



Alberni-Clayoquot Regional District

BOARD OF DIRECTORS MEETING

WEDNESDAY, JANUARY 24, 2017, 1:30 pm

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

AGENDA

	PAGE #
1. <u>CALL TO ORDER</u>	
Recognition of Traditional Territories.	
2. <u>APPROVAL OF AGENDA</u>	
<i>(motion to approve, including late items requires ALL VOTE 2/3 majority vote)</i>	
3. <u>DECLARATIONS</u>	
<i>(conflict of interest or gifts exceeding \$250 in value as per section 106 of the Local Government Act)</i>	
4. <u>ADOPTION OF MINUTES</u>	
(ALL VOTE)	
a. Board of Directors Meeting – January 10, 2018	7-14
<i>THAT the minutes of the Board of Directors meeting held on January 10, 2018 be adopted.</i>	
b. Electoral Area Directors Committee Meeting – January 17, 2018	15-18
<i>THAT the minutes of the Electoral Area Directors Committee meeting held on January 17, 2018 be adopted.</i>	
c. West Coast Directors Committee Meeting – January 18, 2018	19-22
<i>THAT the minutes of the West Coast Committee meeting held on January 18, 2018 be adopted.</i>	
5. <u>PETITIONS, DELEGATIONS & PRESENTATIONS (10 minute maximum)</u>	
a. Inspector Brian Hunter, Officer In Charge, Port Alberni Detachment, RCMP regarding the Port Alberni RCMP Quarterly Report for October to December 2017.	23-26
6. <u>CORRESPONDENCE FOR ACTION</u>	
(ALL VOTE)	

7. CORRESPONDENCE FOR INFORMATION
(ALL VOTE)

- a. **KPMG LLP** **27-34**
Audit Planning Letter

THAT the Board of Directors receive item a for information.

8. REQUEST FOR DECISIONS & BYLAWS

- a. **REQUEST FOR DECISION** **35-40**
2018 Standing/Select Committee Appointments & Appointments to
Outside Organizations.
(ALL VOTE)

THAT the Alberni-Clayoquot Regional District (ACRD) Board of Directors approve the 2018 ACRD Standing/Select Committee Appointments and Appointments to Outside Boards, Agencies, and Commissions as presented.

- b. **REQUEST FOR DECISION** **41-46**
Bylaw E1052-4, Beaver Creek Fire Protection Service Area Amendment,
2018
(ALL VOTE)

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to Bylaw E1052-4 cited as Beaver Creek Fire Protection Service Area Amendment, 2018.

THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to Bylaw E1052-4 cited as Beaver Creek Fire Protection Service Area Amendment, 2018.

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to Bylaw E1052-4 cited as Beaver Creek Fire Protection Service Area Amendment, 2018.

- c. **REQUEST FOR DECISION** **47-53**
Application for Funding – Community Emergency Preparedness Fund:
Emergency Operations Fund, Emergency Operations Centres & Training
(ALL VOTE)

THAT the Alberni-Clayoquot Regional District apply for funding in the amount of \$25,000.00 through the Community Emergency Preparedness Fund, Emergency Operations Centres & Training Grant Program in order to prepare the Emergency Operations Center to enhance the resiliency of the Alberni Valley and residents in responding to emergencies.

- d. **REQUEST FOR DECISION** **54-58**
 Adoption of the Alberni-Clayoquot Regional District Asset Management Policy
 (ALL VOTE)

THAT the Board of Directors adopt the Alberni-Clayoquot Regional District Asset Management Policy.

- e. **REQUEST FOR DECISION** **59-64**
 Log Train Trail, Industrial Road Crossing – Island Timberlands LP
 (ALL VOTE)

THAT the ACRD Board of Directors provide a letter of support for an access permit to Island Timberlands LP to cross the Log Train Trail for forestry related activities and log hauling.

- f. **REQUEST FOR DECISION** **65-76**
 Application for Funding – Strategic Wildfire Prevention Initiative, FireSmart Planning & Activities Grant Program
 (ALL VOTE)

THAT the Alberni-Clayoquot Regional District apply for funding in the amount of \$20,000.00 through the Strategic Wildfire Prevention Initiative (SWPI), FireSmart Planning & Activities Grant Program in order to provide the tools necessary to enable private land owners to fire smart their properties and participate in a community initiative to mitigate the risk of wildfire in the City of Port Alberni and in Beaufort, Sproat Lake, Beaver Creek and Cherry Creek (electoral areas “B”, “D”, “E”, and “F”).

- g. **REQUEST FOR DECISION** **77**
 Kiosk # 8 Lease – Long Beach Airport Terminal Building – KD Air
 (ALL VOTE)

THAT the Alberni-Clayoquot Regional District Board of Directors enter into a five year lease agreement with KD Air for kiosk #8 at the Long Beach Airport terminal building, commencing February 1, 2018 to January 31, 2023 for \$6,720 per year plus GST and applicable CPI increases.

- h. **REQUEST FOR DECISION** **78-87**
 West Coast Transportation Study Scope Setting
 (ALL VOTE)

THAT the Board of Directors approve the study and submit to BC Transit requesting they undertake a regional feasibility study in 2018-2019 to analyze

the viability of a local transit system between the west coast communities as defined in the Scope Setting Study.

- i. **REQUEST FOR DECISION** **88-93**
Alberni-Clayoquot Regional District Dangerous Tree Policy
(ALL VOTE)

THAT the ACRD Board of Directors adopt the Alberni-Clayoquot Regional District Dangerous Tree Policy.

9. PLANNING MATTERS

9.1 ELECTORAL AREA DIRECTORS ONLY

- a. **RC17009, SURF JUNCTION CAMPGROUND LTD, 2650 TOFINO-
UCLUELET HIGHWAY** **94-113**
Rezoning Application – Report and Bylaws P1365, P1366 and P1367

THAT Bylaw P1365, South Long Beach Official Community Plan Amendment Bylaw be read a first time;

THAT Bylaw P1366, Regional District of Alberni-Clayoquot Zoning Text Amendment Bylaw be read a first time;

THAT Bylaw P1367, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be read a first time;

THAT the public hearing for Bylaws P1365, P1366 and P1367 be delegated to the Director for Electoral Area 'C', the Alternate Director or the Chairperson of the Regional District.

THAT the Board of Directors confirm that adoption of Bylaws P1365, P1366 and P1367 is subject to:

Island Health approval for the expanded private water system;

Meeting all technical referral agency requirements.

- b. **SHORT TERM VACATION RENTALS TEMPORARY USE PERMIT POLICY
AND DEVELOPMENT PROCEDURES AND FEES BYLAW AMENDMENT** **114-136**
Memorandum, Policy and Bylaw P1364

THAT the Board of Directors adopt the Short Term Vacation Rentals Temporary Use Permit Policy;

THAT the ACRD Development Procedures and Fees Bylaw P1364, 2018 be read a first time;

THAT the ACRD Development Procedures and Fees Bylaw P1364, 2018 be read a second time;

THAT the ACRD Development Procedures and Fees Bylaw P1364, 2018 be read a third time; and

THAT the ACRD Development Procedures and Fees Bylaw P1364, 2018 be adopted.

10. REPORTS

10.1 STAFF REPORTS

(ALL VOTE)

- a. Revised 2018-2022 Financial Plan Meeting Schedule **137**
- b. Meeting Schedule – February 2018 **138**

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

10.2 COMMITTEE REPORTS

(ALL VOTE)

- a. **Alberni Valley & Bamfield Services Committee Meeting – January 24, 2018 (Verbal) – J. McNabb**

THAT this verbal report be received.

10.3 MEMBER REPORTS

(ALL VOTE)

- 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. Island Coastal Economic Trust – J. Jack
- g. Air Quality Council, Port Alberni – K. Wyton
- h. West Coast Aquatic Board – T. Bennett/K. Wyton

- i. Association of Vancouver Island & Coastal Communities – P. Cote
- j. Beaver Creek Water Advisory Committee – J. McNabb
- k. Other Reports

THAT the Board of Directors receives the Member Reports.

11. UNFINISHED BUSINESS

12. LATE BUSINESS

- a. (ALL VOTE)

THAT

13. QUESTION PERIOD

14. IN CAMERA
(ALL VOTE)

Motion to close the meeting to the public as per section

i. 90 (1) (a) of the Community Charter: Personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the regional district or another position appointed by the regional district;

ii. 90 (1) (c) of the Community Charter: Labour relations or other employee relations;

iii. 90 (1) (k) of the Community Charter: Negotiations and related discussions respecting the proposed provision of a regional district service that are at their preliminary stages and that, in the view of the Board, could reasonably be expected to harm the interests of the regional district if they were held in public;

iv. 90 (1) (f) of the Community Charter: Law enforcement, if the regional district considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment.

15. RECOMMENDATIONS TO THE BOARD FROM IN-CAMERA

16. ADJOURN
(ALL VOTE)

**Next Board of Directors Meeting: Wednesday, February 14, 2018, 1:30 pm
Regional District Board Room**



Alberni-Clayoquot Regional District

MINUTES OF THE BOARD OF DIRECTORS MEETING HELD ON WEDNESDAY, JANUARY 10, 2018, 1:30 PM

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

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)
Tony Bennett, Director, Electoral Area "C" (Long Beach)
Penny Cote, Director, Electoral Area "D" (Sproat Lake)
John McNabb, Director, Electoral Area "E" (Beaver Creek)
Ron Paulson, Councillor, (Alternate) City of Port Alberni
Jack McLeman, Councillor, City of Port Alberni
Kirsten Johnsen, Member of Council, Toquaht Nation (via telephone)

REGRETS: Mike Ruttan, Mayor, City of Port Alberni
Dianne St. Jacques, Mayor, District of Ucluelet
Lucas Banton, Director, Electoral Area "F" (Cherry Creek)
Wilfred Cootes, Councillor, Uchucklesaht Tribe Government
Alan McCarthy, Member of Legislature, Yuułu?if?ath Government

STAFF PRESENT: Douglas Holmes, Chief Administrative Officer
Teri Fong, Manager of Finance
Mike Irg, Manager of Planning and Development
Alex Dyer, Planner
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 being held in the Tseshaht First Nation and the Hupacasath First Nation Traditional Territories.

Teri Fong, Manager of Finance introduced new employee, Rosalyn Macauley, Asset Management Implementation Coordinator for the Alberni-Clayoquot Regional District.

Director Paulsen entered the meeting at 1:33 pm.

2. **APPROVAL OF AGENDA**

MOVED: Director McNabb

SECONDED: Director Bennett

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

12. (a) Alberni Valley Museum & Heritage Board January 7, 2018 –
Historical Notes Alberni & Port Alberni, 1918 & 1968

CARRIED

3. DECLARATIONS

4. ADOPTION OF MINUTES

a. Board of Directors Meeting – December 13, 2017

MOVED: Director Bennett
SECONDED: Director McNabb

THAT the minutes of the Board of Directors meeting held on December 13, 2017 be adopted.

CARRIED

b. Special Board of Directors Meeting – December 20, 2017

MOVED: Director Johnsen
SECONDED: Director McNabb

THAT the minutes of the Special Alberni-Clayoquot Regional District Board of Directors meeting held on December 20, 2017 be adopted.

CARRIED

c. West Coast Committee Meeting – December 19, 2017

MOVED: Director Osborne
SECONDED: Director Bennett

THAT the minutes of the West Coast Committee meeting held on December 19, 2017 be adopted.

CARRIED

d. Salmon Beach Committee Meeting – December 14, 2017

MOVED: Director Bennett
SECONDED: Director Osborne

THAT the minutes of the Salmon Beach Committee meeting held on December 14, 2017 be adopted.

CARRIED

5. PETITIONS, DELEGATIONS & PRESENTATIONS

- a. **David McCormick, Director, Public Relations & Business Development, Port Alberni Port Authority, update on Port Alberni Trans-Shipment Hub Project.**

Mr. McCormick provided a presentation on the Port Alberni Trans-Shipment Hub Project and the economic benefits to the region.

- b. **Heather Shobe, Eden Tree Farm & Gardening, presentation of the Agricultural Use of Water Project Recommendations and Findings.**

Ms. Shobe reported on the Agricultural Use of Water Project findings and regional program and policy recommendations.

6. CORRESPONDENCE FOR ACTION

- a. **Correspondence dated January 2, 2018 from the British Columbia/Yukon Command Royal Canadian Legion requesting the Alberni-Clayoquot Regional District place a ¼ page colour advertisement in the “Military Service Recognition Book” at a cost of \$595.00 including GST.**

*MOVED: Director Kokura
SECONDED: Director McNabb*

THAT Alberni-Clayoquot Regional District Board of Directors place a ¼ page colour advertisement in the British Columbia/Yukon Command Royal Canadian Legion “Military Service Recognition Book” at a cost of \$595.00 including GST.)

CARRIED

- b. **Correspondence dated December 15, 2017 from the Ministry of Forests, Lands, Natural Resource Operations and Rural Development requesting comments on an application to change the name of Henderson Lake to “Hucuklis Lake”, a Nuu-chah-nulth name for lake and meaning ‘place way inside.**

*MOVED: Director Wyton
SECONDED: Director Osborne*

THAT Alberni-Clayoquot Regional District Board of Directors support the name change of Henderson Lake to Hucuktlis Lake and forward a letter to the BC Geographical Names Office supporting the name change and copy the Uchucklesaht Tribe Government.

CARRIED

7. CORRESPONDENCE FOR INFORMATION

- a. PREVENTION OF QUAGGA AND ZEBRA MUSSELS**
District of Clearwater
Town of Oliver
Village of Pemberton
City of Parksville
Township of Spallumcheen
City of Dawson Creek
- b. ISLAND COASTAL ECONOMIC TRUST**
Community DMOs Launch Joint Project to Track Tourism Data
- c. UNION OF BRITISH COLUMBIA MUNICIPALITIES**
2017 Flood Risk Assessment, Flood Mapping & Flood Mitigation Planning Program – Review of Application
- d. HUU-AY-AHT FIRST NATION**
Meeting regarding Proposed LNG Project
- e. DISTRICT OF WEST KELOWNA**
Support for fifty per cent of the Provincial Share of the Cannabis Tax Sharing Formula

MOVED: Director Bennett

SECONDED: Director Wyton

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

CARRIED

MOVED: Director Paulsen

SECONDED: Director McLeman

THAT the Alberni-Clayoquot Regional District Board of Directors support the District of Kelowna's lobbying efforts with respect to dividing the tax revenue on cannabis sales in a fair and equitable manner and forward a letter to the Provincial Government requesting a portion of the provincial share of cannabis tax sharing formula be provided to local governments in an adequate and equitable manner to help support costs and services incurred by local governments from the sales of cannabis and a copy of the letter be forwarded to the local MLA.

CARRIED

8. REQUEST FOR DECISIONS & BYLAWS

- a. Request for Decision regarding Finance Warrant No. 584.**

MOVED: Director Kokura
SECONDED: Director Bennett

THAT the Board of Directors approve Finance Warrant Number 584 in the amount of \$1,066,206.15 dated December 31, 2017.

CARRIED

The Chairperson left the meeting at 2:45 pm
The Vice-Chairperson assumed the Chair at 2:45 pm
The Chairperson re-assumed the Chair at 2:47 pm

b. Request for Decision regarding Revenue Anticipation Borrowing Bylaw No. F1135.

MOVED: Director Bennett
SECONDED: Director McLeman

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to the bylaw cited as "Revenue Anticipation Borrowing Bylaw No. F1135, 2018".

CARRIED

MOVED: Director Osborne
SECONDED: Director Bennett

THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to the bylaw cited as "Revenue Anticipation Borrowing Bylaw No. F1135, 2018".

CARRIED

MOVED: Director Osborne
SECONDED: Director Cote

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to the bylaw cited as "Revenue Anticipation Borrowing Bylaw No. F1135, 2018".

CARRIED

MOVED: Director Bennett
SECONDED: Director Cote

THAT the Alberni-Clayoquot Regional District Board of Directors adopt bylaw cited as "Revenue Anticipation Borrowing Bylaw No. F1135, 2018".

CARRIED

c. Request for Decision regarding Cherry Creek Waterworks District – Amendment to Community Works Fund Contribution Agreement.

MOVED: Director McNabb

SECONDED: Director Kokura

THAT the Alberni-Clayoquot Regional District Board of Directors approve the amended Contribution Agreement with the Cherry Creek Waterworks District to provide the organization Community Works Funding for the replacement of aging water mainline pipe.

CARRIED

d. Request for Decision regarding Federation of Canadian Municipalities – 2018-2019 Membership Renewal.

MOVED: Director Bennett

SECONDED: Director Osborne

THAT the Alberni-Clayoquot Regional District Board of Directors renew membership in the Federation of Canadian Municipalities for 2018 in the amount of \$4,892.96 plus GST.

CARRIED

e. Request for Decision regarding Vancouver Island University – Regional Air Quality Mapping Pilot Project.

MOVED: Director Wyton

SECONDED: Director Osborne

THAT the Alberni-Clayoquot Regional District provide a letter of support in principle to Vancouver Island University Environmental Research Laboratories for their Regional Air Quality Mapping project.

CARRIED

9. PLANNING MATTERS

a. WATER FOR GROWTH REPORT

Recommendations and Findings from the ACRD Agricultural Use of Water Project – October 2017

MOVED: Director McNabb

SECONDED: Director Cote

THAT the Board of Directors receive the report.

CARRIED

10. REPORTS

10.1 STAFF REPORTS

- a. **Building Inspectors Report – December 2017**
- b. **November 2017 Finance Warrant Inquiries – January 3, 2018**

MOVED: Director Bennett

SECONDED: Director Wyton

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

CARRIED

10.2 COMMITTEE REPORTS

10.3 OTHER REPORTS

MOVED: Director Bennett

SECONDED: Director McLeman

THAT a report on marine protected areas be allowed as a late item.

CARRIED

Director Bennett reported on the marine protected areas meeting coming up on January 16 & 17th.

11. UNFINISHED BUSINESS

12. LATE BUSINESS

- a. **LATE ITEM: Alberni Valley Museum & Heritage Board**
January 7, 2018 – Historical Notes: Alberni & Port Alberni, 1918 & 1968

MOVED: Director Cote

SECONDED: Director McNabb

THAT the AV Museum & Heritage Board report be received.

CARRIED

13. QUESTION PERIOD

14. RECESS

MOVED: Director Kokura

SECONDED: Director McLeman

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

CARRIED

15. RECONVENE

The meeting was recessed at 4:00 pm

The meeting was reconvened at 4:05 pm

16. IN-CAMERA

MOVED: Director McNabb

SECONDED: Director Wyton

THAT the meeting be closed to the public as per section

- i. 90 (1) (c) of the Community Charter: Labour relations or other employee relations;*
- ii. 90 (1) (k) of the Community Charter: Negotiations and related discussions respecting the proposed provision of a regional district service that are at their preliminary stages and that, in the view of the board could reasonably be expected to harm the interests of the regional district if they were held in public.*

CARRIED

The meeting was closed to the public at 4:05 pm.

The meeting was re-opened to the public at 4:57 pm.

17. RECOMMENDATIONS TO THE BOARD FROM IN-CAMERA

18. ADJOURN

MOVED: Director Kokura

SECONDED: Director Paulson

THAT this meeting be adjourned at 4:56 pm.

CARRIED

Certified Correct:

John Jack,
Chairperson

Wendy Thomson,
Manager of Administrative Services



Alberni-Clayoquot Regional District

MINUTES OF THE ELECTORAL AREA DIRECTORS COMMITTEE MEETING HELD ON WEDNESDAY, JANUARY 17, 2018, 1:30 PM

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

DIRECTORS PRESENT: Penny Cote, Chairperson, Electoral Area "D" (Sproat Lake)
Keith Wyton, Director, Electoral Area "A" (Bamfield)
Mike Kokura, Director, Electoral Area "B" (Beaufort)
Tony Bennett, Director, Electoral Area "C" (Long Beach) (via teleconference)
John McNabb, Director, Electoral Area "E" (Beaver Creek)
Lucas Banton, Director, Electoral Area "F" (Cherry Creek)

STAFF PRESENT: Douglas Holmes, Chief Administrative Officer
Mike Irg, Manager of Planning and Development
Wendy Thomson, Manager of Administrative Services

1. **CALL TO ORDER**

The Manager of Administrative Services called the meeting to order at 1:32 pm and recognized the meeting being held in the Tseshaht First Nation and the Hupacasath First Nation Traditional Territories.

2. **ELECTION OF CHAIRPERSON FOR 2018**

a. **ELECTION OF CHAIRPERSON FOR – 2018**

The Manager of Administrative Services conducted the election for Chairperson of the Electoral Area Directors Committee for 2018.

The Manager of Administrative Services requested nominations three times. Director McNabb nominated Director Cote. Director Cote accepted the nomination.

The Manager of Administrative Services declared Director Cote Chairperson of the Electoral Area Directors Committee for 2018.

Director Cote assumed the Chair.

3. **APPROVAL OF AGENDA**

MOVED: Director Kokura
SECONDED: Director McNabb

THAT the agenda be approved as circulated.

CARRIED

4. ADOPTION OF MINUTES

a. Electoral Area Directors Committee Meeting held September 29, 2017

MOVED: Director McNabb

SECONDED: Director Kokura

THAT the minutes of the Electoral Area Directors Committee meeting held on September 29, 2017, 2017 be received.

CARRIED

5. DELEGATION

- a. Dr. Hasselback, Chief Medical Officer, Island Health, Mr. Earle Plain, Air Quality Meteorologist, Nanaimo, Ms. Anna Lewis, Coordinator, Alberni Air Quality Society regarding correspondence from Island Health Air Quality Related Health Concerns due to Domestic Wood Burning**
(Referred from November 8, 2017 Board Meeting)

The delegation provided a status update on air quality, health impact synopsis and identified priorities of the Air Quality Council. The Air Quality Council requested the ACRD continue to co-facilitate the woodstove exchange program, investigate options to mitigate smoke impacts from open burning and residential wood heat and support initiatives the Air Quality Council is working towards, specifically development of an airshed management plan. The Council requested the following actions for consideration by the Committee:

- adopt a sunset clause with regards to all wood burning stoves required to meet EPA standards by 2023
- investigate the development of optional regional bylaws regarding open burning.

MOVED: Director Wyton

SECONDED: Director Banton

THAT the Electoral Area Directors Committee recommend the ACRD Board of Directors move forward with adopting a sunset clause with regards to all wood burning stoves required to meet EPA standards by 2023 and investigate the development of optional regional bylaws regarding open burning and staff resources be used to present a bylaw for adoption in 2018.

CARRIED

6. REQUEST FOR DECISIONS & BYLAWS

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

MOVED: Director Kokura
SECONDED: Director Bennett

THAT the Electoral Area Directors Committee review and reconfirm their Terms of Reference for 2018.

CARRIED

7. REPORTS

a. **Short Term Vacation Rentals Temporary Use Permit Policy and Development Procedures and Fees Bylaw Amendment (A. Anaka)**
(Report referred from November 8, 2017 Board Meeting)

The Committee reviewed the draft Short Term Vacation Rentals Temporary Use Policy.

b. **Updated Draft Short Term Vacation Rentals Temporary Use Permit Policy (M. Irg)**

MOVED: Director Banton
SECONDED: Director McNabb

THAT the Electoral Area Directors Committee receive the staff report.

CARRIED

MOVED: Director Banton
SECONDED: Director Kokura

THAT the Electoral Area Directors Committee endorse the Short Term Vacation Rentals Temporary Use Permit Policy and forward to the ACRD Board of Directors for approval.

CARRIED

8. LATE BUSINESS

9. ADJOURN

MOVED: Director McNabb
SECONDED: Director Banton

THAT this meeting be adjourned 3:07 pm.

CARRIED

Certified Correct:

Penny Cote,
Chairperson

Wendy Thomson,
Manager of Administrative Services



Alberni-Clayoquot Regional District

MINUTES OF THE WEST COAST COMMITTEE MEETING HELD ON WEDNESDAY, JANUARY 18, 2018, 10:00 AM Yuułuʔiłʔatḥ Government, Cixʷatin Centre, Six-Plex, Hitacu, BC

- MEMBERS PRESENT:** Chairperson Dianne St. Jacques, Mayor, District of Ucluelet
Josie Osborne, Mayor, District of Tofino
Tony Bennett, Director, Electoral Area “C” (Long Beach)
Kirsten Johnsen, Member of Council, Toquaht Nation
Dave Trovell, Visitor Experience Manager, Parks Canada (non-voting)
Brent O’Rae, Environmental Program Advisor, Parks Canada (non-voting)
- REGRETS:** Alan McCarthy, Member of Legislature, Yuułuʔiłʔatḥ Government
Karen Haugen, Superintendent, Pacific Rim National Park (non-voting)
Arlene Armstrong, Applied and Integrated Science Program Leader,
Pacific Rim National Park (non-voting)
- STAFF PRESENT:** Mark Fortune, Airport Superintendent
Janice Hill, Environmental Services Coordinator
Marcie DeWitt, Alberni-Clayoquot Health Network Coordinator

1. **CALL TO ORDER**

The ESC called the meeting to order at 10: 23 am.

The ESC recognized the meeting today is being held in the Yuułuʔiłʔatḥ First Nation Traditional Territories.

2. **ELECTION OF CHAIRPERSON FOR 2018**

a. **ELECTION OF CHAIRPERSON FOR – 2018**

The ESC conducted the elections for Chairperson of the West Coast Committee for 2018.

The ESC requested nominations three times. Director St. Jacques was nominated and accepted the nomination.

The ESC declared Director St. Jacques, Chairperson of the West Coast Committee for 2018.

Director St. Jacques assumed the Chair.

3. APPROVAL OF AGENDA

MOVED: Director Bennett

SECONDED: Director Johnsen

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

6f: LATE ITEM: Tipping Fee Waiver Request

CARRIED

4. ADOPTION OF MINUTES

a. West Coast Committee Meeting – December 19, 2017

MOVED: Director Osborne

SECONDED: Director Bennett

THAT the minutes of the West Coast Committee Meeting held on December 19, 2017 be received.

