



# Alberni-Clayoquot Regional District

## BOARD OF DIRECTORS MEETING

WEDNESDAY, MARCH 22, 2017, 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>	
<b>Recognition of Traditional Territories.</b>	
<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 – March 8, 2017</b>	<b>8-19</b>
<i>THAT the minutes of the Board of Directors meeting held on March 8, 2017 be adopted.</i>	
b. <b>Special Board of Directors Meeting – Public Consultation - March 15, 2017</b>	<b>20-26</b>
<i>THAT the minutes of the Board of Directors meeting held on March 15, 2017 be adopted.</i>	
<b>5. <u>PETITIONS, DELEGATIONS &amp; PRESENTATIONS (10 minute maximum)</u></b>	
a. <b>Presentation: Keith Looker, Maintenance Technician, 5 Years of Service</b>	
b. <b>Patty Edwards, Terry Deakin, Coordinator, Alberni Valley Stakeholders Initiative to End Homelessness – Update on Activities</b>	
<b>6. <u>CORRESPONDENCE FOR ACTION</u></b>	
a. <b>REQUEST TO JOIN</b>	<b>27</b>
Toquaht Nation, March 14, 2017, - Request to join the Alberni-Clayoquot Regional District Long Beach Airport Advisory Committee.	

Possible Motion:

*THAT Kirsten Johnsen, Toquaht Nation be appointed to the Long Beach Airport Advisory Committee with term ending October 2018.*

- b. **REQUEST FOR ASSISTANCE** **28-41**  
Coastal Community Network, March 15, 2017, request for the Alberni-Clayoquot Regional District to apply to the British Columbia Rural Dividend Fund on behalf of the Coastal Community Network Association

Possible Motion:

*THAT the Alberni-Clayoquot Regional District apply to the British Columbia Rural Dividend Fund on behalf of the Coastal Community Network Association in the amount of \$10,000 for the completion of the Coastal Sustainability Charter Literature Review in 2017.*

**7. CORRESPONDENCE FOR INFORMATION**

- a. **MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE** **42-43**  
November 2016 Flooding – Letter of Thanks and Request
- b. **MINISTRY OF JOBS, TOURISM AND SKILL TRAINING AND MINISTER RESPONSIBLE FOR LABOUR** **44-45**  
BC Jobs Plan – 5 Year Update  
(Report held in office)
- c. **SPROAT LAKE COMMUNITY ASSOCIATION TO MINISTER OF TRANSPORTATION** **46-47**  
Adequate Maintenance and Service for Snow Removal in Rural Areas
- d. **HARRISON HOT SPRINGS** **48**  
Support for the District of Coldstream
- e. **NOTICE IN ACCORDANCE WITH YUUŁU?İŁ?ATH** **49**  
Zoning and Structures Act Section 34.6

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

**8. REQUEST FOR DECISIONS & BYLAWS**

- a. **REQUEST FOR DECISION** **50-51**  
Selection Committee for the West Coast Multiplex Architect

*THAT the Board of Directors establish a select committee to review architectural services for the detailed design of the Westcoast Multiplex as outlined in the CAO's March 15, 2017 report, in order to recommend to the Regional Board the preferred candidate for the project.*

- b. **REQUEST FOR DECISION** **52-55**

Operating Procedures for the Alberni Valley Regional Airport

*THAT the Board of Directors direct staff to complete aircraft operating procedures for the Alberni Valley Regional Airport with respect to the completed airport expansion and lighting projects with input from current operators and the aviation community, based on the Tetra Tech June 3, 2016 proposal.*

- c.     **REQUEST FOR DECISION** **56-58**  
Request from the Alberni Valley Enhancement Association to Co-Sponsor a Public Talk on Research being Conducted on the Western Painted Turtle on Southern Vancouver Island

*THAT the Board of Directors agree to Co-Sponsor a public talk on the Western Painted Turtle with the Alberni Valley Enhancement Association.*

- d.     **REQUEST FOR DECISION** **59-63**  
Bylaw No. R1016-3, Tofino-Ucluelet Airport Fees Amendment – Add Skydiving Rates

*THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to the bylaw cited as “Bylaw No. R1016-3, Tofino-Ucluelet Airport Fees Amendment, 2017”.*

*THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to the bylaw cited as “Bylaw No. R1016-3, Tofino-Ucluelet Airport Fees Amendment, 2017”.*

*THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to the bylaw cited as “Bylaw No. R1016-3, Tofino-Ucluelet Airport Fees Amendment, 2017”.*

*THAT the Alberni-Clayoquot Regional District Board of Directors adopt bylaw cited as “Bylaw No. R1016-3, Tofino-Ucluelet Airport Fees Amendment, 2017”.*

- e.     **REQUEST FOR DECISION** **64-69**  
Bylaw No. R1021-5, Garbage and Recyclable Materials Collection Amendment for Recycling Containers

*THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to the bylaw cited as “Bylaw No. R1021-5, Garbage and Recyclable Materials Collection Amendment, 2017”.*

*THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to the bylaw cited as “Bylaw No. R1021-5, Garbage and Recyclable Materials Collection Amendment, 2017”.*

*THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to the bylaw cited as "Bylaw No. R1021-5, Garbage and Recyclable Materials Collection Amendment, 2017".*

*THAT the Alberni-Clayoquot Regional District Board of Directors adopt bylaw cited as "Bylaw No. R1021-5, Garbage and Recyclable Materials Collection Amendment, 2017".*

- f.       **REQUEST FOR DECISION** **70-76**  
          C2C Forum Funding Application – "A Path Forward" Planning Session

*THAT the Alberni-Clayoquot Regional District Board of Directors submit a funding application to the UBCM/First Nations Summit Regional Community to Community Forum in order to host "A Path Forward" Planning Session in the Alberni-Clayoquot Region in 2017.*

- g.       **REQUEST FOR DECISION** **77-81**  
          3<sup>rd</sup> Reading and Adoption of the 2017-2021 Financial Plan  
          (2017-2021 Draft Financial Plan attached Separately)

*THAT the Board of Directors give third reading to Bylaw cited as 'Bylaw F1131, 2017 to 2021 Alberni-Clayoquot Regional District Financial Plan'.*

**\*\*\* (If any final amendments are required they must be done prior to voting on third reading.) \*\*\***

*THAT the Board of Directors adopt Bylaw cited as 'Bylaw F1131, 2017 to 2021 Alberni-Clayoquot Regional District Financial Plan'.*

**9.       PLANNING MATTERS**

**9.1     ELECTORAL AREA DIRECTORS ONLY**

- a.       **DVC16014, STYLES, 1146 SIXTH AVENUE (LONG BEACH)** **82-98**  
          Development Variance Application – Report

*THAT the Board of Directors consider issuing development variance permit DVC16014.*

- b.       **TUP17009, 0742479 BC LTD, LOT A, DISTRICT LOT 567, CLAYOQUOT DISTRICT, PLAN EEP6547 (SPROAT LAKE)** **99-107**  
          Temporary Use permit Application Renewal – Memorandum

*THAT the Board of Directors consider renewing the Temporary Use Permit for LOT A, DISTRICT LOT 567, CLAYOQUOT DISTRICT, PLAN EPP6547 for one camping season until September 30, 2017.*

- c. **RF17001, ARBANAS, 5877 TEBO AVENUE (CHERRY CREEK)**  
Rezoning Application – Report and Bylaw P1352

**108-116**

*THAT Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw P1352 be read a first time.*

*THAT the public hearing for Bylaw P1352 be delegated to the Director for Electoral Area 'F', the Alternate Director or the Chairperson of the Regional District.*

*THAT the Board of Directors confirm that adoption of Bylaw P1352 is subject to:*

- i. Confirmation from a Registered On-Site Wastewater Practitioner that the proposed lot is capable of accommodating on-site sewage disposal to a minimum 0.6 acre density; and*
  - ii. Meeting technical referral agency requirements.*
- d. **DVF16015, DODS, 370 FRANKLIN RIVER ROAD (CHERRY CREEK)**  
Development Variance Application – Report

**117-122**

*THAT the Board of Directors consider issuing development variance permit DVF16015.*

- e. **RF17002, CHERRY CREEK IMPROVEMENT DISTRICT, LOT 14 & 15, DISTRICT LOT 57, ALBERNI DISTRICT, PLAN 13745 (CHERRY CREEK)**  
Rezoning Application – Report and Bylaws P1353 and P1354

**123-131**

*THAT the Regional District of Alberni-Clayoquot Cherry Creek Official Community Plan Amendment Bylaw P1353 be read a first time.*

*THAT the Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw P1354 be read a first time.*

*THAT the public hearing for Bylaws P1353 and P1354 be delegated to the Alternate Director for Electoral Area 'F' or the Chairperson of the Regional District.*

*THAT the Board of Directors confirm that adoption of Bylaws P1353 and P1354 are subject to:*

- i. Meeting technical referral agency requirements.*

## **10. REPORTS**

### **10.1 STAFF REPORTS**

- a. Staff Action Items Report – March 17, 2017
- b. Meeting Schedule – April 2017

**132-139**  
**140**

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

## **10.2 COMMITTEE REPORTS**

- a. **Fire Chiefs Appointment Committee Meeting, March 16, 2017 – J. McNabb (verbal)**
- b. **Air Quality Council Meeting – March 16, 2017 – K. Wyton (verbal)**

*THAT verbal reports a-b be received.*

## **10.3 MEMBER REPORTS**

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

*THAT the Board of Directors receives the Member Reports.*

## **11. UNFINISHED BUSINESS**

## **12. LATE BUSINESS**

13. QUESTION PERIOD

14. ADJOURN

Next Board of Directors Meeting: **Wednesday, April 12, 2017**  
**Regional District Board Room**



# Alberni-Clayoquot Regional District

## MINUTES OF THE BOARD OF DIRECTORS MEETING HELD ON WEDNESDAY, MARCH 8, 2017, 1:30 PM

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

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### DIRECTORS

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

### PRESENT:

Josie Osborne, Vice-Chair, Mayor, District of Tofino  
Keith Wyton, Director, Electoral Area "A" (Bamfield)  
Mike Kokura, Director, Electoral Area "B" (Beaufort)  
Tony Bennett, Director, Electoral Area "C" (Long Beach)  
Penny Cote, Director, Electoral Area "D" (Sproat Lake)  
John McNabb, Director, Electoral Area "E" (Beaver Creek)  
Mike Ruttan, Mayor, City of Port Alberni  
Jack McLeman, Councillor, City of Port Alberni  
Dianne St. Jacques, Mayor, District of Ucluelet  
Alan McCarthy, Member of Legislature, YuułuꞀíꞀath Government  
Kirsten Johnsen, Member of Council, Toquaht Nation

### REGRETS:

Wilfred Cootes, Councillor, Uchucklesaht Tribe Government  
Lucas Banton, Director, Electoral Area "F" (Cherry Creek)

### STAFF PRESENT:

Russell Dyson, Chief Administrative Officer  
Andrew McGifford, Manager of Environmental Services  
Teri Fong, Manager of Finance  
Mike Irg, Manager of Planning and Development  
Wendy Thomson, Manager of Administrative Services

## 1. CALL TO ORDER

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

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

## 2. APPROVAL OF AGENDA

*MOVED: Director McNabb*

*SECONDED: Director McCarthy*

*THAT the agenda be approved as circulated with the addition of the following late item: 10.3(a) Report on Central Districts Group Meeting, Local Leaders, MLA & MP.*

**CARRIED**



**3. DECLARATIONS**

**4. ADOPTION OF MINUTES**

**a. Special Board of Directors Meeting – February 16, 2017**

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

*THAT the minutes of the Special Board of Directors meeting held on February 16, 2017 be adopted.*

**CARRIED**

**b. Board of Directors Meeting – February 22, 2017**

*MOVED: Director Kokura*  
*SECONDED: Director Bennett*

*THAT the minutes of the Board of Directors meeting held on February 22, 2017 be adopted.*

**CARRIED**

**c. Parcel Tax Review Committee Meeting – February 22, 2017**

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

*THAT the minutes of the Parcel Tax Review Committee meeting held on February 22, 2017 be adopted.*

**CARRIED**

**d. Salmon Beach Committee Meeting – February 28, 2017**

*MOVED: Director Bennett*  
*SECONDED: Director McCarthy*

*THAT the minutes of the Salmon Beach Committee meeting held on February 28, 2017 be adopted.*

**CARRIED**

**e. Bamfield Water Committee Meeting – February 20, 2017**

*MOVED: Director Wyton*  
*SECONDED: Director Bennett*

*THAT the minutes of the Bamfield Water Committee meeting held on February 20, 2017 be adopted.*

**CARRIED**

Director Johnsen entered the meeting at 1:32 pm

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

- a. Mr. Bill Dawson, Deputy Assessor, BC Assessment, Vancouver Island Region regarding BC Assessment 2017 Presentation.**

Director Ruttan entered the meeting at 1:34 pm.

Mr. Dawson provided a power point presentation on basic assessments and taxation for 2017 in the Alberni-Clayoquot Regional District. Property assessments relative to property taxes, assessment role highlights and the appeal process were also discussed.

- b. Gary Haggard, Cherry Creek Improvement District, Mike Lange, McGill Engineering regarding Gas Tax Funds.**

Mr. Lange provided an overview of the capital works required for the Cherry Creek Improvement District (CCID) water distribution system. The CCID requests the use of Gas Tax Funds for the capital works in the amount of \$625,000.00. This amount would allow the CCID to replace aging mainline pipe within the water distribution system.

*MOVED: Director McNabb*

*SECONDED: Director Kokura*

*THAT the request from the Cherry Creek Improvement District for the use of gas tax funds in the amount of \$625,000 for their capital works project be referred to the next Electoral Area Directors Committee meeting for consideration.*

**CARRIED**

- c. Tara Atleo GM, MHSS, Tessa Saxby Jones, Operations Manager Ahousaht Business Corp, Trevor Jones - Consultant, regarding Ahousaht Land Use Vision.**

Mr. Jones and Ms. Atleo provided an overview of the Ahousaht Community Process. The land use visioning is a process that has been led by the Ahousaht Hawiith. The Hawiith appointed a Technical Advisory Committee to gather research and information, develop draft maps and zone descriptions and facilitate all community engagement and endorsement. This process is fully endorsed by the Ahousaht leadership and community. A map was circulated of the Ahousaht Hahoulthee project area. They are looking for support from the Alberni-Clayoquot Regional District in getting this vision implemented with the Crown.

*MOVED: Director Bennett*  
*SECONDED: Director McCarthy*

*THAT the ACRD Board of Directors endorse the Ahousaht land use vision, as presented by representatives of the Ahousaht Nation, notwithstanding and without prejudice to overlap issues or to private lands in Clayoquot Sound which are within the jurisdiction of the Alberni-Clayoquot Regional District.*

**CARRIED**

## **6. CORRESPONDENCE FOR ACTION**

- a. Correspondence February 28, 2017 from the Island Corridor Foundation regarding request for Director Nominee 2017-2019 and Member Representative for 2017.**

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

*THAT the Alberni-Clayoquot Regional District Board of Directors re-appoint Mr. Ken McRae as the Regional District's representative for the Island Corridor Foundation Director to be elected for a two year term at the Annual General Meeting April 27, 2017.*

**CARRIED**

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

*THAT Director Lucas Banton be re-appointed as the Regional District's Member Representative on the Island Corridor Foundation for 2017.*

**CARRIED**

- b. Correspondence dated February 26, 2017 from Port Alberni Marine Rescue Society regarding invitation for an Alberni-Clayoquot Regional District representative to attend an appreciation dinner on Sunday, March 12, 2017, 6:00 pm at the Alberni Golf Club.**

*MOVED: Director McNabb*  
*SECONDED: Director Wyton*

*THAT the Board of Directors approve Director Cote's attendance at the Port Alberni Marine Rescue Society Appreciation Dinner scheduled for Sunday, March 12, 2017.*

**CARRIED**

## 7. CORRESPONDENCE FOR INFORMATION

- a. **TOQUAHT NATION**  
West Coast Multiplex Society Services
- b. **C. PETERS, ADVOCATE ON HUMAN TRAFFICKING/SEXUAL EXPLOITATION, YOU AND CHILD EXPLOITATION, YOURTH PORN USE/ADDICTION**  
Human Trafficking
- c. **RESPONSE FROM MINISTRY OF AGRICULTURE AND ACRD LETTER TO MINISTRY**  
Fisheries Habitat Restoration
- d. **ISLAND COASTAL ECONOMIC TRUST**  
Public Backcountry Hut in ACRD a First for Vancouver Island
- e. **UNION OF BRITISH COLUMBIA MUNICIPALITIES**  
Strategic Wildfire Prevention Initiative – Approval of 2017 FireSmart Planning Grant – Cherry Creek FireSmart Engagement  
Strategic Wildfire Prevention Initiative – Approval of 2017 FireSmart Planning Grant – Sproat Lake & Beaver Creek FireSmart Engagement
- f. **CENTRAL WESTCOAST FOREST SOCIETY**  
Winter Speaker Series
- g. **FEDERATION OF CANADIAN MUNICIPALITIES**  
Response to UBCM regarding Resolution Submission on Federal Government Cooperation for Oil Spill Response in BC
- h. **BERNADETTE WYTON**  
The Cantimber Controversy

*MOVED: Director Bennett*

*SECONDED: Director McCarthy*

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

**CARRIED**

## 8. REQUEST FOR DECISIONS & BYLAWS

- a. **Request for Decision regarding Audio System for Boardroom.**

The following resolution postponed at the February 22<sup>nd</sup> Board of Directors meeting was back on the table for consideration by the ACRD Board:

*MOVED: Director Bennett*

*SECONDED: Director McNabb*

*THAT the ACRD Board of Directors approve option 2 as presented for the purchase of an audio system for the ACRD boardroom at a cost of \$7,928.35.*

**CARRIED**

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

*THAT the ACRD Board of Directors include the addition of live streaming equipment to the board room audio system for an additional \$8,000.00.*

**CARRIED**

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

*THAT the ACRD Board of Directors amend the 2017 – 2021 ACRD Financial plan to include a \$16,000.00 capital expenditure in general government services for the purchase of an audio system for the ACRD boardroom at a cost of \$7,928.35 and live streaming equipment at a cost of \$8,000.00.*

**CARRIED**

*MOVED: Director McNabb*  
*SECONDED: Director Wyton*

*THAT Regional District staff be instructed to investigate possible government grants available through the Accessibility Program for the purchase of boardroom audio equipment.*

**CARRIED**

**b. Request for Decision regarding Alberni Valley Search and Rescue Squad Funding Request.**

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

*THAT the ACRD Board of Directors amend the 2017 – 2021 Financial Plan to include an additional \$6,000.00 Grant-in-Aid to the Alberni Valley Search and Rescue Squad from the Alberni Valley.*

*MOVED: Director Wyton*  
*SECONDED: Director Bennett*

*THAT the main motion be amended to include area "A" (Bamfield) as a participant in the \$6,000 grant-in-aid.*

**CARRIED**

The main motion as amended was

**CARRIED**

**c. Request for Decision regarding RFP for Design Services for the Westcoast Multiplex.**

*MOVED: Director Bennett*  
*SECONDED: Director Osborne*

*THAT the Alberni-Clayoquot Regional District Board of Directors proceed with a Request for Proposals to secure services from a qualified Architectural firm to complete the detailed design of the WestCoast Multi Plex Phase 1 – the Arena; as outlined in the CAO's report dated March 1, 2017.*

**CARRIED**

**d. Request for Decision regarding Long Beach Airport Lighting Project – BC Air Access Program (BCAAP).**

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

*THAT the Board of Directors of the Alberni-Clayoquot Regional District approve the change order for the Long Beach Airport lighting project in the amount of \$82,090.90 plus GST to Raylec Power LP.*

**CARRIED**

**e. Request for Decision regarding Cherry Creek Community Parks – Walking and Cycling Trail Tender.**

*MOVED: Director Kokura*  
*SECONDED: Director Wyton*

*THAT the Board of Directors of the Alberni-Clayoquot Regional District award the Cherry Creek Community Parks – Walking and Cycling Trail tender Installation to Denis Francoeur Backhoeing in the amount of \$47,757.62 including GST.*

**CARRIED**

**f. Request for Decision regarding Consideration of an Animal Control Service for Livestock at Large.**

*MOVED: Director Kokura*  
*SECONDED: Director McLeman*

*THAT the Board of Directors refer the consideration of an animal control service for livestock at large to the Electoral Area Directors Committee for discussion.*

**CARRIED**

**g. Request for Decision regarding Salmon Beach Sewage Field Upgrades – Request to Investigate and Proceed to Toquaht Nation.**

*MOVED: Director Bennett*

*SECONDED: Director Osborne*

*THAT the Board of Directors write a letter on behalf of the Salmon Beach Committee to the Toquaht Nation to permit the investigation of the costs and proceed with work to re-establish maximum capacity in the sewage field original sewage field and install additional feeder tank capacity within the License of occupation area.*

**CARRIED**

**h. Request for Decision regarding Long Beach Airport – ACAP Engineering Services – RFP Award.**

*MOVED: Director St. Jacques*

*SECONDED: Director Osborne*

*THAT the Board of Directors of the ACRD amend the Long Beach Airport capital plan to increase the costs for engineering services for the ACAP grant application on page 43, line 70 of the 2017-2021 Financial Plan \$22,000 to \$40,000 and staff be authorized to proceed with the ACAP grant application as proposed.*

**CARRIED**

**i. Request for Decision regarding Building Inspection Agreement Renewal with the District of Tofino.**

*MOVED: Director Osborne*

*SECONDED: Director Bennett*

*THAT the Board of Directors enters into a two (2) year agreement with the District of Tofino to provide building inspection services and direct the CAO and Chairperson to sign the attached BUILDING INSPECTION RESOURCE SHARING AGREEMENT.*

**CARRIED**

**j. Request for Decision regarding Salmon Beach Services – Governance Review.**

*MOVED: Director Bennett*

*SECONDED: Director Cote*

*THAT the ACRD Board of Directors allocate \$5,000 from General Government Services Studies and Reports to explore options for administering Salmon Beach Services in 2017.*

**CARRIED**

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

*THAT the ACRD Board of Directors apply to the Ministry of Community, Sport and Cultural Development to request a grant to investigate options for administering Salmon Beach Services in 2017.*

**CARRIED**

**k. Request for Decision regarding Options for Community Funding for Beaver Creek.**

*MOVED: Director McNabb  
SECONDED: Director Wyton*

*THAT the Board of Directors to receive the report.*

**CARRIED**

**l. Request for Decision regarding Salmon Beach Sewage Wood Debris Burning on License of Occupation Lands.**

*MOVED: Director Bennett  
SECONDED: Director Johnsen*

*THAT the ACRD Board of Directors write a letter to Toquaht Nation to request that the Salmon Beach community be permitted to accumulate wood debris and burn up to twice annually on the sewage field license of occupation area.*

*MOVED: Director Wyton  
SECONDED: Director Bennett*

*THAT the motion be amended to exclude man made and construction waste.*

**CARRIED**

The main motion as amended was

**CARRIED**

**m. Request for Decision regarding Finance Warrant No. 574.**

*MOVED: Director Kokura  
SECONDED: Director McLeman*



*THAT the Board of Directors approves Finance Warrant Number 574 in the amount of \$1,532,845.56 dated February 28, 2017.*

**CARRIED**

**9. PLANNING MATTERS**

- a. RE16006, COLYN, 5633 STRICK ROAD (BEAVER CREEK)**  
Rezoning Application – Memorandum and Bylaw P1350

*MOVED: Director McNabb*

*SECONDED: Director Kokura*

*THAT Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw P1350 be adopted.*

**CARRIED**

- b. RE16007, PELLETIER & CRAWFORD, 6770 BEAVER CREEK ROAD (BEAVER CREEK)**  
Rezoning Application – Memorandum and Bylaws P1346 and P1347

*MOVED: Director McNabb*

*SECONDED: Director Bennett*

*THAT Regional District of Alberni-Clayoquot Zoning Text Amendment Bylaw P1346 be adopted.*

**CARRIED**

*MOVED: Director McNabb*

*SECONDED: Director Wyton*

*THAT Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw P1347 be adopted.*

**CARRIED**

- c. MISC17002, WESTERN FOREST PRODUCTS FOREST STEWARDSHIP PLAN (BAMFIELD, BEAUFORT, SPROAT LAKE & CHERRY CREEK)**  
Miscellaneous Referral – Memorandum

*MOVED: Director Wyton*

*SECONDED: Director Cote*

*THAT the Board of Directors direct staff to provide a response to Western Forest Products stating that the Forest Stewardship Plan does not impact the Regional District's interests.*

**CARRIED**

## **10. REPORTS**

### **10.1 STAFF REPORTS**

- a. **Administration Department Monthly Staff Report – March 3, 2017**
- b. **Planning and Development Report – March 8, 2017**
- c. **Financial Department Report – March 3, 2017**
- d. **Staff Action Items Report- March 3, 2017**

*MOVED: Director Kokura*

*SECONDED: Director Bennett*

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

**CARRIED**

### **10.2 COMMITTEE REPORTS**

### **10.3 OTHER REPORTS**

- a. **Late Item – Report on Central Region Governments Meeting – J. Jack**  
Chairperson Jack reported on a meeting he attended last week on behalf of the ACRD with other local leaders, the MLA and MP in Tofino. The main topic of discussion was the Coast Guard's Oceans Protection Plan. There was also discussion regarding shipping concerns and indigenous and local community partnerships.

*MOVED: Director Kokura*

*SECONDED: Director St. Jacques*

*THAT this verbal report be received.*

**CARRIED**

## **11. UNFINISHED BUSINESS**

## **12. LATE BUSINESS**

## **13. QUESTION PERIOD**

## **14. ADJOURN**

*MOVED: Director Osborne*

*SECONDED: Director Ruttan*

*THAT this meeting be adjourned at 3:40 pm*

**CARRIED**

Certified Correct:

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John Jack,  
Chairperson

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Russell Dyson,  
Chief Administrative Officer



# Alberni-Clayoquot Regional District

## MINUTES OF THE SPECIAL BOARD OF DIRECTORS MEETING HELD ON WEDNESDAY, MARCH 15, 2017, 6:00 PM

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

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### **DIRECTORS**

#### **PRESENT:**

John Jack, Chairperson, Councillor, Huu-ay-aht First Nation  
Josie Osborne, Vice-Chair, Mayor, District of Tofino  
Keith Wyton, Director, Electoral Area "A" (Bamfield)  
Mike Kokura, Director, Electoral Area "B" (Beaufort)  
Penny Cote, Director, Electoral Area "D" (Sproat Lake)  
John McNabb, Director, Electoral Area "E" (Beaver Creek)  
Lucas Banton, Director, Electoral Area "F" (Cherry Creek)  
Sharie Minions, Councillor, City of Port Alberni (Alternate)  
Jack McLeman, Councillor, City of Port Alberni  
Wilfred Cootes, Councillor, Uchucklesaht Tribe Government  
Kirsten Johnsen, Member of Council, Toquaht Nation

#### **REGRETS:**

Mike Ruttan, Mayor, City of Port Alberni  
Dianne St. Jacques, Mayor, District of Ucluelet  
Tony Bennett, Director, Electoral Area "C" (Long Beach)  
Alan McCarthy, Member of Legislature, YuułuꞀifꞀathꞀ Government

#### **STAFF PRESENT:**

Russell Dyson, Chief Administrative Officer  
Andrew McGifford, Manager of Environmental Services  
Teri Fong, Manager of Finance  
Mike Irg, Manager of Planning and Development  
Wendy Thomson, Manager of Administrative Services

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

The Chairperson called the meeting to order at 6:03 pm.

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

### **2. APPROVAL OF AGENDA**

*MOVED: Director Cote*

*SECONDED: Director Banton*

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

*4a. Correspondence from the Sproat Lake Community Association requesting assistance for a Hydrology study and removal of rock on Sproat River.*

**CARRIED**

### 3. PUBLIC CONSULTATION

Director Johnsen entered the meeting at 6:05 pm

- a. **Presentation – R. Dyson/T. Fong**
- **2017-2021 Alberni-Clayoquot Regional District Financial Plan**
  - **2017 Alberni-Clayoquot Regional Hospital District Annual Budget**

The Chief Administrative Officer provided an overview of the Alberni-Clayoquot Regional District and highlights for 2016. A presentation of the ACRD 2017 - 2021 Financial Plan was conducted.

- b. **Public Input and Questions**  
No public input/questions

### 4. CORRESPONDENCE FOR ACTION

- a. **LATE ITEM: REQUEST FOR ASSISTANCE**  
Sproat Lake Community Association, March 8, 2017, request for assistance for a Hydrology study and removal of rock on Sproat River.

