



Alberni-Clayoquot Regional District

SALMON BEACH COMMITTEE MEETING

THURSDAY, DECEMBER 14TH, 2017, 2:30 PM

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

AGENDA

	PAGE #
1. <u>CALL TO ORDER</u>	
2. <u>APPROVAL OF AGENDA</u> <i>(motion to approve, including late items requires 2/3 majority vote)</i>	
3. <u>ADOPTION OF MINUTES</u>	
a. Salmon Beach Committee Meeting – August 30, 2017	3 - 4
<i>THAT the minutes of the Salmon Beach Committee meeting held on August 30th, 2017 be received.</i>	
4. <u>REQUEST FOR DECISIONS & BYLAWS</u>	
a. REQUEST FOR DECISION Re: Staircase on Ministry of Transportation Right-Of-Way	5 - 6
<i>THAT the Salmon Beach Committee recommend that the Alberni-Clayoquot Regional District Board of Directors direct staff to proceed with the removal of the staircase Fourth Avenue to Front Street.</i>	
b. REQUEST FOR DECISION Re: Illegal Dumping at Salmon Beach	7 - 8
<i>THAT the Salmon Beach Committee recommend that the Alberni-Clayoquot Regional District Board of Directors direct staff to proceed with hiring a professional crew and chipper to to chip yard waste once or twice a year.</i>	
6. <u>REPORTS</u>	
a. Septic Field Update – (verbal report)	
b. Admin Building Demolition As per the recommendation passed at the August 30 th , 2017 Salmon Beach Committee meeting, staff will review required works for the	

demolition and provide funding estimates in the 2018 budget process to complete the project.

- c. **Maintenance Contractor Contract status**
Staff are reviewing and revising the existing contract and will advertise in January 2018.
- d. **Local Community Commission**
No action to date. Investigation forthcoming in Spring of 2018.
- e. **Zoning Change Status**
Bylaw No. 1360 Official Zoning Text Amendment - adopted 9
- f. **Road Maintenance meeting status with Ministry or Toquaht FN**
No update

THAT the Salmon Beach Committee receive reports a - f.

7. **LATE BUSINESS**

8. **ADJOURN**



Alberni-Clayoquot Regional District

MINUTES OF THE SALMON BEACH COMMITTEE MEETING

HELD ON WEDNESDAY, AUGUST 30TH, 2017, 10:30 AM

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

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

PRESENT: Mary Ellen Peet

Kel Roberts

Ken Lunde

Jill Maibach

Terry Graff

STAFF PRESENT: Douglas Holmes, Chief Administrative Officer
Andrew McGifford, Manager of Environmental Services
Janice Hill, Environmental Services Coordinator

1. **CALL TO ORDER**

Director Bennett called the meeting to order at 10:32 am.

Director Bennett reported that Ken Lunde was appointed Chair at the last Salmon Beach Community meeting, which was confirmed by the Committee. Director Bennett turned the meeting over to Ken Lunde to Chair.

2. **APPROVAL OF AGENDA**

MOVED: Director Peet

SECONDED: Director Lunde

THAT the agenda be approved as circulated with the addition of late items.

CARRIED

3. **ADOPTION OF MINUTES**

a. **Salmon Beach Committee Meeting – May 4, 2017**

MOVED: Director Roberts

SECONDED: Director Peet

THAT the minutes of the Salmon Beach Committee meeting held on May 4th, 2017 be received.

CARRIED

4. CORRESPONDENCE FOR INFORMATION

a. TOQUAHT NATION

Re: License of Occupation – Salmon Beach Sewage Field – Alternative Uses on Site

MOVED: Director Bennett

SECONDED: Director Peet

THAT the Salmon Beach Committee receive the letter and request staff to provide an estimated budget for wood/brush debris to be collected in containers and transported to the West Coast Landfill.

CARRIED

5. REQUEST FOR DECISIONS & BYLAWS

a. REQUEST FOR DECISION

Re: Salmon Beach – Administration Building Demolition

MOVED: Director Lunde

SECONDED: Director Roberts

THAT the Salmon Beach Committee support rejecting all quotes received for the demolition of the Salmon Beach Administration Building and request staff review the required works and provided funding estimates in the 2018 budget process to complete the project.