CARRIED

5. DELEGATION

- a. Parks Canada Biocell Proposal – Arlene Armstrong, Applied and Integrated Science Program Leader, Pacific Rim National Park Reserve of Canada, Dave Tovell, Visitor Experience Manager, Parks Canada and Brent O'Rae, Environmental Program Advisor, Parks Canada.**

Mr. O'Rae and Mr. Tovell provided information on Parks Canada's proposal to construct a biocell on Long Beach Airport lands to treat approximately 7000m3 of contaminated soil from Grice Bay. The soil remediation would take 3 to 5 years and the soil would be re-used.

MOVED: Director Bennett

SECONDED: Director Osborne

THAT the West Coast Committee direct staff to work with Parks Canada on moving forward with the Biocell project on airport lands.

CARRIED

6. REPORTS

- a. Request for Decision - West Coast Transportation Study Scope Setting – M. DeWitt – Verbal**

MOVED: Director Bennett
SECONDED: Director Johnsen

THAT the West Coast Committee receive the draft West Coast Transportation Study Scope Setting and recommend the Alberni-Clayoquot Regional District Board of Directors approve the study and submit to BC Transit requesting they undertake a regional feasibility study in 2018-2019 to analyze the viability of a local transit system between the west coast communities as defined in the Scope Setting Study.

CARRIED

b. Pacific Rim National Park Reserve of Canada Update – Dave Tovell, Visitor Experience Manager, Pacific Rim National Park – Verbal

Mr. Tovell provided an update on the construction of the multi-use trail which will be tendered next month and should be completed by 2020. The washroom replacement project is continuing. Park fees returned January 1st, 2018 at all national parks. Visitors 17 years and under are fee and can obtain passes for the parks at the visitors centers.

MOVED: Director Bennett
SECONDED: Director Osborne

THAT the West Coast Committee receive this verbal report.

CARRIED

c. Long Beach Airport Update – M. Fortune – Verbal

Mr. Fortune provided an update on current activities at Long Beach Airport which included, Pacific Coastal Air's scheduled passenger service commencing in April which will triple passenger service available to the West Coast. The currently terminal baggage area is being expanded to accommodate the new carrier. Staff are working on two funding applications to be submitted to BCAAP in February.

MOVED: Director Bennett
SECONDED: Director Osborne

THAT the West Coast Committee receive this verbal report.

CARRIED

d. Request for Decision - West Coast Committee Terms of Reference – Review

MOVED: Director Bennett
SECONDED: Director Osborne

THAT the West Coast Committee review and reconfirm their Terms of Reference for 2018

CARRIED

e. Request for Decision regarding Kiosk #8 Lease – Long Beach Airport Terminal Building – KD Air

MOVED: Director Bennett

SECONDED: Director Johnsen

THAT the West Coast Committee recommend that the Alberni-Clayoquot Regional District Board of Directors enter into a five year lease agreement with KD Air for kiosk #8 at the Long Beach Airport terminal building, commencing February 1, 2018 to January 31, 2023 for \$6,720 per year plus GST and applicable CPI increases.

CARRIED

f. LATE ITEM: Request for Decision regarding Tipping Fee Waiver Request.

MOVED: Director Bennett

SECONDED: Director Osborne

THAT the West Coast Committee agree to waive the tipping fees from waste collected by a volunteer group, "Locals Love the Lake", for a cleanup they are organizing for Red Neck Beach on Kennedy Lake on January 20th and 21st, 2018.

CARRIED

9. ADJOURN

MOVED: Director Osborne

SECONDED: Director Johnsen

THAT this meeting be adjourned 11:25 am.

CARRIED

Certified Correct:

Diane St. Jacques,
Chairperson

Douglas Holmes,
Chief Administrative Officer



PORT ALBERNI RCMP DETACHMENT QUARTERLY REPORT



This report represents the policing activities undertaken by the Port Alberni RCMP Detachment during the fourth quarter of 2017 (October - December). Included in this report is a comparator to the same time frame during the previous four years.

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

- Officers received and responded to a total of 3,014 calls for service, 353 of these were in the Alberni-Clayoquot Regional District. Property Crime is down compared to last year.
- The detachment is continuing to partner with other enforcement agencies; conducting joint patrols/enforcement in the ACRD (IRSU, Central Island Traffic, Marine, and Forestry).

Port Alberni RCMP's 2017/18 Annual Performance Plan Priorities:

- **Traffic- Road Safety:** Increased enforcement, both tickets and warnings. Reduction of Impaired drivers on the roads through criminal code charges and Immediate Roadside Prohibitions. Joint operations with Island District Traffic Units and Speedwatch.
- **Family Violence:** Focus on education, awareness and community support to foster a “wrap around” approach of harm reduction. Creating a supportive environment for victims of family violence to come forward.
- **Crime Reduction (Property Crimes and Drugs):** Identifying and managing prolific offenders through enhanced enforcement and partnerships with community agencies. The focus will be on drug and property crime offenders.
- **Aboriginal Policing:** This includes traffic safety and enforcement on the First Nations, greater visibility at community events and meetings and a focus on First Nation Youth through prevention programs and involvement in schools and at youth events.
- **Youth:** Positive interactions with youth through school and sporting events. Increased, proactive engagement with the youth in our community.

Respectfully submitted,

Inspector Brian Hunter
Officer in Charge
Port Alberni RCMP



Alberni - Clayoquot Regional District Report

Port Alberni Rural

Q4 2017 (October to December)

<i>Calls for Service</i>	Q4 2013	Q4 2014	Q4 2015	Q4 2016	Q4 2017
Total Calls for Service	360	359	358	377	353

<i>Occurrences by Crime Type</i>	Q4 2013	Q4 2014	Q4 2015	Q4 2016	Q4 2017
Violent Crime	11	11	8	18	11
Property Crime	67	33	31	39	34
Other Criminal Code	8	11	7	12	10
Drug Offences	1	5	0	5	2
Total Criminal Code	87	60	46	74	57
Criminal Traffic	3	8	5	7	3

<i>Violent Crime</i>	Q4 2013	Q4 2014	Q4 2015	Q4 2016	Q4 2017
Assaults	4	0	3	6	1
Assault weapon/bod harm	1	0	0	2	2
Harassment	1	5	1	5	3
Robbery	0	0	0	0	0
Sex Offences	0	1	1	1	2
Uttering Threats	4	4	1	3	3
Domestic Violence	2	0	2	7	2



<i>Property Crime</i>	Q4 2013	Q4 2014	Q4 2015	Q4 2016	Q4 2017
Auto Theft	1	0	0	1	2
Bike Theft	0	0	1	0	0
Break and Enter - Business	0	1	0	3	3
Break and Enter - Residence	10	1	3	2	2
Break and Enter - Other	4	1	0	1	6
Mischief to Property	14	6	10	9	7
Theft	5	5	3	9	8
Possess Stolen Property	5	1	0	1	1
Shoplifting	12	5	0	0	0
Theft From Vehicle	7	1	8	11	3
Fraud	1	1	4	0	1

<i>Other Criminal Code</i>	Q4 2013	Q4 2014	Q4 2015	Q4 2016	Q4 2017
Cause Disturbance	3	4	3	2	1
Breach of Probation	2	2	0	2	1
Breach of Bail	2	3	1	7	5

<i>Provincial Statutes</i>	Q4 2013	Q4 2014	Q4 2015	Q4 2016	Q4 2017
Intoxicated in Public	1	2	0	1	2

<i>Collisions (Incl. Pedestrian)</i>	Q4 2013	Q4 2014	Q4 2015	Q4 2016	Q4 2017
Collision - Fatal	0	0	1	0	0
Collision - Injury	1	6	8	2	4
Collision - Damage	20	11	20	21	21



<i>Calls for Service</i>	2013	2014	2015	2016	2017
Total Calls for Service	1591	1672	1594	1713	1778

<i>Occurrences by Crime Type</i>	2013	2014	2015	2016	2017
Violent Crime	44	42	37	53	51
Property Crime	191	161	134	177	155
Other Criminal Code	38	46	48	53	52
Drug Offences	12	16	13	13	17
Total Criminal Code	285	265	232	296	275
Criminal Traffic	26	32	29	31	30



KPMG LLP
St Andrew's Square II
800-730 View Street
Victoria BC V8W 3Y7
Telephone (250) 480-3500
Fax (250) 480-3539

AUDIT PLANNING LETTER

Board of Directors
Alberni-Clayoquot Regional District
Alberni-Clayoquot Regional Hospital District
3008 5th Ave
Port Alberni, BC V9Y 2E3

January 15, 2018

We are pleased to provide for your review the following information relating to the planned scope and timing for the audit of the financial statements of the Alberni-Clayoquot Regional District (ACRD) and the Alberni-Clayoquot Regional Hospital District (ACRHD) for the year ended December 31, 2017.

We would be pleased to receive any comments or suggestions you may have with respect to the planned audit scope or timing and we look forward to discussing the letter and answering questions that you may have. If you have any specific areas of concerns or other issues you would like addressed in the audit, please contact us. We appreciate the opportunity to serve you and look forward to meeting with you to discuss our audit findings.

This letter is for the use of the Board for the purpose of carrying out and discharging your responsibilities and exercising oversight over our audit. This letter should not be used for any other purpose or by anyone other than the Board. KPMG shall have no responsibility or liability for loss or damages or claims, if any, to or by any third party as this letter has not been prepared for, and is not intended for, and should not be used by, any third party or for any other purpose.

Yours very truly

Lenora Lee, CPA, CA
Engagement Partner
(250) 480-3588

Heather Crow, CPA, CA, MPAcc
Senior Manager
(250) 480-3504

cc: Mr. Doug Holmes, Chief Administrative Officer
Ms. Teri Fong, Director of Finance

Enclosures:
Appendix 1 – Engagement letter



Alberni-Clayoquot Regional District
 Alberni-Clayoquot Regional Hospital District
 January 15, 2018

CONSIDERATIONS IN DEVELOPING OUR AUDIT PLAN

There are no significant changes in accounting standards in the current year that will impact the audit of the ACRD and ACRHD financial statements.

There are no significant changes in the auditing and other professional standards in the current year that will impact the audit of the ACRD and ACRHD financial statements.

SCOPE AND TIMING OF THE AUDIT

The objectives of the audit, our responsibilities in carrying out our audit, as well as management’s responsibilities, are set out in the engagement letter which is included in the appendices to this letter.

We design an overall audit strategy and audit approach to address the significant risks identified during the planning process.

Materiality

We determine materiality in order to plan and perform the audit and to evaluate the effects of identified misstatements on the audit and of any uncorrected misstatements on the financial statements. The determination of materiality requires judgment and is based on a combination of quantitative and qualitative assessments, including the nature of account balances and financial statement disclosures.

We determine performance materiality (from materiality) in order to assess risks of material misstatement and to determine the nature, timing and extent of audit procedures.

We determine an audit misstatement posting threshold (from materiality) in order to accumulate misstatements identified during the audit.

For the current period, the following amounts have been determined:

Alberni-Clayoquot Regional District

Materiality	Performance Materiality	Audit Misstatement Posting Threshold
\$150,000	\$112,500 which has been set at 75% of materiality	\$7,500 which has been set at 5% of materiality

Alberni-Clayoquot Regional Hospital District

Materiality	Performance Materiality	Audit Misstatement Posting Threshold
\$30,000	\$22,500 which has been set at 75% of materiality	\$1,500 which has been set at 5% of materiality



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We will reassess materiality based on period-end results or new information to confirm whether it remains appropriate for evaluating the effects of uncorrected misstatements on the financial statements.

Identification of significant risks

As part of our audit planning, we identify the significant financial reporting risks that, by their nature, require special audit consideration. By focusing on these risks, we establish an overall audit strategy and effectively target our audit procedures.

Significant unusual transactions

There are no significant changes in the operations of ACRD and ACRHD in the current year that will impact the financial statements.

There were no significant unusual transactions noted through our discussion with management.

Risk of management override of controls

Although the level of risk of management override of controls will vary from entity to entity, professional standards presume the risk of management override of controls is nevertheless present in all entities and requires the performance of specific procedures to address this presumed risk. We plan on performing the required procedures under professional standards. These include testing journal entries and performing a retrospective review of areas of estimate.

Audit approach

Our audit methodology includes obtaining an understanding of the various processes within the ACRD and ACRHD including budgeting, revenue, procurement, payroll, and information technology. Applying this understanding, we will perform:

- analytical analysis over the statement of financial position and the statement of operations and fund balances. In this analysis, support for significant variances provided by management, from both prior year and budget, is tested for completeness and accuracy of the underlying data.
- substantive analytical procedures over revenue and expenses, as well as detailed testing over government transfers, tax requisitions from members and the cut-off of expenses and accruals at year end.
- substantive testing over deferred and restricted revenues and deposits, both received and spent in the year, tracing selected items to supporting cash receipt, invoice or terms of sale respectively.
- confirmation over all significant cash, investment and debt balances and test reconciling items as recorded in the general ledger.
- verification over the accuracy of payroll accruals as at year end and perform a predictive procedure over the payroll expense for the year based on approved budget and known payroll changes in the period.



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 January 15, 2018

- substantive testing over a sample of additions to capital assets, assessing the nature, useful life and amortization, including existing of contaminated sites and valuation of landfill closure costs.

Due to the public nature of funds managed by ACRD and ACRHD, we test expense reports and use of credit cards for both senior management and Board members for compliance with authorization and permitted expense policies.

Timing of audit and deliverables

<i>Topic:</i>	<i>Dates:</i>
Conduct interim audit field work	December 6-8, 2017
Conduct year-end audit field work	March 12 – 23, 2018
Present our year-end audit findings letter, including independence communications to the Board	March/April 2018
Provide audit opinion on financial statements	Upon acceptance by Board of the financial statements

ANNUAL INQUIRIES OF THE BOARD

Professional auditing standards require that we annually inquire concerning the Board's oversight of management's process for identifying and responding to the risks of fraud within ACRD and ACRHD. Accordingly, we ask whether you:

- Are aware of, or have identified any instances of, actual, suspected, possible, or alleged non-compliance of laws and regulations or fraud, including misconduct or unethical behaviour related to financial reporting or misappropriation of assets? If so, have these instances been appropriately addressed to your satisfaction?
- Are aware of any significant fraud risks facing ACRD or ACRHD?
- Believe that the Board exercises effective oversight of management's process for identifying and responding to the risk of fraud in ACRD and ACRHD and the internal controls that management has established to mitigate these fraud risks?
- Aware of ACRD and ACRHD entering into any significant unusual transactions?

If you have any comments on the above questions that you would like to bring to our attention, please contact Lenora Lee, Engagement Partner.

OBSERVATIONS AND INSIGHTS

During the course of our audit, we may become aware of observations that may be of interest to you. These observations may include comments on risks and ACRD and ACRHD's approach to those risks, performance improvement observations, or other industry trends and developments. These observations are based on, among



Alberni-Clayoquot Regional District
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other things, our understanding of the affairs and processes of ACRD and ACRHD, as well as our understanding of many other entities in the same or other industries.

We will discuss any such observations with management and provide our insights. We will also include a synopsis of these observations and insights in our discussions with you at the completion of the audit.

PUBLIC SECTOR ACCOUNTING STANDARDS (PSAS) CURRENT DEVELOPMENTS

The following is a summary of the current developments that are relevant to ACRD and ACRHD

Related Party Disclosures and Inter-Entity Transactions

- Two new Handbook sections were approved in December 2014, effective for fiscal years beginning on or after April 1, 2017.
- Related parties include entities that control or are controlled by a reporting entity, entities that are under common control and entities that have shared control over or that are subject to shared control of a reporting entity.
- Individuals that are members of key management personnel and close members of their family are related parties. Disclosure of key management personnel compensation arrangements, expense allowances and other similar payments routinely paid in exchange for services rendered is not required.
- Determining which related party transactions to disclose is a matter of judgment based on assessment of:
 - the terms and conditions underlying the transactions;
 - the financial significance of the transactions;
 - the relevance of the information; and
 - the need for the information to enable users' understanding of the financial statements and for making comparisons.
- Related party transactions, if recognized, should be recorded at the exchange amount. A public sector entity's policy, budget practices or accountability structures may dictate that the exchange amount is the carrying amount, consideration paid or received or fair value.

Assets, Contingent Assets and Contractual Rights

- Three new Handbook sections were approved in March 2015, effective for fiscal years beginning on or after April 1, 2017.
- The intended outcome of the three new Handbook Sections is improved consistency and comparability.
- The standard includes enhanced guidance on the definition of assets and disclosure of assets to provide users with better information about the types of resources available to the public sector entity.



Alberni-Clayoquot Regional District
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- Disclosure of contingent assets and contractual rights is required to provide users with information about the nature, extent and timing of future assets and potential assets and revenues available to the public sector entity when the terms of those contracts are met.

Asset Retirement Obligations

- A new standard is under development addressing the recognition, measurement, presentation and disclosure of legal obligations associated with retirement of tangible capital assets in productive use. Retirement costs would be recognized as an integral cost of owning and operating tangible capital assets. PSAS currently contains no specific guidance in this area.
- PSAB recently released an Exposure Draft following the consideration of comments received in response to the previously released Statement of Principles. Responses are currently under deliberation.
- The proposed ARO standard would require the ACRD to record a liability related to future costs of any legal obligations to be incurred upon retirement of any controlled tangible capital assets ("TCA").
- As a result of the proposed standard, the ACRD would have to:
 - consider how the additional liability will impact net debt;
 - carefully review legal agreements, senior government directives and legislation in relation to all controlled TCA to determine if any legal obligations exist with respect to asset retirements;
 - begin considering the potential effects on the organization as soon as possible to coordinate with resources outside the finance department to identify AROs and obtain information to estimate the value of potential AROs to avoid unexpected issues.
- The Exposure Draft has a proposed effective date of April 1, 2021 for the standard.

Revenue

- PSAB is proposing a single framework to categorize revenues to enhance the consistency of revenue recognition and its measurement.
- An Exposure Draft (ED) was issued in May 2017 seeking feedback from stakeholders. Responses are currently under deliberation.
- The ED proposes that in the case of revenues arising from an exchange, a public sector entity must ensure the recognition of revenue aligns with the satisfaction of related performance obligations.
- The ED proposes that unilateral revenues arise when no performance obligations are present, and recognition occurs when there is authority to record the revenue and an event has happened that gives the public sector entity the right to the revenue.
- The new section would be applied retroactively with restatement for fiscal years beginning on or after April 1, 2021.



Alberni-Clayoquot Regional District
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January 15, 2018

Employee Future Benefit Obligations

- A project is underway to evaluate the existing standards for employee future benefit obligations as the nature of benefits available has changed significantly since the sections were last updated. Given the complexity of issues involved and potential implications of any changes that may arise from review of PS3250 Retirement Benefits and PS3255 Post-Employment Benefits, PSAB is undertaking this project in phases. Phase I will address specific issues related to measurement of employment benefits. Phase II will address accounting for plans with risk sharing features, multi-employer defined benefit plans and sick leave benefits.
- An Invitation to comment was issued in November 2016, seeking guidance on whether the deferral provisions in existing public sector standards remain appropriate and justified and the appropriateness of accounting for various components of changes in the value of the accrued benefit obligation and plan assets. Responses are currently under deliberation.
- An invitation to Comment was issued in November 2017 seeking guidance on the present value measurement of accrued benefit obligations. Webinars with an overview of the Invitation to Comment are scheduled for January 2018.
- The ultimate objective of this project is to issue a new employment benefits section to replace existing guidance.

Public Private Partnership

- A taskforce was established in 2016 as a result of increasing use of public private partnerships for the delivery of services and provision of assets.
- A Statement of Principles (SOP) was issued in August 2017 which proposes new requirements for recognizing, measuring and classifying infrastructure procured through a public private partnership. Responses are currently under deliberation.
- The SOP proposes that recognition of infrastructure by the public sector entity would occur when it controls the purpose and use of the infrastructure, when it controls access and the price, if any, charged for use, and it controls any significant interest accumulated in the infrastructure when the P3 ends.
- The SOP proposes the public sector entity recognize a liability when it needs to pay cash or non-cash consideration to the private sector partner for the infrastructure.
- The infrastructure would be valued at cost, with a liability of the same amount if one exists. Cost would be measured by discounting the expected cash flows by a discount rate that reflects the time value of money and risks specific to the project.

Appendix 1 – Engagement Letter



REQUEST FOR DECISION

To: Board of Directors

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

Meeting Date: January 24, 2018

Subject: **2018 Standing/Select Committee Appointments & Appointments to Outside Organizations**

Recommendation:

THAT the Alberni-Clayoquot Regional District (ACRD) Board of Directors approve the 2018 ACRD Standing/Select Committee Appointments and Appointments to Outside Boards, Agencies, and Commissions as presented.

Desired Outcome:

To make appointments and/or re-confirm appointments to ACRD committees/commissions, outside board, agencies and commissions for 2018.

Background:

The *Local Government Act* enables Regional District's to establish and appoint members to Select, Standing Committees and Commissions.

Select Committees: Appointed by the Board to consider or inquire into any matter and report its findings and/or opinion the board. Once the findings are reported, the Select Committee is dissolved.

Standing Committees: The Chair of the Board may establish Standing Committees for matters the Chair considers would be better dealt with by a Committee and may appoint persons to those committees. At least one member of each Select and Standing Committee must be a Director of the Board.

Commissions: The Board may, by bylaw, establish Commissions and set conditions and delegate authorities. Commissions may be established by the Board to operate Regional District services or manage property or an interest in a property held by the Regional District.

Outside Organizations: The Board appoints a Director and in some cases an alternate, to various outside boards, agencies and commissions such as the NI 911 Corporation, Municipal Finance Authority etc. Some of these appointments have varying terms. Directors appointed to outside organizations report back to the Board on a regular basis on their activities.

In January of each year the Chair reviews and updates appointments to Committees/Commissions and appointments to outside organization and makes recommendations to the Board for endorsement. The Chair and Manager of Administrative Services have updated the appointment lists which are attached for consideration of approval by the ACRD Board.

Election of Chair to the ACRD's Standing committees is conducted by the Committee at their first meeting each year.

Time Requirements – Staff & Elected Officials:

Minimal.

Financial:

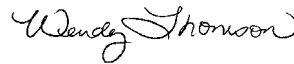
Any associated costs covered through General Government services.

Policy or Legislation:

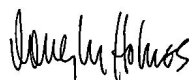
Section 218, 263, 461 of the Local Government Act and ACRD Procedures Bylaw apply.

Submitted by: 

John Jack, Chairperson



Wendy Thomson, Manager of Administrative Services

Approved by: 

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



Alberni-Clayoquot Regional District 2018 Standing/Select Committee & Commission Appointments

Alberni & Bamfield Services Committee

- John McNabb (2017 Chair)
- Jack McLeman
- Mike Ruttan
- John Jack
- Lucas Banton
- Mike Kokura
- Penny Cote
- Wilfred Cootes
- Keith Wyton

Electoral Area Directors Committee

- Penny Cote(Chair)
- John McNabb
- Keith Wyton
- Mike Kokura
- Lucas Banton
- Tony Bennett

West Coast Committee

- Dianne St. Jacques, (2017 Chair)
- Josie Osborne
- Tony Bennett
- Alan McCarthy
- Kirsten Johnsen
- Ex-Officio Members:
 - Tla-o-qui-aht First Nation Rep
 - Ahousaht First Nation Rep
 - Hequiaht First Nation Rep
 - Pac. Rim National Park

Bamfield Parks Commission

- Keith Wyton, Chair
- Andrea Butler (2017-2018)
- Peter Herbig (2017-2019)
- Louis Druehl (2017-2019)
- Vacant

Personnel Committee

- John Jack (2017 Chair)
- Josie Osborne
- Mike Kokura
- John McNabb
- Mike Ruttan

AV Emergency Planning Policy Group

- Penny Cote (2017 Chair)
- Denis Sauve (2017 Vice-Chair)
- John McNabb
- Mike Kokura
- Lucas Banton
- Keith Wyton
- Mike Ruttan, Jack McLeman, Sharie Minions, Chris Alemany, Ron Paulson, Dan Washington
- Ex-Officio Members:
 - Tseshaht First Nation (C.Dick/H.Braker)
 - Hupacasath First Nation (S. Tatoosh)
- CAO ACRD, CAO City of Port Alberni, D. Holder

Agricultural Advisory Committee

- Mike Kokura
- Lisa Aylard
- Robert Haynes
- Vicki Lee
- John Oosterom
- Ron Emblem
- Wayne Smith

Beaver Creek Water Advisory Committee

- John McNabb (Chairperson)
- Harold Carlson (3 year term 2015 – 2018)
- Gord Blakey (2 year term 2015 – 2017)
- Vacant (2 year term 2015 – 2017)
- Vacant (2 year term 2015 – 2017)
- Ginny Stephens (3 year term 2015 – 2018)
- Pam Craig (3 year term 2015 – 2018)
- Patty Edwards (3 year term 2015 – 2018)

Long Beach Airport Advisory Committee

- Josie Osborne, (2017 Chair)(Duncan McMaster Alternate)
- Dianne St. Jacques
- Alan McCarthy
- Kirstin Johnson
- Tony Bennett
- Jackie Godfrey, PRNP
- Bernadette Herbert, Ucluelet Chamber
- Jennifer Steven, Tofino/Long Beach Chamber
- Tla-o-qui-aht First Nation (2)
 - Elmer Frank
- Charles McDiarmid, Member at Large

Solid Waste Plan Monitoring Advisory Committee – Alberni Valley

- John McNabb (Chairperson)
- Gary Swann, Member at Large
- Wilf Taekema, CPA
- Hugh Braker, Tseshaht FN
- Jack McLeman
- Brad West, Engineer
- Keith Wyton
- Mike Kokura
- Tim Pley, CPA
- Kris Patterson, Chamber
- Lucas Banton
- Moe Vale, AV Landfill Operator
- Nicklin Waste Disposal
- Penny Cote
- John Jack
- Steve Tatoosh, Hupacasath FN
- Terry Edgar, Ditidaht FN
- Wilfred Cootes
- Jerry Kupiak, Suncoast Waste

Solid Waste Plan Monitoring Advisory Committee – West Coast

- Josie Osborne (Chairperson)
- Alan McCarthy
- Brad West, Engineer
- Andrew Yeates, Dis. Ucluelet
- Arlene Armstrong, PRNP
- Bob Macpherson, Dist. Tofino
- Chris Bird, Sonbird
- Dianne St. Jacques
- Gerry Schreiber, Member at Large
- Moe Vale, WC Landfill Operator
- Noah Plonka, Toquaht FN
- Sally Mole, Ucluelet Chamber
- Tla-o-qui-aht FN Rep.
- Ahousaht FN Rep.
- Tony Bennett
- Tofino Chamber Rep

Salmon Beach Committee

- Tony Bennett
- Ellen Peete
- Kel Roberts
- Ken Lunde
- Jill Maibach
- Terry Graff

Sproat Lake Parks Commission

- Joe Lamoreaux (Chairperson)
- Chris Law
- Ursula Henning
- Paul Andrew
- Kathy Burkowsky
- Gail Horvath
- Sabrina Zimmerman
- Brian Calendar
- Terry Ketler
- Rob Turner
- Bob Aston
- Penny Cote

Bamfield Water Committee

- Keith Wyton (Chairperson)
- Phil Lavoie – Fire chief Ex-Officio
- John Mass
- Barry Otterson
- Marine Science Center Ex-Officio
- Lisa Herbig (2 year term – 2017)
- J. P. Hastey (3 year term – 2018)

Agricultural Development Committee

- Penny Cote (Mike Ruttan Alternate)
- Ann Siddall
- Bob Collins
- Cathy Burkosky
- Janis Nairne, Co-Chair
- Lisa Aylard
- Pat Deakin
- Robert Haynes, Co-Chair
- Rosemarie Buchanan
- Erika Goldt
- Makenna Cyr
- Genevieve Eichstadter
- Edward Dyson

Fisheries Resource Committee

- Dianne St. Jacques, Chairperson
- Tony Bennett
- Penny Cote
- Jack McLeman
- Josie Osborne
- Ex-Officio Members:
 - Tawney Lem, WC Aquatic
 - Eric Angel, NTC
 - Andrea Goruk, DFO
 - David Travia, Province of BC Rep.