*MOVED: Director Cote*

*SECONDED: Director McNabb*

*THAT the Board of Directors receive the correspondence dated March 8, 2017 from the Sproat Lake Community Association.*

**CARRIED**

*MOVED: Director Cote*

*SECONDED: Director Minions*

*THAT the ACRD Board of Directors send a letter to the Minister Yamamoto requesting an expedited response to the Regional District's letter dated January 16, 2017 requesting assistance in initiating a flood assessment review of the Somass River watershed.*

**CARRIED**

*MOVED: Director McNabb*

*SECONDED: Director McLeman*

*THAT the ACRD Board of Directors write a letter to the Minister of Environment and Minister of Agriculture advising that the ACRD has requested assistance from Minister Yamamoto in initiating a flood assessment review of the Somass River watershed and requesting their Ministries support.*

**CARRIED**

**5. 2017-2021 REGIONAL DISTRICT FINANCIAL PLAN**

**a. Request for Decision**

Bylaw No. F1131 – 2<sup>nd</sup> Reading of the 2017-2021 Financial Plan  
(Financial Plan Attached Separately)

*MOVED: Director McNabb*

*SECONDED: Director Osborne*

*THAT the Board of Directors give second reading to Bylaw cited as 'Bylaw F1131, 2017 to 2021 Alberni-Clayoquot Regional District Financial Plan'.*

*MOVED: Director Osborne*

*SECONDED: Director McNabb*

*THAT the Board of Directors amend Financial Plan Bylaw F1131, General Government Services, pages 7-9, as follows:*

*Line 3 - Tax Requisition – increase to \$889,142.00*

*Line 23 – Recruiting – increase to \$40,000.00*

*Add capital expenditure after line 73 – Audio/Visual Boardroom Upgrades - \$16,000.00*

**CARRIED**

*MOVED: Director McNabb*

*SECONDED: Director Kokura*

*THAT the Board of Directors amend Financial Plan Bylaw F1131, Grants-in-aid Alberni Valley & Bamfield, page 10, as follows:*

*Line 2 – Tax Requisition – increase to \$18,500.00*

*Add grant-in-aid after line 7 – Alberni Valley Rescue Squad - \$6,000.00*

**CARRIED**

*MOVED: Director Osborne*

*SECONDED: Director Cootes*

*THAT the Board of Directors amend Financial Plan Bylaw F1131, Grant-in-aid Region Wide, page 14, as follows:*

*Line 14 – Carving on the Edge Festival Society – District of Tofino and District of Ucluelet be removed as participating members and reduce the grant accordingly.*

**CARRIED**

*MOVED: Director Cootes*  
*SECONDED: Director McNabb*

*THAT the Board of Directors amend Financial Plan Bylaw F1131, Regional Planning, pages 17-18, as follows:*

*Line 2 – Tax Requisition – increase to \$156,454.00*  
*Line 22 – Sustainability Planning – increase to \$50,000.00*

**CARRIED**

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

*THAT the Board of Directors amend Financial Plan Bylaw F1131, Alberni Valley & Bamfield Waste Management, pages 27-30, as follows:*

*Add capital expenditure after line 75 – Software Upgrade - \$18,500.00*

**CARRIED**

*MOVED: Director Osborne*  
*SECONDED: Director Banton*

*THAT the Board of Directors amend the Financial Plan Bylaw F1131, Long Beach Airport, pages 41-43, as follows:*

*Line 70 – Taxiway H, C, F Upgrade – increase to \$40,000.00*

**CARRIED**

*MOVED: Director Wyton*  
*SECONDED: Director Kokura*

*THAT the Board of Directors amend the Financial Plan Bylaw F1131, West Coast Emergency Planning, page 45, as follows:*

*Line 5 – Tax Requisition Area ‘A’ Bamfield – increase to \$14,933.00*  
*Line 16 – Emergency Planning Costs Area ‘A’ Bamfield – increase to \$15,000.00*

**CARRIED**

*MOVED: Director Johnsen*  
*SECONDED: Director Cote*

*THAT the Board of Directors amend the Financial Plan Bylaw F1131, West Coast Waste Management, pages 47-49, as follows:*

*Add capital expenditure after line 56 – Software Upgrade - \$5,500.00*

**CARRIED**

*MOVED: Director Wyton*  
*SECONDED: Director Cootes*

*THAT the Board of Directors amend Financial Plan Bylaw F1131, Bamfield Water System, pages 53-54, as follows:*

*Line 2 – Parcel Tax – increase to \$58,872.00*

*Line 10 – Capital Fund Contribution from Operating – increase to \$128,059.00*

**CARRIED**

*MOVED: Director Wyton*

*SECONDED: Director Banton*

*THAT the Board of Directors amend Financial Plan Bylaw F1131, Grants-in-Aid Bamfield, page 55, as follows:*

*Line 2 – Tax Requisition – reduce to \$8,000.00*

*Line 7 – Bamfield Community Affairs Society – reduce to \$7,000.00*

**CARRIED**

*MOVED: Director Kokura*

*SECONDED: Director Wyton*

*THAT the Board of Directors amend Financial Plan Bylaw F1131, Salmon Beach Recreation, page 62, as follows:*

*Line 3 – Parcel Tax – increase to \$47,040.00*

*Line 7 – Capital Fund Contribution – increase to \$38,000.00*

*Line 10 – Operating Costs – increase to \$8,400.00*

**CARRIED**

*MOVED: Director Cootes*

*SECONDED: Director Cote*

*THAT the Board of Directors amend Financial Plan Bylaw F1131, Salmon Beach Security, page 63, as follows:*

*Line 21 – Admin Building – increase to \$10,000.00*

**CARRIED**

*MOVED: Director Cote*

*SECONDED: Director Wyton*

*THAT the Board of Directors amend Financial Plan Bylaw F1131, Grants-in-Aid Sproat Lake, page 71, as follows:*

*Line 2 – Tax Requisition – increase to \$30,935.00*

*Add grant-in-aid after line 8 – Sproat Lake Community Association - \$5,000.00*

**CARRIED**



*MOVED: Director Cote*  
*SECONDED: Director Johnsen*

*THAT the Board of Directors amend Financial Plan Bylaw F1131, Sproat Lake Community Park, pages 75-76, as follows:*

- Line 8 – Capital Fund Contribution from Operating – reduce to \$148,000.00*
- Line 10 – Operating Costs – increase to \$38,000.00*
- Line 22 – Bike Park upgrades – increase to \$7,000.00*
- Line 23 – Cougar Smith Park Infrastructure Upgrades – increase to \$2,000.00*
- Line 24 – Dickson Park Dock – increase to \$1,000.00*

**CARRIED**

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

*THAT the Board of Directors amend Financial Plan Bylaw F1131, Grants-in-Aid Beaver Creek, page 91, as follows:*

- Line 2 – Tax Requisition – increase to \$7,995.00*
- Line 9 – Unallocated – change to Special Events and increase to \$5,000.00*

**CARRIED**

*MOVED: Director Banton*  
*SECONDED: Director Wyton*

*THAT the Board of Directors amend Financial Plan Bylaw F1131, Cherry Creek Community Park, page 95, as follows:*

- Line 2 – Tax Requisition – reduce to \$6,535.00*
- Line 9 – Trail Development & Operating Costs – reduce to \$135,500.00*

**CARRIED**

*The main motion of 2<sup>nd</sup> reading of ‘Bylaw F1131, 2017 to 2021 Alberni-Clayoquot Regional District Financial Plan’ as amended was*

**CARRIED**

**6. REPORTS**

**7. ADJOURN**

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

*THAT this meeting be adjourned at 6:50 pm.*

**CARRIED**

Certified Correct:

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John Jack,  
Chairperson

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Russell Dyson,  
Chief Administrative Officer



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

March 14<sup>th</sup>, 2017

**Re: Long Beach Airport Advisory Committee**

Dear Chairperson John Jack,

Please be advised that the Toquaht Nation Council is requesting to join the Long Beach Airport Advisory Committee. We would like to appoint Kirsten Johnsen to sit for the remainder of the current term, ending October 2018.

Please do not hesitate to contact me with questions or concerns.

Thank you,

Anne Mack  
*ḥawit*  
Toquaht Nation

**March 15<sup>th</sup> 2017**

Chair and Members of the Board of Directors  
3008 5th Avenue  
Port Alberni, British Columbia  
CANADA V9Y 2E3

phone: 250.720.2700

fax: 250.723.1327

**Subject: Coastal Community Network Request of ACRD to be Applicant to Rural Dividend Fund 2017**

Dear Chair and Members,

The Board of Directors for the Coastal Community Network thank you for your unconditional support since the organizations inception in 1993. The Alberni Clayoquot Region has been the crucible for local government sustainability expertise for decades now and we are requesting your assistance once again.

The Network applied for a small start-up contribution from the Rural Dividend Fund in 2016. Your Board, along with two other Regional Districts supported this application.

As you know, the Network has been running in a skeletal form, providing opportunities for local governments to remain engaged in the Groundfish Development authority and several other resource governance processes which require a not-for profit banner to operate under.

We have suspended financial reporting and kept the annual contribution to \$750 which does not support full-time staff or reporting processes.

We are respectfully requesting a resolution from your Board:

**That the Alberni Clayoquot Regional District serve as applicant to the British Columbia Rural Dividend Fund on behalf of the Coastal Community Network Association in the amount of \$10,000 to apply to the completion of the Coastal Sustainability Charter Literature Review in 2017.**

This commitment will require some staff time to complete 3 or 4 financial transactions on behalf of the Association and certify expenditures under municipal financial processes. There will be no additional cash requirements to serve in this way.

The work will be completed by the volunteer facilitator under the supervision of Regional District staff.

The next intake of applications has not been scheduled; however, all of the application details are ready to go. I would be pleased to appear before the Board of Directors to respond to any questions.

Respectfully,



Patrick N. Marshall  
Volunteer Facilitator  
Business and Economic Developer  
Coastal Community Network

## Coastal Sustainability Charter Scope of Work March 2017

### 1.0 Project Name

The project will be referred to as Coastal Sustainability Charter program stage 1. This will result in the completion of a literature search, identification of tools and resources, and a new approach to results oriented governance for the across the Coastal Community Network comprised of 14 Regional Districts and 14 Tribal Councils.

### 1.1 Vision

To write a vision statement, focus on the basics of your mission statement and extrapolate; where is your part of the organization going to be five years from now? What will your relationships have accomplished?

*The Coastal Basin of British Columbia is a place where social well-being is supported by a vibrant economy and sustained by a healthy environment*

### 1.2 Mission

A mission statement is a brief description of our fundamental purpose. It answers the question, "Why do we exist?"

*The Coastal Community Network Society exists so that staff, ratepayers, and councils of regional districts and tribal councils know and understand that the Coastal Sustainability Charter a) achieves appropriate results, with appropriate resources, for appropriate persons at an appropriate cost; and; b) avoids unacceptable actions and situations.*

The mission statement articulates the organizations purpose both for those in the organization and for the public.

### 1.3 Value Proposition

This describes the unique value a facility offers to its Citizens. It's why our Citizens and prospective partners will want to do business with in the Region. Knowing our common value proposition is key to many steps we will take while we are processing the relationship, in our day-to-day activities and when it comes time to expand our relationships or borrow money. If we know the value proposition for our relationship, we are much more likely to succeed because it separates us from other environmentally sensitive regions, with vast resources, diverse communities and many layers of governance.

*The Pacific Coastal Basin is a region that is known for the quality of its environment, caliber of people, diversity of its communities, richness of resources and economical values.*

### 1.4 Purpose

The purpose of this Project is to construct a Pacific Coastal Charter terms of reference and tools for sustaining the Pacific Coastal Basin of British Columbia. The second part of the project is to provide the Board of Directors, regional districts and tribal councils with an assessment of policies, procedures, active files and current position of the Pacific Coastal Basin in terms of its sustainability. This will include the construction of plans and tools including the definition of measures of activity, description of standards, peer group comparisons based on proximity, scale and population.

In consultation with the Board of Directors and responsible for the Coastal Community Network, build a Business Plan, complete with data compilation demonstrating authentic and tangible activities and the description of a standard that can be applied to other relationships in the region.

### 1.5 Objectives

The objectives of the Pacific Coastal Sustainability Charter Stage 1 include:



- 1.5.1 To provide data on the fundamental elements of sustainability policy and procedures operating in the Pacific Coastal Basin so that a Charter can be constructed that reflects:
  - a. Strengths and gaps in performance areas that are illuminated and accounted for;
  - b. Comparisons to peer municipal operations based on proximity, scale and population can be made; and;
  - c. Targets for improvement can be discussed, qualified and presented for consideration.
- 1.5.2 To provide justification and business cases for:
  - a. The identification of Essential Services, Important Functions and Discretionary Programming;
  - b. The definition of efficiencies, effectiveness and moderated influencing factors in standards of practice based on proximity, scale, and population; and;
  - c. The capture of opportunities for significant improvement in services and resourcing.
- 1.5.3 To increase investor and community confidence and trust in the future of the Pacific Coastal Basin, and build trust within the operation by ensuring that a future Charter stage II and its corresponding performance measures feed properly into the Strategic Plan for the Charter which the Operating Plan, monitoring and performance processes are sustained.
- 1.5.4 To build sustainable structures and practices within the Coastal Community Network that can be applied to the remaining functions and relationships in a timely manner, also taking into account the opportunity to collaborate with other local, aboriginal, provincial and national processes with a view to either contributing to the effort or saving money by collaborating.
- 1.5.5 To prepare the organization and community of interest for future challenges; and;
- 1.5.6 To recommend revisions to operations resulting in effectiveness and efficiencies.

## **2.0 Deliverables**

The deliverables for this assignment will include:

- a. Community Engagement Plan and corresponding Communications Plan for the assignment;
- b. A completed application to the Rural Dividend Fund from the Province of British Columbia;
- c. A survey of existing policies, processes, major project lists and jurisdictional contact list for agencies operating in the Basin; and;
- d. A final report on next steps and implementation of stage II on remaining relationships and functions.

## **3.0 Policies and Processes Selected for Review**

- 3.1 We will facilitate a discussion with the appropriate people to establish the Pacific Coastal Charter Terms of Reference and SMART metrics to be used in the comparative analysis;
- 3.2 We will establish a protocol for how the Technical Advisory Group will be formed and function throughout this assignment;
- 3.3 We will consult with other professional and institutional organizations to ensure that standards are supported by the industry and that they are common enough across different sizes, shapes and forms of business practice.
- 3.4 We will discuss how to establish peer frameworks for comparative performance analysis and reporting in formats that will support service and performance planning systems;



- 3.5 We will build tangible outcome frameworks that support sustainable practices based on best practices which will:
- Establish criteria for essential, important and discretionary services; and;
  - Inventory, shape and refine service delivery within the organization.
- 3.6 We will add to frameworks that support Pacific Coastal Basin Sustainability performance benchmarks and standards of practice which will:
- Establish appropriate benchmarks for each sustainability subject matter area;
  - Shape and report formats for appropriate adjacent, population base and tax base comparable regional profiles;
  - Highlight the regional district and indigenous tribal council's level of participation in sustainability practices in comparison to peer group levels of service and provide third-party observations relevant to the service.
- 3.7 We will evaluate, assess and report on the regional district and tribal council organizational capacity including, but not limited to:
- Gap Analysis between existing performance and peer group standards;
  - A facilitated work shop with the Technical Advisory Group to match practice levels with organizational capacity, resource management and baselines.
- 3.8 We will develop the appropriate approaches for reconciling local and regional capacity with service profiles and develop strategies to delivery targeted adjustments and next steps.
- 3.9 We will provide monitoring tools designed to be used in strategic plan processes, operating plan processes and budget processes. [E.g. spreadsheets with structured data, infographics where appropriate and powerpoint based files that can be updated year to year using the most simple presentation ready software available.]
- 3.10 In-scope and out-of-scope data sets will be identified by the Technical Advisory Group [TAG] facilitated by a collaboration between the West Coast Aquatic Management Board and Capital EDC Economic Development Company. Corporate wide metrics will also be identified in this process.

#### **4.0 Project Governance**

This assignment will be coordinated by Patrick Marshall, Business and Economic Developer on behalf of the Coastal Community Network. The West Coast Aquatic Management Board will also participate on the technical Advisory Group. The Alberni-Clayoquot Regional District will serve as the host and be responsible to the management of the budget, expenditures and disbursements. The TAG will be comprised of representatives from:

- Appointed Regional District Department Head
- Regional District Director Responsible
- Representative from Capital EDC Economic Development Company
- Representative from the West Coast Aquatic Management Board
- Member of the Coastal Community Network North Coast
- Member of the Coastal Community Network Mid Coast Vancouver Island
- Member of the Coastal Community Network Mainland Coast
- [Ex-Officio], Regional District Chief Administrative Officer



Based on direction and feedback from the TAG, Capital EDC will prepare all tools and products for a consensus approval of the TAG prior to being submitted to the CAO for final review and approval.

## **5.0 Technical Advisory Group**

### **5.1 Meeting Frequency**

The TAG will meet at the call of the Facilitator as elements are completed for review and input.

### **5.2 Decision Making**

The TAG will be facilitated by Patrick Marshall of Capital EDC. This will be a consensus driven process recorded for the benefit of future reference. Without 100% consensus, the subject of decision will not proceed, however, some subjects will be recorded as “parked”. Final decisions are the sole responsibility of the Board of Directors of the Coastal Community Network as a Whole.

### **5.3 Communications**

All Communications will be prepared in writing by Capital EDC in the form of briefing notes or briefing notes for decision as per Coastal Community Network procedures. Participation will be recorded as unattributed contributions.

## **6.0 Stakeholder Involvement**

Stakeholders in this demonstration are defined as elected and appointed leadership of regional districts and tribal councils and they will participate at the “Collaborate” stage of the IAP2 Spectrum.

The TAG commitment to the Coastal Community Network and community is to:

*To partner with the society staff, municipal staff and tribal council staff in each aspect of the decision including the development of alternatives and the identification of preferred solutions*

From an organizational perspective, the promise is that:

*We will work together to formulate solutions and incorporate all advice and recommendations into the decisions to the maximum extent possible.*

## **7.0 Staff Involvement**

Select staff have been identified to provide subject matter expertise, referrals to colleagues and other resources through the Technical Advisory Group. The Technical Advisory Group commitment to all staff is to:

- a. Provide timely and relevant information to all staff through a planned communication program;
- b. Provide opportunities for staff to participate in the assignment and provide their input;
- c. Ensure staff input is referenced so it is not possible to determine the source of the input; and;
- d. Work towards continually improving.
  - i. The sustainable policy and procedures in the Pacific Coastal Basin;
  - ii. Relationships within the organization with the community; and;
  - iii. Our contribution to the ratepayers and citizens of the coast.

## **8.0 Time Line**

The work will commence in September of 2016 and is planned for substantive complete on or before March 31<sup>st</sup> 2017. Stages of the work are estimated to follow the following time line:





Table 1: Project Milestones and Timing			
Task	Title   Description	Deliverable	Completed
<b>Step 1 – Draft Engagement and Communications Strategy</b>			
	Meet with technical advisory group in Port Alberni map out approach to short and long term priorities	Summative Meeting Notes	
	Determine SMART principles as end statements in a plan format	Formative Draft Plan	
	Determine Descriptions of Standards	Summative Meeting Notes	
	Develop sources of data in terms local, aboriginal, regional, provincial and national programs	Summative Meeting Notes	
<b>Step 2 – Engage Technical Advisory Group to assist with the following functions</b>			
	Establish Narrative for the Sustainability Charter context	Summative Meeting Notes	
	Define parameters for services based on proximity, scale, population and property tax base make-up	Summative Meeting Notes	
<b>Step 3 – TAG builds Sustainability Charter including Metrics for TAG Review and Feedback</b>			
	Data Compilation: Inventory of services, performance measures, Peer Group and comparable data.	Summative Meeting Notes	
	Develop Business and Service Profiles, benchmark and standards, develop and select peer municipalities	Summative Meeting Notes	
	Deliver Workshop on Governance with Technical Advisory Group and Board	Summative Meeting Notes	
	Report out on Charter, Frameworks and Organizational Capacity Assessments.	Formative Draft Plan	

### Notes to Program

[http://www.communityindicators.net.au/results\\_based\\_accountability\\_training](http://www.communityindicators.net.au/results_based_accountability_training)

<http://raguide.org/results-based-accountability-licensing/>

### What is Results-Based Accountability™?

Results-Based Accountability™ (RBA), also known as Outcomes-Based Accountability™ (OBA), is a disciplined way of thinking and taking action that communities can use to improve the lives of children, youth, families, adults and the community as a whole. RBA is also used by organizations to improve the performance of their programs or services. Developed by Mark Friedman and described in his book *Trying Hard is Not Good Enough*, RBA is being used throughout the United States, and in countries around the world, to produce measurable change in people's lives. Click here for Translation Helpful Version of Basic RBA Ideas)

### What's different about RBA?

RBA uses a data-driven, decision-making process to help communities and organizations get beyond talking about problems to taking action to solve problems. It is a simple, common sense framework that everyone can understand. RBA starts with ends and works backward, towards means. The "end" or difference you are trying to make looks slightly different if you are working on a broad community level or are focusing on your specific program or organization.

### Creating Community Impact with RBA

Community impact focuses on conditions of well-being for children, families and the community as a whole that a group of leaders is working collectively to improve. For example: "Residents with good jobs," "Children ready for school," or "A safe and clean neighborhood". In RBA, these conditions of well-being are referred to as results or outcomes.



It is critical to identify powerful measures to determine the progress a community is making towards achieving community well-being. For communities, the measurements are known as community indicators and are usually collected by public agencies. A community wanting to have residents with good jobs may look at “turning the curve” on the unemployment rate.

### **Performance Accountability**

Organizations and programs can only be held accountable for the customers they serve. RBA helps organizations identify the role they play in community-wide impact by identifying specific customers who benefit from the services the organization provides.

For programs and organizations, the performance measures focus on whether customers are better off as a result of your services. These performance measures also look at the quality and efficiency of these services. RBA asks three simple questions to get at the most important performance measures:

- How much did we do?
- How well did we do it?
- Is anyone better off?

In answering these questions, a job training program might measure:

- The number of trainees in its program
- The ability of its trainers to explain concepts
- The percentage of its trainees who obtain and keep a job.

### **Turn the Curve Thinking**

Once you identify the most powerful measure(s) to improve, RBA provides a step-by-step process to get from ends to means. This process is called “Turn the Curve” thinking.

### **Why use RBA?**

RBA improves the lives of children, families, and communities and the performance of programs because RBA:

- Gets from talk to action quickly;
- Is a simple, common sense process that everyone can understand;
- Helps groups to surface and challenge assumptions that can be barriers to innovation;
- Builds collaboration and consensus;
- Uses data and transparency to ensure accountability for both the well-being of people and the performance of programs.

### **Fiscal Policy Studies Institute**

Mark Friedman Director | 7 Avenida Vista Grande #140 Santa Fe, New Mexico 87508

Results Leadership Group | Adam Luecking CEO | [info@resultsleadership.org](mailto:info@resultsleadership.org) | Phone 301-907-7541 | ResultsLeadership.org

### **End of Document**



Sustaining Organizations

Alberni Clayoquot Regional District  
City of Richmond  
Mt. Waddington Regional District

Skeena Queen Charlotte Regional District

Corresponding Organizations and Individuals

Ahousaht Nation  
Bokećen Pauquachin Nation  
Bowen Island Municipality  
Capital EDC Economic  
Central Coast Regional District  
Chemainus Nation  
City of Campbell River  
City of Colwood  
City of Courtenay  
City of Duncan  
City of Langford  
City of Nanaimo  
City of Parksville  
City of Port Alberni  
City of Powell River  
City of Prince Rupert  
City of Terrace  
City of Victoria  
City of White Rock  
Comox Valley R.D.  
Council of Haida Nations  
Cowichan Valley R.D.  
Da'naxda'xw Awaetlala Nation  
District of Central Saanich  
District of Delta  
District of Highlands  
District of Kitimat  
District of Lantzville  
District of Metchosin  
District of North Cowichan  
District of North Saanich  
District of Oak Bay  
District of Port Edward  
District of Port Hardy  
District of Saanich  
District of Sayward  
District of Sechelt  
District of Sooke  
District of Squamish  
District of Stewart  
District of Tofino  
District of Ucluelet  
Ditidaht Nation  
Dzawada'enuxw Nation  
Ehattesah Nation  
Esquimalt Nation  
First Nation Summit  
Gingolx Viillage Nisga'a  
Gitga'at Nation  
Gitlaxt'aamix Viillage Nisga'a  
Gitwinksihlkw Viillage Nisga'a  
Gitxaala Nation

Gwa'sala Nakwaxda'xw Nation  
Gwawaenuk Tribe  
Haisla Nation  
Halalt Nation  
Heiltsuk Nation  
Hesquiaht Nation  
Hul'qumi'num Treaty Group  
Hupacasath Nation  
Huu'ay'aht Nation  
Huu'ay'aht Treaty Office  
Ka:'yu:'K't'h' Che: K'tles7et'h' Nation  
Kaska Dena Council  
Katzie Nation  
Kitimat-Stikine Regional District  
Kitselas Nation  
Kitsumkalem Nation  
Klahoose Nation  
K'ómox Nation  
Kwakiutl District Council  
Kwakiutl Nation  
Kwa'Wa'Aineuk Nation  
Kwia'ka Nation  
Kwicksutaineuk Ah'kwaw'ah'mish Nation  
Kwikwetlam Nation  
Laich'kwil'tach (Hamatla) Treaty Society  
Lake Cowichan Nation  
Lax Kw'alaams Nation  
Laxgaltsap Village Nisga'a  
Lyackson Mustimuhw Nation  
Malahat Nation  
Malahat Treaty Office  
Mamaleleqala Qwe'Qwa'Sot'Em Nation  
Metlakatla Nation  
Mowachaht Muchalaht Nation  
Musgamagw Tsawataineuk Tribal Council  
Musquem Nation  
Namgis Nation  
Nanaimo R.D.  
Naut'sa Mawt Tribal Council  
Nisga'a Nation  
Nuchatlaht Nation  
Nuxalk Nation  
Ocean Initiatives British Columbia  
Opetchesaht Nation  
Oweekenomuikinuxw Nation  
Pacheedaht Nation  
Penelakut Tribe  
Powell River R.D.  
Qualicum Nation  
Quatsino Nation

Quw'utsun Nation  
Scia'new Nation  
Shíshálh Nation  
Sliammon Nation  
Snaw'naw'as Nation  
Snaw'naw'as Treaty Group  
Snuneymuxw Nation  
Songhees Nation  
Squamish-Lillooet R.D.  
Strathcona R.D.  
Stz'uminus Nation  
Sunshine Coast R.D.  
Te'mexw Treaty Association  
Tlatla'sikwala Nation  
Tloquiaht Nation  
Tlowitsis Mumtagila Nation  
Toquaht Nation  
Town of Comox  
Town of Gibsons  
Town of Ladysmith  
Town of Lake Cowichan  
Town of Port McNeill  
Town of Qualicum Beach  
Town of Sidney  
Town of View Royal  
Township of Esquimalt  
Tsartlip Nation  
Tsawout Nation  
Tseshaht First Nation  
Tseshaht Nation  
Tseycum Nation  
T'souke Nation  
Uchucklesaht Nation  
Ucluelet Nation  
Village of Alert Bay  
Village of Cumberland  
Village of Gold River  
Village of Lions Bay  
Village of Masset  
Village of Port Alice  
Village of Port Clements  
Village of Queen Charlotte  
Village of Sayward  
Village of Tahsis  
Village of Zeballos  
We Wai Kai Nation  
Wei'Wai'Kum  
Nation Nuw-chah-nulth Tribal Council  
Whe'la'la'u Area Council  
Winalagalis Treaty Group  
Xwemalhkwa Nation



## **Pacific Coastal Basin Charter for Sustainability**

### **The Pacific Coastal Basin Vision**

We want to see the Pacific Coastal Basin as a place:

Where social well-being is supported by a vibrant economy and sustained by a healthy environment.

### **Understanding Sustainability**

Where governments, community groups and individuals recognize why and how they can contribute to building vibrant communities, developing strong and diverse economies and maintaining the air, water, land and living species that make up our ecosystems.

### **Caring for Ecosystems**

Where we are all stewards of resources such as water, forests, fish, wildlife and land.

As stewards, we conserve and enhance our ecosystems to maintain strong and diverse economies and to support growing communities. In this way, we not only enjoy our natural environment, but also conserve it to support our high quality of life.

### **Strengthening Communities**

Where communities benefit from local experience, skills and values.

Strong communities are built on a diverse economy, an educated workforce, safe neighbourhoods, and accessibility to basic commodities, shared goals, local action and a sense of belonging.

### **Improving Decision-Making**

Where decision-making is shared and we work together to reach creative agreements and achieve common goals that reflect the interests of a growing population mixed in gender, culture, religion, age and interest; and;

Where Aboriginal rights and title now being defined are reconciled in a just and fair manner.

## **This Vision guides the goals of the Charter for Sustainability**

### **Pacific Coastal Basin Principles for Sustainability**

#### **Mutual Dependence**

Land, water, air and all living organisms including humans are integral parts of the ecosystem. Biodiversity must be conserved.

#### **Accountability**

Each of us is responsible for the social, economic and environmental consequences of our decisions and accountable for our actions.

#### **Equity**

All communities and regions must have equal opportunities to provide for the social, economic and environmental needs of residents.

#### **Integration**

Consideration of social, economic and environmental costs and benefits must be an integral part of all decision-making.

#### **Adaptive Approaches**

Plans and activities must be adaptable and able to respond to external pressures and changing social values.

**Coordinated and Cooperative Efforts**

Coordinated and cooperative efforts are needed among all government and nongovernment interests.