CARRIED

b. REQUEST FOR DECISION

Re: Salmon Beach – Maintenance Contractor Contract RFP

MOVED: Director Roberts

SECONDED: Director Peet

THAT the Salmon Beach Committee review the support staff in advertising a request for proposals for the maintenance contract at Salmon Beach for a three year term.

CARRIED

c. REQUEST FOR DECISION

Re: Salmon Beach – Sanitary Sewer Study Proposal

MOVED: Director Lunde

SECONDED: Director Maibach

THAT the Salmon Beach Committee defer the Salmon Beach sanitary sewer study proposed by CASCARA Consulting Engineers Limited.

CARRIED

*MOVED: Director Maibach
SECONDED: Director Peet*

THAT the Salmon Beach Committee request staff to obtain an estimate from CASCARA Consulting Engineers Ltd. on the cost of updating the existing septic field.

CARRIED

6. REPORTS

a. MEMORANDUM

West Coast Assistant - July & August 2017 Activity Report

b. MEMORANDUM

Salmon Beach Committee – Discussion Topic as Requested

c. DISCUSSION

Air B&B properties at Salmon Beach.

*MOVED: Director Lunde
SECONDED: Director Peet*

THAT the Salmon Beach Committee receive reports a-c.

7. ADJOURN


*MOVED: Director Peet
SECONDED: Director Maibach*

THAT this meeting be adjourned 1:05 pm.

CARRIED

Certified Correct:

Ken Lunde,
Chairperson



Douglas Holmes,
Chief Administrative Officer



REQUEST FOR DECISION

To: Salmon Beach Committee

From: Randy Fraser, Acting Manager or Environmental Services

Meeting Date: December 14, 2017

Subject: Staircase on Ministry of Transportation Right-Of-Way

Recommendation:

THAT the Salmon Beach Committee recommend that the Alberni-Clayoquot Regional District Board of Directors direct staff to proceed with the removal of the staircase Fourth Avenue to Front Street.

Summary:

In 2016, the state of the current staircase structure between Fourth Ave. and Front Street was brought to the attention of the ACRD by a contractor concerned for safety. This was reviewed again in the summer of 2017 and it was decided that major repairs, or a rebuild would be required. The staircase seems to be placed in a suboptimal location overtop of a drainage, with many of the footings based on clay. As the staircase is located on an MOTI right-of-way, they were contacted to inquire about permitting requirements. MOTI informed us they were unaware of the structure, and that it had to be removed. MOTI strongly disapproves of structures on right-of-ways. Options are to remove the staircase and leave it as is, to obtain the right-of-way through a road closure application and rebuild the staircase, or apply for a permit to build a switchback trail.

Financial:


Required

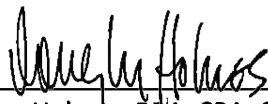
Staircase Removal- One quote was received from Deer Bay. The removal of the stairs, with the usable boards de-nailed and stacked for potential re-use would be between \$1408.00 and \$2112.00. This is based on two workers at \$44.00/hr taking between 2-3 days. If it is decided not to replace the staircase with some form of access, there would be no further costs.

Options

Building of Switchback – This would first require MOTI's approval of an access permit application. Still waiting for a quote on cost of building switchback. This will require machinery for trail building, and culverts to direct the water. Any good boards' leftover from the staircase could be used to shore up the trail. There will be a requirement of staff time for organizing, plans and permit application.

Road Closure Application for Staircase Rebuild – Time and cost for this, not including the cost of rebuilding the staircase, are significant. Costs associated with this include a minimum non-refundable application fee of \$1500.00; cost of market value appraisal; the payment of fair market value for area of road needing to be closed; cost of legal survey, property transfer tax, land titles and documentation fees, legal and conveyance fees, and any other associated fees. Time considerations include a possible requirement for an Aboriginal site Characteristic report, and/or a contamination report. Also the involvement of the general public and affected property owners. Staff time for this would be significant

Submitted by: 
Randy Fraser, Acting Manager of Environmental Services

Approved by: 
Douglas Holmes, BBA, CPA, CA, Chief Administrative Officer



REQUEST FOR DECISION

To: Salmon Beach Committee

From: Randy Fraser, Acting Manager of Environmental Services

Meeting Date: December 14, 2017

Subject: Illegal Dumping at Salmon Beach

Recommendation:

THAT the Salmon Beach Committee recommend that the Alberni-Clayoquot Regional District Board of Directors direct staff to proceed with hiring a professional crew and chipper to chip yard waste once or twice a year.