2018 ACRD SELECT COMMITTEES:

Parks Service Review Committee

- Keith Wyton (Chairperson)
- Josie Osborne
- Tony Bennett
- Al McCarthy
- Penny Cote
- Lucas Banton
- Jack McLeman

ADVISORY PLANNING COMMISSIONS

(APC's): (varying terms)

Bamfield APC

- Keith Wyton (Bob Baden, Alternate)
- Max Salamon
- Jane Morrison
- Rae Hopkins
- J. P. Haste
- Barry Otterson
- John Mass
- Denice Roberge
- Tavi Kristjan (Kildonan area advisor only)
- Peter Horton (Kildonan area advisor only)

Beaufort APC

- Mike Kokura (Tanya Shannon, Alternate)
- Gerard Budding
- Ursula Budding
- George Haack
- Sarah Dunbar
- Ron Emblem
- Brian Thompson
- Linda Thompson
- John Adams
- Claude Lessard

Beaver Creek APC

- John McNabb (Pam Craig, Alternate)
- Gordon Blakey
- Dorothy Brooks
- Shelley Chrest
- Patty Edwards
- Kevin Clarke

Cherry Creek APC

- Lucas Banton (Lindsay Rogers, Alternate)
- John Versteeg Jr.
- Mike Jones
- Bob Vandermolen
- Markus Urner
- Denis Francoeur
- Carrie Smith
- Jamie McKinnon
- Barb Deederly

Long Beach APC

- Tony Bennett (Nicky Ling, Alternate)
- Jim Whitworth
- Kel Roberts
- Petra Arnold
- Ashley Hawker
- Nick Haisch

Sproat Lake APC

- Dean Sept (Chairperson)
- Penny Cote (Rene Lacoursiere, Alternate)
- Joe VanBergen
- Joe Lamoureux
- Bob Maurice
- Roger Loggin
- Roberta Jensen
- Walter Konkin
- Daniel Watts

Alberni–Clayoquot Transportation Committee

- Jack McLeman (Chairperson)
- Dianne St. Jacques
- Lucas Banton
- Bob Cole
- Brian Chipman, Catalyst Paper Rep.
- Chris Alemany, CPA
- Tim Pley, CPA
- Pat Deakin, CPA
- Darren De Luca
- Lucas George, Tseshaht FN
- Gillian Trumper, PAPA
- Western Forest Products Reps.
- Michael Pearson, Min. Transportation
- David Edgar, Min. Transportation
- Neil Malbon, AV Chamber
- Randy Orr, Island Timberlands Rep.
- Scott Fraser, MLA
- Warren Lauder, Hupacasath FN Rep.



**Alberni-Clayoquot Regional District
2018 Appointments to Outside Boards, Agencies, Commissions**

REQUIRED

Municipal Finance Authority

(1 year term Jan – Dec.)

- Mike Kokura
- Lucas Banton, Alternate

E911 Corporation

(1 year term – Jan. – Dec.)

- John McNabb
- Penny Cote, Alternate

Island Coastal Economic Trust

North Island Sunshine Coast Regional Advisory
(Chair of ACRD Board)

- John Jack

Vancouver Island Regional Library Board

(1 year term Jan. – Dec.)

- Lucas Banton
- Wilfred Cootes, Alternate

Municipal Insurance Association of BC

(1 year term Jan. – Dec.)

- Lucas Banton
- John McNabb, Alternate

Island Corridor Foundation

- Ken McRae, Director (2 year term – April 2017 – March 2019)
- Lucas Banton, Member Rep. (1 year term – April 2017– March 2018)

ELECTIVE

Clayoquot Biosphere Trust

(4 year term – March 2014 – 2018)

- Gary Johnsen
- Ashely Hawker, Alternate

Barkley Salmon Working Group

- Penny Cote

Air Quality Council

- Keith Wyton

West Island Woodlands Advisory Group

- Mike Kokura
- John Jack, Alternate

Vancouver Island Film Commission

- Mike Ruttan
- John Jack, Alternate

AV Museum & Heritage Board

- Penny Cote
- Jack McLeman, Alternate

Coastal Communities Network

- Tony Bennett
- Dianne St. Jacques
- Vacant

Central West Coast Forest Society

- Tony Bennett

AV Chamber of Commerce

- Jack McLeman
- John McNabb, Alternate

West Coast Aquatic Board

- Tony Bennett
- Keith Wyton
- Josie Osborne, Alternate
-

Ditidaht BC Treaty Table

- Keith Wyton

Adopted by the ACRD Board:



REQUEST FOR DECISION

To: ACRD Board of Directors

cc: Charlie Starratt, Fire Chief, BCVFD

From: Wendy Thomson, Manager of Administrative Services

Meeting Date: January 24, 2018

Subject: **Bylaw E1052- 4, Beaver Creek Fire Protection Service Area Amendment, 2018**

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to Bylaw E1052-4 cited as Beaver Creek Fire Protection Service Area Amendment, 2018.

THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to Bylaw E1052-4 cited as Beaver Creek Fire Protection Service Area Amendment, 2018.

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to Bylaw E1052-4 cited as Beaver Creek Fire Protection Service Area Amendment, 2018.

Desired Outcome:

To expand the boundaries of the Beaver Creek Fire Department service area to include property located at 6120 Smith Road, Port Alberni, BC.

Background:

One of the roles of a Regional District is to provide services to its' electoral areas. As per the *Local Government Act*, the owners of parcels in an electoral area may sign and submit to the regional district a petition for services.

The Regional District received a sufficient petition (certificate of sufficiency attached) from the owner of 6120 Smith Road (Elsie Charnell) requesting the boundaries of the Beaver Creek Fire Protection Service area be expanded to include property legally described as:

- Lot A, Plan VIP83761, Alberni Land District, Loop Farms

This property is within electoral area "B" (Beaufort) and borders on the current boundaries of the Beaver Creek Fire Protection service area (see attached Schedule A service area map). The Fire Chief of the Beaver Creek Volunteer Fire Department has confirmed the Department can provide this property with fire protection prevention and suppression coverage. This property is part of the Beaver Creek Water system service area.

Service Area Participants: All of Electoral Area "E" (Beaver Creek) and portions of Electoral Area "B" (Beaufort) and "F" (Cherry Creek) participate in the Beaver Creek Fire Service Protection service area.

Required consent for service area boundary extension bylaw: At least 2/3 of the Directors participating in the service area must consent to the adoption of the bylaw.

Attached please find a copy of Bylaw E1052-4 for consideration of three readings by the ACRD Board of Directors which includes the property described above within the Beaver Creek Fire Protection service area.

If Bylaw E1052-4 receives three readings by the ACRD Board and participating electoral area directors consent is obtained, the bylaw will be presented for consideration of adoption by the ACRD Board at the February 14th regular meeting.

Time Requirements – Staff & Elected Officials:


Minimal


Financial:

The costs for the provision of the service are borne by the service area participants.

Policy or Legislation:

Local Government Act and Community Charter apply.

Submitted by: 
Wendy Thomson, Manager of Administrative Services

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



Regional District of Alberni-Clayoquot

Bylaw E1052-4

A Bylaw to Alter the Boundaries of the Beaver Creek Volunteer Fire Protection Service Area

WHEREAS the Regional District may, by bylaw, establish and operate a service under provisions of the *Local Government Act*;

AND WHEREAS the Regional District Board operates the Beaver Creek Volunteer Fire Department as a service as described in Bylaw E1052 cited as, “Beaver Creek Fire Protection Conversion and Establishment Bylaw, 2009”;

AND WHEREAS the Regional District Board has received a sufficient petition from an owner of real property within a portion of Electoral Area “B” (Beaufort), requesting an extension to the boundaries of the Beaver Creek Fire Protection Service Area in order to provide the property with fire prevention and suppression and the provision of assistance in response to other classes of circumstances that may cause harm to persons or property;

AND WHEREAS the Regional District Board wishes to alter the boundaries of the Beaver Creek Volunteer Fire Protection Service Area to include this property;

AND WHEREAS the participants of the service area have consented to the adoption of this Bylaw;

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

1. Bylaw E1052 cited as, “**Beaver Creek Fire Protection Conversion and Establishment Bylaw, 2009**” is hereby amended as follows:

Section 2 – Boundaries

Replace Schedule “A” with the new Schedule “A” attached to and forming part of this Bylaw.

2. This Bylaw may be cited as “**Bylaw E1052-4, Beaver Creek Fire Protection Service Area Amendment, 2018**”.

Read a first time this day of , 2018.

Read a second time this day of , 2018.

Read a third time this day of , 2018.

Consented to on behalf of the electors on the day of , 2018.

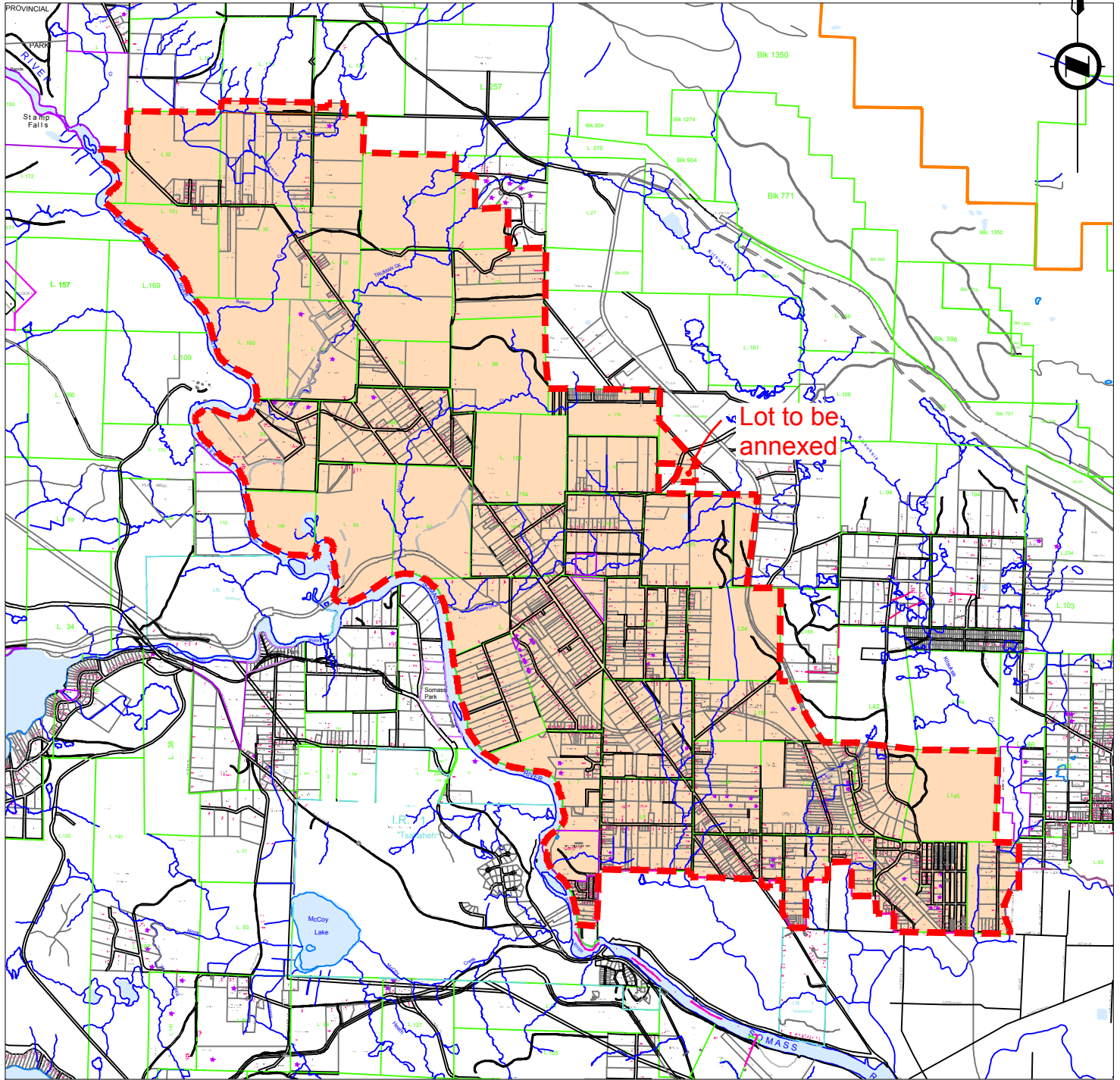
ADOPTED this day of , 2018.

John Jack,
Chairperson

Wendy Thomson,
Manager of Administrative Services

Schedule 'A'

This schedule is attached to and forms part of Bylaw E1052-4, Beaver Creek Fire Protection Service Area



 Service Area



ALBERNI-CLAYOQUOT
REGIONAL DISTRICT





Alberni-Clayoquot Regional District

Certificate of Sufficiency Petition for Services

Bylaw E1052, Beaver Creek Fire Protection Conversion and
Establishment Bylaw, 2009

As per Section 212 (4) of the *Community Charter*;

I, **Wendy Thomson, Manager of Administrative Services** for the Alberni-Clayoquot Regional District, hereby certify that a valid and sufficient petition was received requesting the boundaries of the Beaver Creek Fire Protection service area be expanded to include the following property:

- 6120 Smith Road, Lot A, Plan VIP83761, Alberni Land District, Loop Farms

Given under my hand this 17th day of
January, 2018 in the City of Port
Alberni.

Wendy Thomson

Wendy Thomson,
Manager of Administrative Services



REQUEST FOR DECISION

To: Board of Directors

From: Douglas Holmes, CAO

Meeting Date: January 24, 2018

Subject: **Application for Funding – Community Emergency Preparedness Fund,
Emergency Operations Centres & Training**

Recommendation:

THAT the Alberni-Clayoquot Regional District apply for funding in the amount of \$25,000.00 through the Community Emergency Preparedness Fund, Emergency Operations Centres & Training Grant Program in order to prepare the Emergency Operations Center to enhance the resiliency of the Alberni Valley and residents in responding to emergencies.

Desired Outcome:

To obtain funding to make the Alberni-Clayoquot Regional District Emergency Programs stronger and more prepared for any emergency event that the Region might face.

Background:

The Alberni Valley hosted Exercise Coastal Response in June 2016. The Alberni Clayoquot Regional District (ACRD) was the lead local agency within the Alberni Valley for the exercise. This was a strong fit, as the exercise also included local First Nations and the communities of Tofino, Ucluelet, City of Port Alberni and Bamfield. Over the course of four days, fifty-two agencies and six hundred individuals participated in the province's first full-scale earthquake and tsunami exercise. Though the exercise was initially designed to test the province's capacity to respond to a large disaster, it also allowed the Alberni Clayoquot Regional District on behalf of the Alberni Valley to build internal capacity to provide emergency response, specifically operations of an Emergency Operation Centre.

Just as the exercise demonstrated the strengths of the local emergency program and participants, it also shone a light on opportunities for improvement in the Alberni Valley Emergency Program which have been addressed in the recommendations of the report, and were grouped into categories: facilities, equipment, personnel, capacity building, process, and mitigation. The Recommendations section offered a number of solutions to make the Alberni Valley Emergency Program stronger and more prepared for any emergency event that the Alberni Valley may face.

The ACRD is currently in the process of completing the grant application. Staff will examine the needs of Bamfield and the West Coast and will identify and prioritize eligible items using the attached document - Appendix 4: Recommendations with timeline and costs from the ACRD's Exercise Coastal Response Final Report February 2017.

The grant intake deadline is February 2, 2018.

Time Requirements – Staff & Elected Officials:

Staff time to prepare and submit the application.

Financial:

No matching funds and/or cost sharing is required.

Policy or Legislation:

A board resolution is required as part of the application process.

Submitted by: 

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

Appendix 4: Recommendations with timeline and cost

	Actions	Who to do	Timeline (5 years)	Costs
Facilities				
1.	Identify backup EOC location; sign agreement for use for practices and events; ensure alternative resources (equipment, technology and infrastructure) are in place	EPC / Information Systems Contractor	2017	Supplies & rent \$1,000 annually
2.	Secure agreements for food and water to sustain EOC personnel for one week	EPC	2017	\$500 annually
3.	Purchase cargo container for external storage	EPC	2019	\$6000 One time
4.	Logistics to coordinate and develop EOC setup and all needs – personnel, food facility, IT, etc.	Logistics	2017	Staff time \$500 annually
5.	Conduct tsunami risk assessment for City Works facility (6 th Ave); develop mitigation plan if required	TBD	2018	\$1,000 one time
6.	Conduct risk assessments on all key gov't infrastructure assets in Alberni Valley	TBD	2018 - 21	\$5,000 annually
7.	Develop an inventory of the critical facilities within the community, considering emergency response needs and priority infrastructure	Planning – Rapid Damage Assessment team	2017	\$1,000 annually
Equipment	Actions	Who to do	Timeline (5 years)	Costs
8.	Purchase satellite (SAT) phone and develop policy, training, and practice schedule	EPC	2017	\$5000 initial and \$500 annual fees
9.	Supply EOC with additional computers and photocopiers	EPC/Information Systems Contractor	2017-2021	\$1,500 annual purchase
10.	Purchase detailed, large-scale wall maps for various sections	EPC/Mapping & Computer Technician	2017-2021	\$500 annually
11.	Purchase iPads (12) with wireless hot spots to communicate between EOC and field	EPC/Information Systems Contractor	2017-2021	\$8,000 2017 and \$2,00 annual 2018 on
12.	Secure mapping software that complements day to day needs; coordinate use across agencies	EPC/Mapping & Computer Technician	2020	purchase, setup, training & maintenance

13.	Work with Oceans Network Canada and relevant academics to assess tsunami modeling tools being developed for application to local land use policies and relevance to OCPs for ACRD and CPA	Managers of Planning ACRD and CPA /Mapping & Computer Technician	2018	Staff time – planning expense (not emergency planning)
Personnel	Actions	Who to do	Timeline (5 years)	Costs
14.	Coordinate tabletop emergency exercise for ACRD, CPA, and external partners every two years	EPC	2017, 2019, 2021	\$4000 each year of exercise
15.	Conduct a 24-hour mock exercise every two years	EPC	2018, 2020	\$14,000 each year of exercise
16.	Implement and convene quarterly meetings among Directors of all Sections	EPC	2017 - 2021	\$5,000 EPC, staff time
17.	Implement and convene quarterly Communications meetings	EPC	2017	\$500, staff time, modest expenses
18.	Task the Planning section with developing Rapid Damage Assessment teams with knowledge of critical facilities; maintain the team with regular practices and drills to familiarize them with facilities	EPC/Planning Section chiefs	2017	\$1,200 Staff time, \$500 expenses ongoing
19.	Develop a team of Public Information Officers in order to staff the EOC with a minimum of two for any level of event; task team with developing a strategic communications plan	EPC/ACRD and CPA staff	2017	\$1,000 Staff time
20.	Resource personnel for risk management; establish contacts for legal and other professional advice; develop workplace policy for EOC	EPC/ACRD and CPA staff	2018	\$500 Staff time
21.	Include public works representatives in the Operations section to provide for more robust participation in the field for future exercises/events	ACRD and CPA staff	Ongoing for exercises and events	Staff time
22.	Annual training open to all EOC personnel	EPC/JIBC	2017-2021	\$2000
23.	Position specific training (to begin with Risk Management and Public Information Officer)	EPC/JIBC	2017-2021	\$900

24.	Develop liaison contacts and resources and maintain on a semi-annual basis; Coordinate liaison activities within the strategic communications plan to ensure capacity in times of limited access; create a plan for contact for each period of an event	ACRD and CPA staff	2017-2021	\$500 Staff time
25.	Regularly update contact information for ACRD and CPA emergency personnel	ACRD and CPA staff	2017-2021	\$500 Staff time
26.	Provide exempt staff working under an EMBC task number pay equivalent to their hourly wage, recognizing that each manager is assigned duties in the EOC equivalent to their experience and knowledge from regular employment and that this cost would be borne by EMBC; regular employees are paid at regular rates with overtime provisions applying, per their contract	CAO	2017	None
Capacity Building	Actions	Who to do	Timeline (5 years)	Costs
27.	Purchase ConnectRocket public emergency notification system	EPC/Information Services Contractor	2017	\$3000
28.	Investigate opportunities for ACRD and coastal communities to align emergency planning and response procedures	CAO/EPC	2017	West coast expense, Alberni Valley support - EPC
29.	Supplement Reception Centre kits	EPC/Red Cross team	2017-2021	\$500 annual
30.	Supplement Group Lodging kits	EPC/Red Cross team	2017-2021	\$500 annual
31.	Supplement Rapid Damage Assessment (RDA) kits	EPC/RDA volunteers	2017-2021	\$500 annual
32.	Contract designer to create communications templates and brand standards	External contractor	2018	\$2000 one time
33.	Support personal preparedness in community through education and outreach programs. Leverage first responders to bolster community outreach and communications	EPC, ACRD staff, first responders, volunteer groups	2017-2021	\$5000 – 4 events annually

34.	Foster community capacity by supporting key organizations in developing and maintaining their internal preparedness	EPC and others TBD	2017-2021	EPC contract
Process	Actions	Who to do	Timeline (5 years)	Costs
35.	Review current emergency bylaws to ensure local and provincial requirements are met	ACRD Directors/CAO	2017	None
36.	Create a policy for spending and assignment of authority among organizations	ACRD Directors/CAO	2017	None
37.	Adopt new organizational structure (please see Appendix)	ACRD Directors/CAO	2017	None
38.	Strengthen communications in EOC: task a team to undertake paper exercises and redesign forms and charts.	EPC/Section Chiefs	2018	\$2,000 one time, \$500 annual
39.	In advance of an actual event, develop meeting schedules and agendas for EOC operating periods	ACRD and CPA staff	2017-2018	\$500 Staff time
40.	Develop and fine tune strategic communications and media plans for various events at all levels of EOC activation; develop methods to engage in social media and to track social mentions	ACRD and CPA staff	2017	\$750 annual Staff time
41.	Develop deeper understanding of amateur radio communications and coordination; secure alternative means for local contacts	EPC and Arrowsmith Amateur Radio Club	2017	EPC contract
42.	Develop alternatives for field communications given various needs within the EOC, including liaising, situational awareness, contact between emergency response facilities (mass care, etc.)	EPC and others TBD	2019 - 21	\$2,000 annual
43.	Create improved situational awareness utilizing technology, EOC personnel, first responders, and volunteers who use accepted forms of communications to ensure qualified, reliable reports	EPC	2019-2021	\$2,000 annual

44.	Working with EMBC, develop a plan for the receipt and administration of equipment and supplies including securing local staging areas and the required personnel and processes	EPC, EMBC, and Logistics section chiefs	2017	\$500 annual
Mitigation	Actions	Who to do	Timeline (5 years)	Costs
45.	Develop ESS plan for all three levels, coordinating Red Cross and City contract, with facilities, resources, and personnel identified. Red Cross and CPA contractor will provide an annual report with status of volunteers, facilities, and training	EPC and CPA contractor	2017-2018	EPC and CPA contracts
46.	Conduct a hazard assessment of the Alberni Valley	EPC	2017	\$2,000 contract
47.	Write business continuity plans for ACRD	EPC	2020	\$2,000 contract
48.	Partner with the Chamber of Commerce to offer business continuity planning session to local businesses	EPC/ Chamber of Commerce ED	2021	\$2,000 contract



REQUEST FOR DECISION

To: Board of Directors

From: Rosalyn Macauley, Asset Management Implementation Coordinator

Meeting Date: January 24, 2018

Subject: Adoption of the ACRD Asset Management Policy

Recommendation:

That the Board of Directors adopt the Alberni-Clayoquot Regional District Asset Management Policy.

Desired Outcome:

To adopt the draft Asset Management Policy in order to proceed with developing the Asset Management Program.

Summary:

The policy is the first step to developing a formal Asset Management program; the policy states key objectives, expected outcomes, and direction of the Asset Management program.

Background:

The recent Federal Gas Tax Agreement now requires local governments to work towards the development of an asset management program. Using Asset Management of BC (AMBC) frame work and reviewing other Asset management policies, plans, and studies from surrounding municipalities we have developed a policy that incorporates AMBC requirements and the ACRD's vision and objectives.