**Open and Informed Decision-Making**

Open decision-making depends on the best available information.

**Exercising Caution**

Caution must be exercised when shaping decisions to avoid making irreversible mistakes.

**Managing Uncertainty**

A lack of certainty should not prevent decisive actions for sustainability.

**Recognition**

There must be recognition of existing rights, agreements and obligations in all decision-making.

**Aboriginal Rights and Title**

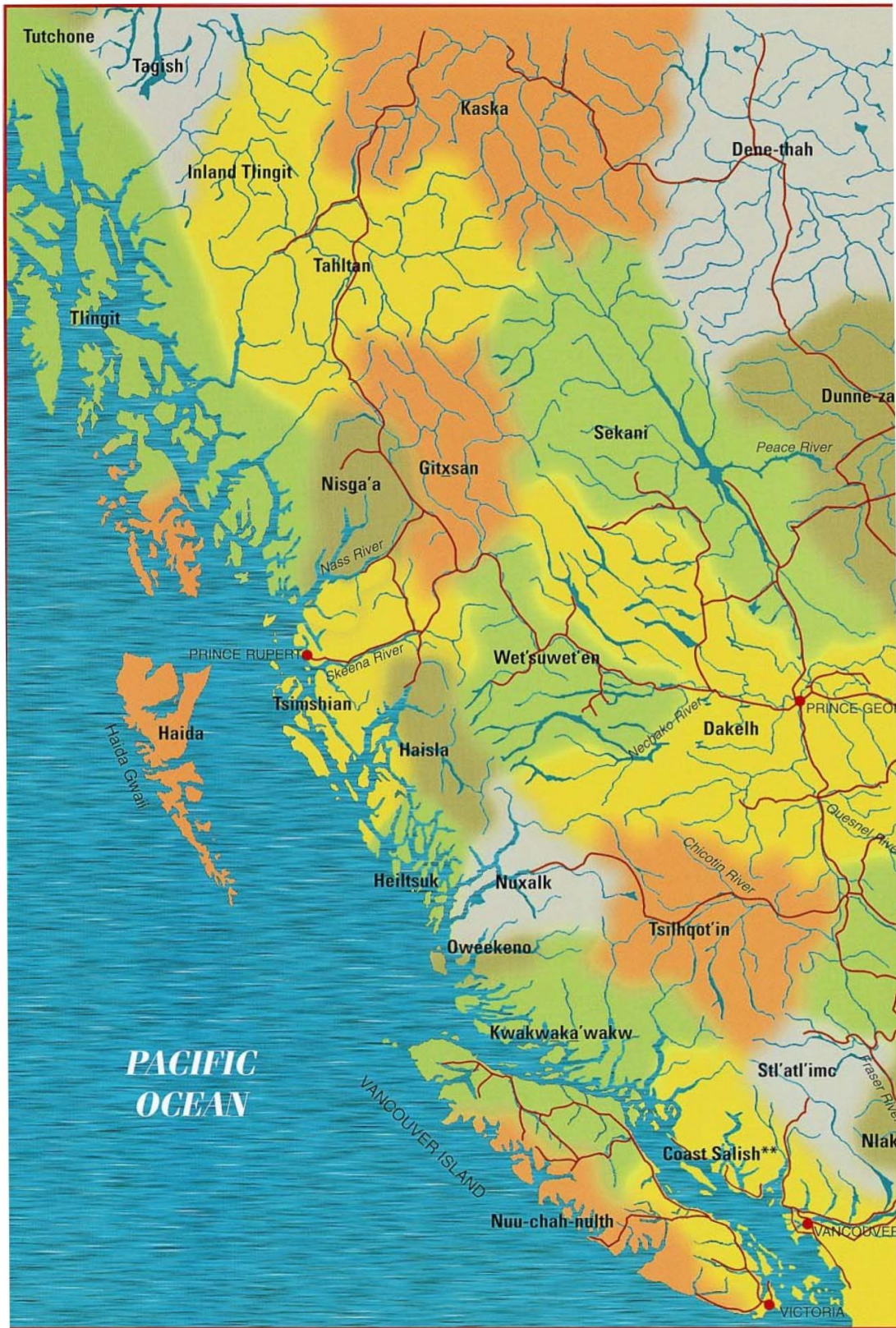
We recognize that Aboriginal nations within the Pacific Coastal Basin assert Aboriginal rights and title. These rights and title, now being defined, must be acknowledged and reconciled in a just and fair manner.

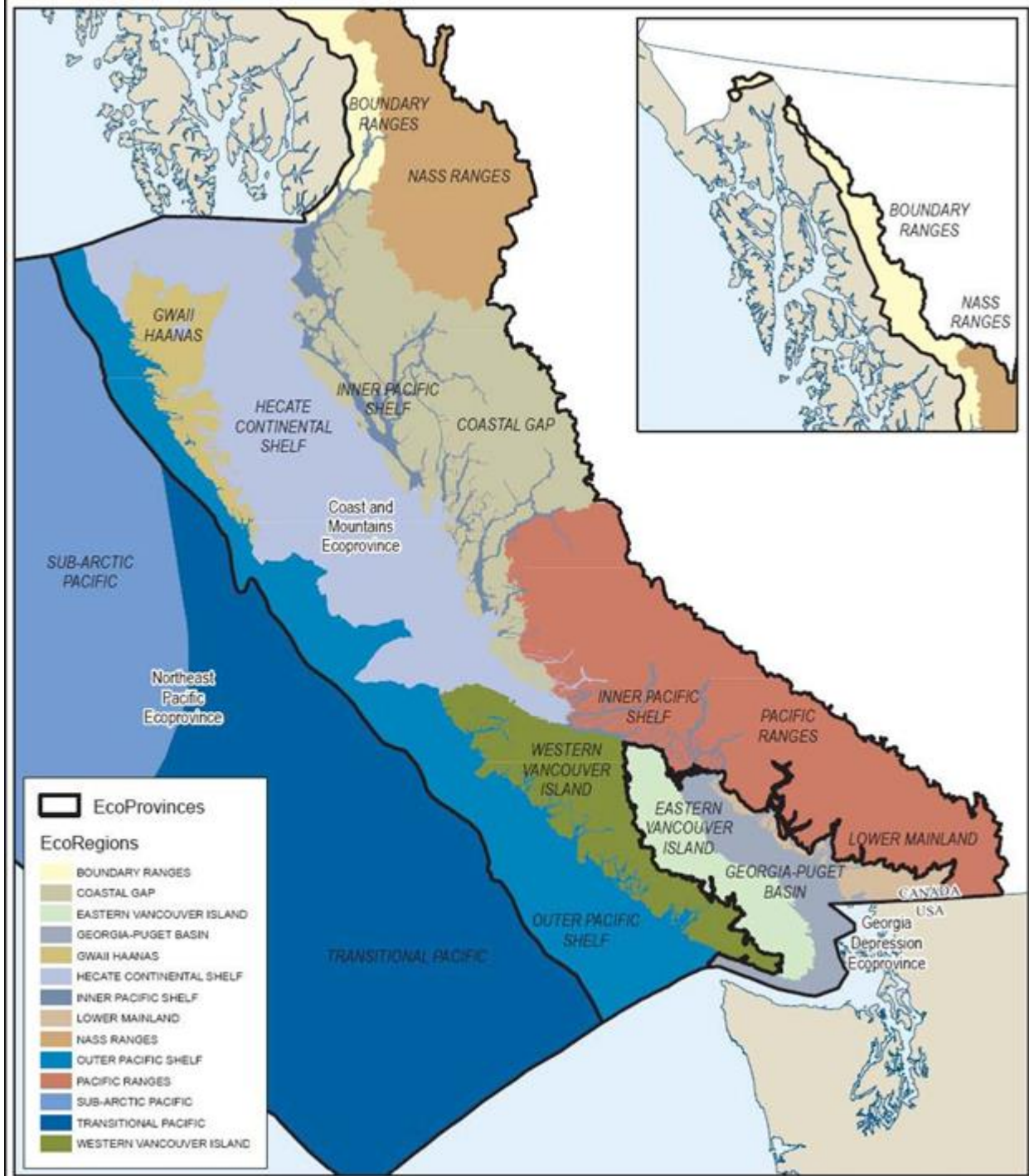
**Transition Takes Time**

Sustainability is a journey that requires constant feedback, learning and adjustment. In the short term, the elements of sustainability may not always be in balance.

***Adopted by the Coastal Community Network by Consent Resolution this 26<sup>th</sup> day of September 2016 at the Annual General Meeting held in the Esquimalt Room of the Victoria Conference Centre.***











## COASTAL ECO REGIONS



An ecoregion (ecological region), sometimes called a bioregion, is an ecologically and geographically defined area that is smaller than an ecozone and larger than an ecosystem.

Ecoregions cover relatively large areas of land or water, and contain characteristic, geographically distinct assemblages of natural communities and species. The biodiversity of flora, fauna and ecosystems that characterise an ecoregion tends to be distinct from that of other ecoregions.

In theory, biodiversity or conservation ecoregions are relatively large areas of land or water where the probability of encounter of different species and communities at any given point remain relatively constant, within an acceptable range of variation (largely undefined at this point).

Three caveats are appropriate for all biogeographic mapping approaches. Firstly, no single biogeographic framework is optimal for all taxa. Ecoregions reflect the best compromise for as many taxa as possible. Secondly, ecoregion boundaries rarely form abrupt edges; rather, ecotones and mosaic habitats bound them. Thirdly, most ecoregions contain habitats that differ from their assigned biome.

The Coastal Community Network recognizes that people are an integral part of ecoregions and have structured the Network to respond in five distinct Areas:

1. HAIDA GWAÍ
2. NORTH WEST COAST
3. VANCOUVER ISLAND NORTH & CENTRAL COASTS
4. VANCOUVER ISLAND WEST
5. COASTSALISH SEA ISLANDS & COASTS

- ☒ [Alaska Coastal Communities South East Conference USA](#)
- ☒ [Pacific Coast Collaborative](#)
- ☒ [Puget Sound USA](#)
- ☒ [Washington Coastal Communities](#)
- ☒ [Oregon Coastal Communities](#)
- ☒ [California Coastal Communities](#)





John Jack  
Chairperson – ACRD Board of Directors  
Alberni-Clayoquot Regional District  
3008 Fifth Avenue, Port Alberni, BC  
V9Y2E3

Reference: 263551

Dear Jack:

**Re: November 2016 Flooding - Letter of Thanks and Request**

Thank you for your letter of December 20<sup>th</sup>, 2016. Please accept my apologies for the delay responding to you.

I appreciate your thanks and would also like to thank the ACRD for their offer of assistance during that event. I was very appreciative of the ongoing communication and cooperation between all local authorities including the ACRD, Tseshaht First Nation, Port Alberni and others.

Thank you as well for the comments and suggestions on our DriveBC messaging. During the event we did receive the request to modify our messaging and we were able to do that quite easily. Certainly if/when there is a future event we will take that into consideration.

With respect to Highway 4 improvements at Watty's Hill, our Ministry has in the past investigated options to mitigate the impacts of flooding. This included raising the road and the existing McCoy Lake Bridge however I understand there was not community support at the time given concerns that there may be impacts on the adjacent Tseshaht First Nation lands. I share the community concerns and agree that we don't want to do anything that could further impact residents. We believe it is in everyone's interest to explore interim and long term options to address the threat and extent of flooding on Highway 4 as it is a critical link to the local community as well as the west coast communities. We are more than happy to explore options in consultation with the community to try to find solutions to the flooding issues.

We are also still working on completing the design work for the replacement of McCoy Lake Road culvert that washed out during that November event. This work will be completed in the summer of 2017 during the allowable fisheries window. As we get nearer to beginning construction, I will keep Russell Dyson informed of our schedule.

Sincerely,



Mike Pearson, P. Eng.  
Operations Manager  
Vancouver Island District

Copy to:     TFN  
              Minister Yamamoto  
              Dan Holder  
              Erik Lachmuth, Acting District Manager



March 1, 2017

Ref: 115270

Teri Fong  
Alberni-Clayoquot Regional District  
3008 Fifth Avenue  
Port Alberni, BC V9Y 2E3

Dear Teri Fong:

**Canada Starts Here: The BC Jobs Plan** was launched five years ago to strengthen, diversify and grow our economy and support long-term job creation in our province.

We are now seeing the significant benefits of these efforts. When we launched the BC Jobs Plan, British Columbia (BC) ranked third among provinces in economic growth and ninth in job creation. Today, we are first in both areas, and many economists across the country expect BC to be a leader in economic growth over the next two years.

We recognize that this growth has not been felt equally across all regions of the province. Our uncertain global economy has led to lower commodity prices and economic declines for some of our trading partners. This is having an impact on many communities that depend on natural resource development for their livelihood.

At the core of the BC Jobs Plan, and a priority for government, is the goal to diversify, grow and strengthen the economies of every region in BC. The focus on key sectors, both traditional and emerging, supports economic resilience for the province. Our fiscal discipline and strong economy mean that we have the capacity to invest in our people, the environment, communities and business. These fundamentals help prepare all of BC to compete in a rapidly changing and often uncertain global environment.

We are also taking specific action to support our rural economies and offset the impact of global economic forces:

- Created the Rural Advisory Council, made up of 13 individuals from communities across rural BC, which provides a strong voice for rural British Columbians.

.../2

- Appointed a new Minister of State for Rural Economic Development to strengthen our focus on economic growth and job creation in rural communities and lead development of a Rural Economic Development Strategy.
- Created the \$75 million BC Rural Dividend program to help small rural communities and First Nations diversify their economies.
- Continue to make significant investments in the building blocks for long-term prosperity in communities including infrastructure, housing, skills training and education, and public health.

As a leader in your community, you are also a partner in our province's economic development. You are a major stakeholder in the future of our economy, which is why we are sending you the BC Jobs Plan 5-Year Update. The document can also be found at [www.bcjobsplan.ca](http://www.bcjobsplan.ca).

This update highlights significant achievements we have made over the past five years. We engaged with a wide variety of stakeholders, representing a number of industries and sectors from across the province to inform 25 new targets. These new targets will help ensure that our businesses, communities and citizens are well positioned for enduring economic prosperity.

We hope, as you read through the 5-Year Update, you feel confident in our commitment to drive diversity and growth in every region across the province. It is our hope that you will assist in distributing the province's economic development strategy, the BC Jobs Plan 5-year Update, to citizens in your region and community to inform them of the benefits of a diverse and strong economy.

Best wishes for you in 2017.

Sincerely,



Shirley Bond  
Minister of Jobs, Tourism and Skills Training  
And Minister Responsible for Labour



Greg Kylo  
Parliamentary Secretary  
The BC Jobs Plan

Enclosure

**Sproat Lake Community Association  
9346 Bomber Base Road  
Port Alberni, BC V9Y 9Z3**

March 13, 2017

The Honourable Todd Stone, Minister of Transportation & Infrastructure  
PO Box 9055 Stn. Prov Govt  
Victoria, BC V8W 9E2  
[Minister.Transportation@gov.bc.ca](mailto:Minister.Transportation@gov.bc.ca)

**Re: Adequate maintenance and service for snow removal in rural areas.**

Dear Minister Stone,

At the Sproat Lake Community Association (SLCA), Annual General Meeting on Monday, February 27<sup>th</sup>, 2017 held at the Sproat Lake Community Hall there was a presentation by local resident Gail Horvath with a request to change the Sproat Lake Roads allocated designation to "Collector Status" from residential. It was determined that more information was required if this was the right direction for improved service and maintenance.

Joe VanBergen, of the SLCA Roads Committee reported at the SLCA AGM that the winter of 2016- 2017 has seen increased snow fall days resulting in extensive inconvenience to many residents around Sproat Lake. There have been extensive calls to the SLCA, ACRD, Electoral Area Director and Emcon from the community members for improved snow removal service. Emcon being the service provider of the area is focused on keeping Highway #4 clear but the community considers this not to be providing adequate maintenance and service for the rural residential roads system.

The snow removal service is essential for the volunteer fire department and first responders to allow access to the fire halls and then to emergencies.

Timely morning and on going snow removal to allow for safe traveling conditions for local resident hospital personnel, workforces, general public is an essential service that is what the community is understanding to be what the Provincial taxes are being collected for.

The cost to many Sproat Lake residents include having seniors displaced from lack of access to their homes, lost access to place of employment and wages and faced hardship due to the lost access during snow events from the lack of snow removal service on residential roads.

There is a fear that future years will result in continued extreme weather patterns associated with Climate Change and continued deficient resources for maintenance and service for our Sproat Lake rural residential roads.

Discussion at the Sproat Lake Community Association (SLCA), Annual General Meeting on Monday, February 27<sup>th</sup>, 2017 resulted in the following motion carried by the community members.

**MOTION BY Joe VanBergen and 2<sup>nd</sup> by Gail Horvath that:**

**The SLCA send letter to the Honourable Todd Stone, Minister of Transportation & Infrastructure, That the BC Provincial Gov't future contracts for snow removal plowing on Sproat Lake perimeter roads to Hwy #4 be plowed early morning each day of snowfall & to be repeated as snow keeps falling to allow safe passage of domestic and emergency vehicles.. ..cc. Emcon, ACRD, MLA, MP. Carried.**

Yours Truly,

Greg Steel, President

Sproat Lake Community Association

Cc: John Jack, Chair, Alberni-Clayoquot Regional District

Gord Johns, MP, Courtenay-Alberni

Scott Fraser, MLA, Alberni-Pacific Rim

March 13, 2017

District of Coldstream  
9901 Kalamalka Road  
Coldstream, BC V1B 1L6

**Attention: Mayor and Council**

Dear Mayor and Council:

Thank you for your letter of February 22, 2017 seeking Council's support regarding the Provincial Private Moorage Program.

At the March 6, 2017 Council Meeting, Council endorsed your resolution and supports your efforts to ensure that local government requirements are protected in relation to the construction of docks in our communities.

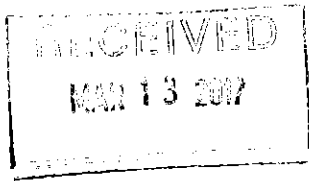
Sincerely,



Leo Facio  
Mayor

cc: Council  
Union of British Columbia Municipalities





# NOTICE IN ACCORDANCE WITH YUULU?IL?ATH LAW

## Zoning and Structures Act Section 34.6

On September 9, 2016, the Yuulu?il?ath Legislature enacted the Zoning and Structures Act, YFNS 51/2016 to ensure development and growth on Yuulu?il?ath lands is transparent, accountable and consistent with the vision for our community. To provide an opportunity for consultation with individuals and bodies that may be affected by the Act, Section 34.6 of the Act provides that the Act may only be brought into force by Order of the Yuulu?il?ath Executive after those consultations are complete.

Please take notice that the Yuulu?il?ath Executive intends to enact an Order bringing the Zoning and Structures Act into force on or around April 7, 2017. An individual or body that may be affected by this Act may make written representations to the Yuulu?il?ath Executive on the Act provided those representations are received the Yuulu?il?ath Executive on or before April 7, 2017. The Yuulu?il?ath Executive will give full and fair consideration to any representations made prior to bringing the Act into force and may, where appropriate, enact a regulation addressing any reasonable concern raised by a representation.

A copy of the Zoning and Structures Act may be obtained from Christina Klotz, Yuulu?il?ath Law Clerk. She can be reached by telephone at (250) 726-7342 ext. 209 or by email at [christina.klotz@ufn.ca](mailto:christina.klotz@ufn.ca). Representations on the Act should be addressed to:

By mail:

Yuulu?il?ath Executive,  
P.O. Box 699  
Ucluelet, BC V0R 3A0

By delivery:

Yuulu?il?ath Executive,  
700 Way Road  
Hitacu, BC V0R 3A0

March 1, 2017

Anna Drabosenig  
Manager of Lands and Resources



## REQUEST FOR DECISION

**To:** Board of Directors

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

**Date of Report:** March 15, 2017

**Meeting Date:** March 22, 2017

**Subject:** Selection Committee for the West Coast Multiplex Architect

---

### **Recommendation:**

That the Board of Directors establish a select committee to review architectural services for the detailed design of the Westcoast Multiplex as outlined in the CAO's March 15, 2017 report, in order to recommend to the Regional Board the preferred candidate for the project.

### **Desired Outcome:**

To review applications and select the preferred candidate for a recommendation to the Board.

### **Background:**

Three architectural firms have been requested to submit proposals for Architectural services for the detailed design of Phase 1 – the Arena of the Westcoast Multiplex. This is a collaboration with Tla-o-qui-aht First Nation, the Multiplex Society and the westcoast committee.

We will receive three detailed proposals and the proponents are to be invited to meet with the selection committee and make their pitch. The committee will provide a recommendation to the Board based on the criteria previously endorsed in the request for proposals process.

It is proposed that each of the three partner organizations (WCC, WCMS and TFN) appoint two members to the selection committee to review the proposals, conduct the interviews, rate the proponents and make a recommendation to the Board of Directors. Scott Kenny and staff will support them.

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

Modest, staff will assist with organizing the required meetings, distributing the relevant information and drafting required reports.

**Financial:**

Modest costs for the selection committee. Costs are funded by the FTN grant and service area.

**Policy or Legislation:**

Procedures comply with policy.

**Options Considered:**

The board select the architect but an MOU agrees on the level of participation as proposed.



Submitted:

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Russell Dyson, Chief Administrative Officer



## REQUEST FOR DECISION

**To:** Board of Directors

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

**Date of Report:** March 15, 2017

**Meeting Date:** March 22, 2017

**Subject:** **Operating Procedures for the AVRA**

---

### **Recommendation:**

That the Board of Directors direct staff to complete aircraft operating procedures for the Alberni Valley Regional Airport with respect to the completed airport expansion and lighting projects with input from current operators and the aviation community, based on the Tetra Tech June 3, 2016 proposal.

### **Desired Outcome:**

To have procedures for the operation of the completed airport to guide aircraft use and the required operation and maintenance tasks.

### **Background:**

The attached proposal from Tetra tech is still valid with respect to cost. This is a project to undertake as we prepare for the finalization of the various capital projects. It will help guide multiple users as previously experienced and anticipated with the new infrastructure.

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

Modest, staff will assist with input, advertising and communications. Completion of these procedures will stream line administration of the facility in the future.

### **Financial:**

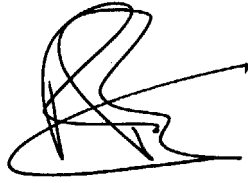
The \$6,000 budget is still valid and will be funded from the 2017 budget.

### **Policy or Legislation:**

Procedures will help reduce risk for the regional district in future operations.

**Options Considered:**

None.



Submitted:

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Russell Dyson, Chief Administrative Officer

June 3, 2016

Alberni Clayoquot Regional District  
3008 5<sup>th</sup> Avenue  
Port Alberni, BC  
V9Y 8M5

ISSUED FOR USE  
FILE: 704-TRN.AIRP03073  
Via Email: [lbairport@acrd.ca](mailto:lbairport@acrd.ca)

**Attention:** Mark Fortune, Airport Superintendent

**Subject:** Alberni Valley Airport – Aircraft Operations Agreement Project

## 1.0 INTRODUCTION

Further to our recent telephone discussions, please find below a proposal to facilitate the development of an aircraft operating agreement. This agreement is intended to ensure the safe and proper operations of large powered aircraft and un-powered aircraft at the Alberni Valley Regional Airport (AVRA).

Tetra Tech EBA Inc. (Tetra Tech) understands that a number of perspectives and considerations are at play for the development of an agreement between aircraft operators and with the Alberni Clayoquot Regional District (ACRD), owner and operator of AVRA. A number of principles will guide the development of a mixed aircraft operations agreement:

- An identified staging area for unpowered aircraft operations
- Awareness of peak activity windows for various aircraft operations
- Minimize potential hazards associated with mixed aircraft operations

The approach to discussions in pursuit of an agreement will be to reach a consensus that recognizes, to the best degree possible, interests of all parties. This process will begin with understanding what the alternative to a negotiated solution would be, to stimulate the ambitions of the parties to reach an agreement. Effective communication throughout the process will ensure that the various interests are understood and that legitimate options are explored before each party makes a commitment to a formal agreement.

## 2.0 SCOPE OF WORK

Tetra Tech would execute a number of key steps to complete the task of developing an acceptable agreement for mixed aircraft operations at AVRA.

- Prepare an initial agreement framework in advance to ensure all appropriate topics are included.
- Travel to Port Alberni and meet with pertinent stakeholders to confirm areas of agreement and those that still need resolution
  - Alberni Clayoquot Regional District officials to get briefed on current situation;
  - Alberni Valley Soaring Association representative to confirm issues, ideas, potential solutions; and
  - Coulson Aviation representative to confirm issues, ideas and potential solutions.

- Using the agreement framework as a starting point, draft an operating agreement for consideration by the three principle parties and solicit their feedback.
- Review the feedback provided by the principle parties and reflect it in a revised document, as required.
- Finalize the agreement for execution, as appropriate.

It is anticipated that this work will be completed after the Summer of 2016, potentially in September.

### 3.0 FEES

The budget of this project has been estimated for the purposes of this proposal, but the project will be executed on a time and materials basis. Work on this project that will exceed the initial fee estimate will not be undertaken without the formal consent of the ACRD.

A number of items are considered in the fee estimate provided:

- Preparation time – gather current information, prepare an agreement framework, schedule meetings, etc.
- Travel to Port Alberni and meet with key stakeholders (noted above) separately and/or as a group.
- Drafting an initial form of operational agreement and provide to stakeholders for review.
- Receive and process feedback from stakeholders, integrating it into the operating agreement draft.
- Finalize the operating agreement, including confirmation of consent from the parties, as appropriate.

The estimated fees for this work, including disbursements for travel and 6% for support, supplies and communications is **\$6,000.00**, not including GST and PST.

### 4.0 CLOSURE

Should you have any questions or require additional information regarding this summary, please contact the undersigned.

Respectfully submitted,  
Tetra Tech EBA Inc.



Shawn Sutherland, A.A.E.  
Airports Group  
Direct Line: 403.723.6853  
[shawn.sutherland@tetrattech.com](mailto:shawn.sutherland@tetrattech.com)



## REQUEST FOR DECISION

**To:** Regional Board of Directors

**From:** Heather Zenner, Planner

**Meeting Date:** March 22, 2017

**Subject:** Request from the Alberni Valley Enhancement Association to Co-Sponsor a Public Talk on Research being Conducted on the Western Painted Turtle on Southern Vancouver Island.

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### **Recommendation:**

THAT the Board of Directors agree to Co-Sponsor a public talk on the Western Painted Turtle with the Alberni Valley Enhancement Association, with funds not to exceed \$150 for room rental and in-kind staff support.

### **Desired Outcome:**

To highlight the research on the Western Painted Turtles in Vancouver Island including the Alberni Valley to inform the general public about this important species that is red listed in British Columbia. The public talk would also allow the researchers to gain local knowledge from members of the public.

### **Summary:**

The Alberni Valley Enhancement Association (AVEA) has assisted Christian Englestoft and Kristina Ovaska, biologists with the Habitat Acquisition Trust, in studying Western Painted Turtles on southern Vancouver Island. The research conducted over the last eight years indicates that the Alberni Valley has one of the larger populations of Western Painted Turtle on Vancouver Island. This research has recorded the Western Painted Turtle at many sites in the Alberni Valley including: Ash Main (26km), Turnbull Lake, Airport Wetlands, Devil's Den Lake, Turtle Lake, Somers Lake, Summit Lake, Patterson Lake, and McKenzie Slough. This research has been funded by the Habitat Stewardship Program (Environment Canada), Capital Regional District Parks, and the Public Conservation Assistance Fund.

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


Staff time to assist with preparation of promotional materials and printing.

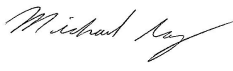
### **Financial:**

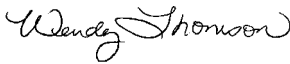
ACRD to provide financial support to cover the cost of the room rental not to exceed \$150.00. There will be



no charge for admission to the event and it will be open to the public.

Submitted by:   
\_\_\_\_\_  
Heather Zenner, Planner

Approved by:   
\_\_\_\_\_  
Mike Irg, Manager of Planning and Development

  
\_\_\_\_\_  
Wendy Thomson, Manager of Administrative Services

## Heather Zenner

---

**From:** Libby Avis <libbyavis@shaw.ca>  
**Sent:** Thursday, March 16, 2017 12:10 PM  
**To:** Heather Zenner  
**Subject:** Western Painted Turtle Presentation

March 16<sup>th</sup>, 2017

6654 Horne Lake Road,  
Port Alberni

Board of Directors,  
Alberni-Clayoquot Regional District

### RE: Proposed Presentation on Western Painted Turtles in the Alberni Valley

For the last eight years we have been working with Christian Englestoft and Kristina Ovaska, biologists with the Habitat Acquisition Trust (HAT) studying Western Painted Turtles on southern Vancouver Island. This is considered to be a species at risk federally and is also red-listed provincially.

From the work to done to date, it appears that the Alberni Valley has one of the larger populations on the island and turtles have been found here at several locations.

Christian and Kristina have volunteered to give a public talk on their work in late April or early May.

Would the Regional District be interested in co-sponsoring this event with the Alberni Valley Enhancement Association? We anticipate costs would be limited to room rental and assistance with incidentals such as production of posters.