Summary:

The improper disposal of yard waste, mainly alder debris, has been an ongoing issue at Salmon Beach. Illegal dumping has consistently been occurring nearby on Toquaht land. This is both an extreme fire hazard and not very neighborly. The Salmon Beach Committee has requested that staff investigate options for long term management of yard waste from Salmon Beach.

Burning this waste using Deer Bay's gravel pit appeared initially as the quickest and least expensive option. However, when inquiring into a burning permit, we were told by the Ministry of Environment (MOE), that it could take 6 to 12 months to acquire, and that it is highly unlikely a permit would be approved for this. The ministry is moving away from, and trying to discourage open burning for waste management. Other options are to chip the waste and use the resulting product within Salmon Beach for landscaping, or have Ukee Rent-It-Center supply a bin and haul it to the landfill.

Financial:

Actual costs will depend on debris amounts.

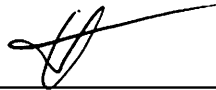
Hiring a professional crew and chipper - Including two sawmen, truck and chipper. Estimated cost, \$1600.00 for an 8 hour day. If required, they can overnight at no cost and work the next day at \$180.00/hr. As it is an industrial chipper, a larger diameter of up to 8" material can be processed, anything larger gets bucked up for firewood. If done twice a year, May and September, the total should be approximately \$3200.00/year, with an added benefit of landscaping material that can be utilized by the community. Limited staff time would be needed to organize.

Owning a Chipper - Cost of chipper between \$10 000.00 and \$15 000.00. Additional costs include fuel and maintenance, and possibly insurance. Lifespan depends on how well it is used. A contractor will be required at approximately \$55.00/hr to process material. Chipper is limited in capacity, and can only take a branch or tree of up to 3 inches in diameter. Could possibly still be left with larger size debris to dispose

of.

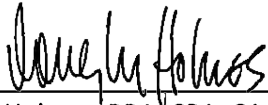
Ukee Rent it Center - The cost to rent a 20-yard dumpster bin (equivalent to 6 pick-up truck loads) from Ucluelet Rental Center is \$287/month plus pickup and delivery fee of \$375.00. Disposing of pieces of brush up to 2" in diameter at the landfill is free. Material larger than that will be \$120.00/metric ton (2,205lbs). The two sizes would have to be separated, which could be impractical. The bin has 6' sides, which would allow people to throw debris in. Depending on the size of tree, and whether it has been de-limbed, the bin could fill rather quickly. The cost to have one bin available and landfilled once per month from June to September would be \$3300.00/yr.

Submitted by:



Randy Fraser, Acting Manager of Environmental Services

Approved by:



Douglas Holmes, BBA, CPA, CA, Chief Administrative Officer

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

BY-LAW NO. P1360

OFFICIAL ZONING TEXT AMENDMENT

A by-law of the Regional District of Alberni-Clayoquot to amend By-Law 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 by-law upon the affirmative vote of the directors in accordance with Sections 464, 465, 470 and 479 of the Local Government Act;

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

1. TITLE

This by-law may be cited as the Regional District of Alberni-Clayoquot Zoning Text Amendment By-Law No. P1360.

2. Bylaw No. 15 section 143 of the Regional District of Alberni-Clayoquot is hereby amended by:

Replacing MARINE RECREATION (MR) DISTRICT with SALMON BEACH (SB) DISTRICT

3. This by-law shall come into force and take effect upon the adoption thereof.

Read a first time this 13TH day of September, 2017
Public hearing held this 24th day of October, 2017
Read a second time this 8th day of November, 2017
Read a third time this 8th day of November, 2017

Adopted this 22nd day of November, 2017



Douglas Holmes, BBA, CPA, CA
Chief Administrative Officer



Chair of the Regional Board

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