Time Requirements – Staff & Elected Officials:

A significant amount of staff time will be required to develop and implement the Asset Management Program. Advisory committees and the Board will also be involved in the process by setting direction, assisting in the determination of level of service and reviewing the other components of the program.

Financial:


Staff time was the only cost related to the development of the ACRD Asset Management Policy. There will be financial requirements to some components of developing the program, staff will bring these forward to the Board as they are determined. Asset Management grant funding opportunities are available to offset increased financial resources that will be required to develop and implement the Asset Management Plan.


Policy or Legislation:


Federal Gas Tax Agreement –UBCM, Schedule F: Asset Management states that developing an asset management program is a condition of the funding agreement.

Options Considered:

Provide recommendations, additions, or revisions to the policy or adopt the policy

Submitted by: 
Rosalyn Macauley, CPA, CGA, Asset Management Implementation Coordinator

Reviewed by: 
Teri Fong, CPA, CGA, Manager of Finance

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



Policy Issued by:
Date Adopted:
Date(s) Amended:

Policy Statement:

The Alberni-Clayoquot Regional District (ACRD) shall adopt consistent, systematic Asset Management practices in its strategic planning, operations, and financial management processes to deliver sustainable, cost effective services to its communities in a socially, economically, and environmentally responsible manner.

Asset Management Defined:

Asset Management is an integrated business approach involving planning, finance, engineering and operations to effectively manage existing and new infrastructure to maximize benefits, reduce risk, and provide satisfactory levels of service to community users.

Purpose of the Policy:

The Asset Management Policy will be the foundation for the ACRD's approach to Asset Management (AM). It will aid in managing new and existing infrastructure to maximize use of financial resources long term, reduce risk, and provide a prioritized view for service continuity and improvements.

Key Objectives and Principles:

The policy outlines the objectives and direction of the ACRD's plan for Asset Management promoting continuous improvement in the management of new and existing assets in order to provide:

- A complete and maintained inventory of fixed assets including current condition, risk probability, and replacement cost which is continuously updated as the services are changed or improved.
- A process for Asset Management that is systematic and methodical; the process must be clear, repeatable, and consistent across all assets in a manner that supports the ACRD's goals and objectives.
- An effective allocation of financial resources promoting a long term strategic view based on operational maintenance, renewal/ replacement and decommissioning of assets; this will form the basis of annual budget estimates.
- An environment where all ACRD employees take on an integral part in overall management of assets by creating and sustaining Asset Management awareness throughout the organization through training and continuous development.
- A clear understanding of how to maintain assets in the most natural, energy-efficient, and reliable manner that cost the least to operate over the life cycle of the asset; ensuring services and infrastructure are provided in a sustainable way, with the appropriate Levels of Service to all users.
- A holistic, transparent, and responsible Asset Management process that aligns with demonstrable best-practices and ensures assets will meet future challenges including;

Asset Management Policy

customer expectations and service expectations based on an inspection regime, changing demographics, population, environmental factors, and regulations.

- An Asset Management plan that assesses risk, expenditures, and priorities based on risk assessments, cost/benefit analysis, and necessary financial reporting; recognizing that public safety is critical and community consultation, is important.

The Outcomes Will:

- Improve the information that is provided to the board of directors for decision making, as well as accountability and transparency
- Reduce life cycle costs while ensuring sustainable service delivery
- Link infrastructure investment decisions to service outcomes
- Open doors to grant funding for infrastructure projects and Asset Management education, plan, and development
- Assist staff in developing business cases for new infrastructures or services

Scope

The policy currently applies to all fixed assets of the ACRD, such as water systems, solid waste management infrastructure, septic fields, airports, fire departments, parks, government buildings, and mobile equipment.

Policy Direction

Meeting the goals and objectives of this policy will require the asset implementation coordinator, with leadership and guidance from management, finance, operations, and the committee to:

1. Create and maintain an Asset Management plan detailed by service area to lead the development of standardized practices and ensuring their application across the organization.
2. Adopt an Asset Management Strategy to:
 - a. Establish, document and continually adhere to the industry recognized asset management protocols;
 - b. Define levels of service that ensure regulatory compliance and balance customer expectations with risk, affordability and timing constraints;
 - c. Adopt risk-based decision making processes that consider the likelihood of asset failure and the consequence of a failure with regards to impacts on safety and levels of service;
 - d. Develop asset management knowledge and competencies aligned with recognized competency frameworks and adequate staffing/capacity;
 - e. Entrench lifecycle costing when evaluating competing asset investment needs across ACRD assets; and
 - f. Monitor the performance of the assets and track deficiencies of the asset management practices with a view to continuous improvement.
3. Where practical, strive to go beyond minimum legislative solutions to make ACRD assets more resilient to changing social, environmental, and economic conditions.
4. Seek funding and service delivery opportunities to address infrastructure investment pressures.
5. Provide regular updates to the board of directors on the state of the ACRD's assets and forecasted trends. (Typically aligned with tabling of the five- year financial plans).

Asset Management Policy

Key Strategic Asset Management Documents Required

The key strategic Asset Management documents, in addition to the 5 year financial plans form part of the ACRD's overall approach to asset management:

- Asset Management Policy- This document establishes the board's expectations around the management of the ACRD's physical assets. It is to be approved by the board and reviewed on the first year of Board of Directors new term.
- Asset Management Strategy- This document defines the organizations commitment and approach to achieving the boards approved policy.
- Asset Management Plan- Will document how the assets are being managed through their lifecycle in support of the delivery of services. The plan by service area will first be approved at the departmental level with final approval by the Board.
- State of the Assets Report- This document provides information on the state of the ACRD's physical assets which can be referenced when making infrastructure asset investment decisions as part of the annual budget and long range financial planning processes. This is to be submitted to the board for information.



REQUEST FOR DECISION

To: ACRD Board of Directors
From: Heather Zenner, Lands and Resources Coordinator
Meeting Date: January 24, 2018
Subject: Log Train Trail, Industrial Road Crossing – Island Timberlands LP

Recommendation:

THAT the ACRD Board of Directors provide a letter of support for an access permit to Island Timberlands LP to cross the Log Train Trail for forestry related activities and log hauling.

Desired Outcome:

That the Board of Directors provide a letter to the Ministry of Transportation and Infrastructure supporting an access permit for Island Timberlands LP to cross the Log Train Trail at approximately 8.5km for forestry related activities and log hauling.

Summary:

Island Timberlands LP owns Private Managed Forest Lands on both sides of the Log Train Trail near McLean Mill. Island Timberlands has proposed to extend road SD23-15 across the Log Train Trail to provide access to their property on the northeast side of the trail. Island Timberlands has committed to minimizing disruption to users of the trail, maintaining natural drainages patterns, and applying an all-weather surface to the trail. ACRD reviewed the proposed crossing location with Island Timberlands staff, and agree with the selected location. Island Timberlands will be crossing the Log Train Trail in one location and will not be using the trail for log hauling purposes.

Background:

The Log Train Trail is a gazetted road right-of-way owned by the province under the authority of the Ministry of Transportation and Infrastructure (MOTI). ACRD holds a non-exclusive lease from MOTI to use the right-of-way as an interim recreational trail corridor. This agreement requires MOTI to consult with the Regional District prior to approving requests for access across or along the Log Train Trail. ACRD has issued support letters to the Hupacasath First Nation, Woodlot W0011, and Timberwest to facilitate log hauling on the most northern section of the Log Train Trail.

Time Requirements – Staff & Elected Officials:

Minimal staff time to draft a letter of support.

MISC18001

Financial:

ACRD has completed improvements to the trail, which may provide some level of ownership in terms of the liability risk. Island Timberlands will carry liability insurance for their operations but to ensure that the ACRD is covered with respect to liability as a result of Island Timberlands operations, the ACRD must be included in the company's third party liability insurance policy. It is recommended that third party liability insurance be a condition of support for the access permit application.



Submitted by: _____

Heather Zenner, RPF
Lands and Resources Coordinator



Reviewed by: _____

Mike Irg, MCIP RPP
Manager of Planning & Development



Approved by: _____

Doug Holmes, BBA, CPA, CA
Chief Administrative Officer

MISC18001



Island Timberlands LP
Northwest Bay
1420 East Island Highway
Nanoose Bay, BC V9P 9A3

Tel (250) 468-6810
Fax (250) 468-6829

January 16, 2018,

Attn. Doug Holmes, Chief Administrative Officer
and Regional Board of Directors
Alberni Clayoquot Regional District
3008 Fifth Avenue
Port Alberni BC
V9Y 2E3

Re: Application for Resource Road Crossing on Plan 146R Log Train Trail

Please accept this letter as Island Timberlands notification of intent to apply to the Ministry of Transportation, Highways and Infrastructure for an Access Permit to cross Crown property on Plan 146R that contains the Log Train Trail and right of way with a new resource road.

We require a road crossing of Plan 146R for the purposes of access for forestry related activities and log hauling on that portion of Island Timberlands Private Managed Forest Lands Lot 256 that lies on the east side of the trail and Crown right of way.

We understand that the Alberni-Clayoquot Regional District manages this Crown corridor for the purposes of maintaining the Log Train Trail. We are prepared to incorporate measures to minimize disruption to the trail as well as maintain natural drainage patterns at the crossing. The crossing will be perpendicular to and will blend in with the current trail. An all weather surface will be applied to the new road across the trail.

Following a thorough review the location of the crossing was selected with consideration given to other possible access points, current trail users access to McLeans Mill and the geometry and drainage of the proposed junction. I visited the site with ACRD Lands and Resources Coordinator Heather Zenner, RPF, on January 10, 2018.

Please find attached our application and map for Highways Access Permit for your review and reference.

If you have any questions do not hesitate to call me directly.

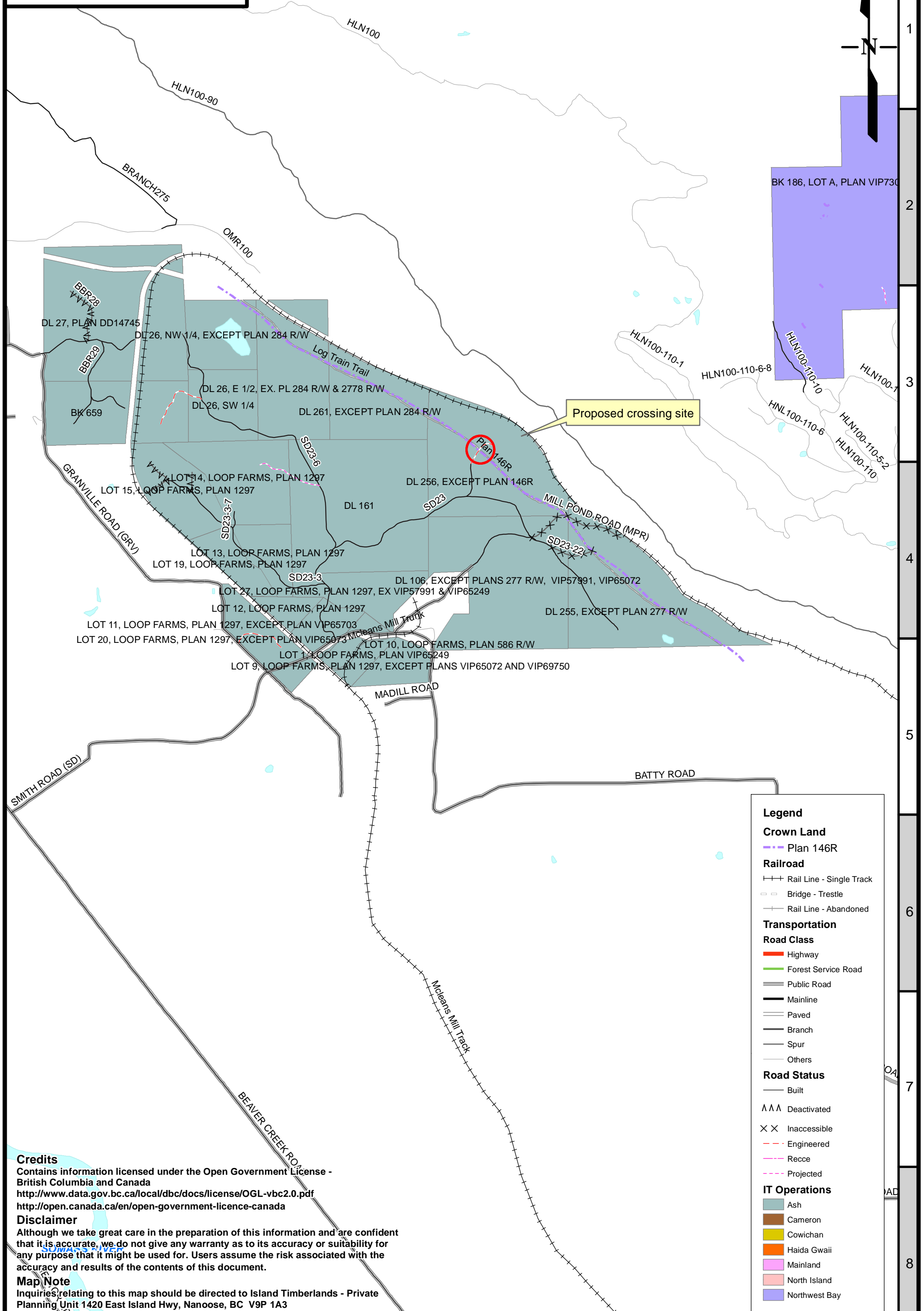
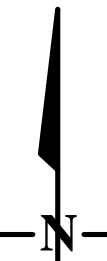
Regards,

Rod Christie, RFT
Area Planner, Island Timberlands
Office: (250) 468-6815
Cell: (250) 720-5539

Attch: Provincial Public Highway Permit Application and Map

Cc: W. Salloum IT Real Estate





Legend

Crown Land
 - Plan 146R

Railroad
 - Rail Line - Single Track
 - Bridge - Trestle
 - Rail Line - Abandoned

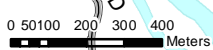
Transportation
Road Class
 - Highway
 - Forest Service Road
 - Public Road
Road Status
 - Mainline
 - Paved
 - Branch
 - Spur
 - Others
 - Built
 - Deactivated
 - Inaccessible
 - Engineered
 - Recce
 - Projected

IT Operations
 - Ash
 - Cameron
 - Cowichan
 - Haida Gwaii
 - Mainland
 - North Island
 - Northwest Bay

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Disclaimer
 Although we take great care in the preparation of this information and are confident that it is accurate, we do not give any warranty as to its accuracy or suitability for any purpose that it might be used for. Users assume the risk associated with the accuracy and results of the contents of this document.

Map Note
 Inquiries relating to this map should be directed to Island Timberlands - Private Planning Unit 1420 East Island Hwy, Nanoose, BC V9P 1A3



Scale 1:20,000

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2
3
4
5
6
7
8



District File Number _____

Your File Number _____

The personal information on this form is collected under the authority of the Transportation Act. The information collected will be used to process your application. If you have any questions about the collection, use and disclosure of this information, contact the local Ministry of Transportation District Development Technician.

Submit this application to the Ministry of Transportation Office or a Front Counter BC Office in your area.

I (We) hereby propose the following use or occupation requiring authorization under the Transportation Act, in accordance with the attached plans and specifications submitted. It is understood that this application is not complete until a covering permit has been issued.

(Please check the category below which best describes your proposal)

- WORKS ON THE RIGHT OF WAY
- Bus Stops, Shelters and Benches
- Cattle Guards and Gates
- Exploratory Survey
- Fencing
- Fiber Optics
- High Pressure Pipeline
- Low and Intermediate Pressure Pipeline
- Mail and Newsletter Boxes
- Polelines
- Roadworks
- Sidewalks and Landscaping
- Signs
- Street Lights
- Traffic Signals
- Underground Cable, Telephone and Power
- Wireless Communications
- ACCESS**
- Controlled Access Highway
- Commercial Access
- Residential and Agricultural
- Resource and Industrial Road
- SPECIAL EVENTS**
- Special Events
- Cattle Drive
- Filming
- Parade
- STRUCTURES**
- Encroachment
- Setback

Describe other use or occupation Industrial resource road crossing for hauling and other forestry related activities.

LOCATION (include civic address)

7Km north of Port Alberni. PID 008-667-063. That part of Lot 256, Alberni District included on Plan 146R as shown circled in red on attached map.

The proposal consists of and is described as follows:

DESCRIPTION

One 9 metre wide forest resource road crossing on Plan 146R. Resource road SD23-15 to cross Plan 146R at right angle to and at same elevation as existing grade to access proponents property on east side of Plan 146R.

Dates (proposed): Indefinitely

Times: From: _____ a.m./p.m. To: _____ a.m./p.m.

THE FULL LEGAL DESCRIPTION OF THE PROPERTY TO BE SERVED

Parcel Identifier 008-667-063, Lot 256 Alberni District, except that part on Plan 146R.

HIGHWAY NAME(S)

N./S./E./W. side of the highway?

Crossing over Plan 146R (Log Train Trail) with new resource road.

Between 8Km and 9Km Log Train Trail
(landmark) (landmark)

ATTACHED DRAWING OR SKETCH Drawing Number _____

Have the necessary applications for approval been filled with the proper authorities? (i.e. RCMP, Municipality, road and bridge maintenance contractor or as documented in the notes below)
Other Authorities _____ Submitted/Approved _____

I(We) wish to have the permit issued in the name of:

NAME/ORGANIZATION (include affiliated agency where applicable)

Island Timberlands Limited Partnership

Is this company registered with the Registrar of Companies of British Columbia?
yes no Certificate of Incorporation No. 860211499RT0001

MAILING ADDRESS

65 Front Street, 4th Floor, Nanaimo BC, V9R 5H9

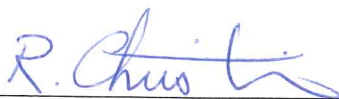
Telephone 250-755-3500 Cellular/Pager 250-720-5539
Fax 250-755-3540 Email Address rchristie@islandtimberlands.com

CONTACTS (if not as above)

Project/Location Manager Name Rod Christie
Telephone 250-468-6815 Cellular/Pager 250-720-5539
Fax 250-468-6855 Email Address rchristie@islandtimberlands.com

Director Name _____
Telephone _____
Site Contact Person _____
Telephone _____ Cellular/Pager _____
Fax _____ Email Address _____

Traffic Control Company Name _____
Telephone _____ Cellular/Pager _____



Signature (Applicant)

Rod Christie, RFT

Print Name

2018/01/16

Date (yyyy/mm/dd)



REQUEST FOR DECISION

To: Board of Directors

From: Douglas Holmes, Chief Administrative Officer

Meeting Date: January 24, 2018

Subject: **Application for Funding – Strategic Wildfire Prevention Initiative,
FireSmart Planning & Activities Grant Program**

Recommendation:

THAT the Alberni-Clayoquot Regional District apply for funding in the amount of \$20,000.00 through the Strategic Wildfire Prevention Initiative (SWPI), FireSmart Planning & Activities Grant Program in order to provide the tools necessary to enable private land owners to fire smart their properties and participate in a community initiative to mitigate the risk of wildfire in the City of Port Alberni and in Beaufort, Sproat Lake, Beaver Creek and Cherry Creek (electoral areas "B", "D", "E", and "F").

Desired Outcome:

To obtain funding to develop FireSmart educational materials for the Alberni Valley, hold neighbourhood meetings and educational training sessions, identify and develop champions in the community and conduct elementary school education programs for the Alberni Valley Electoral Areas of Beaufort, Sproat Lake, Beaver Creek and Cherry Creek.

Background:

The City of Port Alberni Fire Department had prepared an application in 2017 for funding through the Strategic Wildfire Prevention Initiative FireSmart Planning Grant Program. The funding was to work with the ACRD to undertake planning activities and to advance local planning efforts to mitigate risk from wildfire on private lands in the wildland urban interface. The City and ACRD were successful in the grant application in 2017 however many of the local programs were incomplete due to the extensive wildfire season in the province. The City and ACRD spent a total of \$2043.00 of the possible \$30,000.00 allocated for the project in 2017. The City's portion was \$10,000.00 and the ACRD's portion was \$20,000.00.

The City of Port Alberni has prepared a 2018 funding application in the amount of \$7957.00 through the Strategic Wildfire Prevention Initiative FireSmart Planning Grant Program to complete the work started in 2017. The funding is to continue to work with the ACRD to undertake and complete planning activities and to advance local planning efforts to mitigate risk from wildfire on private lands in the wildland urban interface.

Three applications per regional district can be submitted, the ACRD will submit the applications for Electoral Areas: Sproat Lake, Beaver Creek, Beaufort and Cherry Creek for a total of \$20,000.00 giving the region a total of \$27,957.00. This funding will be used to create fire smart education material, conduct community education programs, identify and train community champions and identify other initiatives that will aid in wildfire mitigation.

The grant intake deadline is February 23, 2018.

Time Requirements – Staff & Elected Officials:

Minimal staff time to assist in developing and submitting the application.

Financial:

No matching funds and/or cost sharing is required.

Policy or Legislation:

A board resolution is required as part of the application process.



Submitted by: _____

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

Strategic Wildfire Prevention Initiative
FireSmart Planning & Activities Grant Program

February 2018 Intake
APPLICATION FORM

Please complete and return this form by February 23, 2018. All questions are to be answered by typing directly in this form. For detailed instructions regarding application requirements, please refer to February 2018 SWPI FireSmart Planning & Activities Grant Program & Application Guide.

SECTION 1: APPLICANT INFORMATION

Local Government or First Nation: Alberni Clayoquot Regional District- Cherry Creek, Beaufort

Date of Application: January 15, 2018

Contact Person*: Doug Holmes

Title: CAO

Phone: 250-720-2700

E-mail:

* Contact person must be an authorized representative of the applying local government or First Nation

SECTION 2: COMMUNITY INFORMATION

1. SCOPE OF PROJECT. Are the proposed activities for a specific neighbourhood or community within your local government/First Nation or for entire area? Please describe the proposed area.

The area will be the geographical boundaries within the Alberni Clayoquot Regional District - focusing on the Rural Private Landowners in the Beaufort, and Cherry Creek areas.

2. FIRESMART COMMUNITY RECOGNITION. Has your First Nation or a neighbourhood or community within your local government/First Nation achieved FireSmart Community Recognition status from Partners in Protection?

No recognition status from the Partners in Protection

3. LOCAL FIRESMART REPRESENTATIVE TRAINING. Has a staff person, elected official or community member in your local government or First Nation completed the Local FireSmart Representative workshop? Please indicate the workshop date and location.

Kelly Gilday Fire Chief for the City of Port Alberni has completed the workshop in Penticton during the Wildland Urban Interface Conference in 2002.

BCWS was contacted to provide a workshop in 2018 and we are hopeful this will be available.

SECTION 3: PROJECT INFORMATION

4. PROJECT INFORMATION.

Project title: Community Fire Smart Engagement

Proposed project start and end dates: Start: Mar 01, 2018 End: December 31, 2018

Total Project Budget: \$10000.00

5. DESCRIPTION OF PROPOSED ACTIVITIES.

Please describe the specific activities you plan to undertake. Refer to Table 1 in the Program & Application Guide for the FireSmart disciplines and eligible activities.

Complete the Fire Smart work commenced in 2017 but was interuped by the provincial wildfires in central BC.

Following the Recommendations from the Community Wildfire Protection Plan

1. Working with MOFR to create a Fire Smart Education program and to present to private land owners in the community.
2. Provide fire smart edcuational opportunities through school programs, community associations, neighbourhood meetings
3. Work with local groups and private land owners to provide example fire smart property including site visits and assessments
4. Utilize media to create the awarness and available information for private land owners, create awarenss of the Partners in Protection programs and information.

6. OUTCOMES/PROGRESS TO DATE.

If you have previously received funding under the SWPI FireSmart grant program, please provide an update on the outcomes of those funded projects or a summary of progress to date.

Work completed in 2017

BCWS was contacted to provide a community fire smart work shop in the Valley but due to the busy fire season and prior commitments this was able to take place.

- BCWS was contacted to assist with Fire Smart presentation however the fire season made this difficult and BCWS was not able to participate.
- BCWS provided a small number of fire smart manuals for the fire department and home owners brochures for the residents however more information materials need to be purchased.
- Art work was created and a multijurisdictional banner was made up for community presentations
- Four additional large banners were made up to be displayed at the 4 valley fire departments for community awareness.
- The fire departments staffed an information booth during fall fair days in the city and provided information to the residents.

7. INTENDED OUTCOMES & DELIVERABLES. What will be the specific deliverables? How will the project encourage communities and citizens to adopt and conduct FireSmart practices to mitigate the negative impacts of wildfire to assets on community and private property?

The program will provide the initial tools and information that will enable private land owners to take steps to fire smart their properties and participate in a community wide initiative to mitigate the risk of wildfire.

The program will lay the ground work to expand into sharing the information and program fundamentals with local First Nations groups.

Deliverables;

Develop Fire Smart educational material for the community

Hold neighbourhood meetings and educational training sessions

Identify and develop champions in the community

Conduct elementary school education programs

8. COMMUNITY PARTNERS. Please list all confirmed partners (e.g. community or resident organization, First Nation or Aboriginal organization or other local government) that will directly participate in your project and the specific role they will play.

City of Port Alberni - coordinate the program, provide presentations and educational materials

Alberni Clayoquot Regional District - work together to coordinate simultaneous program.

Share information and education opportunities with local First Nations communities

SECTION 4: REQUIRED APPLICATION MATERIALS

Only complete applications will be considered for funding. The following separate attachments are required to be submitted as part of the application:

- Completed Application Form
- Local government Council or Board resolution, or First Nation Band Council resolution, indicating support for the current proposed activities and willingness to provide overall grant management
- Detailed budget

SECTION 5: SIGNATURE (To be signed by Local Government or First Nation Applicant)

Applications are required to be signed by an authorized representative of the applicant. Please note all application materials will be shared with the Province.