Thank-you for your consideration.

Libby & Rick Avis,  
Alberni Valley Enhancement Association



## REQUEST FOR DECISION

**To:** Board of Directors

**From:** West Coast Committee  
Andrew McGifford, CPA, CGA, Manager of Environmental Services

**Meeting Date:** March 22, 2016

**Subject:** Bylaw No. R1016-3, Tofino-Ucluelet Airport Fees Amendment – add Skydiving rates

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### Recommendation:

***That the Alberni-Clayoquot Regional District Board of Directors give first reading to the bylaw cited as “Bylaw No. R1016-3, Tofino-Ucluelet Airport Fees Amendment, 2017”.***

***That the Alberni-Clayoquot Regional District Board of Directors give second reading to the bylaw cited as “Bylaw No. R1016-3, Tofino-Ucluelet Airport Fees Amendment, 2017”.***

***That the Alberni-Clayoquot Regional District Board of Directors give third reading to the bylaw cited as “Bylaw No. R1016-3, Tofino-Ucluelet Airport Fees Amendment, 2017”.***

***That the Alberni-Clayoquot Regional District Board of Directors adopt bylaw cited as “Bylaw No. R1016-3, Tofino-Ucluelet Airport Fees Amendment, 2017”.***

### Summary:

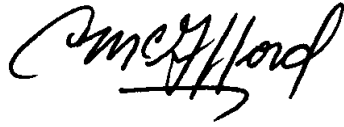
On February 1, 2017 the Long Beach Airport advisory committee (LBAC) had a delegation from Point Break Skydiving - Jeff Warden who requested that the LBAC consider reviewing the fees for a skydiving operation. The current fee structure for air movements has a minimum charge of \$15 per landing and daily parking fees of \$7.50 for aircraft that are not attached to a lease at the airport. The nature of skydiving leads to many movements in a day.

Local airports were contacted but not all airports provided information (siting confidential nature of agreements) or did not respond. Two airports that provided information were Campbell River and Qualicum Beach. The Campbell River airport does not charge landing fees for the Skydiving Company that operates there but there is a lease that is \$1.97 per square meter of leased land. If there is a special event and additional planes are brought in they would charge 25% of the normal rate for landing fees. The Qualicum Beach Airport charges a monthly rate for the skydiving company that operates there and in total collect \$975 per month.

If Point Break Skydiving leased land with the ACRD there would not be landing or parking fees. Staff are investigating and consulting with NAV Canada to possibly provide a landing area for lease; this could not be completed in time for upcoming skydiving season.

Staff reviewed the lease rates and considered that Point Break is currently operating out of the Long Beach Golf Course and paying for the space on that site. The bylaw currently has a monthly parking rate that could be

applied and is \$60 per month or \$480 per year, this has to be arranged by prior agreement with the Airport Superintendent. Staff propose adding "d. Skydiving rate \$400 of per month (Monthly rates by prior agreement)" to the Bylaw No. R1016, Tofino-Ucluelet Airport Fees. The addition will provide consideration to the ACRD for operation of a skydiving company at Long Beach Airport. This would bring a total maximum cost of \$460 per month for Point Break Skydiving to operate out of the Long Beach Airport.



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



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



## **Regional District of Alberni Clayoquot**

### **BYLAW NO. R1016-3**

A Bylaw to Amend Fees for  
the Tofino-Ucluelet Airport

**WHEREAS** the Regional District of Alberni-Clayoquot operates the Tofino-Ucluelet Airport;

**AND WHEREAS** the Regional Board of the Regional District of Alberni-Clayoquot established fees for the use of the Tofino-Ucluelet Airport by Bylaw R1016, 2004;

**AND WHEREAS** the Regional District Board of Alberni-Clayoquot wishes to amend Bylaw R1016 to provide aircraft movement fees reflective of a skydiving operation;

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

1. **CITATION**

This bylaw may be cited for all purposes as “Tofino-Ucluelet Airport Fees Amendment Bylaw No. R1016-3, 2017.”

2. Bylaw R1016 cited as “Tofino-Ucluelet Airport Fees Bylaw No. R1016, 2004” is hereby amended by replacing Schedule “A” with the new Schedule “A” attached to and forming part of this Bylaw.

3. **EFFECTIVE DATE**

This bylaw will come into effect March 22, 2017.

READ A FIRST TIME THIS DAY OF

READ A SECOND TIME THIS DAY OF

READ A THIRD TIME THIS DAY OF

RECONSIDERED AND ADOPTED THIS DAY OF

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Chairperson

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Chief Administrative Officer

**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT  
SCHEDULE "A" – BYLAW NO. R1016-3  
FEES**

All charges do not include applicable tax.

**1. Aircraft Landing Fees**

The charges for aircraft landing fees, based on per 1,000 kilograms, or fraction thereof, of maximum take-off weight are:

- a. Less than 10,000 kg                      \$3.20
- b. 10,001 to 45,000 kg                      \$4.05
- c. Over 45,000 kg                              \$5.08
- d. Skydiving operation                      \$400 per month (by prior agreement)

The minimum aircraft landing fee for commercial aircraft is \$15.00

**2. Aircraft Parking Fees**

<u>Aircraft Weight</u>	<u>Daily Fee</u>	<u>Monthly Fee*</u>	<u>Annual Fee*</u>
Up to 5,000kg	\$ 7.50	\$60.00	\$480.00
More than 5,000 kg but not more than 10,000 kg	\$12.50	\$262.00	N/A
More than 10,000 kg	\$24.00	\$500.00	N/A

- a. Parking Fee is based on maximum gross takeoff weight as per Transport Canada TP143.
- b. \*Annual and Monthly rates by prior agreement
- c. Aircraft parked for less than 6 hours is FREE. Aircraft parked in excess of 6 hours is charged for 1 day. Subsequently each additional daily charge is based on a calendar day.

3. **Airport Passenger User Fees**

- a. Every Operator of a scheduled air passenger service shall pay to the Regional District of Alberni-Clayoquot (ACRD) for each passenger on every flight of the Operator commencing or terminating at the Tofino-Ucluelet Airport an airport passenger user fee of \$5.00.
- b. The Operator shall file to the ACRD, with each payment of the fees required under this Bylaw, a statement of the numbers of all passengers commencing and terminating flight at the Tofino-Ucluelet Airport for each day and a total for the applicable month, and the total number of flights for the applicable month, showing in sufficient detail the information necessary to calculate exactly the fees payable under this Bylaw.
- c. The Operator shall keep proper books of account of passengers commencing and terminating flights at the Tofino-Ucluelet Airport in a form satisfactory of the ACRD, and shall keep all books of account and aircraft journey log books available for inspection by any municipal official of the ACRD at all reasonable times.



## REQUEST FOR DECISION

**To:** Board of Directors

**From:** West Coast Committee  
Andrew McGifford, CPA, CGA, Manager of Environmental Services

**Meeting Date:** March 22, 2016

**Subject:** **Bylaw No. R1021-5, Garbage and Recyclable Materials Collection Amendment for recycling containers**

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### Recommendation:

*That the Alberni-Clayoquot Regional District Board of Directors give first reading to the bylaw cited as "Bylaw No. R1021-5, Garbage and Recyclable Materials Collection Amendment, 2017".*

*That the Alberni-Clayoquot Regional District Board of Directors give second reading to the bylaw cited as "Bylaw No. R1021-5, Garbage and Recyclable Materials Collection Amendment, 2017".*

*That the Alberni-Clayoquot Regional District Board of Directors give third reading to the bylaw cited as "Bylaw No. R1021-5, Garbage and Recyclable Materials Collection Amendment, 2017".*

*That the Alberni-Clayoquot Regional District Board of Directors adopt bylaw cited as "Bylaw No. R1021-5, Garbage and Recyclable Materials Collection Amendment, 2017".*

### Desired Outcome:

To amend the bylaw charge \$15.00 to the West Coast garbage and recycling service to fund recycling cans delivered in February of 2017.

### Summary:

The West Coast Waste Management service recycling began in 2008 for West Coast residents, at that time the residential units were supplied with blue or yellow plastic bags to place their recycling in for curbside pickup. These bags are no longer supplied and have not been for many years. The bags were not an effective method for recycling as they would blow around and would need to be replaced more frequently.

The Alberni Valley Waste Management service had provided a standard recycling bin at the inception of the program. The ACRD supplied recycling bins in the Alberni Valley and were an effective means to provide a container to residents for recycling pick up.

There was a change in the delivery of garbage service in the City of Port Alberni and the use of the owner purchased garbage cans was discontinued. The bins were repurposed by many owners and a simple sticker (provided by ACRD) stating the contents were recyclables. This provided additional containers for recycling by the residents. The contractor also stated the use of the 77 litre containers were ideal because of the handles and



height of containers. There have been requests from residents to use bins for their recycling materials on the West Coast. Staff recommended that these containers be purchased by ACRD and then the cost passed on to the residents receiving the service on the West Coast. Multi Material British Columbia (MMBC) and SonBird Refuse & Recycling Ltd. have requested the ACRD provide containers to residents.

MMBC is a non-profit organization that is fully financed by industry to manage residential packaging and printed paper recycling programs in BC, either directly or by working with local governments, First Nations, private companies, and other non-profit organizations. Specific types of materials are recycled through this program but they all must be from the consumer packaging and printed papers.

Regional governments that had a recycling program in place were able to participate in the program and the ACRD decided that this would work for the recycling service and as an added bonus cover the cost to provide the recycling service.

The ACRD receives a payment per household to collect at curbside, which is then passed on to the Contractor providing the curbside service. MMBC pays a hauler to take the material to the east coast of the island. Previously the ACRD had to pay for both collection and transport, now we pay a contractor to collect at curbside only. Therefore, in 2014 the recycling cost was reduced to \$0 for residents to receive curbside recycling collection, this is still the cost through 2016.

In late 2016 MMBC came to the ACRD to review and look for improvements and the issue with contamination and the lack of containers on the West Coast. The contract with MMBC requires that the ACRD provide a container to the residents to enable the recycling service to occur. MMBC directed the ACRD that the original bags provided for recycling were no longer suitable for the West Coast climate and that a reusable container must be used. Failure to comply with this direction, the ACRD could jeopardize the recycling contract with MMBC and in turn require ACRD to provide the recycling service as before which would require residents to again pay for the service.

ACRD staff brought forth a Request for Decision (September 21, 2016) for the West Coast Committee to proceed with the purchase of recycling containers for West Coast Residents and include them in the 2017-2021 Financial Plan. The container delivered is the new container that can provide the residents a covered vessel for pick up.

Staff see this opportunity as a reset for the residential curbside pickup on the West Coast and that along with issuing the proper recycling bins; it would provide us with an opportunity to educate residents on **what is** and **what is not** accepted in the MMBC curbside recycling program. MMBC has found there is a high volume of contamination in the material collected on the West Coast. SonBird Refuse & Recycling Ltd. has been sorting the curbside pickups in order to reduce the amount of containments; this is not paid for or expected in the contract for services with SonBird Refuse & Recycling Ltd. In 2017 residents will see this one-time cost on their invoice for this recycling can.

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

Staff time to apply the stickers and insert information about the recycling program. Staff delivered with assistance from the contractor in February of 2017.

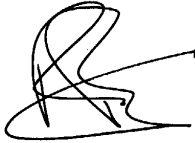
Bylaw No. R1021, Garbage and Recyclable Materials Collection Amendment, 2014 will need to be amended to include a charge for the cost of the recycling bin in 2017. Minimal amount of staff and elected officials time for this amendment.

**Financial:**

The cost per resident is \$15 and is included in the 2017-2021 Financial Plan for West Coast Waste Services and billed in July 2017 to the residents. Two quotes were sourced for this container as per purchasing policy.



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



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



Regional District of Alberni-Clayoquot

## Bylaw No. R1021-5

### A Bylaw to Amend the Collection of Garbage and Recyclable Materials within the Regional District of Alberni-Clayoquot

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**WHEREAS** pursuant to Bylaw No. R1020, cited as the “Solid Waste Management Plan Bylaw No. R1020, 2077”, the Regional District of Alberni-Clayoquot is authorized to collect garbage and recyclable materials;

**AND WHEREAS** the Regional District Board operates a garbage and recyclable material collection service to certain areas and classes of land within the District;

**AND WHEREAS** the Regional District Board wishes to amend the bylaw to allow for changes in the collection fees;

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

1. Bylaw cited as, “Bylaw No. R1021 Garbage and Recyclable Materials Collection Bylaw, 2008” is hereby amended by replacing Schedule “A” with Schedule “A”, attached to and forming part of this Bylaw.
2. This Bylaw may be cited as **“Bylaw No. R1021-5, Garbage and Recyclable Materials Collection Amendment, 2017”**.

Read a first time this                      day of                      .

Read a second time this                      day of                      .

Read a third time this                      day of                      .

ADOPTED this                      day of                      .

Certified true and correct copy of  
**“Bylaw No. R1021-5, Garbage and  
Recyclable Materials Collection  
Amendment, 2017”**

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

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Russell Dyson,  
Chief Administrative Officer

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John Jack,  
Chairperson

## Schedule "A" Recycling and Garbage Collection Fees

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1. Recycling Collection Fees for **Eligible Residences** within each **Recycling Collection Area**:

<b>Recycling Collection Area</b>	<b>Annual Fee</b>
City of Port Alberni	\$0.00
District of Tofino	\$15.00
District of Ucluelet	\$15.00
"Port Albion", a Portion of Electoral Area "C" (Long Beach)	\$15.00
"Millstream Subdivision", a Portion of Electoral Area "C" (Long Beach)	\$15.00
A Portion of Electoral Area "E" (Beaver Creek)	\$0.00

2. Garbage Collection Fees for **Eligible Residences** within each **Garbage Collection Area**:

<b>Garbage Collection Area</b>	<b>Annual Fee</b>
District of Tofino	\$105.00
District of Ucluelet	\$105.00
"Port Albion", a Portion of Electoral Area "C" (Long Beach)	\$105.00
"Millstream Subdivision", a Portion of Electoral Area "C" (Long Beach)	\$105.00

3. Tags for disposal of extra **Garbage** as specified in Section 6(b) is \$2.00 for a single use tag good for one **Garbage Container**.
4. The fees specified in Section 1 and 2 of this schedule will apply to a new **Eligible Residence** upon occupancy or upon issuance of an occupancy permit, whichever is earlier and the fee will be pro-rated by the number of months or part months left in the billing cycle.
5. The billing cycle will be July 1 to June 30.
6. Billing will be in advance and payment is due 30 days after the **Regional District** mails the bill.
7. A penalty of \$2.00 will be applied to fees not collected by the due date as recorded on the invoice.



## REQUEST FOR DECISION

**To:** Board of Directors

**From:** John Jack, Chairperson/  
Wendy Thomson, Manager of Administrative Services

**Meeting Date:** March 22, 2017

**Subject:** C2C Forum Funding Application – “A Path Forward” Planning Session

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### **Recommendation:**

THAT the Alberni-Clayoquot Regional District Board of Directors submit a funding application to the UBCM/First Nations Summit Regional Community to Community Forum in order to host “A Path Forward” Planning Session in the Alberni-Clayoquot Region in 2017.

### **Desired Outcome:**

To bring together local government leaders and staff with First Nations elected and hereditary leaders and staff to discuss and commit to realistic goals, concrete objectives and straightforward tasks for a plan to move forward together in the spirit of working reconciliation.

The overall focus of the session will be to (1) demonstrate publicly our acknowledgement of the past, (2) demonstrate respect for the protocols, traditions and governance structures of our FN neighbours, and (3) develop together a “go forward” plan for both local governments and First Nations in their formal and informal relationships.

This will require efforts by local government, in our case the ACRD Directors and staff, to undertake further knowledge-seeking activity on the history, culture and character of our First Nations neighbours collectively and individually. Without undertaking individual efforts on our part, we will not be able to demonstrate our appreciation for the past, our respect for our neighbours and their ways, nor will we be able to rightly move forward together. In Nuu-chah-nulth culture, it’s not enough to seek and possess the knowledge, it must be demonstrated in public so as to be acknowledged publicly by them.

### **Background:**

The First Nations Summit and UBCM have announced the 2017/18 (Spring) Program & Application Guide (attached) for the Regional Community to Community Forum program. The goal of Regional C2C Forums are to increase understanding and improved overall relations between First Nations and local governments.

It is proposed that the ACRD Board of Directors submit an application to host a one day session called “A Path Forward” Planning Session.

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

Some staff time required to submit the application and if successful, organize and plan the event.

**Financial:**

50% funded through C2C Forum Program/50% through ACRD General Government services in 2017. Maximum grant amount through the program is \$5,000.00.

There will be financial implications for the work we will need to do before the event as well.

**Policy or Legislation:**

n/a

**Options Considered:**

n/a



Submitted by:

\_\_\_\_\_  
John Jack, Chairperson



\_\_\_\_\_  
Wendy Thomson, Manager of Administrative Services

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## **Regional Community to Community Forum Program**

E-mail: [lgps@ubcm.ca](mailto:lgps@ubcm.ca)

Mail: 525 Government Street, Victoria, BC, V8V 0A8

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## **2017/18 (Spring) Program & Application Guide**

### **1. Introduction**

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In January 1997, the Union of British Columbia Municipalities (UBCM) and the First Nations Summit (FNS) jointly organized the first province-wide Community to Community (C2C) Forum. This event brought together First Nations and local governments from across BC to discuss common goals and opportunities for joint action. The success of the event was due to a spirit of goodwill and an open exchange of concerns, ideas, and constructive viewpoints. There was consensus among the participants that regional C2C Forums should be supported.

In most years since 1999, the provincial Ministry of Community, Sport & Cultural Development and Indigenous & Northern Affairs Canada have provided funding for the C2C program. In this time, more than 570 C2C Forums have been held in communities across the province.

#### **Regional C2C Forum Grant Program**

The goal of a Regional C2C Forum is increased understanding and improved overall relations between First Nations and local governments. Forum events are intended to provide a time and place for dialogue to build on opportunities, support reconciliation efforts, resolve issues of common responsibility, interest or concern, and/or to advance tangible outcomes.

To qualify for funding, C2C Forums must include direct dialogue between elected officials of neighbouring First Nations and local governments and work toward one or more of the following objectives:

- Educating and informing the participating governments about current issues in relationships between the First Nations and local governments
- Strengthening relationships and fostering future co-operative action by building stronger links between First Nation and local government elected officials and staff
- Advancing local governments and First Nations to more formal relationships through protocols, MOUs, service agreements and/or collaboration on plans or projects

### **2. Eligible Applicants**

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Funding permitting, any local government (municipality or regional district) or First Nation (Band or Tribal Council) may apply to host a Regional C2C Forum. First time and repeat applicants (i.e. those who received funding in previous years) are eligible. The C2C Forum program is not



connected to the treaty process and First Nation applicants are not required to be in the treaty process in order to apply or participate.

### 3. Eligible Events & Activities

In order to qualify for funding:

- Events must include direct participation by elected officials from both First Nation(s) and local government(s)
- The date of the event(s) must be set and provided to UBCM
- Willingness of the elected officials of the partnering community to participate in the event must be confirmed and provided in writing to UBCM
- The communities engaging in dialogue must be neighbouring. However, “neighbouring” may mean in the vicinity of, but not necessarily immediately adjacent to.
- Events must occur between April 24, 2017 and March 31, 2018

### Topic Ideas & Outcomes

Table 1 outlines potential dialogue topics and outcomes. The following resources may also be helpful:

- [UBCM Reconciliation Resources](#)
- [1999 – 2009 Community to Community Forum Status Report](#)
- [Guide to Community to Community Forums in British Columbia](#)

Table 1: Dialogue Topics & Outcomes

<p><b>Relationship Building</b></p> <ul style="list-style-type: none"> <li>• Protocols and agreements</li> <li>• Joint Council meetings</li> <li>• Reconciliation</li> <li>• Dispute resolution</li> <li>• History and awareness</li> <li>• Staff communication tools and processes</li> </ul>	<p><b>Economic Development</b></p> <ul style="list-style-type: none"> <li>• Agreements for improving regional and local economies</li> <li>• Joint interests/initiatives</li> <li>• Community economic development plans</li> </ul>	<p><b>Infrastructure Planning</b></p> <ul style="list-style-type: none"> <li>• Asset Management</li> <li>• Agreements for harmonization and communication</li> <li>• Needs assessments</li> <li>• Joint development of infrastructure</li> </ul>
<p><b>Land Use &amp; Resources</b></p> <ul style="list-style-type: none"> <li>• Joint land use plans or policies</li> <li>• Joint sustainability plans</li> <li>• Agreements for access to resources</li> <li>• Joint environmental protection plans or policies</li> </ul>	<p><b>Community Development</b></p> <ul style="list-style-type: none"> <li>• Age- and accessibility-friendly assessments</li> <li>• Joint youth engagement plans or projects</li> <li>• Agreements for climate action</li> <li>• Joint capacity building</li> </ul>	<p><b>Service Delivery</b></p> <ul style="list-style-type: none"> <li>• Agreements for harmonization of services</li> <li>• Joint planning/ coordination</li> <li>• Joint training for FireSmart communities, wildfire prevention and emergency management</li> </ul>

### Length and Format

Event length and format are up to the applicant. In some cases, a day-long event may be preferred to allow participants sufficient time to meet each other and work together to generate ideas and plans for future activities. In situations where the participants do not know one another, an “ice-breaker” event, such as an introductory dinner or reception, may be useful.

## Organization and Facilitation

Experience has shown that a major challenge in organizing a C2C Forum is finding adequate staff time and resources. Many previous applicants have found that contracting the services of a professional facilitator/event organizer can assist in planning and convening the forum, as well as completing the Final Report form needed to satisfy the requirements of the program.

## 4. Grant Maximum

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Grants under the Regional C2C Forum program are modest: the maximum grant is \$5,000 and the applicant is required to provide fifty percent (50%) of the total eligible costs for the forum in cash or in-kind contributions.

## 5. Application Requirements & Process

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### 2017/18 Application Deadlines

Funding permitting, the Regional C2C program is administered over the course of the fiscal year (April 1 to March 31) and two calls for applications are generally announced each year – in the spring and fall.

The application deadline for the spring intake of the 2017/18 program is April 12, 2017. Applicants will be notified of the status of their application by April 28, 2017. Information on subsequent application deadlines will be available on UBCM's website.

### Required Application Contents

- Completed and signed Application Form
- Event budget(s). See below for more information.
- Confirmation of partners. *Written confirmations can be submitted after the application, but are needed in order for grant approval and before funding will be advanced.*

### Information on the Event Budget

An itemized draft budget must be submitted with the application and indicate that a minimum of 50% of the total eligible event cost will be covered by the applicant (in cash or in-kind).

Please review the following important points and submit an event budget in the same format as the sample below:

- An in-kind contribution is one for which no money is paid directly, such as the use of facilities
- Travel expenses will only be paid for travel between communities, not within communities. Mileage estimates and calculations are required for vehicle travel.
- Gifts and cultural performances are not eligible expenditures
- Honoraria for elders will be considered only when the elder is a scheduled speaker. If honoraria are included in the event budget, please provide a description of the role(s) of the honoraria recipient(s) in the forum.
- If the application is for more than one event, budgets are required for each separate event

Budgets and proposed activities are approved as part of the application and any significant changes to a budget or forum event must be approved before an event takes place. Applicants are responsible for any cost over-runs unless a revised budget is submitted and approved before an event takes place.

Table 2: Sample Event Budget

<b>Budgeted Expenditures</b>	C2C Funding Request	Applicant Contribution (cash or in-kind)
Event organization (e.g. invitations, agendas, staff time)		\$750
Dinner for 75 people at \$25/person	\$1,875	
Facilitation services	\$1,000	\$500
Guest Speakers	\$250	\$400
Facilities Rental		\$800
Transportation (50 km)	\$25	
Preparation of materials – printing costs for informational materials		\$300
Final report production and printing		\$550
Contingency	\$150	
<b>TOTAL</b>	<b>\$3,300.00</b>	<b>\$3,300.00</b>

### **Review of Applications**

When an application is received, UBCM staff will review it to ensure it is complete. UBCM and the First Nations Summit will then review all complete applications.

Funding permitting, once a Regional C2C Forum application is approved fifty per cent (50%) of the total approved grant will be sent to the applicant with the Terms & Conditions of the grant.

## **6. Grant Management & Applicant Responsibilities**

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Please note that grants are awarded to eligible applicants only. When collaborative projects are undertaken with community partners, the eligible applicant remains the primary organization responsible for completion of the project as approved and for meeting reporting requirements.

Applicants are also responsible for proper fiscal management, including maintaining acceptable accounting records for the project. UBCM reserves the right to audit these records.

### **Notice of Funding Decision**

All applicants will receive written notice of funding decisions, which will include the terms and conditions of any grant that is awarded.

## **7. Final Report Requirements**

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In order to receive the final payment of the grant, the Final Report Form must be submitted with the required attachments within 30 days of C2C events, and no later than April 30, 2018.

### **Required & Optional Final Report Contents**

Required attachments:

- Completed and signed Final Report Form
- Financial summary. *See below for more information.*
- Attendance list, including name, title and organization of each participant

Optional attachments:

- Agenda, session summaries or minutes and other documents/presentations (if available)
- Available photos, media releases and press coverage and other public communications
- Any other relevant background information (e.g. planning process, context, goals)

### Information on the Financial Summary

Financial summaries should be submitted in the same format as the sample summary below.

Table 3: Sample Financial Summary

<b>Expenditures</b>	<b>Budgeted</b>	<b>Actual</b>
Event organization (invitations, agendas, staff time, etc.)	\$750	\$625
Dinner for 63 people at \$25/person	\$1,875	\$1,575
Facilitation services	\$1,500	\$1,500
Guest Speakers	\$650	\$650
Facilities Rental	\$800	\$800
Transportation (110 km)	\$25	\$55
Preparation of materials – printing costs for informational materials	\$300	\$250
Final report production and printing	\$550	\$550
Contingency	\$150	-
<b>TOTAL</b>	<b>\$6,600.00</b>	<b>\$6,005.00</b>

Please note that 'Contingency' is not an eligible final expense and any expenditures made from the funds allocated to contingency in the budget should be allocated to the appropriate line item in the financial summary.

## 8. Submitting Application, Final Reports & Contact Information

For information on the C2C Forum program, the application or evaluation process, final reporting, or to submit an application or final report please contact:

Local Government Program Services  
Union of BC Municipalities  
525 Government Street  
Victoria, BC, V8V 0A8

Tel: (250) 356-2947  
Email: lgps@ubcm.ca

For information on the C2C Forum program or the First Nations Summit please contact:

First Nations Summit  
#1200 - 100 Park Royal South  
West Vancouver, BC, V7T 1A2

Tel: (604) 926-9903  
Email: cbraker@fns.bc.ca



## REQUEST FOR DECISION

**To:** Board of Directors

**From:** Teri Fong, CPA, CGA, Manager of Finance

**Meeting Date:** March 22, 2017

**Subject:** 3<sup>rd</sup> Reading and Adoption of the 2017-2021 Financial Plan

### Recommendation:

1. ***THAT the Board of Directors give third reading to Bylaw cited as 'Bylaw F1131, 2017 to 2021 Alberni-Clayoquot Regional District Financial Plan'.***

\*\*\* (If any final amendments are required they must be done prior to voting on third reading.) \*\*\*

2. ***THAT the Board of Directors adopt Bylaw cited as 'Bylaw F1131, 2017 to 2021 Alberni-Clayoquot Regional District Financial Plan'.***

### Summary:

Attached (separately) is the draft of the 2017-2021 Alberni-Clayoquot Regional District Financial Plan. The plan has been developed in consultation with ACRD staff, consultants, volunteers, committees and directors. It reflects the routine operating costs of existing services and the strategic initiatives as identified by the Board during the priority-setting workshop. The plan was given second reading at a special Board of Directors meeting on March 15, 2017.

### Follow-up from March 15, 2017 meeting:

At the March 15, 2017 special Board of Directors meeting the Chief Administrative Officer, Russell Dyson, made a presentation regarding the Financial Plan. At that time there were some questions regarding the Provincial Class Multiples used to set the tax rates for the Regional District requisitions. The chart in the presentation was provided in terms of percentages and was incorrect as it is actually a multiple. Below is a revised chart for your information:

	<b>Property Class</b>	<b>Class Multiple</b>
1	Residential	1.00:1
2	Utilities	3.50:1
3	Supportive Housing	1.00:1
4	Major Industry	3.40:1
5	Light Industry	3.40:1
6	Business & Other	2.45:1
7	Managed Forest Land	3.00:1
8	Recreation/Non-Profit	1.00:1
9	Farm	1.00:1

At that same meeting there was also some discussion about how Managed Forest Land is assessed. Attached is information from the BC Assessment website outlining the assessment process of Managed Forest Land.

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

A significant amount of staff and elected official time has gone into the development of this budget.


**Financial:**

The total budget for 2017 is \$17.7 million. This is a decrease from the previous year of \$18.4 million. The budget is funded through land and improvement taxes, parcel taxes, grants, sales of service, surplus and other revenue. The tax requisition and parcel tax components represent 32% or \$5.69 million of the total budget.

