the Groundwater Protection Regulation which states that “a person must not leave any foreign matter, store any foreign matter or allow any foreign matter to accumulate within 3 m of the wellhead of a water supply well and that a person must ensure that any foreign matter that the person leaves, stores or allows to accumulate beyond the 3 m referred to does not travel to within that 3 m”. There’s additional legislation concerning protection of wells. Considering the Groundwater Protection Regulation, it would seem appropriate to re-locate the sanitary pump truck’s location; therefore, in three of the scenarios a separate accessory building is constructed away from the well head. Dimensions of the building are 21’ X 32’ and tall enough to house the truck.

Please find on the following estimates of varying quality with description of the proposed buildings, all the options (except the final) including a separate structure to house the Pump and Haul Truck. The constant wear and tear from the environment in Salmon Beach impacts the longevity of the asset and should be stored inside when not in use:

Option 1 - Repair existing building as per quotations received and construct a separate building for pump truck.

•	Repair Quote:	\$30,310	from Security Service Area
•	32' X 21' accessory building:	<u>\$41,000</u>	from Sewage Service Area
		<u>\$71,310</u>	Total - Option 1

This option was reviewed earlier and the repairs quoted would not include other maintenance required moving forward, the work would only allow access back into the building. Location in proximity to the well is a concern with this option.

Option 2 - Provide used, double-wide 24' X 40' (960 SF) Britco/Atco type units and construct a separate building to house pump truck. Used units will require new siding and other upgrades.

•	Used units, placement included	\$35 000	from Security Service Area
•	Additional repair costs:	\$10 000	from Security Service Area
•	32' X 21' accessory building:	<u>\$41,000</u>	from Sewage Service Area
		<u>\$86,000</u>	Total – Option 2

This option provides a used structure that would require some exterior improvements and would be half the cost of purchasing a brand new unit. The Security service area does not have a large Capital reserve balance and would require \$15,000 contribution in 2017 in order to allow this project to proceed.

Option 3 - Erect a custom designed prefabricated steel structure on existing foundation with no interior partitions and construct a separate building to house pump truck.

•	Prefabricated steel building:	\$75,910	from Security Service Area
•	Additional costs:	\$15,000	from Security Service Area
•	32' X 21' accessory building:	<u>\$41,000</u>	from Sewage Service Area
		<u>\$131,910</u>	Total – Option 3

This option provides a new structure that would sit on the current building site. The well location would need to be addressed and the Security service area does not have a large Capital reserve balance and would require \$46,000 contribution in upcoming years in order to allow this project to proceed and may need to wait till 2018.

Option 4 - Construct a new two storey, 3300 SF building with meeting place and library, plumbing and forced air heat, metal roofing and siding, large 750 SF attached garage for pump truck and a 400 SF covered concrete patio. Note that costs do not include re-zoning or variance processes.

•	New build:	<u>\$458,000</u>	Total – Option 4
---	------------	-------------------------	-------------------------

The current building would be demolished and if Options 3 is undertaken it would be required before the new build is completed. Option 2 could delay this until 2018 when funds are available to complete. The demo costs are estimated to be \$5,000.

ACRD staff recommends that we proceed on Option 2 in order to provide a meeting place and shelter for the Pump and Haul truck and it can be undertaken in the 2017. These estimates are general in nature and should be viewed as such. Specific contracts/tender documents have not been provided and would be required before work would proceed.


Time Requirements – Staff & Elected Officials:

A significant amount of staff time would be involved to oversee this projects and processes. Building Maintenance and the West Coast Assistant would coordinate the work required.

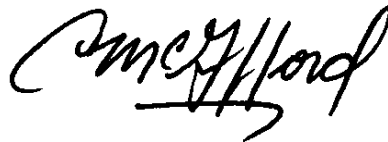
Financial

Options 1 and 2 are both projects that the Security Capital Reserve could undertake in 2017. The Capital Reserve for Security currently does not have the capacity to act on Option 3 or 4 in 2017. The fourth option would require borrowing and then public approval would be required to do so. The current Capital Reserve balance for Security is \$30,834.24.


The Salmon Beach Sewage Capital Reserve could provide the funding required to have the Pump and Haul truck shelter proceed in 2017, currently has s \$118,825.31 balance.



Submitted by: _____
Luc Stefani, Building Inspector/Property Maintenance Coordinator



Submitted by: _____
Andrew McGifford, CPA, CGA, Manager of Environmental Services



Approved by: _____
Russell Dyson, Chief Administrative Officer

MEMORANDUM

To: Salmon Beach Committee

From: Andrew McGifford, CPA, CGA, Manager of Environmental Services

Meeting Date: August 24, 2016

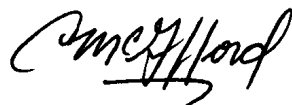
Subject: Infrastructure Assessment update

In the 2016 budgeting process there was discussion on improving the roads within the Salmon Beach. Before the proposed improvements were budgeted and then undertaken the financial plan permitted the infrastructure review to be completed in 2016.