Name:	Title:
Signature:	Date:

All applications should be submitted to:

Local Government Program Services, Union of BC Municipalities

E-mail: swpi@ubcm.ca

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

Strategic Wildfire Prevention Initiative FireSmart Planning Grant Program

Alberni Clayoquot Regional District Cherry Creek, Beaufort 2018 SWPI Grant Application Budget

Following the Recommendations from the Community Wildfire Protection Plan

1. Working with MOFR to create a Fire Smart Education program and to present to private land owners in the community.
2. Provide fire smart educational opportunities through school programs, community associations, neighbourhood meetings
3. Work with local groups and private land owners to provide example fire smart property including site visits and assessments
4. Utilize media to create the awareness and available information for private land owners, create awareness of the Partners in Protection programs and information.
5. Develop support programs to aid private land owners in firesmartering their properties

Description	Proposed Cost
Meetings - MOF Wildfire Protection, Regional Area Fire Chiefs	\$0
Develop FireSmart Materials – Pamphlets, Banners, Social Media	\$500
Develop Program for Community Champions	\$1500
<i>Order and Provide FireSmart Materials to Schools, Community Associations, Community Champions</i>	\$3000
Host Community Meetings and FireSmart demonstrations (no travel cost)	\$2000
Develop FireSmart Support Programs (debris removal)	\$3000
Total not including staff time	\$10,000.00

Strategic Wildfire Prevention Initiative FireSmart Planning Grant Program

2017 FINAL REPORT FORM

Please type directly in this form or print and complete. Additional space or pages may be used as required. For detailed instructions regarding final report requirements, please refer to the *2017 SWPI FireSmart Planning Grant Program & Application Guide*.

SECTION 1: APPLICANT INFORMATION

Local Government or First Nation: Alberni
Clayoquot Regional District- Beaver Creek,
Sproat Lake

Date of Final Report Submission: January 15,
2018

Contact Person*: Doug Holmes

Title: CAO

Phone: 250-720-2700

E-mail:

* Contact person must be an authorized representative of the applying local government or First Nation

SECTION 2: PROJECT INFORMATION

1. PROJECT INFORMATION.

Project title: Fire Smart Planning Grant Program

Start and end dates: Start: Jan 12, 2017 End: Dec 31, 2017

Total project expenditure: \$0.00

2. SUMMARY OF ACTIVITIES.

Please provide a summary of the activities that were undertaken as part of your project.

- BCWS was contacted to provide a community fire smart work shop in the Valley but due to the busy fire season and prior commitments this was able to take place. Efforts are being made to facilitate this in 2018 if successful in grant funding.
- BCWS was contacted to assist with Fire Smart presentation however the fire season made this difficult and BCWS was not able to participate.
- BCWS provided a small number of fire smart manuals for the fire department and home owners brochures for the residents however more information materials need to be purchased.
- Art work was created and a multijurisdictional banner was made up for community presentations
- Four additional large banners were made up to be displayed at the 4 valley fire departments for community awareness.
- The fire departments staffed an information booth during fall fair days in the city and provided information to the residents.

3. OUTCOMES & DELIVERABLES. Please provide a summary of the project outcomes and deliverables, including a description of how the project supported residents to undertake FireSmart planning activities for private lands and/or advance wildfire mitigation planning activities for private lands.

The project provided a base line of information to residents to create the awareness for fire smart planning.

4. IMPACT ON LOCAL GOVERNMENT/FIRST NATION. Please list any policies, practices, plans or local government/First Nation documents that were developed or amended as a result of the project.

The project created a cohesive strategic approach amongst the Alberni Valley Fire Departments to work together in educating valley residents in Fire Smart Planning.

5. COMMUNITY PARTNERS. Please list all partners (e.g. community or resident organization, First Nation or Aboriginal organization or other local government) that participated in the project, including the specific role each played.

The ACRD and City of Port Alberni partnered in the grant process to provide the funding necessary to provide the resources to initiate the fire smart education and awareness program for the Alberni Valley.

Resources were purchased by the City as part of the grant funding and shared by ACRD Fire Departments.

The four valley Fire Departments; City of Port Alberni, Sproat Lake, Beaver Creek, and Cherry Creek worked together to bring the informatio to the valley residents.

SECTION 3: FIRESMART RECOGNITION & TRAINING

6. FIRESMART COMMUNITY RECOGNITION. Did your community apply for FireSmart Community Recognition status from Partners in Protection as part of the project?

If yes, please provide more information. If no, please indicate if you plan to pursue recognition.
No application for a Fire Smart Community was put forward. More work has to be completed before the application can go forward.

7. LOCAL FIRESMART REPRESENTATIVE TRAINING. Did a staff person, elected official or community member in your local government or First Nation complete a Local FireSmart Representative workshop as part of the project?

If yes, please provide more information. If no, please indicate if you would be interested in pursuing training.

Several individuals were interested however we were unsuccessful in facilitating a training session in the valley due to the fire situation in the central part of the province. All resources were allocated to the fires burning in the province.

SECTION 4: REQUIRED FINAL REPORT MATERIALS

Only complete final reports will be reviewed and outstanding final reporting may impact ability to apply for future SWPI grants.

The following separate attachments are required to be submitted as part of the final report:

- Completed Final Report Form
- Financial summary
- Copies of any community assessments, FireSmart Community Plans or any other plan that was developed or updated as part of the 2017 SWPI FireSmart Planning grant.

SECTION 5: CERTIFICATION OF COSTS (to be signed by Chief Financial Officer)

I certify that the costs identified in the attached financial summary: (1) have been incurred and paid; (2) are attributable to the project; (3) are eligible; and (4) are net of tax and any other rebates.

In addition, for final claims, I certify that: (1) the project is complete; (2) all revenues generated from the project have been declared; and (3) all eligible portions of all other grant contributions for the project have been declared.

Name:

Title:

Signature:

Date:

All final reports (from local governments and First Nations) should be submitted to:

Local Government Program Services, Union of BC Municipalities

E-mail: swpi@ubcm.ca

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

Strategic Wildfire Prevention Initiative FireSmart Planning Grant Program

Alberni Clayoquot Regional District Beaver Creek, Sproat Lake 2018 SWPI Grant Application Budget

Following the Recommendations from the Community Wildfire Protection Plan

1. Working with MOFR to create a Fire Smart Education program and to present to private land owners in the community.
2. Provide fire smart educational opportunities through school programs, community associations, neighbourhood meetings
3. Work with local groups and private land owners to provide example fire smart property including site visits and assessments
4. Utilize media to create the awareness and available information for private land owners, create awareness of the Partners in Protection programs and information.
5. Develop support programs to aid private land owners in firesmartering their properties

Description	Proposed Cost
Meetings - MOF Wildfire Protection, Regional Area Fire Chiefs	\$0
Develop FireSmart Materials – Pamphlets, Banners, Social Media	\$500
Develop Program for Community Champions	\$1500
<i>Order and Provide FireSmart Materials to Schools, Community Associations, Community Champions</i>	\$3000
Host Community Meetings and FireSmart demonstrations (no travel cost)	\$2000
Develop FireSmart Support Programs (debris removal)	\$3000
Total not including staff time	\$10,000.00



REQUEST FOR DECISION

To: Alberni-Clayoquot Regional District Board of Directors

From: West Coast Committee
Janice Hill, Environmental Services Coordinator

Meeting Date: January 24, 2018

Subject: Kiosk #8 lease – Long Beach Airport Terminal Building – KD Air

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors enter into a five year lease agreement with KD Air for kiosk #8 at the Long Beach Airport terminal building, commencing February 1, 2018 to January 31, 2023 for \$6,720 per year plus GST and applicable CPI increases.

Summary:

In 2016, an appraisal of the lease rates were undertaken at the Long Beach Airport to provide staff and directors updated market rates for property in the area. This was to ensure new best value for money and that the local taxpayers are provided fair consideration. Directors reviewed the new market rates and directed staff to apply these rates moving forward.

The “Notice of Disposition” process was undertaken for the expired kiosk lease at the Long Beach terminal building. KD Air was the only interested party interested in occupying kiosk #8. KD Air has been the tenant of Kiosk #8 since 2013. KD Air has agreed to the new lease rate and is currently in good standing with their payments.

Time Requirements – Staff & Elected Officials:

There will be minimal staff time required to undertake the lease with KD Air, it is simply a revision of the existing lease. Some time will be required to bring the recommendation to the Board then complete the agreement once approved.

Financial:

The prior lease was \$4,840 per year and this lease is \$6,720, which will provide \$1,920 in additional lease revenue for the Long Beach Airport Service Area.

Submitted by: 

 Janice Hill, Environmental Services Coordinator

Approved by: 

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



REQUEST FOR DECISION

To: Board of Directors
From: West Coast Committee
 Wendy Thomson, Manager of Administrative Services
cc: Marcie DeWitt, Contractor
Meeting Date: January 24, 2018

Subject: West Coast Transportation Study Scope Setting

Recommendation:

THAT the Board of Directors approve the study and submit to BC Transit requesting they undertake a regional feasibility study in 2018-2019 to analyze the viability of a local transit system between the west coast communities as defined in the Scope Setting Study.

Desired Outcome:

BC Transit undertake a regional feasibility study analyzing the viability of a local transit system between the west coast communities.

Background:

In 2017, Regional District staff met with BC Transit representatives to discuss the possibility of creating a transit service on the west coast. BC Transit identified an ability to plan for a regional feasibility study in the 2018-2019 fiscal year.

In order to ensure the scope of the project is set in advance, BC Transit recommended the ACRD undertake some pre-feasibility work. The ACRD retained the services of a contractor (Marcie DeWitt) to prepare a transportation scope setting study on a proposed transit service on the west coast. A copy of the report is attached.

The West Coast Transportation Study Scope Setting will form part of BC Transit’s regional feasibility study.

Time Requirements – Staff & Elected Officials:

Some staff and elected officials time required to work with BC Transit.

Financial:

The ACRD Board of Directors approved \$5,000 in the 2017 General Government Services budget to retain a contractor to undertake the study.

Policy or Legislation:

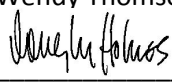
n/a

Submitted by:



 Wendy Thomson, Manager of Administrative Services

Approved by:



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

2017

West Coast Transportation Study Scope Setting

Transportation in the rural and remote west coast communities of the Alberni Clayoquot Regional District

This report is intended to define the desired scope of the transit system and current transportation assets in the region while engaging key community stakeholders to confirm buy in for the 2018 – 2019 process and ensure local input into the reports.



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1.0 INTRODUCTION

In 2009 a BC Transit Pre-Feasibility Study was undertaken with the District of Tofino to analyze viability of a local transit system between the communities of Tofino and Ucluelet. While no action was taken following the release of this initial study, work in the area has reignited interest in the pursuit of increased transportation options in the region. Regional partners have been united to plan around transportation aimed at increasing access to health in the region and have identified the pursuit of a BC Transit Feasibility Study as a top priority, adding more partners and capacity to this planning through the process.

Discussions with BC Transit identified an ability to plan for a regional feasibility study in 2018-2019 fiscal. In order to ensure scope of the project is set in advance and some pre work has already been completed the ACRD West Coast Committee has allocated \$5000 to initiate this work in the 2017-2018 fiscal. Pre work will define the desired scope of the transit system and current transportation assets in the region while engaging key community stakeholders to confirm buy in for the 2018 – 2019 process and ensure local input into the reports. The Alberni Clayoquot Regional District (ACRD) West Coast Committee has representation from both municipalities, Electoral Area C and the Ma-Nulth Nations of Toquaht and Yuu-thlu-ilth-aht, the remaining three nations are members of the Nuu-Chah-Nulth Tribal Council and will be engaged separately as required for this study.

2.0 COMMUNITY PROFILES

The west coast communities of the Alberni Clayoquot Regional District (ACRD) are made up of the two municipalities of Tofino and Ucluelet; the ACRD Electoral Area C; and the 5 Nuu-Chah-Nulth Nations, Hesquiaht, Ahousaht, Tla-o-qui-aht, Yuu-thlu-ilth-aht and Toquaht. Travel between these rural and remote communities varies between highway access, logging roads, boats and float planes. This study will focus on travel services between communities with paved road access along highway 4 and Port Albion Road - Ucluelet, Hitacu, Esowista, TyHistanis, Tofino and ACRD Area C - but the implications of a transit system on health, education and employment for the regional population is profound.

This section provides a breakdown of population and demographic information from the 2016 Census, the Clayoquot Biosphere Trust community survey, Living Wage Report and Clayoquot Vital Signs Report as well as in housing and population data from communities in the proposed study area. Due to challenges in information collection between the 2011 and 2016 census and inaccurate numbers reported for First Nation communities additional data sources have been sought to ensure a more accurate representation of the study area.

2.1 POPULATION AND DEMOGRAPHICS

The 2016 Census recorded a permanent population of approximately 5340 residents in the west coast communities over 3228 square kilometres of diverse geography with 17% identifying as aboriginal in the Alberni Clayoquot Region. The west coast communities host a young population with a median age of 34. According to the 2016 census the 26% of the population is aged 20 to 34, followed by those aged 20 to 34 at 23% and 19% of residents from age 50 to 64. The region has a smaller youth and senior population with 13% of youth aged 0 to 19 and 12% age 65 and older.

Study Area Community Population – 2016 Census and In Community Data					
Community in Proposed Study Area	Reported 2011 Census Population	Reported 2016 Census Population	Population Increase	Population Reported by Community (2017)	Growth by Community Reports (2017)
Tofino	1876	1932	3 %	1932	3%
Ucluelet	1627	1717	5.5%	1717	5.5%
Alberni Clayoquot Area C	433	677	56.4%	677	56.4%
Hitacu (Ittasoo)	240	274	14.2 %	274	14.2%
Esowista (and TyHistanis)	176	94	-46%	431	144.9%
Totals	4352	4694	6.6%	4885	44.8%

According to the 2016 Census the permanent population of the west coast communities located within the study area is 4694 and showing growth, this is most evident in the first nation and rural areas of the region due to new developments in the nations. Due to some ongoing challenges in census data with first nation communities the Tla-o-qui-aht community of Esowista and new development of TyHistanis saw a notable under reporting of residents, for the purposes of this study each community was contacted to validate population through housing departments and district records. With community data incorporated the west coast communities in this study area have a permanent population of 4885 with a 44.8% growth since the 2011 census.

2.2 COMMUNITY EVOLUTION

The allure of the Pacific Rim National Park and marketing for the region as a tourist destination has led to growth and a significant tourism economy in the west coast communities.

- The region sees an annual influx of visitors and seasonal workers, 940 000 visits to Pacific Rim National Park between May and October in 2015 according to Parks Canada.
- Most opportunities for employment are located in the municipalities of Ucluelet and Tofino, with economic growth the need for housing and transportation services within and between communities becomes more evident.
- New housing developments in the First Nation communities have led to growing populations as well as increased training and employment opportunities in community.
- Although 2016 Census numbers identify a 6.6% growth, when community population data from the First Nations is incorporated the growth rate is significant and development is continuing.

2.3 COMMUNITY LAND USE AND FORM

Communities in the study area are comprised primarily of single family dwellings which account for 66% of housing. Official community plans and housing studies in the area as a whole are recognizing the need for increased affordability and housing options in the region in order to accommodate long term residents and seasonal workers while balancing the demands of an attractive vacation destination. First Nation communities with in as well as outside of the study area have been active in developing new housing opportunities for members which has seen an increase to populations as well as an increased need develop community amenities and means to access those in neighboring communities.

2.4 EMPLOYMENT

2016 Census reports that the median income after tax for households in the study area is \$52,448 while the 2017 Clayoquot Living Wage calculation suggests an annual household income of \$73,200 is required to meet regional living expenses. A large percentage of residents rely on sales and service roles in tourism as a primary occupation with 26.6% of residents reporting that they have 2 jobs and 11.6% have 3+ jobs. According to the Clayoquot Living Wage calculation 40% of residents earn less than or close to minimum wage and 67% of residents earn less than the calculated living wage of \$19.27. The 2016 census demonstrates the strong trend towards the tourism based economic drivers, the top concentrations of industries which residents in the study area are employed:

- 28% in accommodation and food services;
- 9% in retail trade;
- 7% in agriculture, forestry, fishing and hunting;
- 7% in construction;
- And 6% in public administration, healthcare and social work and transportation and warehousing respectively.

2.5 COMMUNITY AMENITIES AND TRIP GENERATORS

Due to the small permanent population in the region infrastructure for basic needs such as health care, education, recreation and employment are shared between communities. Most infrastructure and employment opportunities are located in the two municipalities which necessitates increased travel between communities. Recreation facilities and halls exist throughout the region with local programming for residents, annual and special events at both indoor and outdoor venues in part due to the tourism industry as well as the prevalence of outdoor activities and culture. The following table outlines infrastructure distribution in communities throughout the region.

Community Infrastructure									
Infrastructure	Communities Within Study Area					Communities Outside of Study Area			
	Tofino	Eowista/ TyHistanis	Ucluelet	Hitacu	Area C	Ahousaht	Hot Springs Cove	Opitsaht	Macoah
Health Care									
Hospital	X								
Medical Clinic	X		X						
Health Centre (Visiting Practitioners)		X		X		X	X	X	X
Education									
Elementary	X		X			X	X		
High School			X			X			
Post- Secondary			X						
Grocery									
Grocery Store	X		X						

In order to secure employment and services community members in the study area as well as those residing in more remote communities rely on private modes of transportation, hitchhiking and ride sharing to travel within and between communities. The 2014 Clayoquot Biosphere Trust Regional Survey, in which 518 community members participated, identified travel habits:

- 33% identified that transportation options would improve their quality of life;
- 23.5% commute to a community for work which is different from there they live;
- 30.7% identified that a lack of transportation has regularly affected their ability to participate in social events;
- 21.3% identified that a lack of transportation is a constant burden in their life;
- And 4.2% identified hitch hiking as their primary mode of transportation.

When surveyed for the 2015 Clayoquot Region Vital Signs Report local youth reported:

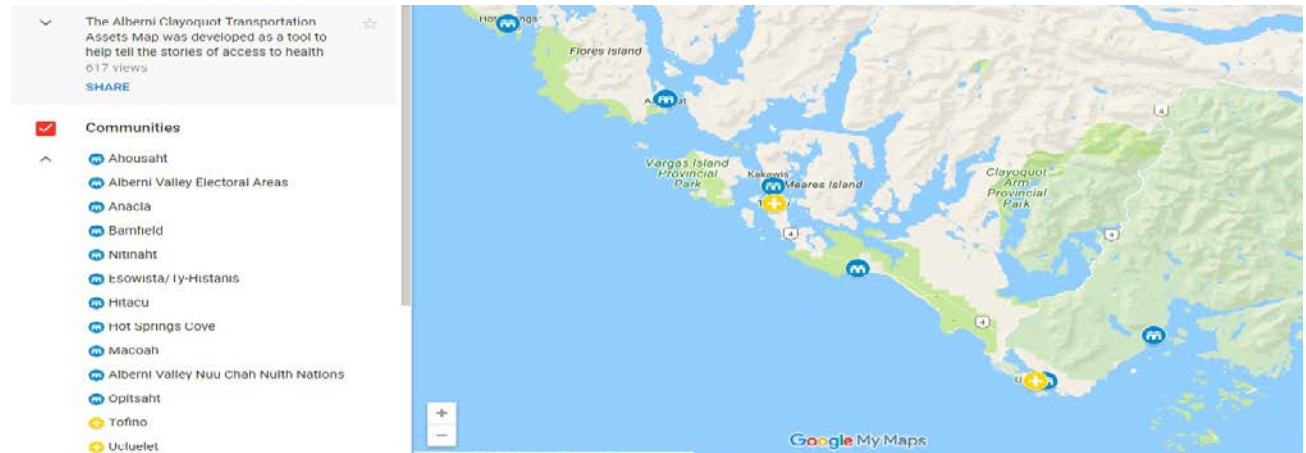
- 24% reported that they hitch hike;
- 36% missed a sport, club or event because they had no way to get there;
- 10% missed school;
- And 6% missed work.

2.6 SUMMARY

West coast communities of the Alberni Clayoquot Regional District are small rural remote communities experiencing growth which is accounted for and expected to continue through tourism based economic drivers and new housing development efforts of the local nations. These communities experience a high level of interdependence, sharing basic amenities in order to meet the basic needs of community members for employment, education, health services and grocery. Transportation service between communities would be an asset to increasing accessibility to basic needs while providing safer transportation options to individuals without personal modes of transportation.

3.0 EXISTING TRANSPORTATION OPTIONS

The west coast communities of the Alberni Clayoquot Regional District can be accessed by highway 4 from Port Alberni. There are five communities located in the area with paved road access as well as a few rural subdivisions of ACRD Area C, the remaining four west coast communities are considered remote with access via logging roads, boat or float plane. In 2016 the Alberni Clayoquot Health Network undertook a mapping project to document the modes, cost, frequency and distance of travel from each community with in the ACRD and can be accessed for more information at www.achn.ca/transportation/. Community and transportation profile PDF's hosted on this map outline access to community amenities and transportation options, both motorized and active.



3.1 ROADWAYS

Highway 4 is the connector between the municipalities of Tofino and Ucluelet, the communities of Esowista and TyHistanis are located mid-way with a few ACRD Area C subdivisions and dwellings located along the route. Hitacu and the Area C subdivision of Port Albion are located off of highway 4 on Port Albion Road, a paved spur road. All communities within the study area have paved roadways and some sidewalk infrastructure within communities.

3.2 WALKING AND CYCLING

As with many rural communities walking and cycling infrastructure can be limited in certain sections of each community, shoulders on highways are narrow if present at all but recent efforts to plan more accessible active transportation options has seen improvements to this. Both municipalities have active transportation infrastructure adjacent to the main corridors which also runs adjacent to highway 4 for a few kms outside of the villages, the new Tla-o-qui-aht Nation development of TyHistanis has incorporated sidewalks and lighting for increased community mobility throughout its development. Additionally communities along highway 4 will soon be connected via a walking and cycling trail through the Pacific Rim National Park which will ensure increased safety for those who choose to utilise active transportation on this 40 km stretch of highway.

3.3 BUS SERVICE

Tofino Bus operates a route between Tofino and Ucluelet with 1 round trip (\$17 for an adult, \$9 for children per trip) between communities each day with an additional trip Friday and Sunday. Routes are increased during busy tourism season but the majority of Tofino Bus operations are focused on routes between communities throughout the island.

Ucluelet	1:50 pm	-	8:35 pm	-
Tofino	2:40 pm	-	9:15 pm	-

* These routes operated with Interline carriers. Tofino Bus promotions not available.

Tofino Express Southbound				
for departures from	daily	daily	Fri & Sun only	Fri & Sun only
Tofino	-	10:25 am	12:45 pm	-
Ucluelet	-	11:05 am	1:05 pm	-

The District of Tofino offers a Free Shuttle from late June to early September in partnership with Tofino Bus and Resort Municipality Funding. Ridership statistics from this six year seasonal shuttle indicate steady growth and an increase in usage from residents and visitors alike. In 2017 the Shuttle operated from 8:00 am to 10:00 pm with 9 stops with 26,270 riders utilizing the service. The shuttle service was piloted in 2012 and operated with a small fee for service for 2012 and 2013, in 2014 the free shuttle concept was introduced and ridership has increased. Detailed usage statistics and records on local and visitor usage have been kept by the District staff and are accessible upon request.

Tofino Free Shuttle Annual Usage						
Year	2012	2013	2014	2015	2016	2017
Annual Usage	4,264	4,563	11,859	13,460	15,101	26,270

3.4 OTHER TRANSPORTATION

As noted previously many of the residents of the west coast communities rely on private transportation options in order to access basic needs, as such less safe transportation options such as hitch hiking are also common to those without personal transportation. Communities outside of the study area must either access private transportation to navigate logging roads in the case of the Toquaht Nation community of Macoah or boat and float plane transport to Tofino for services for the Hesquiaht Nation community of Hot Springs Cove, Ahousaht Nation and Tla-o-qui-aht Nation community of Opitsaht which are located on surrounding land masses. A few additional opportunities for transportation exist in the region:

- Tofino Taxi –One way fares; \$35 to Esowista/Tyhistanis, \$90 to Ucluelet
- Ucluelet Taxi – One way fares; \$35 Hitacu, \$90 to Tofino
- Pacific Rim Navigator - \$95 one way between Ucluelet and Tofino
- Wheels for Wellness – by donation for medical transport to Port Alberni and beyond

4.0 WORKS CITED

Clayoquot Biosphere Trust, Regional Survey, 2014.

Clayoquot Biosphere Trust, Clayoquot Region Vital Signs Report, 2015.

Parks Canada, Pacific Rim National Park Reserve Statistical Comparison: Long Beach Unit.

Statistics Canada, National Household Survey, 2016.



REQUEST FOR DECISION

To: ACRD Board of Directors

From: Heather Zenner, Lands and Resources Coordinator

Meeting Date: January 24, 2018

Subject: Alberni-Clayoquot Regional District Dangerous Tree Policy

Recommendation:

THAT the ACRD Board of Directors adopt the Alberni-Clayoquot Regional District Dangerous Tree Policy.

Desired Outcome:

To reduce liability on land owned, leased, or otherwise maintained by the Alberni-Clayoquot Regional District by having a written danger tree policy. The policy directs ACRD staff how to accept danger tree complaints, defines when to request danger tree assessments, and outlines how dangerous trees will be remedied.

Summary:

Currently ACRD does not have a policy regarding Dangerous Trees on properties we either own, lease, or otherwise maintain. ACRD has received complaints about potentially dangerous trees located on ACRD property and have hired the services of a Certified Tree Assessor. ACRD has removed dangerous trees that had the potential to cause damage to adjacent residential properties. This policy applies to ACRD properties including but not limited to firehalls, pump stations, airports, landfills, transfer stations, recycle depots, parks, trails, boat launches, parking lots, Crown licences and leases, and vacant lands. The majority of the properties that would be impacted by this policy are electoral area services however there are regional services that this policy would apply to (landfills, airports, and regional parks).

Staff have consulted with the Municipal Insurance Association of BC (MIA) for advice on this policy. MIA recommended a policy that is easy to execute by staff, is adequately funded, and is well documented in order to support a claim if called upon in the future.

ACRD has a 'Non-Exclusive Licence' to use the parking lots at Ship Creek Road, China Creek, Franklin River and the portions of the Alberni Inlet Trail that are located on private lands, owned by Island Timberlands. Island Timberlands has provided recommendations to ACRD staff in the preparation of this policy that include ACRD showing due diligence with regard to tree hazards, the environment, and safety.