**Policy or Legislation:**

The *Local Government Act* requires that the Regional District annually adopt a five year financial plan by March 31<sup>st</sup> following a public consultation process. In 2017 the draft financial plan was presented at the following public meetings:

- February 20<sup>th</sup> Bamfield
- February 22<sup>nd</sup> Beaver Creek
- February 27<sup>th</sup> Sproat Lake
- February 27<sup>th</sup> City of Port Alberni (presentation to City Council)
- March 15<sup>th</sup> ACRD special Board meeting

Submitted by:   
\_\_\_\_\_  
Teri Fong, CPA, CGA, Manager of Finance

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



**BC ASSESSMENT**

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## How Managed Forest Land is Assessed

BC Assessment assesses managed forest land using a two-step process:

### Step One: Bare Land

BC Assessment determines the value of the land without trees. The factors considered in the valuation process include the location, parcel size, soil quality, topography, and accessibility of the property.

BC Assessment applies a schedule of regulated rates to the bare land. These regulated values are used to help BC Assessment fairly and uniformly determine the assessed value of all managed forest land in British Columbia.

In Step One, trees are not assigned a value.

### Step Two: Value of Harvested Timber

Only after the trees on managed forest land have been harvested will BC Assessment add the assessed value of the cut timber to the bare land value of the land. The value of the timber harvested in any year is determined using the scale of the timber under the *Forest Act*, and added two years later to the property's assessed value. For example, the value of the timber harvested in 2014 is added to the bare land value for the 2016 assessment of the property.

If the property owner sells the managed forest land before the assessment notice is issued, the owner of the land on December 31 in the year following the harvest may be liable for any outstanding taxes.

The result of using this two-step process is that managed forest land assessments remain fairly stable.

Only at the time of harvest, when the property owner receives the benefits of the harvest, will the value of cut timber be assessed and added to the bare land value of the property.

The *Forest Land and Cut Timber Values* regulation (BC Reg. 90/2000) contains the schedules of value for land and timber.

### Declaring the Amount of Harvested Timber

Section 24(10) of the *Assessment Act* states that owners of managed forest land in British Columbia are required to submit an annual declaration (Timber Harvesting Return) to report any timber harvesting which occurred on their properties.

BC Assessment will review the declaration and value the cut timber in accordance with the *Forest Land and Cut Timber Values* regulation (BC Reg 90/2000).

## More Information

For more information on how to obtain the managed forest land class for a property, contact the Managed Forest Council at (250) 386-5737, or visit their website at [www.mfcouncil.ca](http://www.mfcouncil.ca) (<http://www.mfcouncil.ca/>).

For information about Managed Forest Land classification and assessment, or for details on your Managed Forest property assessment contact:

BC Assessment - Managed Forest

400 - 3450 Uptown Blvd

Victoria, BC V8Z 0B9

Toll Free: 1-866-valueBC (825-8322) Ext 00225

Email: [managedforest@bcassessment.ca](mailto:managedforest@bcassessment.ca) (<mailto:managedforest@bcassessment.ca>)

Updated 01/2016

Disclaimer: Where information presented is different from legislation, legislation shall prevail.

Name

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[Appealing a Managed Forest Property \(/services-and-products/Pages/Appealing a Managed Forest Property.aspx\)](#)

[How Managed Forest Land is Assessed \(/services-and-products/Pages/How Managed Forest Land is Assessed.aspx\)](#)

[Managed Forest Classification in British Columbia \(/services-and-products/Pages/Managed Forest Classification in British Columbia.aspx\)](#)

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Alberni-Clayoquot Regional District

**Bylaw No. F1131**

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***A bylaw to adopt the 2017 to 2021 Financial Plan***

The Board of Directors for the Alberni-Clayoquot Regional District in open meeting assembled enacts as follows:

1. This Bylaw may be cited as the ***“Bylaw F1131, 2017 to 2021 Alberni-Clayoquot Regional District Financial Plan”***.
2. Schedule “A” attached hereto and forming part of this Bylaw is the 2017 to 2021 Financial Plan.

Read a first time this            22<sup>nd</sup> day of            February, 2017.

Read a second time this        15<sup>th</sup> day of            March, 2017.

Read a third time this            day of            , 2017.

Adopted this                        day of            , 2017.

\_\_\_\_\_  
Chairperson

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



# ALBERNI-CLAYOQUOT REGIONAL DISTRICT

3008 Fifth Avenue, Port Alberni BC, Telephone (250) 720-2700 Fax (250) 723-1327  
CANADA V9Y 2E3

## Development Variance Application

**DATE:** March 8, 2017

**ACRD FILE NO.:** DVC16014

**APPLICANTS:** Ross & Kelly Styles

### **LEGAL**

**DESCRIPTION:** LOT 2, BLOCK 47, SECTION 49, CLAYOQUOT DISTRICT, PLAN 510

**LOCATION:** 1146 Sixth Avenue

**ELECTORAL AREA:** "C" Long Beach

**APPLICANT'S INTENTION:** The applicants are requesting an increase to the permitted maximum height of a cabin in the MR District from 18 feet to 22 feet 7 inches in order to allow for the construction of a new cabin.

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### **Recommendation:**

*THAT the Board of Directors consider issuing development variance permit DVC16014.*

### **Development Variance DVC16014:**

- i. Development variance of Section 143.3(10) of the ACRD Zoning Bylaw No. 15 to increase the maximum height of a cabin permitted under the Marine Recreation (MR) District from 18 feet to 22 feet 7 inches to allow for the construction of a new cabin.

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

### **Observations:**

- i. **Status of Property:** The 60 foot by 120 foot property is located on Sixth Avenue within the first phase of the Salmon Beach development. There is an existing small cabin with an attached deck and a separate small wood fired sauna building. The entire property slopes down away from Sixth Avenue. As a condition of occupancy of the new cabin, the existing

## **DVC16014**

cabin would be converted to a storage building with no habitable space and the sauna building would be relocated.

ii. **Services**

- a. **Sewage Disposal:** Community pump-and-haul sewage disposal system.
- b. **Water Supply:** Individual water system.
- c. **Fire Protection:** Not within a fire protection area.
- d. **Access:** The property is accessed from Sixth Avenue in Salmon Beach.

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

- a. **Agricultural Land Reserve:** Not within the ALR.
- b. **Official Community Plan:** The South Long Beach Official Community Plan designates the property as “Salmon Beach Neighbourhood”. The use of the property complies with the policies and objectives of the South Long Beach OCP.

There are no Development Permit Areas designated in the OCP that impact development on this property.

- c. **Zoning:** The property is zoned Marine Recreation (MR) District. The zoning permits one (1) cabin not exceeding 560 square feet in floor area and one (1) storage building not exceeding 160 square feet in floor area on this property. All buildings and structures must be at minimum 20 feet from the front and rear lot lines and 10 feet from the side lot lines.

The maximum height permitted for a cabin in the MR District is 18 feet. Within the MR District zone, building height is defined as the “vertical distance between the topmost part of the structure to average natural grade taken within 3 feet (0.9 metres) around the perimeter of the base of the building or structure.”

The height of the proposed cabin has been calculated to be 22 feet 7 inches from the average natural grade to the top of the structure. The lot varies in slope resulting in differing heights from various points around the structure. The average depth of the excavation for the cabin footings has been calculated at an average depth of 43 inches (3’7”) with a depth ranging from 16 inches (1’4”) on the low side to 72 inches (6 feet) on the high side of the slope. The proposed cabin includes a 6 foot 2 inch crawl space primarily below grade with the main living area on the first floor above grade and a bedroom in the loft above the first floor.

**The applicants have applied to increase the permitted maximum height of a cabin in the MR District from 18 feet to 22 feet 7 inches.**


## DVC16014


**Comments:** The proposed cabin complies with the zoning requirements with respect to floor area and setbacks, however it would be 4 feet 7 inches over the maximum permitted height of 18 feet from average natural grade to the topmost part of the structure. The applicants have provided a package of information (attached to this memo) which provides details on the excavation and building height for the proposed cabin.

The applicants submitted altered plans that reduce the overall height of the building to 18 feet in order to allow for a building permit to be issued and allow them to begin groundwork and footings. The building permit was issued on February 24, 2017 with the altered plans that remove the half storey loft area above the main floor. If the variance is successful, the applicants will submit the original plans with the proposed 22 foot 7 inch building height and staff will adjust the building permit. If the variance is unsuccessful, the applicants can proceed with construction of the altered cabin that would meet the 18 foot height requirement.

It is planning staff's opinion that the proposed 22 foot 7 inch height of the cabin would not appear to negatively impact the neighbouring properties. The proposed cabin would not be entirely out of the character for the surrounding area. The property has been excavated significantly with the applicants noting that the neighbouring lot is 10 feet higher than the lowest grade of their excavation. Staff are recommending that the application proceed to neighbour notification to allow all neighbouring property owners and residents within 100 metres of the property to comment on the proposed variance.

Submitted by:   
 Alex Dyer, Planner

Reviewed by:   
 Mike Irg MCIP RPP, Manager of Planning & Development

  
 Russell Dyson, Chief Administrative Officer

**DVC16014**





ROSS AND KELLY STYLES 1146 6TH ST SALMON BEACH

HERE ARE OUR MEASUREMENTS FOR NATURAL GRADE.

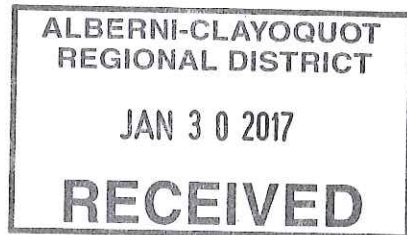
THE SITE HAS BEEN EXCAVATED TEN YEARS AGO TO ALLOW A FLAT SPACE FOR TRAILER, TABLES ETC.

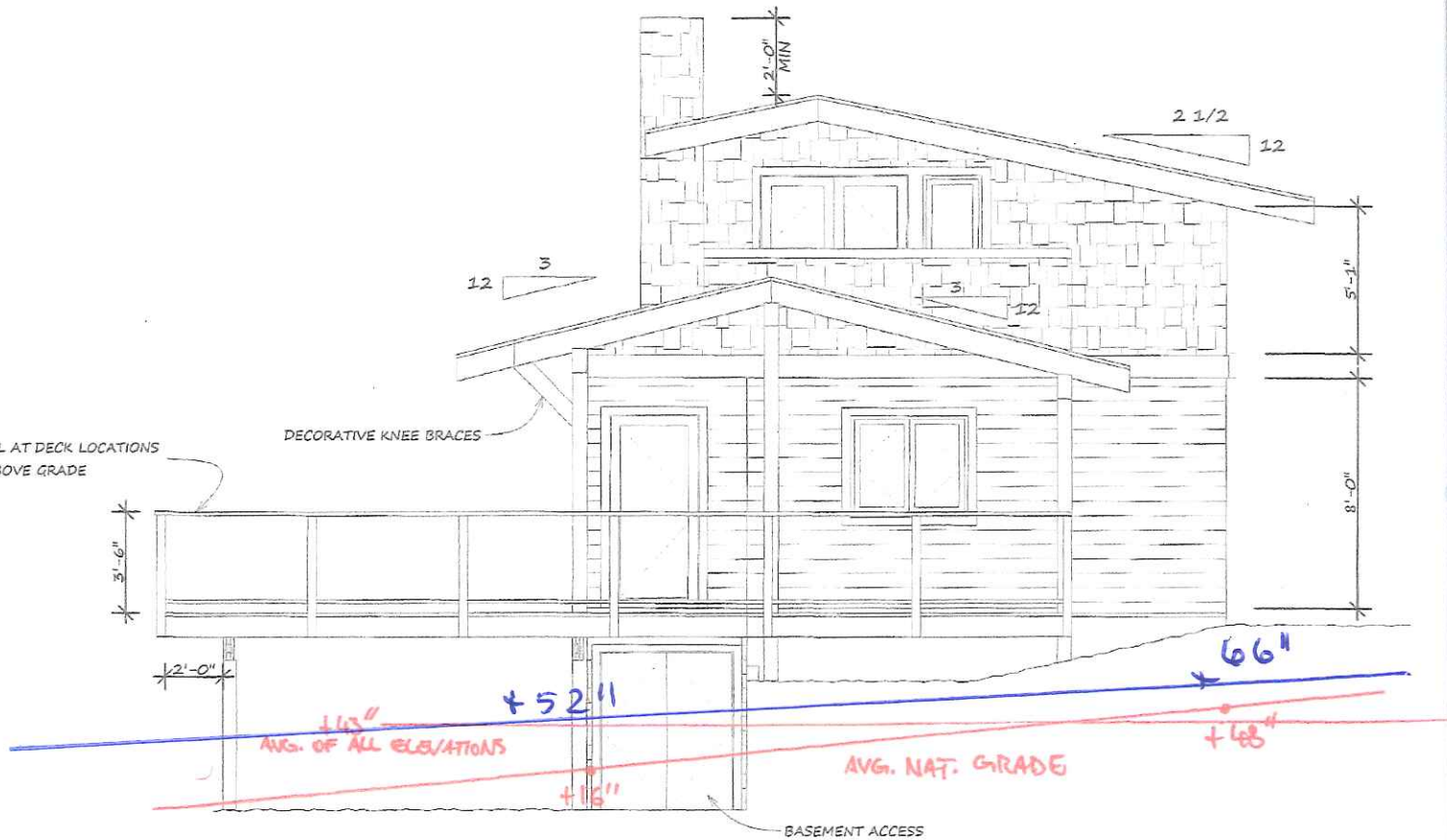
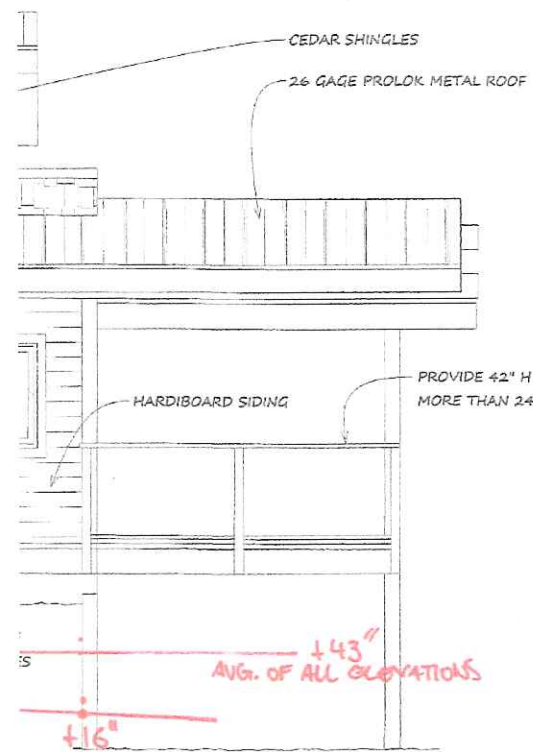
WE RAN STRING LINES ALONG SITE AND MEASURED DOWN HERE ARE SOME PICS SHOWING HEIGHTS.

AFTER TALKING TO ACRD THEY SUGGESTED LOWERING DIG SO WE DUG DOWN 14 MORE INCHES.

THE FRONT DOOR CORNER IS ONE FOOT LOWER THAN EXISTING GRADE AND NOW WE WILL HAVE TO USE A PUMP TO GET EFFLUENT TO TANK.

THE LOT NEXT DOOR AS SEEN FROM PICS IS TEN FEET HIGHER THAN OUR LOWEST GRADE



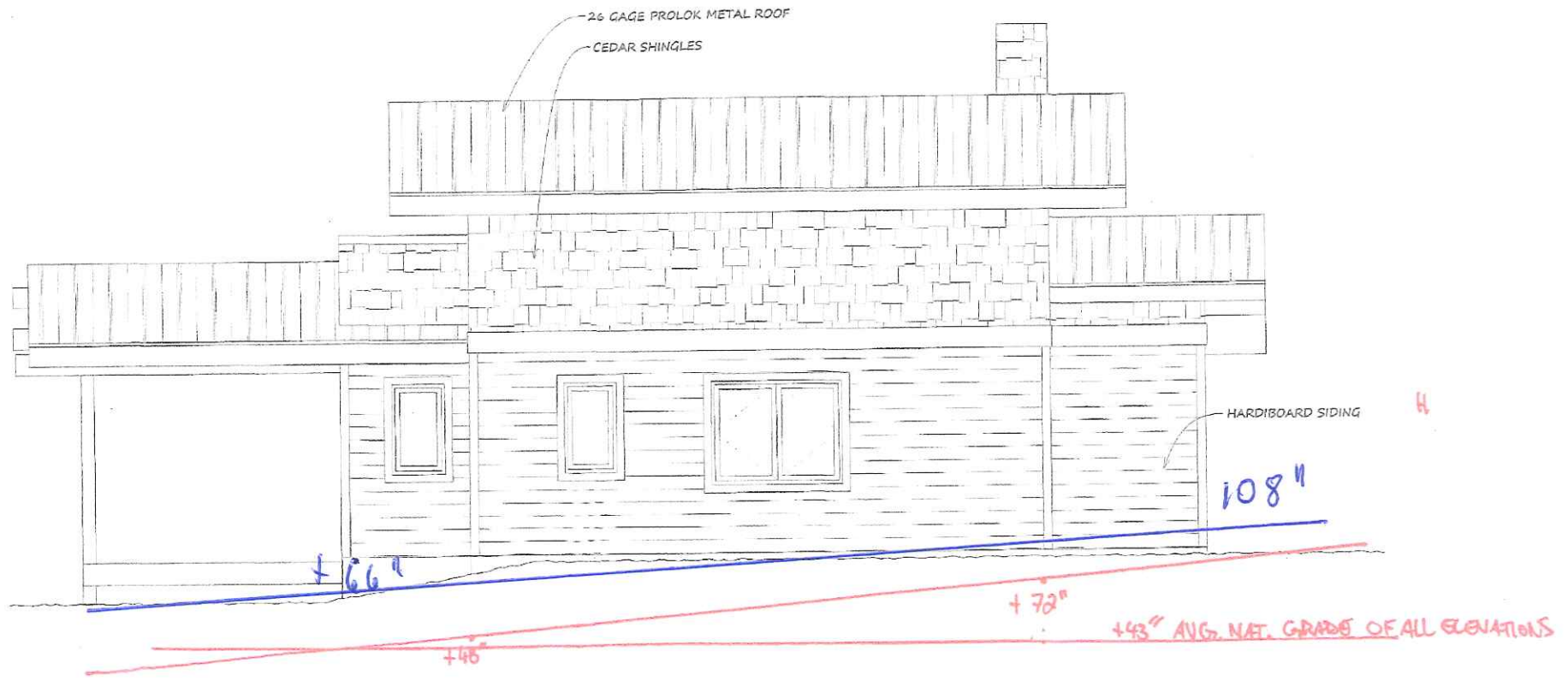


RIGHT SIDE ELEVATION

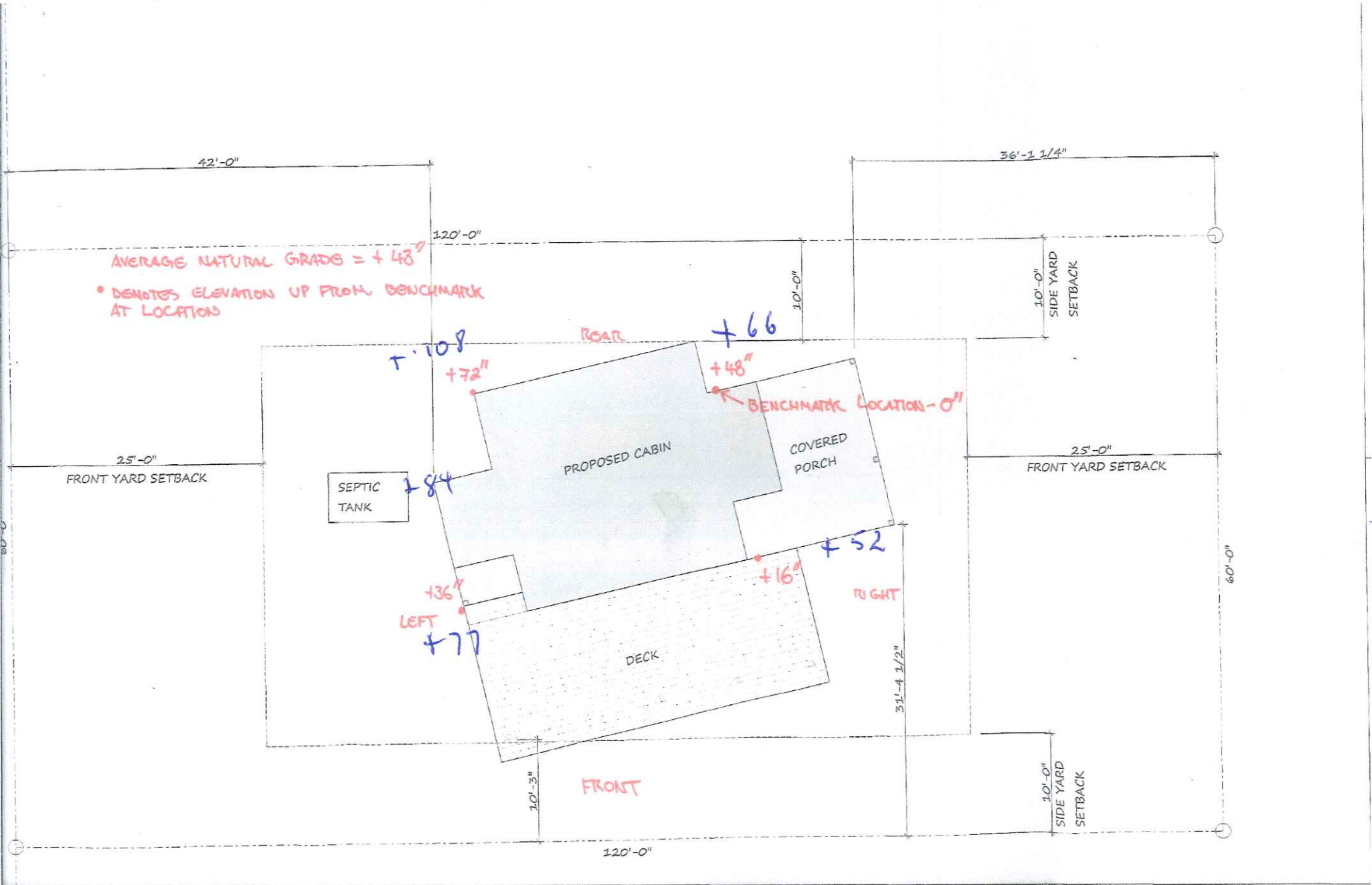
SCALE: 1/4" = 1'-0"







L  
 REAR ELEVATION  
 SCALE:  $1/4'' = 1'-0''$



AVERAGE NATURAL GRADE = +48'  
• DENOTES ELEVATION UP FROM BENCHMARK AT LOCATION

25'-0"  
FRONT YARD SETBACK

SEPTIC TANK

REAR

PROPOSED CABIN

COVERED PORCH

25'-0"  
FRONT YARD SETBACK

10'-0"  
SIDE YARD SETBACK

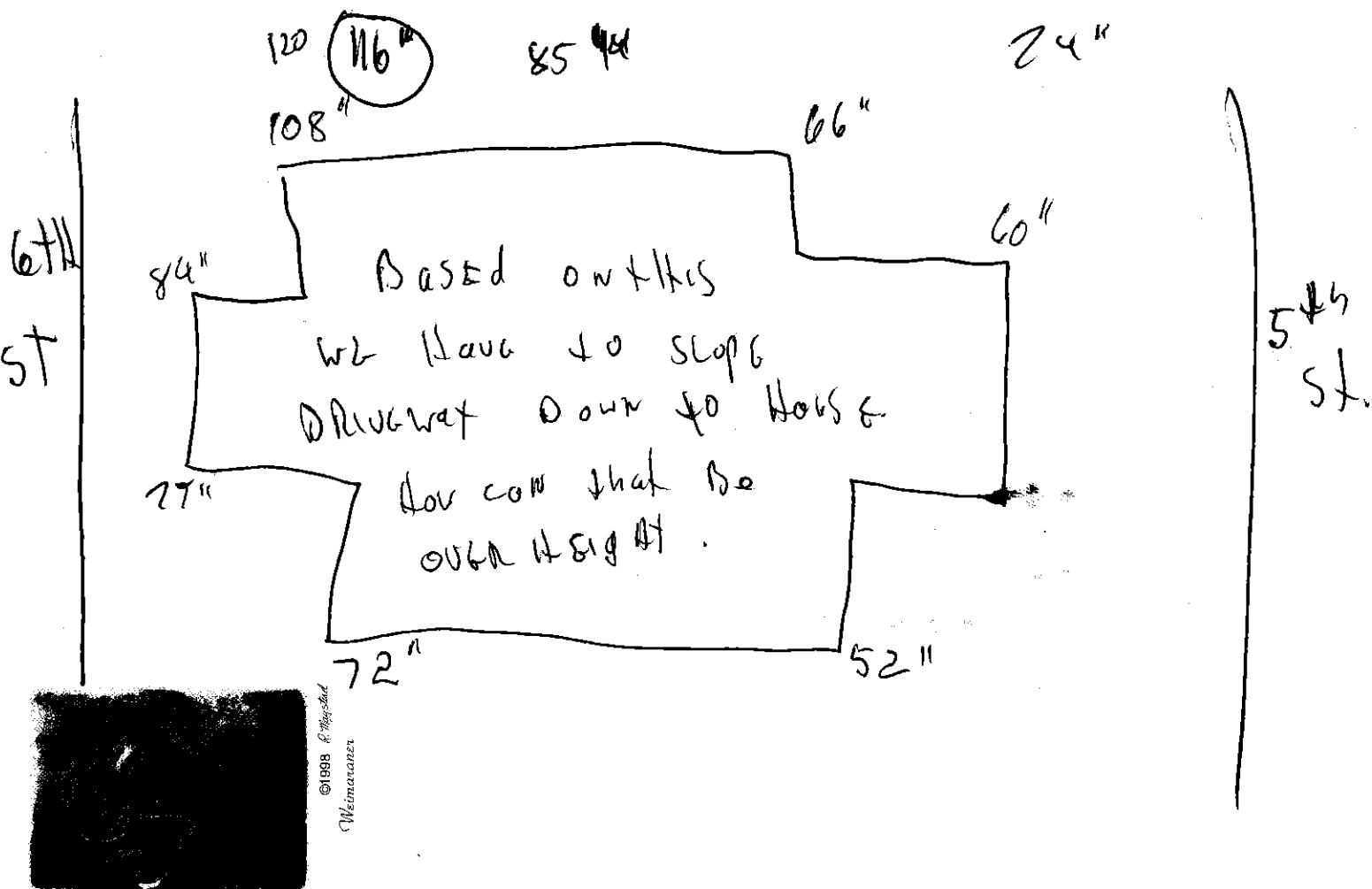
LEFT  
+77

DECK

RIGHT

FRONT

10'-0"  
SIDE YARD SETBACK



LAHNI WICKLAND  
DRAFTING & DESIGN SERVICE  
134 PARK DRIVE, SALT SPRING ISLAND, B.C.  
(778) 353 0019 OR lwhni@whee.com

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PROJECT: CABIN  
LOT 2, SALMON BEACH, B.C.  
DRAWING: CROSS SECTION

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DATE: AUG 24, 2016  
REVISED:

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DRAWN BY:  
LW

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PAGE:  
**6**  
OF 6

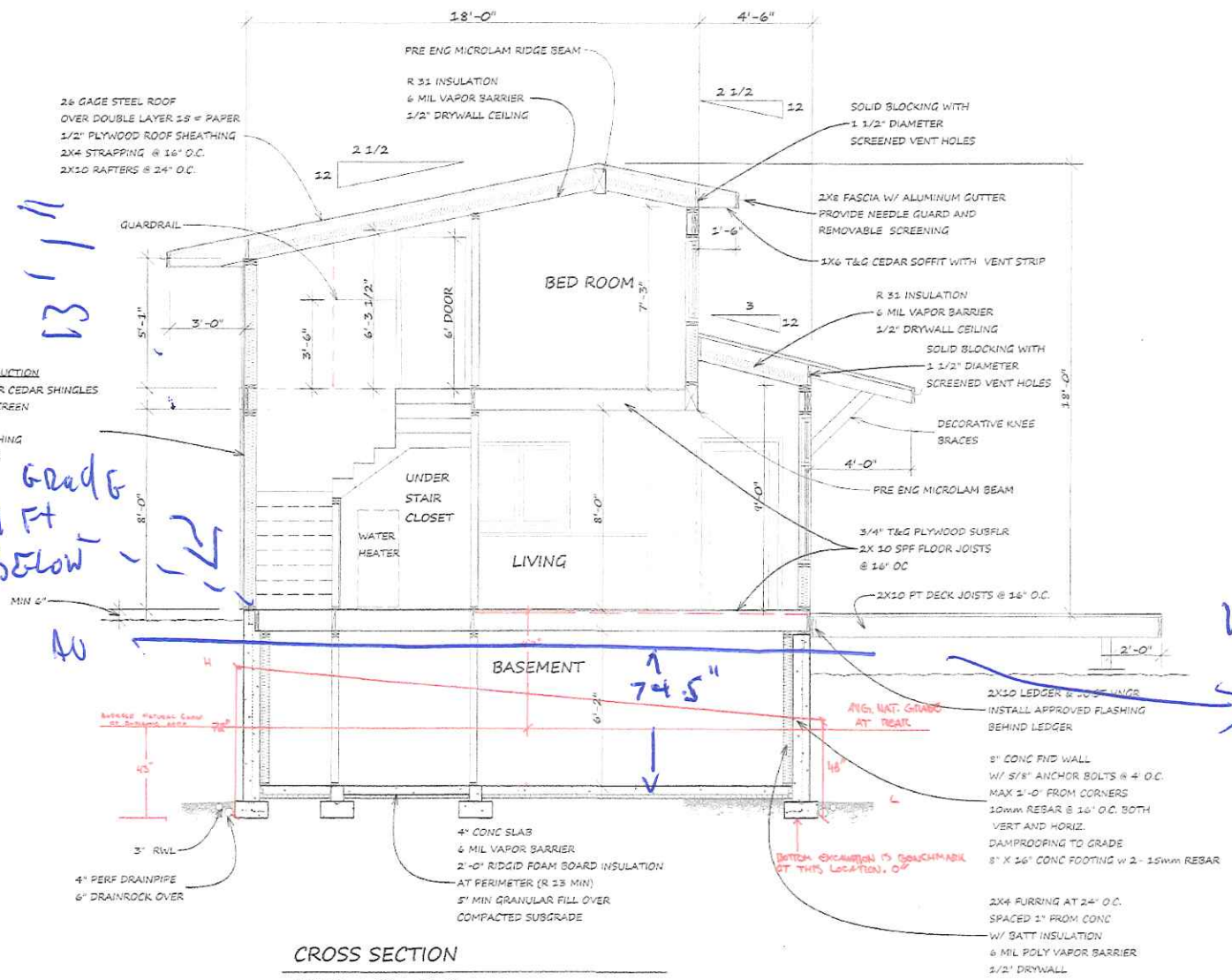
13' 11"