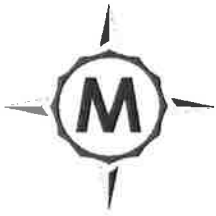
The plan was to have the McGill & Associates Engineering Ltd. (Engineer) review the site, assess the culverts and ditching in place, and then provide the recommended standard through the development. A site visit was undertaken by the Engineer and ACRD staff and found that for the most part the current infrastructure manages the flow of water. Although the indicators are that flow of water is currently manageable there are heavy rain events that occur and would test the limits of the current infrastructure. Also as development occurs in the Salmon Beach community water flows will change over time. ACRD staff and the Engineer plans to visit when a heavy event occurs to better understand the impacts of such events.

The Engineer does not recommend a standard culvert size be a requirement but instead that the size of the culvert be determined on a case by case basis while considering the location. The Engineer does believe that some oversight needs to be provided as currently there are various different pipes and culverts that do not provide effective movement of water. With no standard in the past the financial requirement to improve these problem areas will be a project of the community, as a whole moving forward. Those installing new culverts once any improvements are made should be made to install a culvert that effectively deals with the water movement. This new standard would require a new bylaw that the ACRD needs to investigate.

Moving forward any improvements made to roads will need to include what is required to bring the subgrade to Ministry standards, then the ditching will be reviewed for adequacy, then finally the road upgrades could be made. Road improvement projects would require a full review by an engineer before proceeding.



Submitted by: _____
Andrew McGifford, CPA, CGA, Manager of Environmental Services



August 15, 2016

Alberni Clayoquot Regional District
3008 5th Avenue
Port Alberni, B.C. V9Y 2E3

Attention: Andrew McGifford

Re: Salmon Beach Drainage
Our Reference 3345

Dear Sir:

As requested by the Alberni Clayoquot Regional District (ACRD), McGill & Associates Engineering Ltd. (McGill) has conducted a preliminary investigation, including a site visit, to review the existing drainage infrastructure at Salmon Beach. The purpose of the site visit was to assess the conveyance of drainage through the existing infrastructure (ditches and culverts) and provide a standard for any future installation of ditches or culverts that will be required when new houses are built.

During the site visit on July 5, 2016 it was observed that the existing culverts throughout Salmon Beach range in diameter (typically 300mm to 600mm) and pipe materials (typically corrugated steel (CMP) or polyvinyl chloride (PVC)). In addition, the ditches that have built within the community have different cross sections and depths which results in varying capacities.

Without a minimum pipe size requirement in the past, we can understand that culvert sizes would vary dependent on where they are located along the drainage path. Culverts located further upstream on the drainage system would have less of a catchment area and therefore could be sized smaller than culverts located downstream. In addition, it appears that in some locations, culverts have been sized based on the depth of the ditches fronting the lots so that driveways could be built with a straight grade from the road. If larger culverts were installed in these locations then the driveways would have to be raised above the culvert, creating a large hump proceeding into the lot.

We recommend that driveway accesses that are constructed in the future be reviewed on a case by case basis. We do not believe that setting a standard culvert size for all of Salmon Beach will work well with the existing infrastructure already in place. If there has not been drainage issues at a specific location in the past, the new culvert can typically be sized based on choosing the maximum size of the neighboring upstream and downstream culverts. This approach would also require the review of the ditching to ensure that the existing drainage route is not impacted by the new driveway access. The ditch cross-section should remain relatively constant (to match existing) and connect to the upstream and downstream ditching. The review could typically be completed by an ACRD building inspector.

There are some lots that are at low or relatively flat locations along the roads that may require additional work to promote adequate drainage. In these more complex situations, the building inspector could consult with McGill to determine appropriate and cost effective solutions.

With this case by case approach, the driveways/culverts and associated ditching can be evaluated based on the existing infrastructure in the area and their location along the drainage route. This will provide the ACRD with the ability to control future works to prevent negative impacts to the existing drainage system, while working with the property owners to provide cost effective solutions that are site specific.

We trust this satisfies your requirements. Should you wish to discuss further, please call at your convenience.

Yours truly,

For McGill & Associates Engineering Ltd.



Mike Lange, P. Eng.



MEMORANDUM

To: Salmon Beach Committee

From: Andrew McGifford, CPA, CGA, Manager of Environmental Services

Meeting Date: August 24, 2016


Subject: Zoning Bylaw - update

An update for the Zoning Bylaw was requested and the following was provided by planning staff:

In the new draft of the ACRD zoning bylaw, Salmon Beach will be zoned Recreational Residential 2 Zone (RR2). The preamble is "this zone provides for seasonal recreational use. It is intended for lands that are located at Salmon Beach and requiring minimal infrastructure, which is to be provided by the property owners."

Reference to marine access has been removed, however, this zoning only allows for seasonal occupancy. Cabins and recreational vehicles cannot be occupied on a permanent basis and owners must demonstrate that they have a primary residence at another location.

The zoning bylaw update process will still require a fair amount of time to complete and planning staff will provide status updates as progress is made.

Submitted by: 
Andrew McGifford, CPA, CGA, Manager of Environmental Services