ACRD has a 'Lease for Recreational Use' with the Ministry of Transportation and Infrastructure (MOTI) for the use of the Log Train Trail. Through this lease agreement, ACRD is required to keep the premises in a safe, clean and sanitary condition. This policy will assist ACRD staff in meeting our lease responsibilities.

Background:

Staff have consulted with several Regional Districts and Municipalities to assess their danger tree policies. The following table is a summary of their policies or practices related to dangerous trees.

Regional District	Danger Tree Policy Exists	Summary of Policy	General Practice
Regional District of Nanaimo	No	N/A	Respond to complaints from public & staff. Staff arborist monitors trees of concern; trees are removed when they become a hazard. Development of parks & trails involve danger tree assessments as part of initial planning.
Strathcona Regional District	No	N/A	Parks & Facilities Technician is a certified Wildlife & Danger Tree Assessor and completes inspections as deemed required.
Comox Valley Regional District	Yes. Not a board adopted policy but staff practice.	Applies to RD parks. Danger trees may only be removed when they pose a risk to people or property or if required by WorkSafe BC to reduce the risk to workers. Certified Danger Tree Assessor must assess.	Record of tree assessments & removal are maintained. Level of risk identified for each target and a tree assessment frequency is assigned. For example a home located on private land adjacent to a Regional Park would not have a schedule for tree assessments, and would only be done upon request. A picnic facility has a higher level of risk and requires an inspection every 2 years (playgrounds 1/year, trails no scheduled assessments). Where people linger the risk is deemed higher.
Cowichan Valley Regional District	Yes. Not a board adopted policy but staff practice.	Applies to RD parks.	Staff complete monthly inspections of parks capturing danger trees. Will inspect danger trees after a complaint is received. Use the BC Wildlife Danger Tree Assessment form. Attempts to create wildlife trees (high stumps) out of danger trees. From Jan-Oct 2017 CVRD assessed 150 trees, and 50 – 60 were declared dangerous and removed.
District of Tofino	No	N/A	N/A
District of Ucluelet	No	N/A	No formal policy. Danger Tree Identification form is used.
City of Port Alberni	Bylaw 3869. Boulevard & Tree Care Maintenance Bylaw	Applies to Private Land. Council may by resolution declare trees on land adjacent to a highway to be dangerous. Council can give 5 days notice for the landowner to remove danger tree, or remove the danger tree after 5 days at the owners expense.	City of PA has a certified Danger Tree Assessor on staff. Will inspect parks after major storms and inspect danger trees after a complaint is received. Use the BC Wildlife Danger Tree Assessment form.

Time Requirements – Staff & Elected Officials:

Staff time will be required to track assessments needed, hire qualified assessors, review reports, make tree felling decisions, and hire qualified tree fallers. It is recommended that staff coordinate danger tree assessments for all properties listed in the policy.

Staff will be required to educate parks commissions, firehalls, volunteers, and staff about this policy and how to report concerns.

Financial:

Community Park Associations, Firehalls, Pump Stations, and the Log Train Trail will be responsible for funding required assessments and tree modification/removal on these properties from their service budget. Regional Parks budget will cover required assessments for the Alberni Inlet Trail and associated parking lots, and Mt Arrowsmith. Parkland dedication lands will be funded by the associated Community Parks Service.

Signage will be required at certain access points to trails or parks notify users of potential hazards and provide contact information to report hazards. Signage is planned for the Log Train Trail, so this will be incorporated at major trailhead entrances. Signage will be required at four separate trailhead entrances for the Alberni Inlet Trail.


The cost of danger tree assessments are hard to determine as each location will vary in size and the number of trees will vary. Hourly rates for danger tree assessments are approximately \$60/hour plus cost for truck. Tree felling costs will vary as well depending on the location of the tree and the severity of the hazard. ACRD has paid between \$200 - \$1200 for the removal of a single danger tree. The cost of danger tree removal will vary based on the complexity of the tree, location, and size of tree.

Policy or Legislation:

WorkSafeBC Occupational Health and Safety Regulation, Danger Tree Section 26.11 & Falling Dangerous Trees Section 26.26 applies to this policy.

Submitted by: 

Heather Zenner, RPF
Lands and Resources Coordinator

Approved by: 

Doug Holmes, BBA, CPA, CA
Chief Administrative Officer



Alberni-Clayoquot Regional District

Tree Policy for ACRD Properties

Policy Issued by: Board of Directors

Date Adopted:

Date(s) Amended:

1. POLICY

The Alberni Clayoquot Regional District (ACRD) will make every reasonable effort to reduce dangerous trees on properties owned, leased, or otherwise maintained by the ACRD.

The ACRD is committed to providing and maintaining safe environments for users and employees on ACRD properties.

2. PURPOSE

The purpose of the Tree Policy is to reduce the risk posed by dangerous trees located on ACRD properties by;

1. Defining the terms and conditions for tree removal;
2. Outlining the general procedures for the removal of dangerous trees;

3. SCOPE

This policy applies to all properties owned, leased, or otherwise maintained by ACRD.

4. RESPONSIBILITY

Managers are responsible for communicating this policy to employees. Managers must also ensure terms and conditions and general procedures required by this policy are completed.

Employees will record each occurrence of a potentially dangerous tree, making note of the date, location of tree, structures surrounding the tree, name of person reporting the tree, and other details provided. Employees will take every step reasonable to respond to the public or employees' concerns to correct any unsafe situation.

Employees must report any concerns they have regarding health and safety, including dangerous trees, to their supervisor.

5. DEFINITIONS

ACRD Danger Tree Complaint Form - ACRD staff will use this form to record dangerous tree information.

ACRD Properties - including but not limited to: firehalls, pump stations, airports, landfills, transfer stations, recycle depots, parks, trails, boat launches, parking lots, Crown licences and leases, and vacant lands.

Birds and their Nests - No tree cutting will occur during the bird breeding period (March 1 to August 31st) unless preceded by a survey completed by a qualified environmental professional to assess the presence of active bird nests. Tree cutting will abide by Section 34 of the provincial *Wildlife Act* and the federal *Migratory Birds Convention Act*. Work around nest trees will be follow the BC Develop with Care Guidelines. The removal of dangerous trees are exempt from the ACRD Development Permit process subject to having a danger tree assessment completed.

Certified Tree Assessor – is a Registered Professional Forester, BC Wildlife Danger Tree Assessor, ISA Certified Arborist or a qualified Certified Tree Risk Assessor. Assessor must provide proof of WorkSafe BC coverage and liability insurance.

Dangerous Tree – the reference document “Wildlife/Danger Tree Assessor’s Course Workbook: Parks and Recreation Sites Course Module, March 2012” defines:

“A DANGEROUS TREE...

... means a tree (live or dead, regardless of size) that is a hazard to a worker due to:

- a) its location of lean,*
- b) its physical damage,*
- c) overhead conditions,*
- d) deterioration of its limbs, stem or root system, or*
- e) any combination of the conditions in paragraphs (a) to (d).”*

The definition of a dangerous tree applies to the public, in addition to workers.

Duty of Authority - The General Manager of Environmental Services or their delegate shall manage tree risk within the limits of the established budgets. Record of tree assessments and tree removals will be maintained.

New Parks - before acquiring a new park the regional district will request a danger tree assessment be conducted and ensure dangerous trees removed.

Qualified Environmental Professional – means an applied scientist or technologist and can be a Professional Biologist, Geoscientist, Forester or Agrologist in good standing in British Columbia with the appropriate professional organization.

Request for a Tree Assessment - a request for a tree assessment, by public, staff, users, etc. shall be recorded on the ‘ACRD Danger Tree Complaint Form’ and acted upon by the General Manager of Environmental Services or their delegate.

Target - a tree will not be considered dangerous unless there is a target. Targets are identified as people and/or property. High Risk Target areas include the area within one and a half tree lengths of the identified target.

Tree Assessment Frequency - the tree assessment frequency will be driven by complaints received.

Trees Located on Adjacent Private Property - assessments will not include potentially dangerous trees located on private property not owned by ACRD. Where a potentially dangerous tree, located on private property, poses a potential risk to the public or public property and the tree has been reported and identified to the regional district, ACRD staff will notify the property owners in writing.

Wildlife Trees - if a dangerous but high value wildlife tree poses an immediate and unmanageable level of risk (i.e. target cannot be moved or the tree cannot be successfully modified) then a duty of care by the landowner must be exercised. Further assessment and direction would be sought by a Qualified Environmental Professional prior to modifying any wildlife tree.

6. GENERAL PROCEDURES

- Danger Tree Assessments will be triggered by a complaint received by a member of the public, contractor, volunteer, or a staff member.
- Danger Tree Assessments will be requested by the General Manager of Environmental Services or delegate, after reviewing complaints made using the 'ACRD Danger Tree Complaint Form'.
- A certified tree assessor shall be used for all tree assessments. Regional district staff, contractors and volunteers shall be encouraged to report potentially dangerous trees in performing their normal work.
- The tree assessment method will be driven by the certification attained by the tree assessor. Each certifying body teaches a unique assessment method.
- When dangerous trees are identified through tree assessments, they will be modified or removed to reduce the imminent risk. Consideration will be given to creating wildlife trees (high stumps) where feasible, rather than felling the entire tree.
- Timing of Tree Removal/Modification of identified dangerous tree shall be scheduled for removal as soon as possible, ideally within 72 hours of a Danger Tree Assessment, or the tree location shall be ribboned off with signage to notify the public that a danger exists until the tree is modified or removed.
- Tree Removal Safety procedures will be directed by the Occupational Health and Safety (OHS) Regulation for all workplaces under the inspection jurisdiction of WorkSafeBC. Any tree larger than six inches in diameter requires the faller to be certified to the BC Faller Training Standard. The workplace will be secured using a combination of signs, flagging tape, or similar.

6. REFERENCES and RELATED STATEMENTS OF POLICY AND PROCEDURE

WorkSafeBC Occupational Health and Safety Regulation, Danger Trees Section 26.11 & Falling Dangerous Trees Section 26.26.



Rezoning Application

TO: ACRD Board of Directors
DATE: January 16, 2018
FROM: Alex Dyer, Planner
ACRD FILE NO: RC17009
APPLICANTS: Surf Junction Campground Ltd. (agent Nick Haisch)

LEGAL

DESCRIPTION: THAT PART OF BLOCK A OF DISTRICT LOT 483, CLAYOQUOT DISTRICT, EXCEPT PART LYING NORTH OF A LINE PARALLEL TO AND PERPENDICULARLY DISTANT 200 FEET FROM THE NORTHERLY BOUNDARY OF SAID BLOCK; and

BLOCK B OF LOT 483, CLAYOQUOT DISTRICT

LOCATION: 2650 Tofino-Ucluelet Highway

ELECTORAL AREA: "C" Long Beach

Applicants Intention: The applicant intends to:

- i. Rezone Block A and Block B from a mix of Campground Commercial (C8) District, Forest Rural (A3) District and Storage Warehouse (SW1) District to Campground Commercial (C8B) District to allow for up to 100 new camp sites for tent and RV accommodation.
- ii. Provide up to 10 residential rental units of affordable housing for both staff and area residents working off-site.
- iii. Develop an amenities building, playground, walking trails, expanded private water system and new on-site sewage disposal system within Block B.

Recommendation:

The following are recommendations of the staff report:

- THAT Bylaw P1365, South Long Beach Official Community Plan Amendment Bylaw be read a first time;
- THAT Bylaw P1366, Regional District of Alberni-Clayoquot Zoning Text Amendment Bylaw be read a first time;

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- THAT Bylaw P1367, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be read a first time;
- THAT the public hearing for Bylaws P1365, P1366 and P1367 be delegated to the Director for Electoral Area 'C', the Alternate Director or the Chairperson of the Regional District.
- THAT the Board of Directors confirm that adoption of Bylaws P1365, P1366 and P1367 is subject to:
 - a. Island Health approval for the expanded private water system;
 - b. Meeting all technical referral agency requirements.

Observations:

- i) **Status of Property:** Block A is a 7.4 hectare (18.3 acre) parcel where the existing Surf Junction Campground is located. The campground includes 60 campsites with a mix of un-serviced and fully serviced sites for recreational vehicles and tents, common washroom/shower facilities, outhouses, surf rental and lesson business, campground office, parking facilities, common areas. There is an existing private water system and on-site sewage disposal system serving the campground.

Block B is a 22.2 hectare (54.9 acre) vacant parcel located directly to the east of the existing campground on Block A. The site is relatively flat and treed with second-growth timber as portions of the property have been logged over the years. An Environmental Impact Assessment that covers the property was completed by an engineering firm in 1998. This report noted a large wetland in the northern portion of the property (Wood Lake) as well as two bog ecosystems in the central and southern portions of the property which ultimately drain into a small stream that empties into Wood Lake.

Block B has been the subject of a number of development proposals in the past. In 1998, the property was rezoned to Heavy Industrial (M3) District to allow for the operation of a veneer plant and associated sawmill as well as other light industrial uses. The zoning was adopted but the mill was never developed. The site was then rezoned to Forest Rural (A3) District in 2013 to allow for up to five rural residential lots with a minimum 10 acre lot size. The rezoning was finalized and the previous owner applied to subdivide the property but never proceeded with their development plans. The property was then purchased by the owners of Surf Junction Campground in order to expand their business.

ii) Services

- a. **Sewage Disposal:** On-site sewage disposal. There is an existing sewage disposal system located on Block A for the existing campground. The applicant has engaged Davey Consulting Services to investigate the capability for on-site sewage disposal. Davey Consulting has provided a design for the new campground on Block B that includes separate tanks for a sani dump station, common toilet/shower facilities and a staff accommodation building. There would be a +/- 1,100 square metre sand mound disposal area located on the south east corner of the property. The applicants have provided the septic filing accepted by Island Health for the proposed system.
- b. **Water Supply:** There is a well on Block A serving a private water system for the existing campground. The plan is to expand the water system into the new campground on Block B. The existing system includes sand filtration and chlorination. The applicants have applied for a Construction Permit Waiver with Island Health in order to allow for the expansion. The request has been reviewed and supported by the local Drinking Water Officer and is still under review by the Public Health Engineer.
- c. **Fire Protection:** Not within a fire protection area.
- d. **Access:** The property is accessed off the Tofino-Ucluelet Highway approximately 500 metres south of the junction. The new campground on Block B would be accessed via new and existing roads built through the current campground layout. Block B is also accessed via an unnamed Ministry of Transportation right-of-way on the south end of the property. This right-of-way is constructed as a gravel road connecting directly with the highway.

iii) Existing Planning Policies Affecting the Site

- A. **Agricultural Land Reserve:** Not within the Agricultural Land Reserve.
- B. **Official Community Plan:** The South Long Beach Official Community Plan (OCP) designates Block A as "Recreational Commercial" and Block B as "Rural Residential".

The Recreational Commercial designation allows campgrounds and associated uses. The objectives of the designation are to protect existing recreational commercial uses and to allow for limited expansion of appropriate small-scale recreational commercial uses. The Rural Residential designation supports a single family rural residential use promoting rural lot sizes and densities. Block B will need to be redesignated as Recreational Commercial to allow for the campground expansion.

DPA II – Freshwater Riparian Areas Protection

DPA II includes all lands within 30 metres of the high water mark of all streams with

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the intent to minimize the impact of the built environment on fish habitat and fish supportive watercourses. There is a watercourse draining into a large wetland area on the northern portion of Block B. Prior to any land clearing within the DP area, a development permit will be required which will include an assessment by a Registered Professional Biologist. There are exemptions provided for small, low impact trails through development permit areas.

The proposal will require an OCP amendment to redesignate Block B as “Recreational Residential” in order to allow for the new campground development.

C. **Zoning:** The two parcels are split into three different zoning designations. All of Block B and the east half of Block A are zoned Forest Rural (A3) District, the majority of the west half of Block A is zoned Campground Commercial (C8) District and +/- 1.3 acre in the north west corner of Block A is zoned Storage Warehouse (SW1) District.

	Forest Rural (A3)	Campground Commercial (C8)	Storage Warehouse (SW1)
Minimum Lot Size:	10 acres	2 acres	20,000 ft ²
Minimum Lot Width:	330 feet	200 feet	100 feet
Lot Coverage:	-	-	40%
	Minimum Setbacks		
Front:	50 feet	25 feet	25 feet
Rear:	30 feet	30 feet	15 feet
Side:	15 feet	15 feet	15 feet

Block A was rezoned in 1993 to allow for a campground and mixed commercial storage development. The campground has developed over time while the storage use was never built. The applicants have requested that the area zoned SW1 District be rezoned for campground use.

Planning staff are recommending that a new site specific zone is created that would encompass both parcels. Campground Commercial (C8B) District would have similar permitted uses and conditions of use to the current C8 District and C8A District with the following additions:

- i. Maximum number of campsites limited to 160 sites. This would encompass the existing 60 sites and allow for an additional 100 campsites across the remainder of Block A and B.
- ii. Ten (10) residential rental units intended for staff housing and for affordable housing for residents working off-site.
- iii. Minimum lot size of 40 acres and minimum lot width of 330 feet. The minimum density would limit the possibility of subdivision of the campground and comply with the minimum requirements of the Recreation Commercial designation in

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the South Long Beach OCP.

- iv. No strata subdivision of campsites or residential units to restrict building strata conversions.

Comments:

1. The applicants have proposed a multi-year development of the proposed campground expansion. Currently the Surf Junction Campground includes 60 camping sites with an associated surf rental and lesson business. Phase 1 of the new development (1-3 years) will include 10-30 new tent camping sites with composting toilet facilities and a playground. Potable water will be provided by an expanded private water system. Phase 2 of the development (2-10 years) will include 10-20 powered RV sites, staff accommodation, an amenities building including showers, flush toilets and common kitchen area serviced by a new septic system.

A new private road would be constructed between Block A and Block B connecting the new development with the existing internal road system within the campground. The tent camp sites would be located in the south west corner of Block B while the RV sites and staff accommodations would be located in the south east corner of the property along with the new septic system. The playground and amenities building would be built between the tent and RV camping areas. A passive walking trail would be built traversing the remainder of Block B for the use of campground tenants. A +/- 1 hectare (2.5 acre) fenced compost disposal area would be located near the north end of the property.


2. There is a necessity for additional campsites on the west coast to accommodate the growing number of visitors looking for this type of accommodation. This rezoning application would allow for more sites to be developed within the framework of an established campground whose business has grown substantially over the past five years with the current owners. The expanded campground would maintain a rural nature with a full build-out of 160 sites over 73.2 acres for a gross density of 2.2 campsites per acre.

There is an even greater need in the west coast communities for affordable staff accommodation. The 10 residential rental units would not only provide accommodation for their own staff, currently numbering 15 employees in the summer, but also provide the opportunity for additional affordable housing within the community. The property owners have indicated that they have discussed the possibility of partnerships with other local businesses to share development costs to facilitate accommodation for their employees. There is a seasonal shortage of staff accommodation that also has an impact on permanent affordable housing. This proposal may help address this issue.


Planning staff are initially supportive of the proposal as presented and are recommending that the Board proceed with first reading of the bylaws and move forward with the public input process.

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The bylaws will be referred to a number of affected agencies through the public input process. Staff will be seeking comments from the District of Ucluelet particularly relating to any potential impact on the aquifer which provides community drinking water to the District and from the Yuułuʔiłʔatḥ Government who operate a campground on Treaty Settlement Lands in the area.

Submitted by: 

Alex Dyer
Planner

Reviewed by: 

Mike Irg, MCIP, RPP
Manager of Planning and Development

Approved by: 

Douglas Holmes, BBA, CPA, CA
Chief Administrative Officer

Describe the proposed development of the subject property (attach additional pages if necessary)

Our intention for the land is to slowly expand on our current operations; camping, surf lessons, and surf rentals. Specifically, our plans include: a maximum of 100 campsites, a communal “eco” building that has shower and bathroom facilities attached, trails, a playground area, and a section that is designated for staff accommodation. We will be adding on to our exciting road throughout the campground to access the new lot. We are a member of Green Tourism B.C. and will consult with them throughout the expansion process, to ensure that we operate at a high environmental standard. We hope to build the project in the following two stages;

Phase one (1-3 Years): Phase 1 will consist of building 10-30 new, forested, private and spacious tent campsites, a composting toilet and a playground. Water will be provided by expanding our existing water system. We have applied for a construction permit waiver that has been approved by our VIHA Health Inspector.

Phase two (2-10 Years): Phase 2 will consist of 10-20 powered RV sites, staff accommodation, septic system, flush toilets, showers, and a communal kitchen area.

Please see attached map for expansion layout.

Reasons and comments in support of the application (attach additional pages if necessary):

The purpose of this rezoning is to expand the current operations of Surf Junction Campground. This is beneficial because there is a high demand for more camping in the Ucluelet and Tofino area, it will provide some much needed staff accommodation for local businesses, and finally, it will greatly benefit the community.

Surf Junction Campground has been seeing record breaking attendance. The demand for camping at our campground, as well as the Tofino-Ucluelet area, is at an all-time high. The campground has seen an annual 16% growth in occupancy since 2013. This growth is substantial considering the campground is only open from April 1st to October 1st and doesn't include the months of July and August (they're at 100% occupancy each year).

Since the area is seeing such high numbers in tourism, the campground is turning away an average of 20-40 people a day in July and August. This number sometimes doubles or triples for busy weekends. With so many tourists desperately looking for accommodation, it has led to many people camping in the back roads, parks, and people's properties. This is a huge issue for the community considering it often leads to trash being left behind, little to no money going towards the local economy, and the lack of available restrooms. With this expansion, we hope to reduce much of the unwanted and destructive back road camping that happens each summer.

Another issue that re-zoning will help tackle is staff accommodation. Surf Junction Campground, like many businesses in Tofino and Ucluelet, has been struggling with finding staff that has accommodation for the summer. The re-zoning and the expansion of Surf Junction Campground will include a staff accommodation zone. Initially, this zone will have full service campsites for staff who have their own vans, campers, trailers, etc. and then eventually, there will be a staff “dorm” building with individual rooms, a communal kitchen and living space. The “dorm” and campsites will provide accommodation for the campground’s staff and then any extra sites or rooms will be available to rent out for people working in the community, specifically seasonal employees.

Expanding the campground will also greatly benefit the community. Not only will it help with the accommodation issue for seasonal staff and tourists, but the development will be done sustainably. Our goal is to have the lowest environmental impact as possible and, as stated before, we will be working with Green Tourism BC to help achieve this. The environment and keeping our water sources clean is something that we take very seriously as residents of this community and we believe that re-zoning this parcel of land to allow camping is the best way to ensure this. We plan on only utilizing one-third to a half, of the 54 acres and intend on leaving the rest wild, with the exception of a trail.

The expansion of Surf Junction Campground is mutually beneficial for everyone. It’s allowing more availability for tourists to stay at a well established and respected accommodation provider, it’ll be low impact on the environment and precious resources of this area, and finally it will provide some much needed seasonal staff accommodation.

Valer Hwy

Tofino Valer Hwy

Tofino Valer Hwy



Legend

- New road
- New Water Lines
- Tent Camp sites
- 30 Amp RV sites
- Showers, Flush Toilets, Communal Kitchen
- Play Ground
- Composting Toilet
- Staff Accomodation

*Phase 1: Two Tent Campsite loops, Water, Play Ground, and Composting Toilet.
 *Water lines and roads outlined in white will be build it Phase 2 along with Septic, Showers, Flush Toilets, Communal Kitchen, Staff Accomodation, and RV sites.



Legend

-  New road
-  New Water Lines
-  Tent Camp sites
-  30 Amp RV sites
-  Showers, Flush Toilets, Communal Kitchen
-  Play Ground
-  Composting Toilet
-  Staff Accomodation

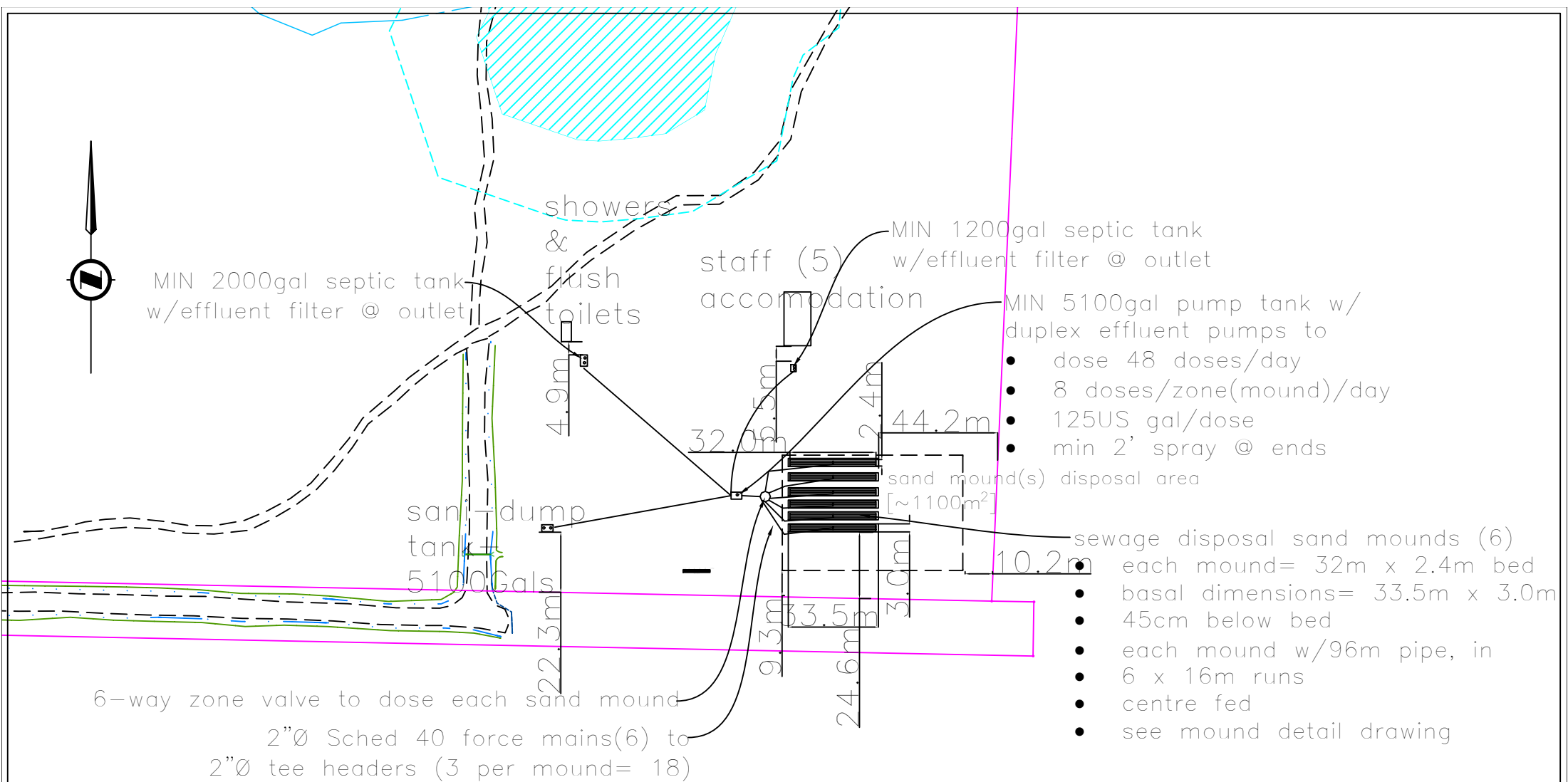
*Phase 1: Two Tent Campsite loops, Water, Play Ground, and Composting Toilet.