**TYPICAL WALL CONSTRUCTION**  
HARDIBOARD SIDING OR CEDAR SHINGLES  
1x3 STRAPPING RAINSCREEN  
SHEATHING PAPER  
1/2" PLYWOOD SHEATHING  
2 X 4 STUDS @ 16" O.C.  
R20 INSULATION  
6 MIL POLY VS.  
1/2" DRYWALL

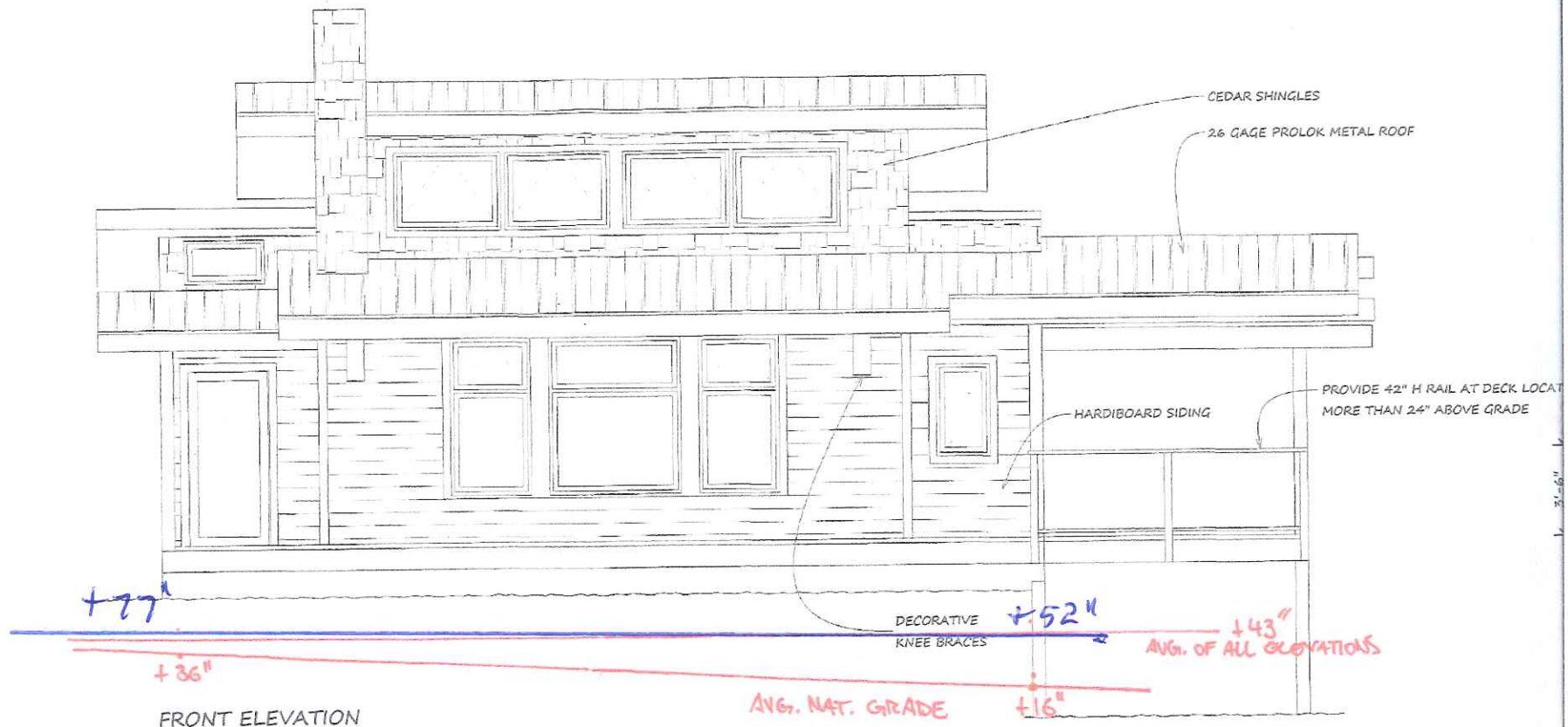
Good 6  
1 FT  
Below

AW

WLY  
98"



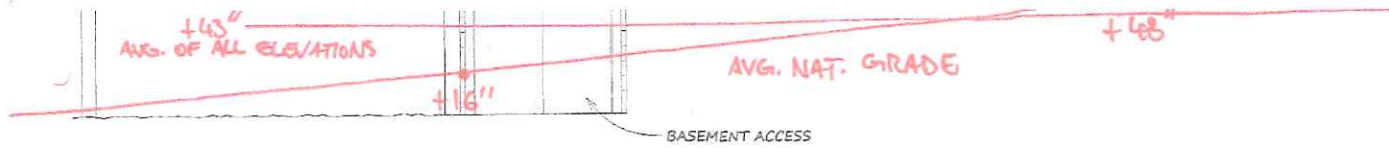
**CROSS SECTION**  
SCALE: 1/2" = 1'-0"



FRONT ELEVATION

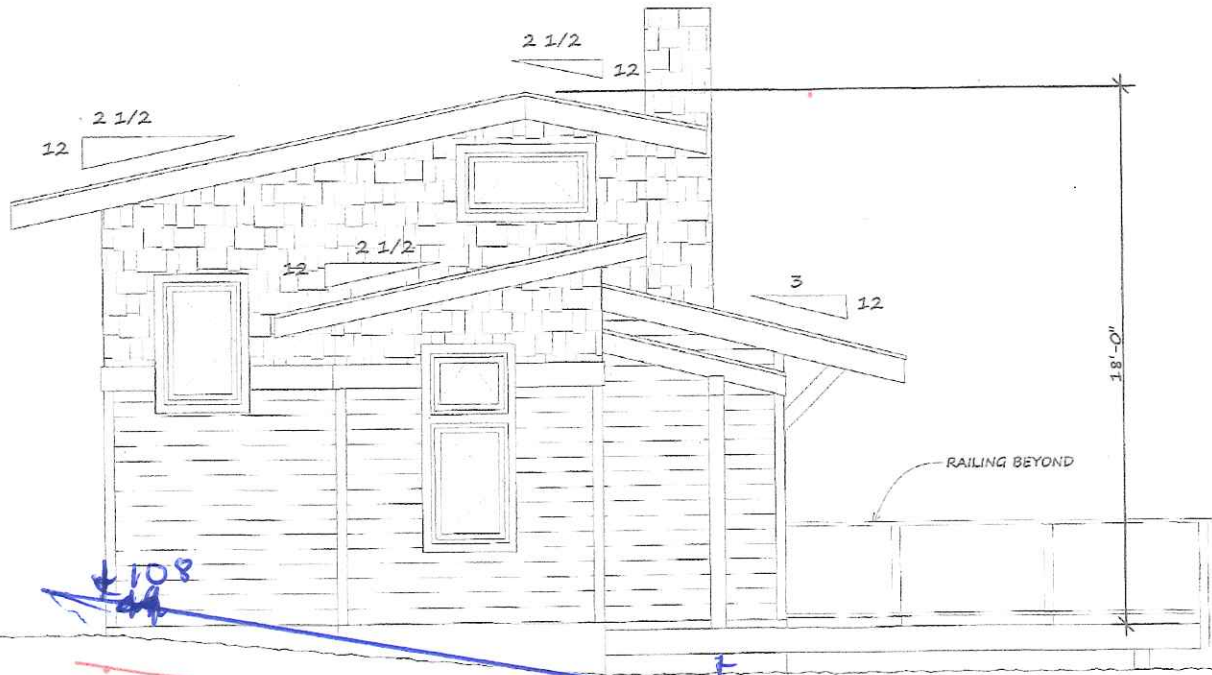
SCALE: 1/4" = 1'-0"

26 GAGE PROLOK METAL ROOF  
CEDAR SHINGLES

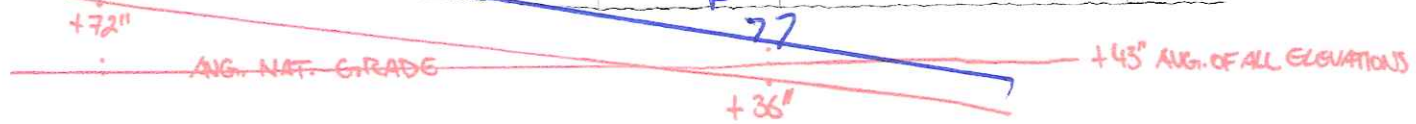


RIGHT SIDE ELEVATION

SCALE: 1/4" = 1'-0"



OF ALL ELEVATIONS



LEFT SIDE ELEVATION

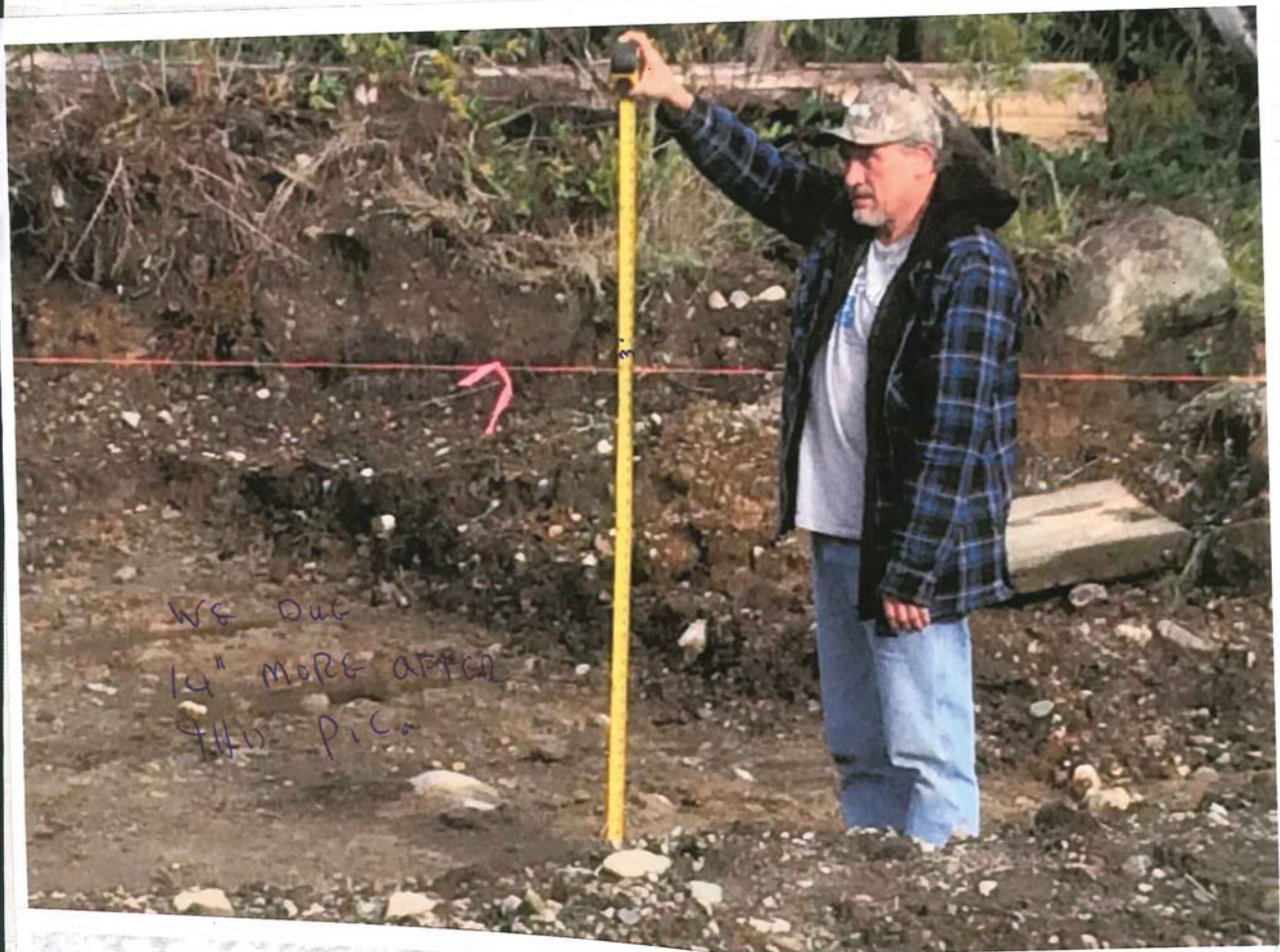
SCALE: 1/4" = 1'-0"

PROJECT: CABIN  
 LOT 2, SALMON BEACH, B.C.  
 DRAWING: ELEVATIONS

DATE:  
 AUG 14, 2016  
 REVISED:

DRAWN BY:  
 LW

PAGE:



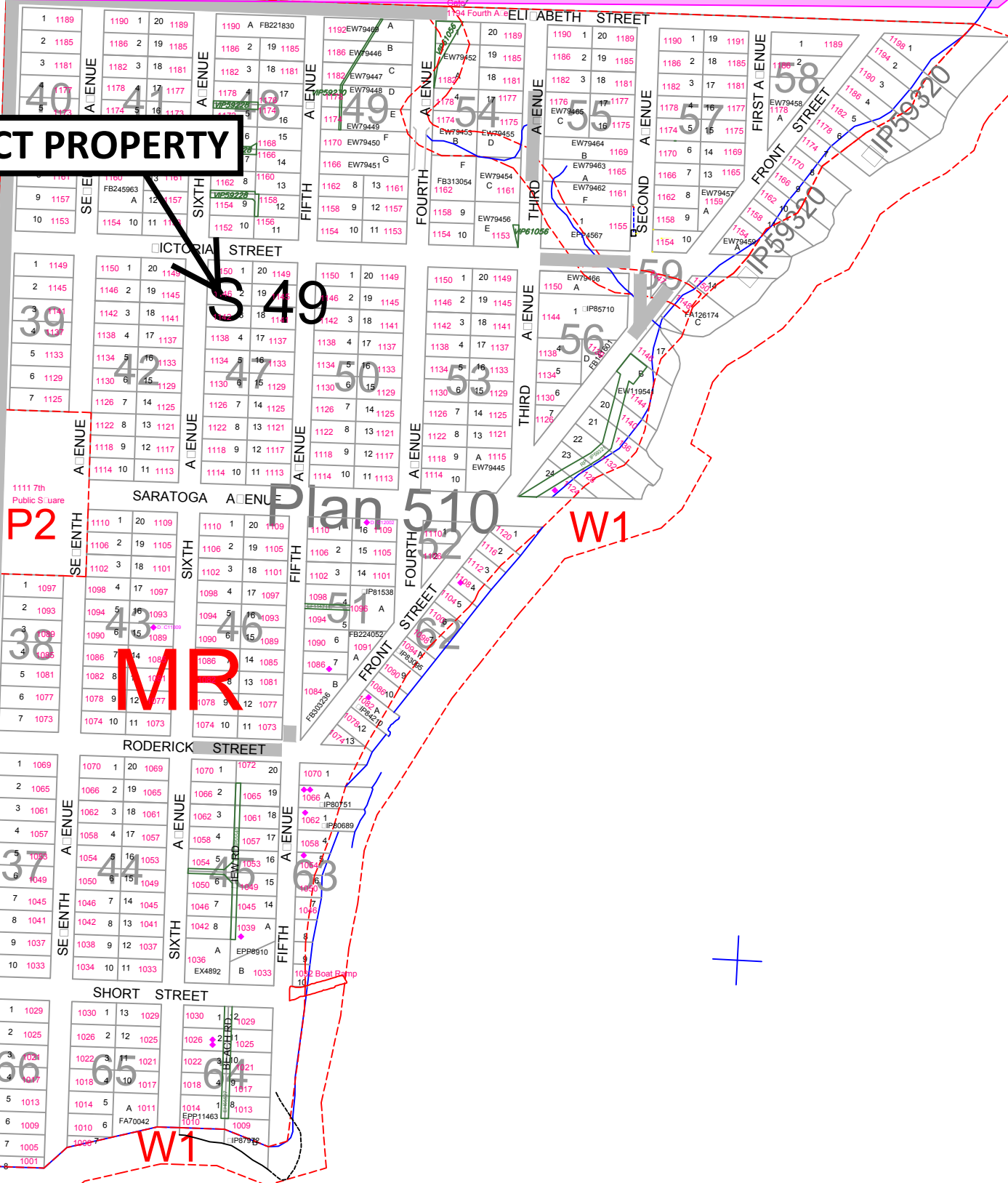






**SUBJECT PROPERTY**

S50





## REQUEST FOR DECISION

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

**From:** Mike Irg, Manager of Planning and Development

**Date:** March 22, 2017

**Subject:** TUP17009 – Temporary Use Permit Renewal for LOT A, DISTRICT LOT 567,  
CLAYOQUOT DISTRICT, PLAN EPP6547 (0742479 BC LTD,)

---

### Recommendation:

THAT the Regional Board consider renewing the Temporary Use Permit for LOT A, DISTRICT LOT 567, CLAYOQUOT DISTRICT, PLAN EPP6547 for one camping season until September 30, 2017.

### Summary:

The owners of the campground have applied to renew Temporary Use Permit TUP15009. The Temporary Use permit was originally issued in June 2015 and expired September 30, 2016. The permit was issued while the owner made application for Crown Land adjacent to their property (DL 357) which is intended for use as a septic field for the proposed development. This crown land application is integral to a rezoning application for this property. In the interim, the ACRD issued a temporary use permit to allow the continued use of a remote campground.

The initial application in 2015 included geotech and biologist reports that were used to develop the conditions of the temporary use permit. Those conditions would remain part of the permit if the Board renews the permit.

Staff will confirm that all conditions of the Temporary Use Permit have been met prior the Board renewing the permit.

Attached is the original staff report and Temporary Use Permit issued for the subject property in June 2015.

### Background:

The property owners have applied to rezone the property. Part of the rezoning application includes a small section of crown land. The owners have applied to acquire this section of crown land that would be used for a septic field. As a campground was operating on the property prior to 2015, staff

recommended a temporary use permit as an interim solution, while the rezoning application and crown land application are processed. The owners have indicated that the crown land acquisition will be completed this year.

Staff recommends renewing this permit for one year.

**Procedure:**

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

This same procedure will be followed to renew the Temporary Use Permit.

**The *Local Government Act* only allow a temporary use permit to be renewed once, regardless of the term of the permits.**



Submitted by: \_\_\_\_\_  
Mike Irg, MCIP, RPP  
Manager of Planning and Development



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



### TEMPORARY USE PERMIT APPLICATION

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

**DATE:** May 1, 2015

**FROM:** Mike Irg, Manager of Planning and Development

**TEMP USE PERMIT  
APPLICATION:** TUP15009

**APPLICANTS:** 07242479 BC LTD  
Helen Sims - agent

**LEGAL  
DESCRIPTION:** LOT A, DISTRICT LOT 567, CLAYOQUOT DISTRICT, PLAN EPP6547

**LOCATION:** Two Rivers Arm, Sproat Lake

**ELECTORAL AREA:** "D" Sproat Lake

**Applicant's Intention:** To continue to operate a 30 site campground at the current location.

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**Recommendation:** That the Regional Board:

- 1) Pass a resolution to consider issuing a Temporary Use Permit TUP15009.

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**Procedure:**

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

**Observations:**

- 1. Property Description:** This property is approximately 4.28 hectares (10.57 acres), forested with mature hardwoods. Located adjacent to Sproat Lake with three small streams located on the property.
- 2. Services:**
  - (a) Sewage Disposal:** For the temporary permit no on-site sewage disposal. Individual RVs will use a sani dump, porta potties or have RV pumped.
  - (b) Water Supply:** There is no on-site water supply.

### TUP15009

(c) **Fire Protection:** Not within a fire protection area

(d) **Access:** From a Forest Service Road

### 3. Existing Planning Documents Affecting the Site:

A. **Agricultural Land Reserve:** Not within ALR.

B. **Official Community Plan:** Within the Sproat Lake Official Community Plan area. The property is designated “comprehensive development”

Policy 3.2.2 “Implement comprehensive development planning in areas of particular suitability identified with CDA designation and consider the use of planning, servicing, heritage and other tools such as density averaging and density bonusing, phased development agreements, Section 219 covenants and other development agreements to facilitate conservation design, clustering and environmental protection.”

Policy 3.2.11 “Consider issuing temporary use permits in appropriate areas in all land use designations, in accordance with section 921 of the LGA.”

C. **Zoning:** The property is zoned Forest Reserve (A4) District. Campgrounds are permitted on property owned by a public agency.

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

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

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

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

**Note:** The property owners have applied to rezone the property and have applied to acquire a section of crown land that would be used for a septic field. As a campground is operating on this property, staff has recommended a temporary use permit as an interim solution, while the rezoning application and crown land application are processed.

D. **Temporary Use Permit:**

The Temporary Commercial Use Permit for LOT A, DISTRICT LOT 567, CLAYOQUOT DISTRICT, PLAN EPP6547 shall be subject to the following conditions:

**TUP15009**

1. This permit is only applicable to LOT A, DISTRICT LOT 567, CLAYOQUOT DISTRICT, PLAN EPP6547.
2. This permit is issued for a seasonal commercial campground for a maximum of 30 camping sites.
3. The campground can only be operated between May 15 and September 15.
4. There is to be no vegetation removal within 15 meters of any streams.
5. There is to be no vegetation removal within 15 meters of the natural boundary of Sproat Lake.
6. No campsites to be located below the high water mark of Sproat Lake identified on Schedule "A".
7. The high water mark of Sproat Lake to be identified by a sign every 30 meters.
8. Campsite 1, identified on schedule "A" to be relocated to a site within the property boundaries and outside the 15 meter riparian setbacks identified on Schedule "A".
9. Access to Sproat Lake foreshore to be maintained for all campsite users and to be clearly marked.
10. No permanent structures to be erected on the property.
11. This permit is valid until September 30 2016.
12. At the time this permit expires, the property owner may apply to the Regional District to have it re-issued for a period of up to three (3) years or return the property to the original use permitted under the current Zoning. The applicant's intention is to rezone the property.

**Comments:**

The current owners have operated this campsite for the past three years. There is a caretaker on-site and camping is only permitted between May 15 and September 15. Currently zoned Forest Reserve (A4) District, camping is permitted if the land is publicly owned. This property was previously privately owned land within TFL 44 and was subsequently sold to the current owners.

Initially a rezoning application was submitted for a comprehensive development zone that would allow for the current campsite, with some expanded sites and cabins for the owners. As part of the larger development, a portion of crown land has also been applied for, which would accommodate a septic field. The crown land acquisition has not been approved yet. Staff suggested a temporary use permit as an interim solution.

There is no on-site sewage disposal. Campers will bring the RV to a sani station, have the tanks pumped or use porta-potties. Staff confirmed with the Health Inspector that this is permitted and

**TUP15009**

not considered pump and haul.

There is a history of debris torrents on the property. A geotechnical engineer has provided a report stating that the site can be used for the current campground use. The owners currently limit use to between May 15 and September 15 (this would also be required in the permit).

A biologist has reviewed the site and provided a report. The recommendations from the report are included in the permit.

As this is a temporary use permit, no permanent structures to be constructed.

The temporary use permit limits the number of campsites to the 30 sites that are currently there. Campsite one needs to be moved to a new location outside of the riparian areas.

The proposed permit would not allow any further vegetation removal within 15 meters of the creeks and shore line of Sproat Lake.

The term of this proposed temporary permit is until September 30 2016. This provides for two camping seasons and gives the owners time to address the requirements for the crown land acquisition and the rezoning application.

This campsite provides a controlled environment for camping on Sproat Lake.

Prepared by:



\_\_\_\_\_  
Mike Irg MCIP, Manager of Planning and Development

Reviewed by:



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

**TUP15009**





### TEMPORARY USE PERMIT NO. TUP15009

Whereas, pursuant to Section 921 of the *Local Government Act*, a local government may by resolution, on application of a property owner, issue a temporary use permit;

A Temporary Use Permit is hereby issued to:

**Name:** 07242479 BC LTD

**Address:** 18001 Stirling Arm Road, Two Rivers Arm, Sproat Lake, Port Alberni, BC

With respect to:

**Legal Description:** LOT A, DISTRICT LOT 567, CLAYOQUOT DISTRICT, PLAN EPP6547

**PID:** 028-287-894

The Regional District of Alberni-Clayoquot hereby issues a Temporary Use Permit to 07242479 BC LTD with respect to property legally described as LOT A, DISTRICT LOT 567, CLAYOQUOT DISTRICT, PLAN EPP6547 subject to the conditions as follows:

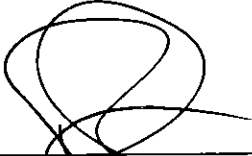
1. This permit is only applicable to LOT A, DISTRICT LOT 567, CLAYOQUOT DISTRICT, PLAN EPP6547.
2. This permit is issued for a seasonal commercial campground for a maximum of 30 camping sites.
3. The campground can only be operated between May 15 and September 15.
4. There is to be no vegetation removal within 15 meters of any streams.
5. There is to be no vegetation removal within 15 meters of the natural boundary of Sproat Lake.
6. No campsites to be located below the high water mark of Sproat Lake identified on Schedule "A".
7. The high water mark of Sproat Lake to be identified by a sign every 30 meters.
8. Campsite 1, identified on schedule "A" to be relocated to a site within the property boundaries and outside the 15 meter riparian setbacks identified on Schedule "A".
9. Access to Sproat Lake foreshore to be maintained for all campsite users and to be clearly marked.
10. No permanent structures to be erected on the property.
11. This permit is valid until September 30, 2016.

At the time this permit expires, the property owner may apply to the Regional District to have it re-issued for another period of up to three (3) years or return the property to the original use permitted under the current Zoning by way of ceasing any seasonal commercial campground use.

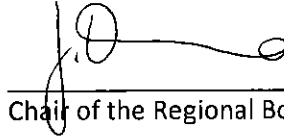
#### TUP15009

In accordance with the provision of Section 921 of the *Local Government Act*, approval of this permit was given by resolution of the Board of the Regional District of Alberni-Clayoquot on June 10, 2015.

This permit was issued under the seal of the Regional District of Alberni-Clayoquot on June 11, 2015.