*Water lines and roads outlined in white will be build it Phase 2 along with Septic, Showers, Flush Toilets, Communal Kitchen, Staff Accomodation, and RV sites.



**McGILL & ASSOCIATES
ENGINEERING LTD.**

5130 ARGYLE STREET
PORT ALBERNI B.C. V9Y 1V2

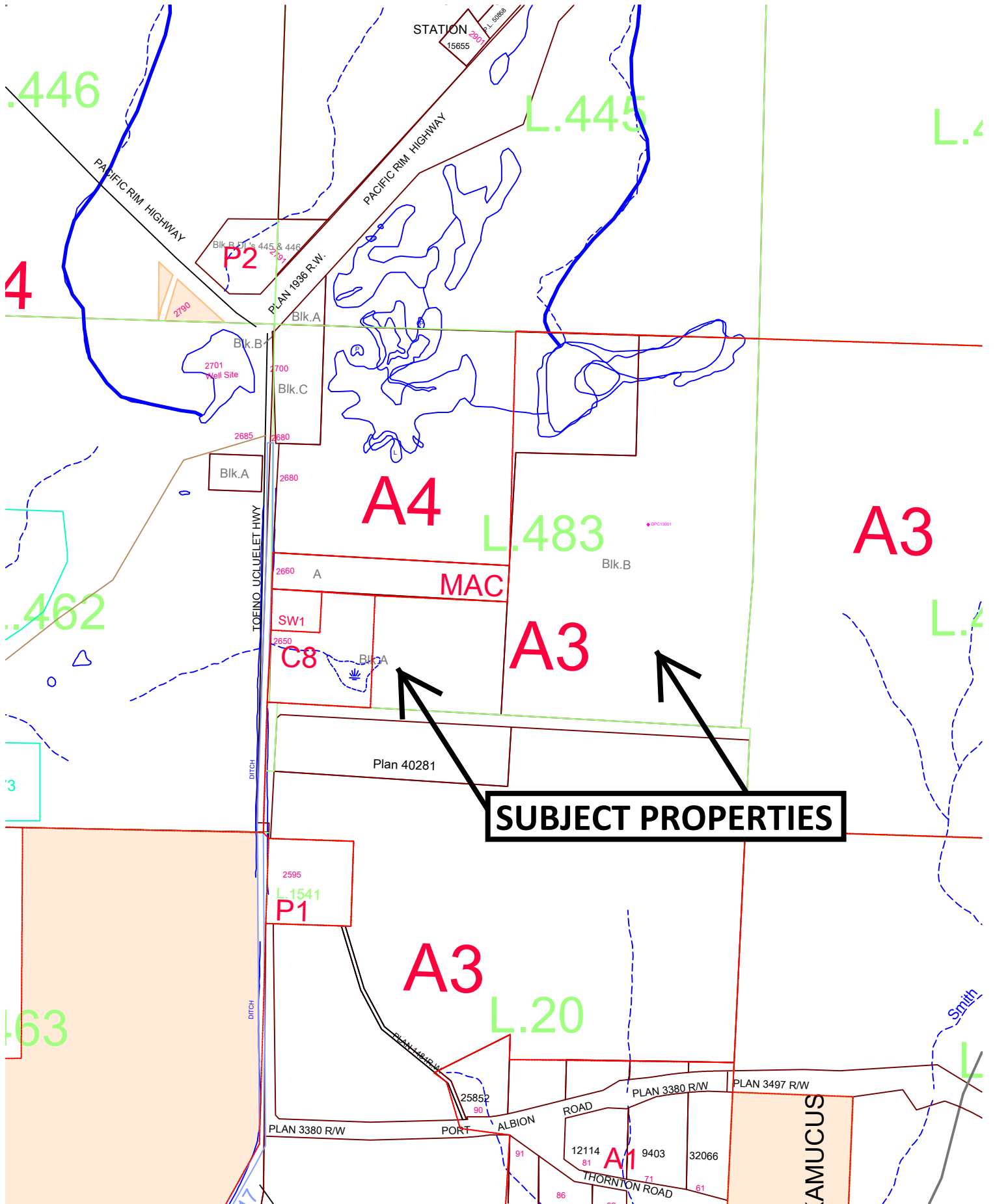


Sewerage Disposal System for Block B, District Lot 483, Clayquot Land District

sewerage disposal design-zoom to area	Anita Davey Consulting Services 2881 Virago Pl, Ladysmith, BC V9G 1C8 Ph: 250-722-3906, Fax: 250-722-3950			
	Surf Junction Campground Uclulet			
Drawn by: AD	Scale:	Drawn by:	20170317-1	Rev:
Mar. 17, 2017	Scale: N.T.S.			1 of 1







REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

BYLAW NO. P1365

**A BYLAW TO AMEND BYLAW NO. P1166
SOUTH LONG BEACH 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 South Long Beach Official Community Plan Amendment Bylaw No. P1365.
2. Schedule B, the plan map, is hereby amended by redesignating BLOCK B OF LOT 483, CLAYOQUOT DISTRICT from "Rural Residential" to "Recreational Commercial" 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 , 2018
Public Hearing held this day of , 2018
Read a second time this day of , 2018
Read a third time this day of , 2018

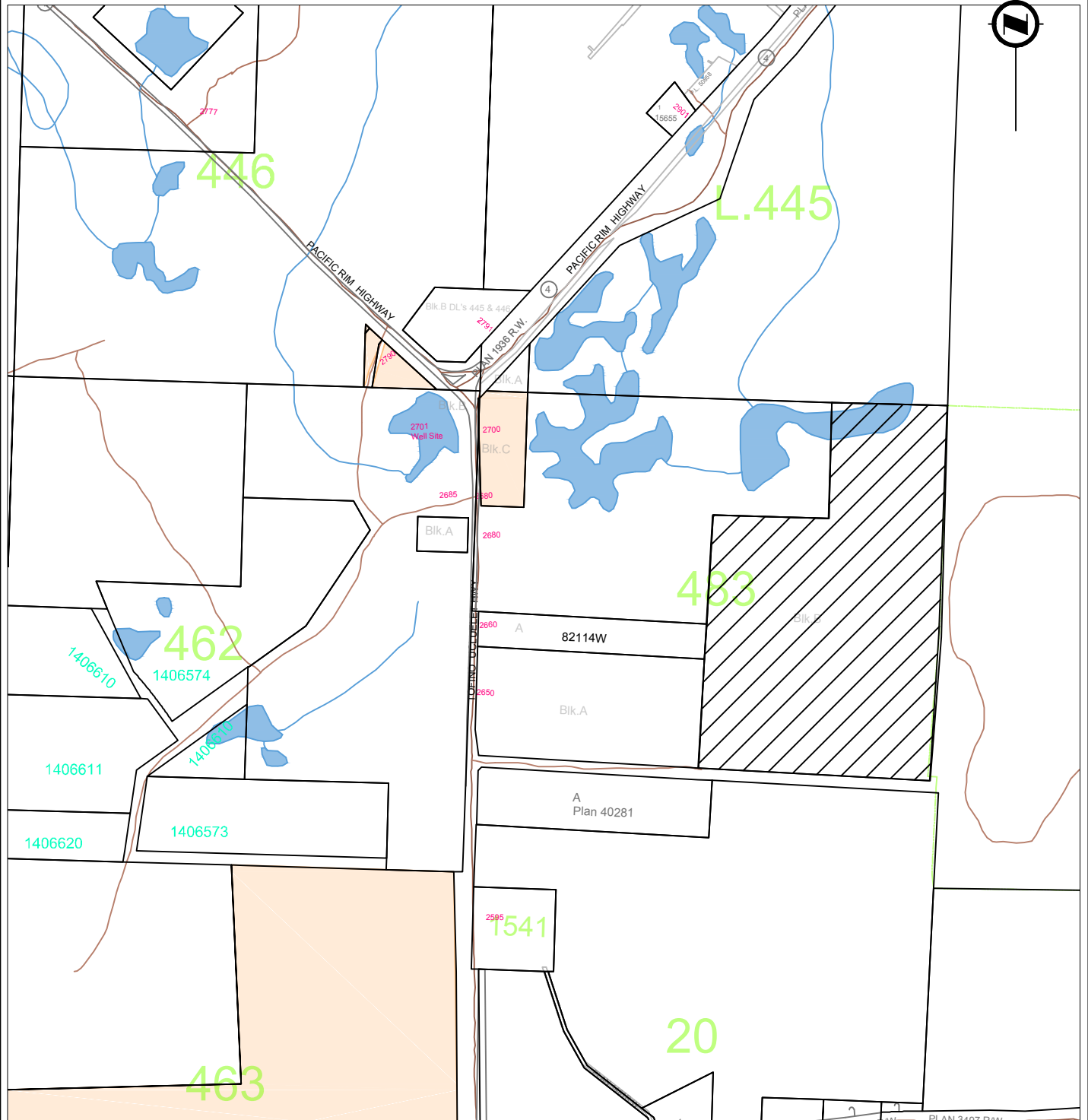
Adopted this day of , 2018

Douglas Holmes, BBA, CPA, CA
Chief Administrative Officer

Chair of the Regional Board

Schedule 'A'

This schedule is attached to and forms part of Bylaw P1365



Legal Description: BLOCK B OF LOT 483, CLAYOQUOT DISTRICT



To be redesignated from Rural Residential to Recreational Commercial



ALBERNI-CLAYOQUOT
REGIONAL DISTRICT



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

BYLAW NO. P1366

OFFICIAL ZONING TEXT AMENDMENT

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 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 bylaw may be cited as the Regional District of Alberni-Clayoquot Zoning Text Amendment Bylaw No. P1366.

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

- a. Adding section “128B Campground Commercial (C8B) District” and subsections to read as follows:

128B Campground Commercial (C8B) District

This District provides for facilities to accommodate tourists and vacationers in tents and recreational vehicles in areas which are particularly located and suited to such uses.

128B.1 Uses Permitted

- (1) Campgrounds
- (2) Staff Accommodation Use
- (3) One (1) single family dwelling as a caretaker residence
- (4) Accessory buildings and uses

128B.2 Conditions of Use

- (1) In this zone “campsite” means an established site within a campground for the temporary location and siting of recreational vehicles or tents as a temporary recreational use for a period not to exceed 180 days in any calendar year.
- (2) Maximum number of campsites shall not exceed 160 within the C8B District.
- (3) In this zone “staff accommodation use” means residential dwelling units for

employees working on-site and for residents working off-site. The residential units shall not be used as short term vacation rental units.

- (4) Maximum number of residential units shall not exceed ten (10) within the C8B District.
- (5) For residential units, the minimum floor area shall be 30 square metres (322.9 square feet) and the maximum floor area shall be 80 square metres (861.1 square feet).
- (6) No recreational vehicle or tent shall be located other than on an established campsite.
- (7) No year round or permanent occupation of a campsite may occur.
- (8) A residential unit or campsite shall not be a separate strata unit.
- (9) In this zone “accessory buildings and uses” includes office facilities, retail store, surf rental, washroom/shower facilities, parking, play areas, gazebos, picnic shelters, garbage containment, compost containment.

b. By amending Section 200, Schedule II – Bulk and Site Regulations, to include the following line item:

Zoning District or Use	Minimum Lot Width (feet)	Minimum Lot Area	Maximum Lot Coverage	Minimum Setbacks (Feet)			Maximum Height (feet)
				Front	Rear	Side	
C8B	330	40 acres	-	25	30	15	30

- c. By amending Section 4.3, Interpretation, to include “C8B” on the line which references “C districts”.
- d. By amending Section 5.1, Designation of Districts, to include “128B Campground Commercial (C8B) District” in the Commercial Section.

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

Read a first time this day of , 2018
 Public Hearing held this day of , 2018
 Read a second time this day of , 2018
 Read a third time this day of , 2018

Adopted this day of , 2018

 Douglas Holmes, BBA, CPA, CA
 Chief Administrative Officer

 Chair of the Regional Board

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

BYLAW NO. P1367

OFFICIAL ZONING ATLAS AMENDMENT NO. 699

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. P1367.

2. Bylaw No. 15 of the Regional District of Alberni-Clayoquot is hereby amended by rezoning BLOCK B OF LOT 483, CLAYOQUOT DISTRICT from Forest Rural (A3) District to Campground Commercial (C8B) District as shown on Schedule ‘A’ which is attached to and forms part of this bylaw.

3. Bylaw No. 15 of the Regional District of Alberni-Clayoquot is hereby amended by rezoning THAT PART OF BLOCK A DISTRICT LOT 483, CLAYOQUOT DISTRICT, EXCEPT PART LYING NORTH OF A LINE PARALLEL TO AND PERPENDICULARLY DISTANT 200 FEET FROM THE NORTHERLY BOUNDARY OF SAID BLOCK from Forest Rural (A3) District, Storage Warehouse (SW1) District and Campground Commercial (C8) District to Campground Commercial (C8B) District as shown on Schedule ‘A’ which is attached to and forms part of this bylaw.

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

Read a first time this day of , 2018
Public Hearing held this day of , 2018
Read a second time this day of , 2018
Read a third time this day of , 2018

Adopted this day of , 2018

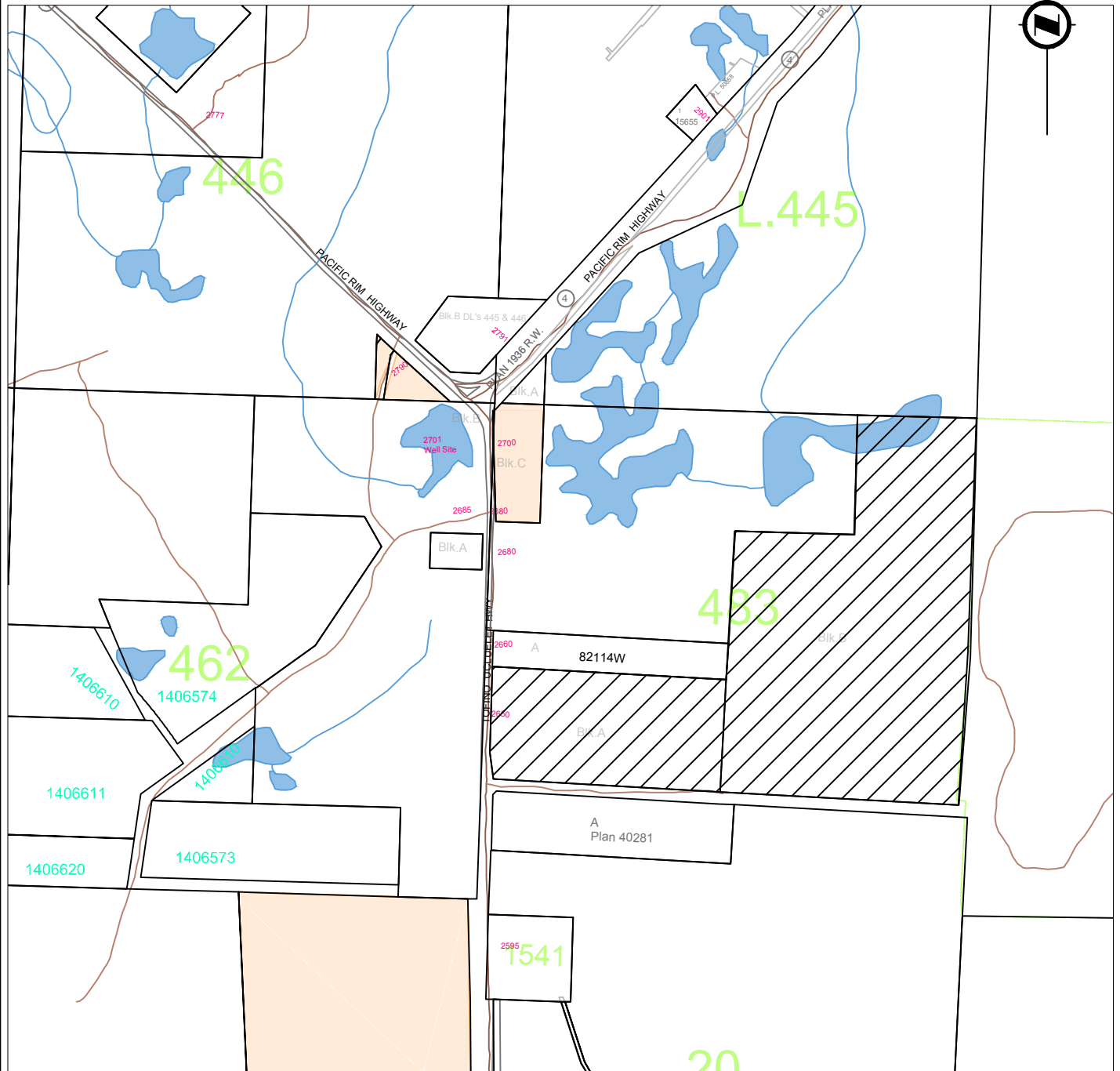
Douglas Holmes, BBA, CPA, CA
Chief Administrative Officer

Chair of the Regional Board

RC17009

Schedule 'A'

This schedule is attached to and forms part of Bylaw P1367



Legal Description: BLOCK B OF LOT 483, CLAYOQUOT DISTRICT and THAT PART OF BLOCK A OF DISTRICT LOT 483, CLAYOQUOT DISTRICT, EXCEPT PART LYING NORTH OF A LINE PARALLEL TO AND PERPENDICULARLY DISTANT 200 FEET FROM THE NORTHERLY BOUNDARY OF SAID BLOCK



To be rezoned from a mix of Storage Warehouse (SW1) District, Campground Commercial (C8) District and Forest Rural (A3) District to Campground Commercial (C8B) 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

MEMORANDUM

TO: ACRD Board of Directors

FROM: Alex Dyer, Planner

DATE: January 18, 2018

RE: Short Term Vacation Rentals Temporary Use Permit Policy and Development Procedures and Fees Bylaw Amendment

Recommendations:

1. THAT the Board of Directors adopt the Short Term Vacation Rentals Temporary Use Permit Policy;
2. THAT the ACRD Development Procedures and Fees Bylaw P1364, 2018 be read a first time;
3. THAT the ACRD Development Procedures and Fees Bylaw P1364, 2018 be read a second time;
4. THAT the ACRD Development Procedures and Fees Bylaw P1364, 2018 be read a third time; and
5. THAT the ACRD Development Procedures and Fees Bylaw P1364, 2018 be adopted.

January 2018 Update

The Short Term Vacation Rentals Temporary Use Permit Policy and Development Procedures and Fees Bylaw draft amendments were considered by the Board of Directors on December 13, 2017 where a motion was passed to refer the policy to the Electoral Area Directors Committee for their review. The amended policy was considered and supported by the Electoral Area Directors Committee at their meeting on January 17, 2018.

Background

At the November 22, 2017 ACRD Board of Directors meeting, the Short Term Vacation Rentals (STRs) Consultation Summary and Recommendations Report was presented. The report summarized the public consultation initiatives undertaken to explore stakeholder input and insights on local issues related to STRs, provided information from other communities' experiences, and outlined options to determine how to move forward in managing these types of rentals in the ACRD.

Based on consultation, the preferred option from stakeholders for managing STRs in the ACRD is for permitting them with a Temporary Use Permit (TUP). Based on this, ACRD staff made the following recommendations which were carried by the Board on November 22, 2017:

- Prepare a policy document for consideration by the Board requiring that STR applications are first considered by Temporary Use Permit;
- Draft an amendment to the Development Procedures Bylaw to increase the application fee for a STR Temporary Use Permit from \$300 to \$600; and;
- Include a potential increase to bylaw enforcement resources to the 2018 budget discussions.

Short Term Vacation Rentals Temporary Use Permit Policy

Based on direction from the Board, staff have prepared a Short Term Vacation Rentals Temporary Use Permit Policy (Appendix A), which outlines guidelines for when a TUP may be considered by the Regional Board to allow STR uses to occur for a short period of time (less than a month). This policy is a guide to follow when considering issuing a TUP for STRs in the ACRD. The policy may be amended by the Board of Directors as needed.

The policy outlines guidelines regarding:

- TUP term and renewal;
- Criteria in evaluating a TUP application submitted to the Regional Board; and
- Conditions in issuing a TUP, which will be specific to each individual TUP issued.

Properties within all of the land use designations in the ACRD Electoral Area OCPs (Bamfield, Beaufort, South Long Beach, Sproat Lake, Beaver Creek and Cherry Creek) are designated under the *Local Government Act* (LGA) (s. 492) as areas in which TUPs may be issued. If a property owner within an Electoral Area wants to apply for a TUP, and the property is not within an OCP area, approval of the TUP is by bylaw and subject to a Public Hearing.

If the ACRD Regional Board passes a resolution to consider issuing a TUP, it must give notice to all neighbouring property owners and residents within 100m, and post a notice in the newspaper.

Prior to the Regional Board issuing a TUP, the application will be reviewed and discussed at the Electoral Area (EA) Advisory Planning Commission (APC) meeting. A public information meeting may also occur prior to the issuance of a TUP, if deemed necessary by the EA APC or Regional Board.

A TUP can be issued for up to three years, and can be renewed once for a further three years. The South Long Beach (Area C) OCP permits TUPs for a period up to two years, with consideration for renewal for another two years. At the end of the two or three years, the property owner may have the option of applying for a subsequent TUP. The issuance of a TUP should not be interpreted as eventually leading to permanent zoning, however, a property owner can apply to rezone their property to a zone that permits the operation of a STR on a permanent basis or under certain parameters.

Development Procedures and Fees Bylaw Amendment


The Regional Board also directed staff to amend the Development Procedures and Fees Bylaw to increase the TUP application fee from \$300 to 600 (Appendix B), which will assist with the administrative cost of managing development applications to allow STRs by TUP. Included with this bylaw amendment is a new STR TUP application form.


Bylaw Enforcement


As recommended by staff, the Regional Board also directed staff to include a potential increase to bylaw enforcement resources to the 2018 budget discussions. This will assist with the likely increase to bylaw enforcement costs relating to STRs, including monitoring and managing of approved STRs as well as investigating complaints of STRs operating without ACRD approval.

Next Steps

If the Board adopts the policy guidelines for STR TUPs, and the Development Procedures and Fees bylaw amendment, staff will promote an educational campaign to promote public knowledge of the new policy framework. The goal of the education campaign is to encourage proponents of STRs to apply for TUPs and allow staff and the Board enough time to follow the referral process and consider issuing STR TUPS prior to the 2018 rental season.

Prepared by: 
 Alex Dyer, Planner

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

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



Alberni-Clayoquot Regional District

SHORT TERM VACATION RENTALS TEMPORARY USE PERMIT POLICY

Policy Issued by: Board of Directors
Date Adopted:
Date(s) Amended:

1.0 POLICY GUIDELINE

The intent of this policy is to provide guidance to the public and Alberni-Clayoquot Regional District's (ACRD) when considering Temporary Use Permit (TUP) applications for short term vacation rentals (STRs).

The ACRD preference for managing STR's, where it is appropriate, is with TUPs. If the ACRD issues a TUP, a term limit of not greater than three years shall apply (two years in the South Long Beach 'Area C' Official Community Plan area) to TUPs issued for STR use on land within an Official Community Plan (OCP) area.

When considering a temporary use permit for a STR, the ACRD recognizes that the primary use of the property is residential. A STR TUP is a way to allow residents and residential property owners to participate in the tourism economy.

2.0 PURPOSE

TUPs may be considered by the Regional Board to allow STR uses to occur for a short period of time (less than a month). The permit contains detailed requirements at the discretion of the Regional Board and is only in effect for a limited period of time. TUPs allow a use on a temporary basis that would otherwise not be permitted in the Zoning Bylaw.

Should it be determined that a STR use is inappropriate, incompatible or unviable at a particular location, or if there is a change in property ownership, a TUP may be allowed to lapse or not be renewed (subject to application) within a relatively short time period (ie. within one year of operation). If an STR is being operated contrary to the conditions of use in the TUP, there will be an option for the ACRD to consider revoking the TUP.

It is the Board's policy to consider STR TUPs for properties in zones that allow permanent residence in single family dwellings and not for properties in zones that allow seasonal, recreational or vacation residential use including, but not limited to, the Salmon Beach (SB) District and Vacation Home (RVH) District.

3.0 POLICY

3.1 Regulation

Properties within all of the land use designations in the ACRD Electoral Area OCPs (Bamfield, Beaufort, South Long Beach, Sproat Lake, Beaver Creek and Cherry Creek) are designated under the *Local Government Act* (LGA) (s. 492) as areas in which TUPs may be issued.

The LGA (s. 493) permits, on application by an owner of land, the ACRD to issue a TUP by resolution to land within a designated OCP area to:

- allow a use not permitted by a Zoning Bylaw; and
- specify conditions under which the temporary use may be carried on.