Russell Dyson, CAO



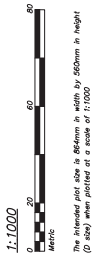
Chair of the Regional Board

**TUP15009**

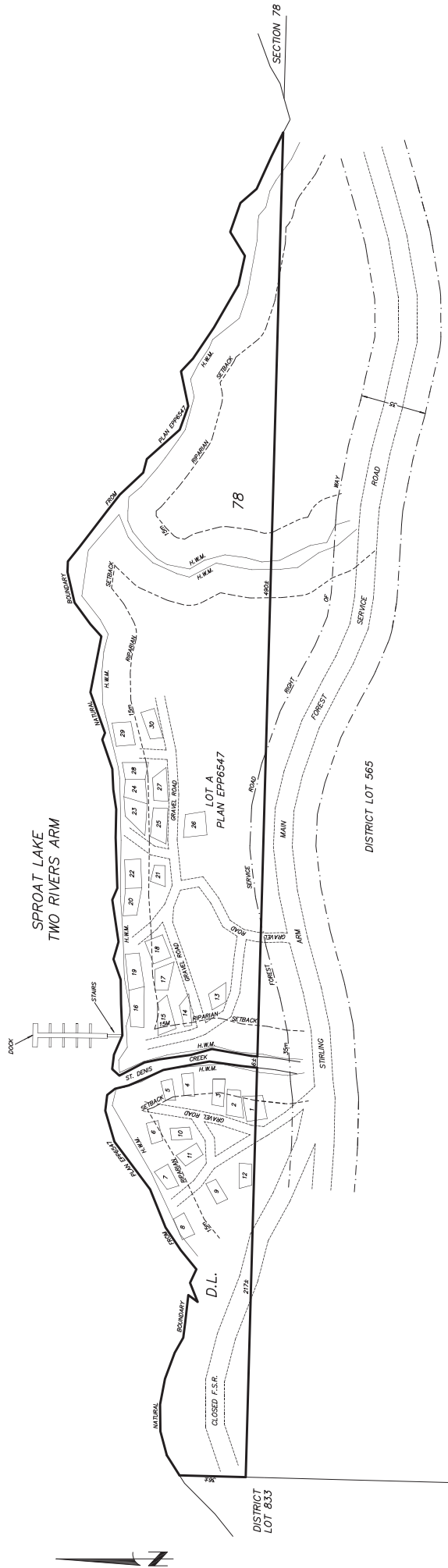
Members: City of Port Alberni, District of Ucluelet, District of Tofino, Yuułu?it?ath Government, Huu-ay-aht First Nations, Uchucklesaht Tribe  
Electoral Areas "A" (Bamfield), "B" (Beaufort), "C" (Long Beach), "D" (Sproat Lake), "E" (Beaver Creek) and "F" (Cherry Creek)

# SCHEDULE 'A'

PLAN OF LOT A, DISTRICT LOT 567, CLAYOQUOT DISTRICT, PLAN EPP6547  
 SHOWING LOCATIONS OF IMPROVEMENTS THEREON  
 BCCS 92E.025 & 92E.026



**LEGEND**  
 All dimensions are in metres and decimal fractions.  
 H.W.M. denotes High Water Mark, as Flagged by Toth and Associates Environmental Services  
 D.L. denotes D.L. compatible



**SIMS ASSOCIATES**  
 1400 SHERBROOKE BLVD.  
 200 FERRY ROAD W. B.C. W.V. 1S4  
 PHOENIX 250-752-9921  
 VANCOUVER 604-271-1155  
 KALIS 250-752-9971



## Rezoning Application

**TO:** Russell Dyson, Chief Administrative Officer and  
Alberni-Clayoquot Regional District Board of Directors

**DATE:** March 10, 2017

**FROM:** Heather Zenner, Planner

**ACRD FILE NO:** RF17001

**APPLICANTS:** George and Patricia Arbanas

**LEGAL DESCRIPTION:** LOT 1, DISTRICT LOT 93, ALBERNI DISTRICT, PLAN 25984

**LOCATION:** 5877 Tebo Avenue

**ELECTORAL AREA:** "F" Cherry Creek

---

The following are recommendations of the staff report:

- THAT Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw P1352 be read a first time.
- THAT the public hearing for Bylaw P1352 be delegated to the Director for Electoral Area 'F', the Alternate Director or the Chairperson of the Regional District.
- THAT the Board of Directors confirm that adoption of Bylaw P1352 is subject to:
  - a. Confirmation from a Registered On-Site Wastewater Practitioner that the proposed lot is capable of accommodating on-site sewage disposal to a minimum 0.6 acre density; and
  - b. Meeting technical referral agency requirements.

**Applicants Intention:** The property owner has applied to rezone the property from Rural (A2) District to Acreage Residential (RA3) in order to facilitate a three lot subdivision. A conceptual subdivision plan was submitted which demonstrates two +/- 0.6 acre vacant lots and one +/- 0.8 acre lot with an existing single family dwelling with attached garage.

**RF17001**

**Observations:**

i) **Status of Property:** This 1.95 acre parcel is mostly cleared and landscaped with a single family dwelling with attached garage and a wood shed at the rear of the property. The property is landscaped, slopes gently towards Tebo Avenue, and the most southern section of the property is treed.

ii) **Services**

- a. **Sewage Disposal:** On-site sewage disposal.
- b. **Water Supply:** Cherry Creek Waterworks District
- c. **Fire Protection:** Cherry Creek Volunteer Fire Department service area.
- d. **Access:** Access for the existing dwelling is off Tebo Ave, the lot to the south of the house will also be accessed from Tebo, and the third lot at the corner of Tebo and Moore could be accessed from either road.

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

- A. **Agricultural Land Reserve:** Not within the Agricultural Land Reserve.
- B. **Official Community Plan:** The Cherry Creek Official Community Plan designates this property as “Residential Use” and there are no Development Permit areas on this property.
- C. **Zoning:**

<b>Zoning Bulk and Site Regulations</b>		
	<b>A2 District</b>	<b>RA3 District</b>
Minimum Lot Area:	5 acres	0.6 acres
Minimum Lot Width:	330 feet	98.4 feet
Lot Coverage:	-	15%
Minimum Setbacks		
Front:	50 feet	49 feet
Rear:	30 feet	32.8 feet
Side:	15 feet	16.4 feet

The applicant intends to rezone the property to allow for a three lot subdivision. Rezoning the property to Acreage Residential (RA3) District would allow the flexibility of creating two new lots with a 0.6 acre minimum lot size while complying with the Cherry Creek OCP.

**Comments:**

1. Confirmation from a Registered On-Site Wastewater Practitioner that the proposed lot is capable of accommodating on-site sewage disposal to a minimum 0.6 acre density will be required prior to proceeding to public hearing.
2. Planning staff have sent a preliminary referral to the Cherry Creek Waterworks District who have indicated that water mains exist on both Moore Rd and Tebo Ave and that they don't have any initial concerns with providing water. If the application is furthered to a public hearing, the bylaw would be referred to affected agencies, including the Cherry Creek Waterworks District, and they would be given an opportunity to provide comments/concerns that would be presented at the public hearing.
3. A wood shed is located near the rear of the property and based on the conceptual lot layout, it will most likely be located on one of the proposed vacant lots. If this rezoning application proceeds the wood shed will be required to be removed at the subdivision stage as an accessory building cannot exist without a residence on the property in the RA3 zone.
4. The proposal complies with the requirements of the Cherry Creek OCP and would not be out of character in this area. The property lies in close proximity to the services provided in the city and provides a good opportunity for in-fill development. Property is bordered by residential properties to the North, West, and East with a larger property within the Agriculture Land Reserve to the South East.
5. In 1994 a subdivision application from a previous owner was made for this property but the proposal did not comply with the minimum lot sizes in the ACRD zoning bylaw, and the Environmental Health Officer (Ministry of Health) objected to the subdivision due to soils, therefor the subdivision was not approved.
6. Planning staff feels that this application is reasonable provided that the applicant can confirm the soil capability for on-site sewage disposal for a minimum 0.6 acre density.

Submitted by:



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Heather Zenner, Planner

Reviewed by:



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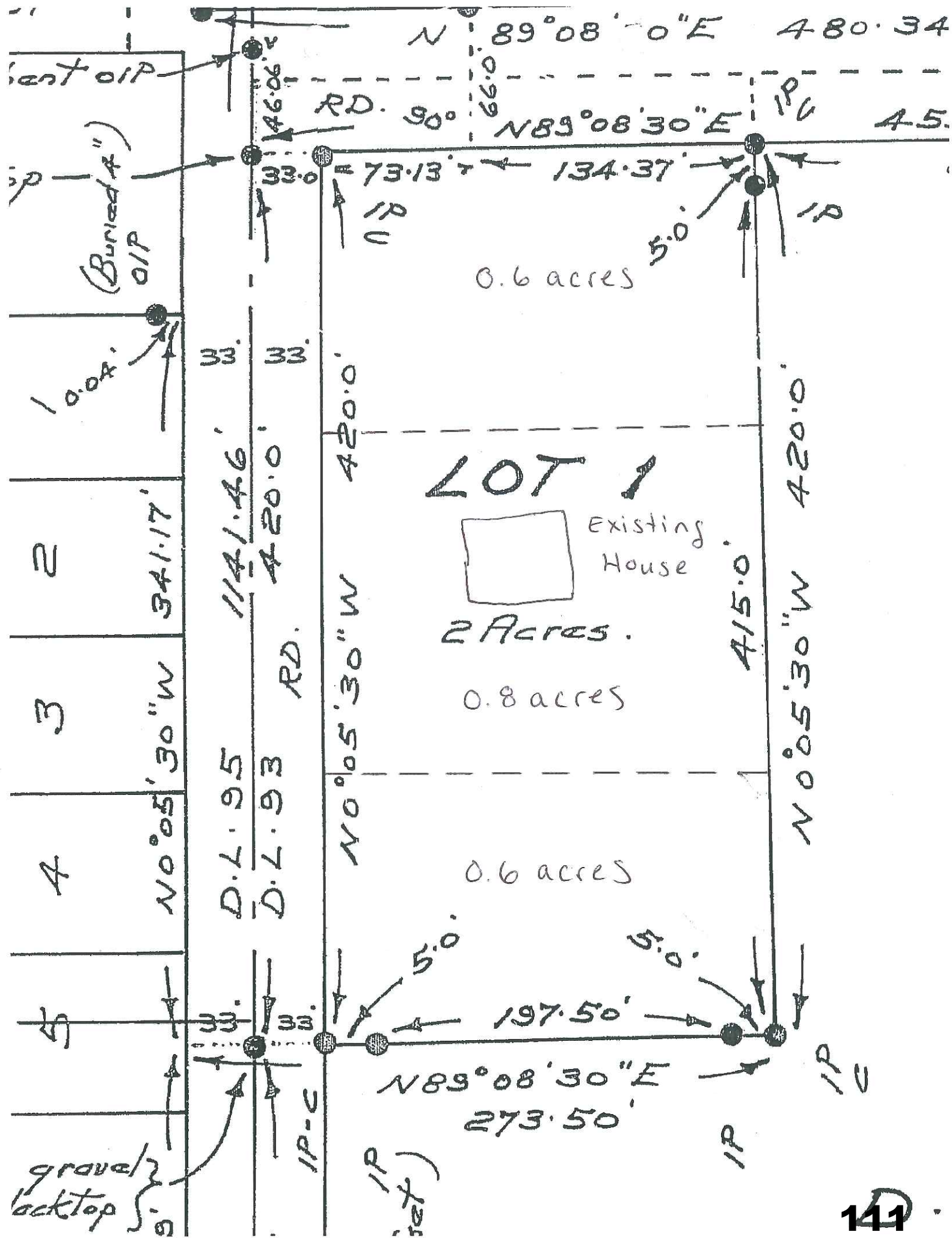
Mike Irg MCIP, Manager of Planning and Development

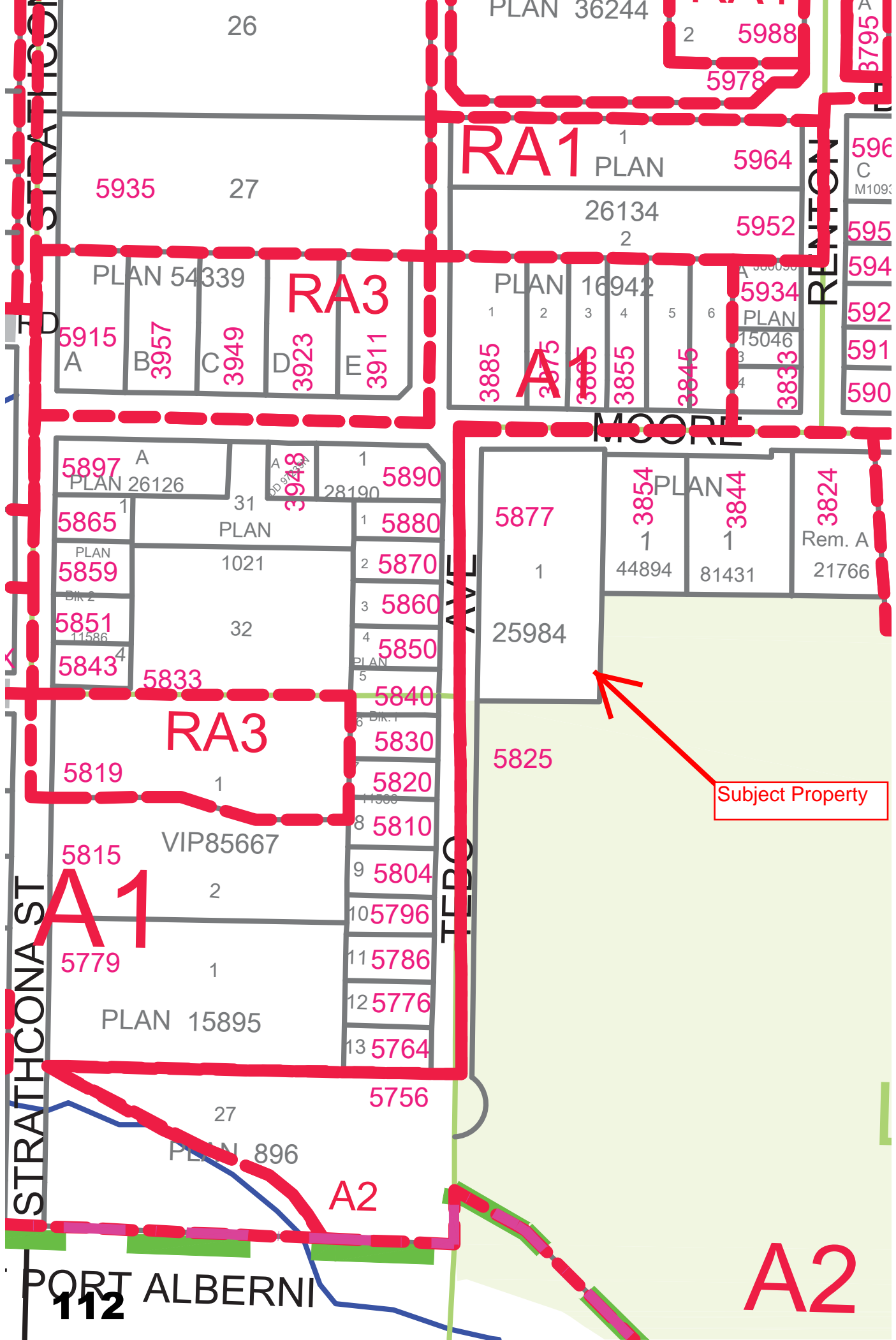


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Russell Dyson, Chief Administrative officer

**RF17001**









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MOON

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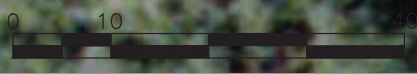
MOON  
AVE

1

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25984

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**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT**

**BYLAW NO. P1352**

**OFFICIAL ZONING ATLAS AMENDMENT NO. 693**

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

WHEREAS the *Local Government Act* authorizes the Regional Board to amend a zoning bylaw after a public hearing and upon the affirmative vote of the directors in accordance with Sections 464, 465, 470, and 479 of the *Local Government Act*;

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

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

1. TITLE  
This bylaw may be cited as the Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw No. P1352.
2. Bylaw No. 15 of the Regional District of Alberni-Clayoquot is hereby amended by rezoning LOT 1, DISTRICT LOT 93, ALBERNI DISTRICT, PLAN 25984 from Rural (A2) District to Acreage Residential (RA3) District as shown on Schedule ‘A’ which is attached to and forms part of this bylaw.
3. This bylaw shall come into force and take effect upon the adoption thereof.

Read a first time this day of , 2017  
Public Hearing held this day of , 2017  
Read a second time this day of , 2017  
Read a third time this day of ,2017

Adopted this day of , 2017

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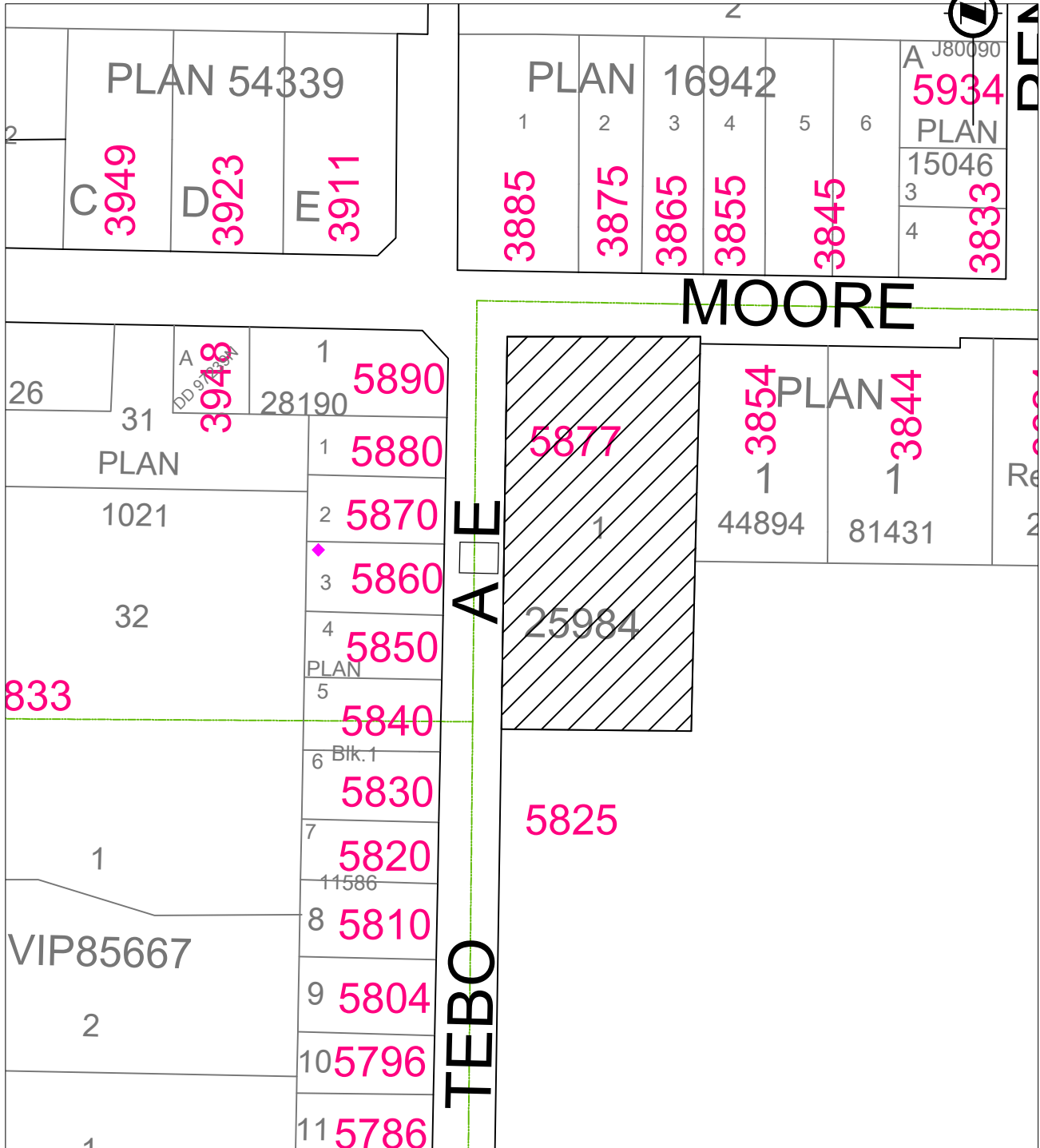
Russell Dyson, CAO

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Chair of the Regional Board

# Schedule 'A'

This schedule is attached to and forms part of Bylaw P1352



Legal Description: LOT 1, DISTRICT LOT 93, ALBERNI DISTRICT, PLAN 25984



To be rezoned from Rural (A2) District to Acreage Residential (RA3) District.



ALBERNI-CLAYOQUOT  
REGIONAL DISTRICT





# ALBERNI-CLAYOQUOT REGIONAL DISTRICT

3008 Fifth Avenue, Port Alberni BC, CANADA V9Y 2E3

Telephone (250) 720-2700 Fax (250) 723-1327

## Development Variance Application

**DATE:** March 13, 2017

**ACRD FILE NO.:** DVF16015

**APPLICANTS:** Chris & Colleen Dods

**LEGAL DESCRIPTION:** LOT B, DISTRICT LOT 273, ALBERNI DISTRICT, PLAN VIP89312

**LOCATION:** 370 Franklin River Road

**ELECTORAL AREA:** "F" Cherry Creek

**APPLICANT'S INTENTION:** The applicants have made an application to vary the watercourse setback from 100 feet to 50 feet, to vary the height from 20 feet to 24 feet, and to vary the front yard setback from 50 feet to 5 feet to allow the construction of a 2500 ft<sup>2</sup> shop.

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### **Recommendation:**

*THAT the Board of Directors consider issuing development variance permit DVF16015.*

### **Development Variance DVF16015:**

- i. Development variance DVF16015 is to consider issuing a development variance of the following sections of the ACRD zoning bylaw:
  - i. Section 6.2 (4)(a) to vary the natural watercourse setback from 100 feet to 50 feet;
  - ii. Section 6.5.2 (c)(i) to vary the height from 20 feet to 24 feet; and
  - iii. Section 6.5.4 (h) to vary the front yard setback from 50 feet to 5 feet;

in the Forest Rural (A3) District.

---

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

## **DVF16015**

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

**Observations:**

- i. **Status of Property:** The property is 10.03 acres (4.05 ha's) in size with a single family dwelling on-site and an electrical building towards the rear of the property. The property slopes steeply upwards from Franklin River Road, is landscaped, with a timber surrounding the single family dwelling. A small watercourse runs through the property, in-between the house and proposed shop area.
- ii. **Services**
- a. **Sewage Disposal:** On-site sewage disposal.
- b. **Water Supply:** On-site water.
- c. **Fire Protection:** Not within a fire protection area.
- d. **Access:** The property is accessed from Franklin River Road.
- iii. **Existing Planning Policies Affecting the Site**

- a. **Agricultural Land Reserve:** Not within the ALR.
- b. **Official Community Plan:** The Cherry Creek Official Community Plan designates this property "Rural Use". There are no Development Permit Areas that impact this development.
- c. **Zoning:** The property is zoned Forest Rural (A3) District.

Forest Rural (A3) District requires:	Proposed Variance
Minimum Setbacks (accessory building)	
Front: 50 feet	5 feet
Rear: 15 feet	-
Side: 15 feet	-
Maximum height: 20 feet	24 feet

***Due to topography concerns, the proposed variance will reduce the front yard setback from 50 feet to 5 feet to allow a 2500 ft<sup>2</sup> shop to be constructed. The proposed variance will also increase the maximum height from 20 feet to 24 feet, and vary the natural watercourse setback from 100 feet to 50 feet.***

**Comments:**

A building permit for a single family dwelling was issued in 2013 with final occupancy received in 2014. The applicant has stated that the shop location was selected as it has the best topography on the property for building and that the shop will be used for personal use only. The front yard is adjacent to the Ministry of Transportation and Infrastructure Right-of-Way, which is approximately 53m (173ft) wide in front of

this entire property. While the proposed accessory building is proposed to be only 5 feet from the property line, the paved portion of Franklin River Road is approximately 30m from where the proposed shop will be built. The elevation of the property and proposed shop located is much higher than the road surface and it is expected that only the roofline of the shop will be visible when driving on Franklin River Rd and will not impact the visibility of any driver on the road.

The applicant will require a variance from the Ministry of Transportation and Infrastructure to vary their 15 ft setback from roads and road Right-of-Ways.

Planning staff feels this development variance is reasonable given the limitation of building sites on this property and the width of the adjacent Right-of-Way. Staff recommends that the Board proceed with this variance application.

Submitted by:



Heather Zenner, Planner

Reviewed by:



Mike Irg MCIP RPP, Manager of Planning & Development

Lot V

90°06'04"  
230.005

Part  
Plan

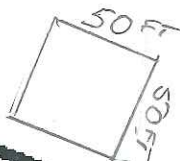
**B**

4.06 ha.

1°06'17"  
112.853

21.364

89.149  
111°41'29"



5 FT

261.187  
1°06'09"

anklin

River

185.006  
128°43'56"

Road



Jan 11/2016

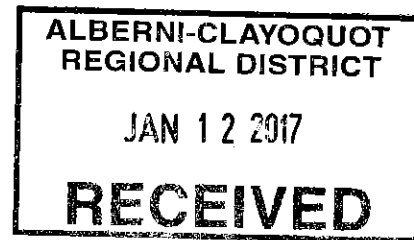
To whom it may concern:

I am writing in regards to my application for variance on my property located at 370 Franklin River road.

I would like to build a 2500 square ft shop for storage of my boat,R.V. and other equipment I own. This site I would like to use because it has the best topography for building as the majority of my property is quite steep, my property pin is located approximately 45 metres from centre line of Franklin River road and 6m above road. I would like to construct this building as close as possible to the property pin,within 1.5metres.

Regards

Chris Dods



**Heather Zenner**

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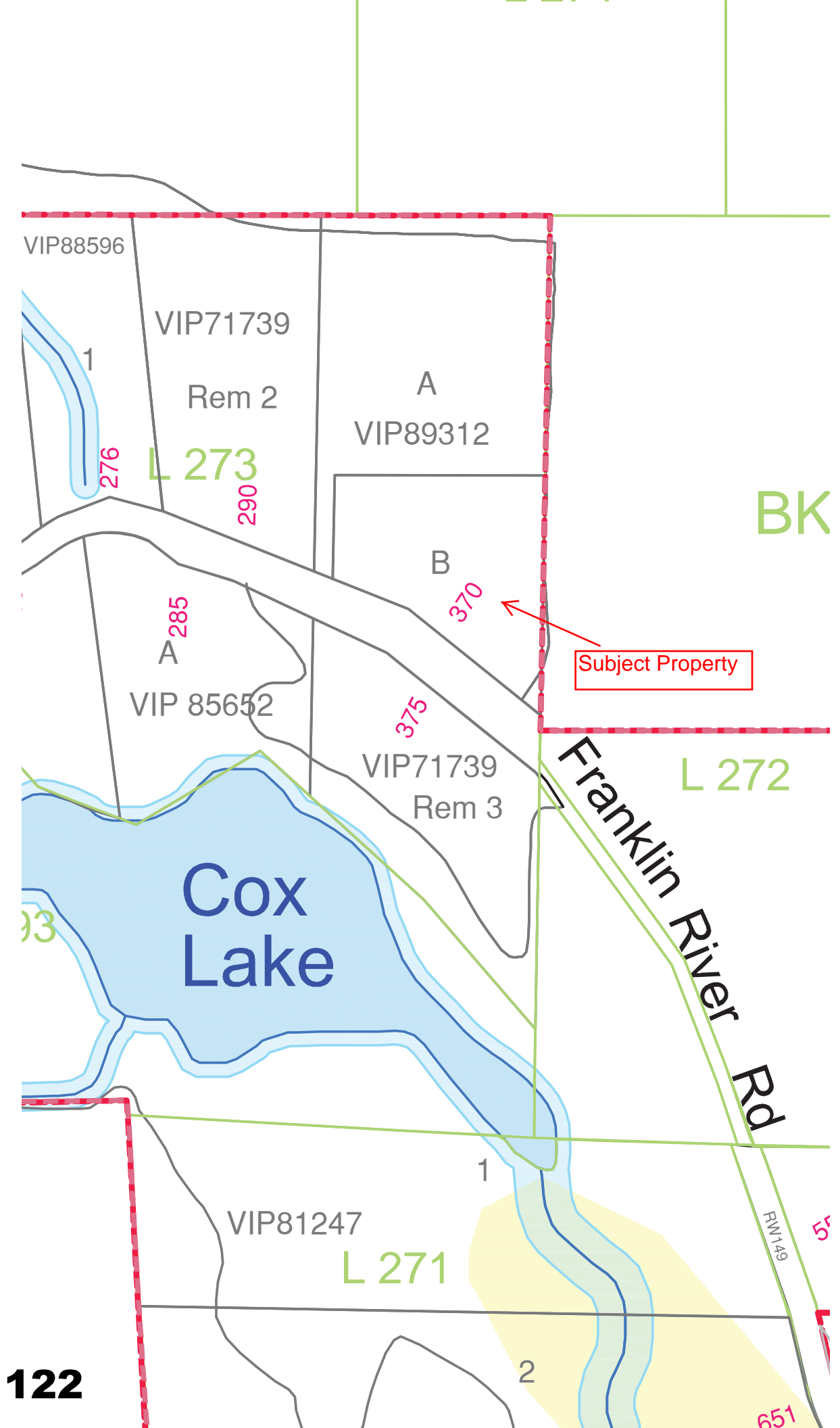
**From:** Chris Dods <coastalbridge@shaw.ca>  
**Sent:** Thursday, March 09, 2017 12:14 PM  
**To:** Heather Zenner  
**Subject:** RE: Variance - 370 Franklin River Road

Hi Heather

I will be building outside of the 50 ft allowance to avoid the biologist assessment, I would like to apply for a maximum building height of 24 ft and my building will be approximately 30 metres away from the existing road centre line

Regards

Chris



VIP88596

VIP71739

VIP89312

VIP 85652

VIP71739

VIP81247

Cox Lake

Franklin River Rd

HWY 149

122

BK

L 273

L 272

L 271

Subject Property

1

276

290

A

A

B

375

Rem 3

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1

2

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651

Rem 2

93



## ALBERNI-CLAYOQUOT REGIONAL DISTRICT

3008 Fifth Avenue, Port Alberni BC, CANADA V9Y 2E3 Telephone (250) 720-2700 Fax (250) 723-1327

### Rezoning Application

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

**DATE:** March 9, 2017

**FROM:** Mike Irg, Manager of Planning and Development

**ACRD FILE NO:** RF17002

**APPLICANTS:** Cherry Creek Improvement District

**LEGAL  
DESCRIPTION:** LOT 14 and 15, DISTRICT LOT 57, ALBERNI DISTRICT, PLAN 13745.

**LOCATION:** Corner of Becker Place and Moore Road

**ELECTORAL AREA:** "F" Cherry Creek

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#### Recommendation:

The following are recommendations of the staff report:

- THAT Regional District of Alberni-Clayoquot Cherry Creek Official Community Plan Amendment Bylaw P1353 be read a first time.
- THAT Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw P1354 be read a first time.
- THAT the public hearing for Bylaws P1353 and P1354 be delegated to the Alternate Director for Electoral Area 'F' or the Chairperson of the Regional District.
- THAT the Board of Directors confirm that adoption of Bylaws P1353 and P1354 are subject to:
  - i. Meeting technical referral agency requirements.

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**Applicant's Intention:** The property owner has applied to rezone the property to build a new fire hall.

**Observations:**

i) **Status of Property:** Lots 14 and 15 combined are 126 feet by 138 feet with frontage on Moore Road and Becker Place. The property is currently a playground.

ii) **Services**

- a. **Sewage Disposal:** On-site sewage disposal.
- b. **Water Supply:** Cherry Creek Waterworks District.
- c. **Fire Protection:** Cherry Creek Volunteer Fire Department.
- d. **Access:** The property is accessed from Moore Road.

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

- A. **Agricultural Land Reserve:** Not within the Agricultural Land Reserve.
- B. **Official Community Plan:** The Cherry Creek Official Community Plan designates the property as “Residential Use”.

The proposal requires an amendment to the Cherry Creek Official Community Plan to “Community Service Use”.

There are no development permit areas that apply to this property.

- A. **Zoning:** The property is currently zoned Two Family Residential (R2) District. The owner has applied to rezone the entire property to Park and Public (P2) District.

<b>Zoning Bulk and Site Regulations</b>		
	<b>R2 District</b>	<b>P2 District</b>
Minimum Lot Area:	6000 sq ft	6000 sq ft
Minimum Lot Width:	50 feet	50 feet
Lot Coverage:	33%	40%
Minimum Setbacks		
Front:	25 feet	20 feet
Rear:	30 feet	30 feet
Side:	5 feet	5 feet

**Comments:**

The Cherry Creek Improvement District recently purchased lots 14 and 15 to build a new fire hall that will meet current seismic requirements. As part of the development, CCID will consolidate lots 14 and 15 into one lot. The existing Improvement District office and

the current fire hall will remain a separate lot.

Acquiring and rezoning lots 14 and 15 allows CCID to build a new fire hall that meets current seismic requirements and remains integrated with the existing office.

The property is currently a playground, which will be moved across the street to the Cherry Creek Community Hall property.

Once the new Fire Hall is constructed, the existing building will be used for maintenance and equipment storage for the Improvement District.

Staff recommends that this OCP amendment and rezoning proceed.



Submitted by:

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Mike Irg, MCIP, RPP  
Manager of Planning and Development



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Russell Dyson, Chief Administrative officer

## Mike Irg

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**From:** Cherry Creek Waterworks <ccww@shaw.ca>  
**Sent:** Tuesday, February 28, 2017 9:54 AM  
**To:** Mike Irg  
**Subject:** rezoning

Morning Mike,

As per our conversation, our plans for lots 14&15 on Moore Rd. include rezoning and amalgamating the two properties to build a new fire hall. Cinder block construction of the current fire hall is unsafe for emergency services therefore a new fire hall is necessary. We plan to keep and maintain the current fire hall for the water district.  
If you need any more information, please let me know.

Michelle Price  
Administrator  
Cherry Creek Waterworks  
Cherry Creek Fire Department  
5920-A Cherry Creek Rd.  
Port Alberni, BC,  
V9Y 8R7  
Phone 250-723-2214  
Fax 250-723-0225  
Email: ccww@shaw.ca  
[www.cherrycreekwater.com](http://www.cherrycreekwater.com)

RENTON

5963  
C  
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F77364  
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PLAN

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A 5980  
EG119727  
B 5976  
CA4892826  
E 5960

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BECKER PL

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C 5940  
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5929  
PLAN

21006  
5905  
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21006  
5905  
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42,43  
44,45

ROAD

Subject Property

3824  
Rem. A  
21766

PLAN 17566

**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT**

**BYLAW NO. P1353**

**A BYLAW TO AMEND BYLAW NO. P1278  
CHERRY CREEK OFFICIAL COMMUNITY PLAN**

WHEREAS by Section 478(2) of the *Local Government Act*, all bylaws enacted by the Regional Board must be consistent with an existing official community plan;

AND WHEREAS the Regional Board may amend an existing official community plan;

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

1. TITLE  
This bylaw may be cited as the Cherry Creek Official Community Plan Amendment Bylaw No. P1353.
2. Schedule B, the plan map, is hereby amended by redesignating a portion of LOTS 14 and 15, DISTRICT LOT 57, ALBERNI DISTRICT, PLAN 13745 from "Rural Use" to "Community Service Use" as shown on Schedule 'A' which is attached to and forms part of this bylaw.
3. This bylaw shall come into force and take effect upon the adoption thereof.

Read a first time this xxx day of September, 2017

Public Hearing held this xxx day of xxx, 2017

Read a second time this xxx day of xxx, 2017

Read a third time this xxx day of xxx, 2017

Adopted this xxx day of xxx, 2017

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Russel Dyson, CAO

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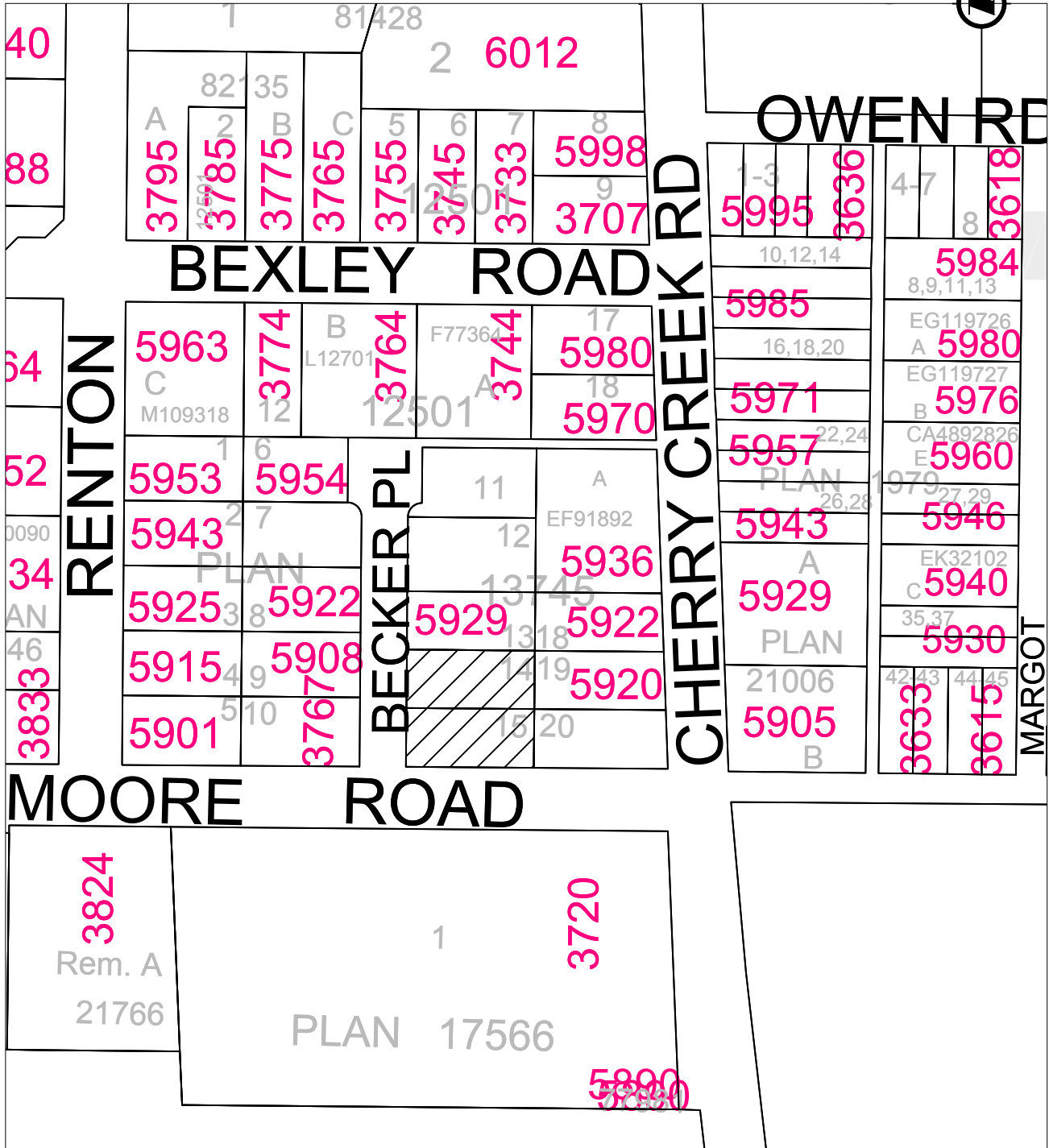
Chair of the Regional Board

RF170052



# Schedule 'A'

This schedule is attached to and forms part of Bylaw P1353



Legal Description: LOTS 14 and 15, DISTRICT LOT 57, ALBERNI DISTRICT, PLAN13745.



To be redesignated from "Rural Use" to "Community Service Use"



ALBERNI-CLAYOQUOT  
REGIONAL DISTRICT



**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT**

**BYLAW NO. P1354**

**OFFICIAL ZONING ATLAS AMENDMENT NO. 694**

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

WHEREAS the *Local Government Act* authorizes the Regional Board to amend a zoning bylaw after a public hearing and upon the affirmative vote of the directors in accordance with Sections 464, 465, 470, and 479 of the *Local Government Act*;

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

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

1. TITLE

This bylaw may be cited as the Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw No. P1354.

2. Bylaw No. 15 of the Regional District of Alberni-Clayoquot is hereby amended by rezoning LOTS 14 and 15, DISTRICT LOT 57, ALBERNI DISTRICT, PLAN 13745 from Residential (R2) District to Park and Public (P2) District as shown on Schedule 'A' which is attached to and forms part of this bylaw.

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

Read a first time this day of , 2017  
Public Hearing held this day of , 2017  
Read a second time this day of , 2017  
Read a third time this day of , 2017

Adopted this day of , 2017

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Russell Dyson, CAO

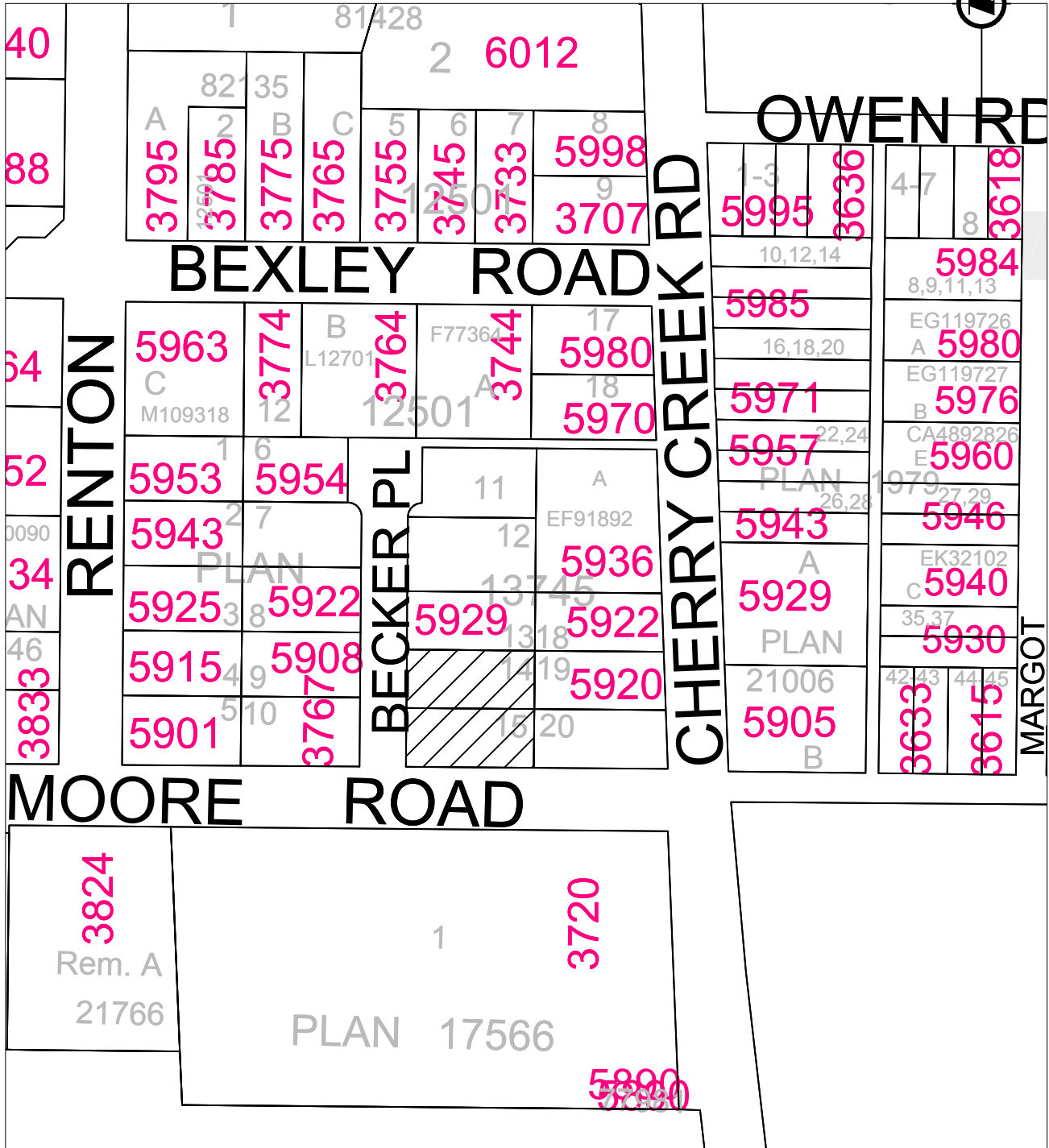
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Chair of the Regional Board

RF17002

# Schedule 'A'

This schedule is attached to and forms  
of Bylaw P1354



Legal Description: LOTS 14 and 15, DISTRICT LOT 57, ALBERNI DISTRICT, PLAN13745.



To be rezoned from Rural (A2) District to Park and Public Use (P2) District.



ALBERNI-CLAYOQUOT  
REGIONAL DISTRICT



**Alberni-Clayoquot Regional District**  
**Staff Action Items to the Board of Directors as of March 17, 2017**

#	Date	Action Item	Service Area	Priority/ Resources Y/N	Assigned	Target Date	Status/Recommendation
<b>ADMINISTRATION</b>							
1.	July 10/15	Develop: Long term plan for reconciliation	All	Y/N	Reconciliation Comm.	April 2017	Chair to discuss ACRD Reconciliation Strategy with the Board
2.	May 27/15	Assessment: Tseshaht First Nation water system expansion to Bell & Stuart roads	D	Y/Y	Russell	March 2017	Request for update sent from CAO
3.	Sept. 16/15	Continue: Meeting with Tseshaht First Nation to discuss tenure at the AV Landfill	Alberni Valley	Y/Y	Russell	Ongoing	Letter from ACRD requesting support sent from AV/Bamf. Chair
4.	Mar. 22/16	Request: City of Port Alberni contribute matching funds as electoral area Gas Tax Allocation for AV Regional Airport improvements	Alberni Valley	Y/Y	Russell	March 2017	Letter sent to City/ EA Chair to request meeting with Council – Refer to EA Directors Committee
5.	June 22/16	Review: Implications of the Fire Safety Act regulations coming into effect	A, D, E	N/Y	Dan Holder	March 2017	Commissioner to attend in April/remove
6.	Oct. 26/16	Investigate/Review: Procedures for Fire Chief and Officers recruitment and selection	A, D, E	Y/Y	Special Appointed Committee	May 2017	Committee met March 16 <sup>th</sup> – Meeting again mid April/ Remove
7.	Jan. 25/17	Letter: to Toquaht Nation & Yuułu?it̓?ath̓ Government inviting to participate in the West Coast Multi-Plex service	West Coast	Y/Y	Russell	Feb 2017	In Progress/Toquaht committed – Scott Kenny to follow-up with YG then bylaw introduced
8.	Feb. 8/17	Work: with BC Transit on a feasibility study for a transit service between Tofino and Ucluelet	West Coast	N/N	Russell	March	Funds included under general gov. vs. 2017 – 2017 FP
9.	Feb. 8/17	Provide: support to the first responder transportation issues in Bamfield	A		Russell/ Dan	March	Ongoing – met BCEHS they are to respond in mid-may

Alberni-Clayoquot Regional District  
Staff Action Items to the Board of Directors as of March 17, 2017

#	Date	Action Item	Service Area	Priority/ Resources Y/N	Assigned	Target Date	Status/Recommendation
10.	Feb. 22/17	Invite: Island Timberlands to meet with the ACRD Board of Directors to share their draft recreation policy	AV	N/Y	Russell	March	Invitation received by IT and acknowledged – no action yet
11.	Mar. 8/17	Refer: Request from CCID for the use of gas tax funds in the amount of \$625,000 for their capital works project to the next EA Directors Committee meeting for consideration	EA Areas	N/Y	Wendy	April	Next EA Directors meeting – May 17 <sup>th</sup> – remove
12.	Mar. 8/17	Investigate: Government grants for the purchase of audio equipment for the boardroom audio	All	Y/Y	Janice	April	Investigating
13.	Mar. 8/17	Proceed: RFP to complete the detailed design of the WestCoast Multi Plex Phase 1	West Coast	Y/Y	Wendy	March	RFP closes March 24 <sup>th</sup> – Recommendation to the Board April 12 <sup>th</sup> - remove
14.	Mar. 8/17	Submit: Letter to Ministry of Community, Sport and Cultural Development requesting a grant to investigate options for administering Salmon Beach Services in 2017	“C” (Long Beach)	N/N	Russell/ Wendy		Done/remove
15.	Mar. 8/17	Draft: Letter to the BC Ambulance Service concerning the lack of emergency transportation services in Bamfield and request they post a crew in Bamfield as soon as possible to address this gap in service	“A” (Bamfield)		Russell	April	Waiting for BCEHS response
16.	Mar. 8/17	Forward: Letter to Ministry staff requesting a meeting with the Director of Bamfield, Chair of ACRHD and ACRD and regional district staff to discuss the urgent issue of emergency medical transportation in Bamfield	“A” Bamfield		Russell	April	Waiting for Island Health response

**Alberni-Clayoquot Regional District**  
**Staff Action Items to the Board of Directors as of March 17, 2017**

#	Date	Action Item	Service Area	Priority/ Resources Y/N	Assigned	Target Date	Status/Recommendation
17.	Mar. 8/17	Draft: Letter to Island Health with the letter from Rainbow Gardens concerning process used to place community members in long- term care and include a cover letter requesting a direct response to the ACRHD	AV	N/Y	Wendy	March 20	Drafting/remove
18.	Mar. 15/17	Draft: Letter to Minister Yamamoto requesting an expedited response to the Regional District's letter of Jan. 16 requesting assistance in initiating a flood assessment review of the Somass River watershed	AV	Y/Y	Russell	March 21	Drafting
19.	Mar. 15/17	Draft: letter to the Minister of Environment & Minister of Agriculture advising that the ACRD has requested assistance from Minister Yamamoto in initiating a flood assessment review of the Somass River watershed and requesting their Ministries support	AV	Y/Y	Russell	March 21	Drafting
<b>FINANCE</b>							
20.	Sept. 21/16	Meeting: with Long Beach Golf Club regarding lease & outstanding water fees	West Coast	Y/Y	Teri/ Wendy/ Andrew	March 2017	Meeting to be arranged between WC Comm. & LBGC
21.	Nov. 9/16	Meeting: with RHD Chair & IH reps regarding end of life program in region	All	Y/Y	Teri/ Shelli	April 2017	Arranging
<b>ENVIRONMENTAL SERVICES</b>							
22.	Oct. 10/12 Jan. 25/17	Explore: Valley wide woodstove & backyard burning bylaws based on	Alberni Valley	Y/N	Andrew	April 2017	Options discussed will focus on education

Alberni-Clayoquot Regional District  
Staff Action Items to the Board of Directors as of March 17, 2017

#	Date	Action Item	Service Area	Priority/ Resources Y/N	Assigned	Target Date	Status/Recommendation
		CPA's bylaw & report – Refer to EA Directors Meeting					
23.	Sept. 9/16	Refer to staff: District of Tofino correspondence re: working with Eco West on green infrastructure - Review & report back to WC Comm. & Board	West Coast	N/N	Andrew	March 2017	Included as option in WC Waste Management
24.	April 13/16	Work: with Huu-ay-aht First Nation/Bamfield Marine Science Centre to develop a plan to combine waste services for the Bamfield Area & arrange a Community Meeting within next 6 months	A	Y/Y	Andrew	Dec 2017	In Progress - Follow-up meeting with working group in March 29 <sup>th</sup> to share data
25.	May 11/16	Invite: Island Health, Island Timberlands, Huu-ay-aht First Nation, Min. FLNRO to meet & discuss watershed management in the interests of water quality	A	Y/N	Andrew/ Heather	March 2017	In Progress
26.	Sept. 21/16	Present: Amending Bylaw R1021, Garbage & Recyclable Materials Collection Amendment to include a charge of \$15 for recycling fees in 2017		Y/Y	Andrew	Mar. 22	Bylaw presented for consideration of adoption/remove
27.	Sept. 21/16	Prepare: Amending Bylaw & RFD to the Board to proceed with RFP's to lease a 2-acre section of land at Long Beach Airport, corner of Lysander & Airport Road	West Coast	Y/Y	Andrew/ Janice		Awaiting zoning bylaw
28.	Sept. 21/16	Proceed: Steller Managements' letter of intent for the development plan for Lots C & D at Long Beach Airport	West Coast	Y/Y	Andrew		Will advertise when zoning addressed
29.	Sept. 21/16	Develop: Strategy and timelines to implement increased lease rates to	West Coast	Y/Y	Andrew		Started with current leases up for renewal – others to be

Alberni-Clayoquot Regional District  
Staff Action Items to the Board of Directors as of March 17, 2017

#	Date	Action Item	Service Area	Priority/ Resources Y/N	Assigned	Target Date	Status/Recommendation
		match the market values developed by Pacific Rim Appraisals					amended as they come up for renewal or expiry/remove
30.	Feb. 22/17	Investigate: rates for skydiving businesses at other airports – Draft possible bylaw changes to fees and charges at the LB Airport to reflect a fee for skydiving operations for consideration by WC Comm & Board	West Coast	Y/Y	Andrew	Mar. 22	RFD to Board for consideration/remove
31.	Feb. 22/17	Investigate: lease options for possible landing area & provide to the LB Airport Advisory Committee for consideration and recommendation to ACRD Board	West Coast	Y/Y	Andrew		Draft prepared for Chair to sign/remove
32.	Mar. 8/17	Award: Cherry Creek Walking and Cycling Installation & proceed with project	"F" (Cherry Creek)	Y/Y	Andrew	March 30 complete	Awarded, construction started/remove
33.	Mar. 8/17	Draft: Letter on behalf of the Salmon Beach Comm. to Toquaht Nation requesting permission to investigate costs of proceeding with work to re-establish max. capacity in original sewage field and install additional feeder tank capacity within the License of occupation area	"C" (Long Beach)	Y/Y	Andrew		Draft letter prepared for Chair to sign/remove
34.	Mar. 8/17	Amend: Long Beach Airport capital plan increasing costs for engineering services for ACAP grant application in the 2017-2021 Financial Plan from \$22,000 to \$40,000 and staff proceed with the ACAP grant application	West Coast	Y/Y	Mark/ Andrew/ Teri		Approved for second reading



Alberni-Clayoquot Regional District  
Staff Action Items to the Board of Directors as of March 17, 2017

#	Date	Action Item	Service Area	Priority/ Resources Y/N	Assigned	Target Date	Status/Recommendation
35.	Mar. 8/17	Draft: letter to Toquaht Nation requesting that the Salmon Beach community be permitted to accumulate wood debris and burn up to twice annually on the sewage field license of occupation area – excluding man made and construction waste	“C” (Long Beach)	Y/Y	Andrew		Draft prepared for Chair to sign/remove
<b>PLANNING</b>							
36.	May 13/10	Proceed: Subdivision process on the Long Beach Airport lands for the WC Multiplex Society and Long Beach Golf Course following Airport rezoning	West Coast	Y/Y	Mike	March 2017	Options to West Coast Committee in March
37.	Nov. 14/12	Staff direction: Review and make recommendations on the Bamfield Community Hall Society’s request to approve & support their proposal to build a new hall	A		Mike		In progress – Waiting for direction from the Hall Committee
38.	May 27/15	Re-designate: major/minor streams within all electoral area official community plan areas	Electoral Areas	Y/Y	Mike	April 2017	Par of OCP amendments
39.	May 27/15	Proceed: 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 as outlined in staff report dated Nov. 20/14 2014	C	Y/Y	Mike/ Luc	Spring 2017	
40.	Oct. 5/16	EA Committee directed staff: Conduct public input sessions to garner community input into options for dealing with short term vacation rentals	Electoral Areas	Y/Y	Mike		Spring 2017

Alberni-Clayoquot Regional District  
Staff Action Items to the Board of Directors as of March 17, 2017

#	Date	Action Item	Service Area	Priority/ Resources Y/N	Assigned	Target Date	Status/Recommendation
41.	Oct. 12/16	Meeting: Invite wireless communication providers in the region to provide an update on plans in the region	All	Y/Y	Alex	March 2017	Invitation sent – following up on invite
42.	Nov. 9/16	Sign: Climate Action Charter & include cost implications in 2017 Budget	All	Y/N	Mike	April 2017	Signed – Staff report prepared for April
43.	Nov. 16/16	Forward: PRNP Traverse Trail plan to the Regional Parks & Trails Advisory Committee & investigate linking the trail from Ucluelet & Tofino	West Coast	Y/Y	Mike	March 2017	In progress
44.	Jan. 25/17	Investigate a bylaw for impounding and licensing of animals in the rural areas and report back to the Board	Rural Areas	Y/Y	Mike	April 2017	March Board
45.	Feb. 22/17	Enter: into discussions with owner of DL 130 & DL 60, Lot 2 VIP64541 to provide a road access agreement to the property in exchange for a height restriction covenant to be placed on the two sections of land within the OLS of the AV Regional Airport	AV	Y/Y	Mike	April 2017	In progress
46.	Mar. 8/17	Draft: Letter to Ahousaht First Nation supporting their land use vision as presented	West Coast		Mike		Done – remove
47.	Mar. 8/17	Refer: Report on consideration of an animal control service for livestock at large to the EA Directors Committee for discussion	Electoral Areas		Mike		Next EA Directors meeting – May 17 <sup>th</sup>

Alberni-Clayoquot Regional District  
Staff Action Items to the Board of Directors as of March 17, 2017

#	Date	Action Item	Service Area	Priority/ Resources Y/N	Assigned	Target Date	Status/Recommendation
48.	Mar. 8/17	Enter into: two (2) year agreement with the District of Tofino to provide building inspection services	Tofino	N/Y	Mike		Signed by ACRD and sent for endorsement by Dist. of Tofino

Electoral Areas: "A" (Bamfield), "B" (Beaufort), "C" (Long Beach), "D" (Sproat Lake), "E" (Beaver Creek), "F" (Cherry Creek)



Alberni-Clayoquot Regional District  
**Board of Directors Meeting Schedule**  
**APRIL 2017**

<b>DATE</b>	<b>MEETING</b>	<b>TIME &amp; LOCATION</b>	<b>ATTENDEES</b>
Tuesday, April 4 <sup>th</sup>	Committee-of-the-Whole Meeting with Ministry of Transportation	1:00 pm – Regional District Board Room	Directors, Staff
Wednesday, April 5 <sup>th</sup>	West Coast Committee Meeting	10:00 am – Tofino Council Chambers	Committee, Staff
	Long Beach Airport Advisory Committee	1:00 pm – Tofino Council Chambers	Committee, Staff
Friday, April 7 <sup>th</sup> – Sunday, April 9 <sup>th</sup>	Association of Vancouver Island & Coastal Communities Annual Convention & AGM	Campbell River Community Centre, Campbell River, BC	Directors
Wednesday, April 12 <sup>th</sup>	Board of Directors Meeting	1:30 pm - Regional District Board Room	Directors, Staff
	Hospital District Meeting	Immediately Following Above	Directors, Staff
Wednesday, April 26 <sup>th</sup>	Board of Directors Meeting	1:30 pm – Regional District Board Room	Directors, Staff

Issued: March 17, 2017