ACRD OCPs include policy permitting issuing TUPs for commercial or industrial use in appropriate areas within all land use designations. A TUP may be considered within ACRD OCP areas. If a property owner within an Electoral Area wants to apply for a TUP, and the property is not within an OCP area, approval of the TUP is by bylaw and subject to a Public Hearing.

The ACRD Zoning Bylaw No. 15 was adopted in 1973 and does not include regulation on STRs in residential districts, as these types of rentals were not an issue at that time. Certain “Commercial” and “Cottage” zones permit the operation of a STR on a permanent basis or under certain parameters.

3.2 Notification and referral

If the ACRD Regional Board passes a resolution to consider issuing a TUP, it must give notice to all neighbouring property owners and residents within 100m, and post a notice in the newspaper (as per the *Local Government Act* and ACRD Development Procedures Bylaw P1342).

Prior to the Regional Board issuing a TUP, the application will be reviewed and discussed at the Electoral Area (EA) Advisory Planning Commission (APC) meeting. A public information meeting may also occur prior to the issuance of a TUP, if deemed necessary by the EA APC or Regional Board.

3.3 Term and renewal

A property owner can apply for a TUP, which can be issued for up to three years, and can be renewed once for a further three years. The South Long Beach (Area C) OCP permits TUPs for a period up to two years, with consideration for renewal for another two years. At the end of the two or three years, the property owner may have the option of applying for a subsequent TUP. The issuance of a TUP should not be interpreted as eventually leading to permanent zoning, however, a property owner can apply to rezone their property to a zone that permits the operation of a STR on a permanent basis or under certain parameters.

3.4 Criteria

In evaluating a TUP application submitted to the Regional Board by the applicant, the Regional District may consider the following criteria:

- a. the use must be clearly temporary or seasonal in nature;
- b. the use must not alter the residential appearance of the property;
- c. one STR permitted per property;
- d. compatibility of the proposal with adjacent uses; and
- e. impact of the proposed use on the natural environment, including groundwater.

3.5 Conditions

3.5.1 In issuing a TUP, the Regional District may specify conditions including, but not limited to:

- a. the buildings to be used;
- b. the area of use;
- c. the hours of use;

- d. form and character; and
- e. environmental protection.

3.5.2 In issuing a TUP for a STR, the Regional District may specify conditions, in addition to those listed under sub-section 3.5.1, including, but not limited to:

- a. Screening or fencing in order to address potential impacts or to address neighbour privacy issues;
- b. The owner or caretaker's contact information, with availability or accessibility by phone 24 hours a day and 7 days a week, as well as a copy of any issued TUP, posted in a visible public location;
- c. The owner or caretaker living on-site or available within 20 minutes;
- d. Where appropriate, the owner or a permanent resident may be required to live on-site;
- e. The posting of the following information in a form specified in the TUP at a site accessible and visible to the public:
 - I. any applicable Regional District noise control and sign bylaws;
 - II. clear noise rules and quiet times;
 - III. measures to address water conservation;
 - IV. fire safety regulations;
 - V. boater safety and marine patrol information;
 - VI. storage and management of garbage;
 - VII. control of pets (if pets are permitted); and
 - VIII. Contact phone number for the STR caretaker to respond to public complaints;
- f. Confirmation of adequate on-site sewage system capable of accommodating the STR;
- g. Confirmation that the dwelling has adequate safety for occupation (which may include review by a ACRD Building Inspector);
- h. A maximum occupancy of two (2) persons per bedroom within a dwelling unit when such a dwelling unit is being occupied as a STR;
- i. A maximum of one (1) boat per STR rental, if adequate dock space is provided;
- j. The provision of on-site parking available for STR (for example, one parking space for each bedroom);
- k. With the exception of an Accessory Dwelling Unit, the prohibition of the use of recreational vehicles or camping on the property or any use of accessory buildings for STR occupancy;
- l. Rescinding and/or terminating the TUP if the STR is not adhering to the conditions, or if there is a change of ownership; and
- m. Other requirements that the Regional District Board may consider appropriate.

3.1 APPLICATION

This policy applies to all properties within the ACRD.

3.2 RESPONSIBILITY

Planning and Development Services Department.

4.0 DEFINITIONS

“**short term vacation rental**” means the use of a dwelling unit for the temporary commercial accommodation of paying guests for a period of less than one month. This use does not include bed and breakfast.

“dwelling unit” means habitable space consisting of one or more rooms which constitute one self-contained unit with a separate entrance and complete living facilities, occupied or intended to be occupied as a home or residence by one or more persons, including provisions for living, sleeping, cooking, eating and sanitation.

5.0 POLICY AMENDMENT

This policy may be amended by the Board of Directors as needed.



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

BYLAW NO. P1364

A bylaw to establish development procedures and fees within the Regional District of Alberni-Clayoquot in accordance with Part 14 of the *Local Government Act*

WHEREAS the Board of Directors of the Regional District of Alberni-Clayoquot has adopted official community plans and a zoning bylaw;

AND WHEREAS the Board has designated areas within which development permits may be required;

AND WHEREAS the Board may, pursuant to Section 229 of the *Local Government Act*, delegate its powers, duties and functions to an officer or employee of the regional district;

AND WHEREAS the Board may from time to time issue temporary commercial use permits or temporary industrial use permits;

AND WHEREAS the Board must, pursuant to Section 460 of the *Local Government Act*, by bylaw, establish procedures to amend a plan or bylaw or to issue a permit;

AND WHEREAS the Board may, pursuant to Section 462 of the *Local Government Act*, by bylaw, impose fees for applications and inspections;

AND WHEREAS the Board may, pursuant to Section 466 of the *Local Government Act*, by bylaw, impose requirements for the posting of notification signs on properties that are subject to a proposed development;

AND WHEREAS the Board may, pursuant to Section 502 of the *Local Government Act*, require that the applicant for a permit under Part 14 of the *Local Government Act* provide security in an amount stated in the permit in a form satisfactory to the Board;

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

1. Citation

This Bylaw may be cited for all purposes as “Development Procedures and Fees Bylaw P1364, 2018”.

2. Schedules

The following Schedules are attached to, and form part of, this Bylaw:

- a) Schedule “A” – Application for Development
- b) Schedule “B” – Application Fees

3. Purpose and Scope

- a) The purpose of this Bylaw is to establish procedures for applications and referrals including the establishing of fees, forms, procedures and delegated authorities.
- b) This Bylaw shall be applicable to all lands and surface of the water within the Alberni-Clayoquot Regional District (ACRD) that are subject to any permit or application procedures as outlined in this Bylaw.
- c) This Bylaw applies to the following applications, permits and referrals to the ACRD:
 - i. bylaw amendments to Official Community Plans (OCPs) and Zoning Bylaw,
 - ii. the issuance of development permits and development variance permits,
 - iii. the issuance of temporary commercial use permits and temporary industrial use permits,
 - iv. subdivision application referrals,
 - v. Agricultural Land Reserve applications,
 - vi. discharge or consent to amendment of a Restrictive Covenant to which the ACRD is a signatory or named party,
 - vii. file review in response to a letter requesting a review of many aspects of a parcel’s status such as present or historical zoning, building permits, bylaw enforcement and other permits, and

- viii. requests to extend the term limit of a development permit or development variance permit.
- d) Schedule “A” and “B” attached hereto and forming part of this Bylaw are hereby adopted as the planning procedures and fees for the Alberni-Clayoquot Regional District.

4. Applications

- a) Applications listed in Section 3 shall be made by the owner of the land involved or by a person authorized by the owner.
- b) Applications for amendments or permits shall be made to the ACRD, on the applicable form, attached hereto as Schedule “A” of this Bylaw.
- c) Applications shall contain all the information required by the application form.
- d) Applications for subdivision shall be made through the Ministry of Transportation and Infrastructure (MoTI). A referral fee request shall be sent to the applicant by the ACRD upon receipt of the application referral from MoTI. Receipt of the requested fee is required prior to the ACRD providing a response to MoTI.
- e) If there is a change of ownership of property or land that is the subject of application or referral, the Manager of Planning and Development may require an updated State of Title Certificate and written authorization to proceed with the application from the new owner prior to proceeding further with an application or referral.
- f) Where an applicant under this Bylaw has not pursued the application for a period of twelve months, after being asked by ACRD staff to provide further information or to follow a procedure outlined in this Bylaw, the application is deemed to be inactive, and the file will be closed. Any refund pursuant to Section 6) below will be issued at the time of file closure.
- g) Approximately three months before file closure or nine months into an inactive period, a warning letter will be sent to the applicant advising them that their file is about to become inactive.

- h) An application or substantially similar application may not be submitted in respect of the same development less than one year from the date of refusal of a previous application, unless the Board has agreed to such a reconsideration.
- i) The Board may, on receipt of an application to amend a plan or bylaw, resolve to proceed with an amendment bylaw or resolve not to proceed with the application. The Board may, on receipt of a permit application, resolve to proceed with or resolve not to proceed with the permit.
- j) The Board may initiate an amendment to a plan or bylaw without first receiving an application to amend.

5. Delegation

The Board hereby delegates to the CAO its authority for the issuance of development permits for the protection of the natural environment and the protection of development from hazardous conditions.

6. Comprehensive Development Area Applications

- a) Applications to develop CDAs shall be planned in collaboration with the ACRD, taking into account any unique features of the land, the protection of sensitive ecosystems, the benefits of utilizing planning tools such as density averaging and phased development, and the feasibility of a mix of land uses.
- b) Where land has been designated or is subject to a request to be designated as a Comprehensive Development Area (CDA) in an OCP, that land shall also be designated as a Development Approval Information Area (DAIA) in the OCP.
- c) Applications shall be accompanied by all information specified by DAIA Bylaw No. P1324 shall be provided to the Manager of Planning and Development.

7. Permit Term Limit Extension

Development permits and development variance permits issued by the ACRD contain term limits, otherwise known as expiration dates. The term limit forms part of the permit, and requests to extend the term limit are subject to approval by the ACRD Board or delegated authority.

Requests to amend the term limit of a permit may be considered for a maximum three-year extension, beyond which a new application for development permit or development variance permit is required. A written rationale for the extension must be submitted, accompanied by an application for development permit or development variance permit form, a current State of Title Certificate, application fee and updated project plans or drawings if applicable.

Where a first-time, one-year extension request has been made, the ACRD Board delegates approval authority to the Manager of Planning and Development. All other requests will be the subject of a Planning and Development Department report for consideration by the ACRD Board. Amended permits require registration with the Land Titles Office.

8. Fees

- a) At the time of an application listed in Section 3, the applicant shall pay to the ACRD an application fee in the amount prescribed in Schedule “B” of this Bylaw.
- b) A separate fee is payable in respect of each separate parcel of land that is the subject of an application or a referral, but only a single fee is payable in respect of an application involving only contiguous parcels of land.
- c) In the case of permit renewals, a fee of half (50%) of the applicable fee stipulated in Schedule “B” must be paid.

9. Fee Refund

- a) Where an application is withdrawn, in writing, by the applicant or has lapsed prior to referral of the application to other agencies or issuance of public notice or preparation of a staff report, the applicant shall be refunded 50% of the fees.
- b) When an application or referral has been processed in part and has lapsed due to inactivity or is incomplete and thus cannot be formally assessed, no refund shall be made.

10. Staff Duties, Reports and Processing

- a) Written reports prepared by staff of the Planning and Development Department shall be submitted to the appropriate Advisory Planning Commission (APC) and Electoral Area Director or more than one APC, as specified in an Official Community Plan, for

applications for OCP amendments, zoning amendments and for development variance permits.

- b) In the case of development permits and Agricultural Land Reserve applications, these will not be sent to an APC unless the Director of the affected area specifically requests it.

11. Notification and Public Hearing

- a) The public notice requirements for development applications are prescribed in Part 14 of the *Local Government Act* and shall be issued in the following circumstances:
 - i. public hearing pursuant to Section 466 for an OCP or Zoning Bylaw amendment,
 - ii. issuance of a development variance permit,
 - iii. issuance of a temporary use permit, and
 - iv. phased development agreement.
- b) Public notice in any case noted in subsection a) above, other than development permit applications that do not incorporate a variance and Board of Variance applications, when required to be mailed, shall be mailed or otherwise delivered to the owners and occupants of parcels located within 100 metres of the subject property.
- c) The applicant may be required by the ACRD to erect or cause to be erected a sign on the subject property.
- d) Following a public hearing, the Board shall proceed in accordance with Section 470 of the *Local Government Act*.

12. Permit – Issuance or Refusal

- a) The Board may, in the case of an application for a development variance permit or temporary commercial or industrial use permit:
 - i. authorize the issuance of the permit, or
 - ii. authorize the issuance of the proposed permit as amended by the Board in its resolution, or
 - iii. table the permit, or
 - iv. refuse to authorize the issuance of the permit.

- b) Where an application for a permit as noted in a) above is approved and a permit is issued, the permit will be registered on title to the subject property.
- c) Where an application has been refused by the ACRD Board of Directors or the CAO, the Manager of Planning and Development or a nominated designate shall notify the applicant in writing within 30 days immediately following the date of refusal.

13. Appeal

- a) Where an application has been refused by the CAO, the applicant shall have the right to appeal the delegated decision to the ACRD Board of Directors.
- b) An applicant who wishes to appeal the decision of the CAO shall submit an appeal request in writing to the Manager of Planning and Development within 60 days of the date of the decision.
- c) Where an appeal request is received, the procedures set out in Section 8 of this Bylaw shall be followed.

14. Severability

If any word, section, subsection, sentence, phrase or schedule of this Bylaw is for any reason held to be invalid by the decision of any court or competent jurisdiction, the invalid portion shall be severed and the portion that is invalid shall not affect the validity of the remainder of this Bylaw.

15. Repealed

The Regional District of Alberni-Clayoquot Development Procedures and Fees Bylaw P1342, 2016 is hereby repealed.

READ A FIRST TIME this _____ day of _____, 2018

READ A SECOND TIME this _____ day of _____, 2018

READ A THIRD TIME this _____ day of _____, 2018

ADOPTED this _____ day of _____, 2018

Douglas Holmes, BBA, CPA, CA
Chief Administrative Officer

Chair of the Regional Board



APPLICATION FOR DEVELOPMENT

- | | |
|--|--|
| <input type="checkbox"/> Official Community Plan Amendment | <input type="checkbox"/> Minimum Parcel Frontage Waiver |
| <input type="checkbox"/> Zoning Map Amendment | <input type="checkbox"/> Board of Variance Application |
| <input type="checkbox"/> Zoning Text Amendment | <input type="checkbox"/> Temporary Commercial Use Permit |
| <input type="checkbox"/> Development Permit | <input type="checkbox"/> Temporary Industrial Use Permit |
| <input type="checkbox"/> Development Variance | <input type="checkbox"/> Other: _____ |

Applicant/Property Owner Information	Agent Information (if applicable)
Name:	Name:
Mailing Address:	Mailing Address:
Telephone:	Telephone:
Fax:	Fax:
Cell:	Cell:
Email:	Email:

- Legal Description: _____
- Particulars of Proposed Development:
 - Existing OCP Designation: _____
 - Proposed OCP Designation: _____
 - Text Amendment: _____
 - Existing Zone: _____
 - Proposed Zone: _____
 - Within the Agricultural Land Reserve (ALR)?: No Yes
 - Within a Development Permit Area?: No Yes
 - Method of Sewage Disposal: Community System Onsite Septic System Other
 - Method of Water Supply: Community System Onsite Water System Other
- Other (explain): _____
- Describe the existing land use of the subject property: _____

- Describe the existing land use of lands adjacent to the subject property:

North: _____

South: _____

East: _____

West: _____

- Describe the proposed development of the subject property (attach additional pages if necessary):

- Reasons and comments in support of the application (attach additional pages if necessary):

- The following information is required. Failure to provide any of the following may delay the application.

A sketch/plan of the subject property showing:

- the legal boundaries and dimensions of the subject property;
- boundaries, dimensions, and area of any proposed lot (if subdivision is being proposed);
- the location of permanent building and structures on the subject property with distances to property lines;
- the location of any proposed building, structures, or additions hereto, with distances to property lines;
- the location of any existing sewage disposal systems and/or property water source; and
- topographic features (rock outcroppings, etc.).

- Additional or more detailed information may be requested by the Regional District following review or your application.

If the Regional District believes it to be necessary for the property boundaries and the location of buildings and structures to be more accurately defined, a plan prepared by a registered BC Land Surveyor may be required.

I accept responsibility for delays in processing caused by incorrect or insufficient submission. Personal information contained on this form is collected under the *Local Government Act*. Contact the Planning Department if you have any further questions.

I hereby grant Regional District staff full right of access to the subject property, during the hours of 8:00 am until 4:30 pm, Monday to Friday, except statutory holidays, while this application is in effect; and

I/We hereby declare that the information provided in this application is, to the best of my/our knowledge, true and correct in all respects, and I/we enclose the required fee with this application.

NOTE: All items submitted as part of the application will not be returned to the applicant and are subject to the *Freedom of Information and Privacy Act*. All relevant correspondence will be provided to both the applicant and the agent when applicable.

Applicant/Owner Signature: _____

Applicant/Owner Signature: _____

Date: _____



ALBERNI-CLAYOQUOT REGIONAL DISTRICT
 3008 Fifth Avenue, Port Alberni, BC V9Y 2E3
 Phone: (250) 720-2700 Fax: (250) 723-1327

Office use only	
File No.:	
Received:	
Fee:	
Receipt No.:	

TEMPORARY USE PERMIT APPLICATION (SHORT TERM VACATION RENTAL)

Applicant/Property Owner Information	Agent Information (if applicable)
Name:	Name:
Mailing address:	Mailing address:
Phone:	Phone:
Cell:	Cell:
Fax:	Fax:
Email:	Email:

Agent Authorization (if applicable)	
<p>If the registered owner(s) of the subject property elects to have someone act on their behalf in submission of this application this section must be completed.</p>	
<p>As owner(s) of the land described in this application, I/we hereby authorize _____ to act as applicant in regard to this Temporary Use Permit application.</p>	
Signature of owner:	Date:
Signature of owner:	Date:

Property Description	
Civic address:	
Legal description:	
Zoning:	OCP designation:
Describe the existing land use of lands adjacent to the subject property:	
North:	South:
East:	West:
Within the Agricultural Land Reserve (ALR): <input type="checkbox"/> No <input type="checkbox"/> Yes	
Within a Development Permit Area (DPA): <input type="checkbox"/> No <input type="checkbox"/> Yes (more information: www.acrd.bc.ca/development-permits)	
Method of sewage disposal: <input type="checkbox"/> Community system <input type="checkbox"/> On-site septic system <input type="checkbox"/> Other	
Method of water supply: <input type="checkbox"/> Community system <input type="checkbox"/> On-site water system <input type="checkbox"/> Other	

Current Use (attach as a separate sheet, as required)
Describe the current use of the land and building(s) on the subject property:

Proposed Temporary Use (attach as a separate sheet, as required)

Describe the proposed temporary use of the land and building(s). Describe the time period required for the temporary use. Describe the reason(s) for the proposed temporary use. Clearly describe any conditions that the proposed use will be limited to (ie. floor area, bedroom(s), affected land area, building(s) to be used, parking, hours of operation, sewage, water, caretaker, etc.):

Required Documentation

- Site plan** showing the following:
 - Legal boundaries and dimensions of the subject property.
 - Location of permanent building(s) and structure(s) on the subject property with distances to property lines.
 - Location of any existing sewage disposal systems and/or property water source.
 - Landscaping, access roads, driveways, vehicle parking spaces, pathways, screening/fencing, etc.
 - Current floorplan showing the number of bedrooms that will be used for the short term vacation rental.
- Health and safety inspection:** Where applicable, confirmation from a Building Inspector, or other qualified individual that the proposed use of a building or structure meets minimum standards for health and safety.
- Septic inspection:** A copy of the most recent septic inspection/servicing showing to be in good working order and, if applicable, confirmation from a Registered On-site Wastewater Practitioner that the site is capable of accommodating on-site sewage disposal for the number of rooms/guests.

Additional or more detailed information may be requested by the Regional District following review of your application.

- If the Regional District believes it to be necessary for the property boundaries and the location of buildings and structures to be more accurately defined, a plan prepared by a registered BC Land Surveyor may be required.
- I accept responsibility for delays in processing caused by incorrect or insufficient submission. Personal information contained on this form is collected under the *Local Government Act*. Contact the Planning Department if you have any further questions.
- I hereby grant Regional District staff full right of access to the subject property, during the hours of 8:00 am until 4:30 pm, Monday to Friday, except statutory holidays, while this application is in effect; and
- I/we hereby declare that the information provided in this application is, to the best of my/our knowledge, true and correct in all respects, and I/we enclose the required fee with this application.
- NOTE: All items submitted as part of the application will not be returned to the applicant and are subject to the *Freedom of Information and Privacy Act*. All relevant correspondence will be provided to both the applicant and the agent when applicable.

Applicant/Owner Signature: _____ **Date:** _____

Applicant/Owner Signature: _____ **Date:** _____

Schedule 'B'

all words and phrases have the same meaning assigned to them in the Local Government Act, relevant enactments, Alberni-Clayoquot Zoning Bylaw 1971, and amendments thereto.

	Application, Service, or Goods and Services	Fee
	Current Planning	
	The following fees and charges shall be paid by applicants in respect of the matters listed below.	
1	Official Community Plan (OCP) amendment application.	\$500.
2	Zoning Bylaw Amendment application, residential - under 2 hectares total area.	\$300.
3	Zoning Bylaw Amendment application, residential - over 2 hectares total area.	\$500. + \$2 / 0.1 ha. of the total site area.
4	Zoning Bylaw Amendment application, cottage and seasonal residential, or vacation rental.	\$750.
5	Zoning Bylaw Amendment application, agriculture, forest, small holdings, guesthouse, or duplex	\$1,000.
6	Zoning Bylaw (text) Amendment application to change or add a permitted use.	\$1,000.
7	Zoning Bylaw Amendment application, commercial, industrial, multi-family, institutional	\$2,500.
8	Zoning Bylaw Amendment application, Comprehensive Development.	\$5,000.
9	Temporary Commercial Use Permit or Temporary Industrial Use Permit.	\$300.
10	Temporary Use Permit, Short Term Vacation Rental	\$600.
11	Minimum Parcel Frontage Waiver	\$250.
12	Province of B. C., Crown Land tenure application: (a) upland residential; (b) all other land uses.	\$300. \$500.
13	Letter of Zoning Confirmation application, (a) single family residential (b) all other zones	\$50. \$100.
14	Historic review of an old application, or a file.	\$75. + \$45. / hr. for research.
15	Statutory Advertising, for an application under the <i>Local Government Act</i> .	At cost.

Application, Service, or Goods and Services		Fee
16	Development Permit application, in a Comprehensive Development Zone.	\$1,500.
	Development Permit application, in a commercial / institutional / industrial / multi-family zone.	\$750.
	Development Permit application, for a single family residential use: (a) in a watercourse (b) in an environmental Development Permit area	\$100.
	Development Permit application, for a Not-for-Profit project for in-stream restoration, riparian habitat rehabilitation, or a trail: (a) within a watercourse; (b) within an environmental Development Permit area	No Fee.
17	Development Variance Permit application, in a Comprehensive Development Zone.	\$1,000.
	Development Variance Permit application, commercial / institutional / industrial / multi-family.	\$750.
	Development Variance Permit application, single family, cottage residential, and two family dwellings.	\$300.
18	Public Hearing to be paid prior to holding a hearing in connection with an application for a bylaw amendment or in respect of any matter that a Public Hearing is required under the <i>Local Government Act</i> .	\$500.
19	Inspection of a property where the access to the property is not available via a public highway.	at cost.
20	Board of Variance application, in all zones	\$300.

Application, Service, or Goods and Services	Fee
<p>21 Documents</p> <p>The following fees and charges are payable for copies of the documents listed below. Fees are also payable for any documents sent by electronic transmission.</p> <p>Planning Official Community Plan (and draft OCP). Zoning Bylaw (and a draft bylaw). Report or plan (and a draft report or plan). Zoning or OCP plan or map. Zoning or OCP plan or map.</p> <p>Maps and Aerial Photos A1 size zoning map plot. A1 size base map plot. A0 size zoning map plot. A0 size base map plot.</p> <p>Customized Maps and Aerial Photos Color maps and/or aerial photos.</p> <p>Customized or color plots over 11" x 17"</p> <p>Photocopies black and white</p>	<p>\$10. (text only). \$15. (text only). \$20. (text only). \$5. each (black and white). \$10. each (in color).</p> <p>\$20. /sheet or plan produced. \$10. /sheet or plan produced. \$20. /sheet or plan produced. \$15. / sheet or plan produced. (black and white plots only)</p> <p>\$35. / hr. to prepare + \$25. / plot (up to 11" X 17").</p> <p>\$35. / hr. to prepare + \$35. / sheet or plan produced (min. \$35. deposit required)</p> <p>\$0.25 / page</p>
<p style="text-align: center;">SUBDIVISION</p> <p>The following fees and charges are payable by an applicant in respect of the subdivision of land under the Land Title Act and Strata Property Act.</p>	

Application, Service, or Goods and Services		Fee
22	Preliminary Application Review Fee: (a) lots 1-3 (b) lots 4-10 plus an additional (c) lots 11 or more, plus an additional Preliminary Application Review Fee in a CD Zone or ALR: (a) lots 1 -3 (b) lots 4 - 10, plus an additional (c) lots 11 or more, plus an additional. Form P Application Review Fee: (a) Form P Referral Review Fee (b) Form P Amendment Referral Fee	\$300; \$100. / lot; \$50. / lot. \$600; \$200. / lot; \$100. / lot. \$500.
23	Preliminary Application PLA amendment initiated by the applicant.	\$250.
24	Final Approval Final review or inspection.	\$50. for each lot or unit, plus the remainder.
25	Other Applications (a) Boundary Adjustment or Accretion (b) Conversion of a previously occupied building to a strata title.	\$300. \$500. plus \$100./ unit
	AGREEMENTS	
	The following fees and charges are payable in respect of agreements in respect of an application for a building permit, development permit, development variance permit, bylaw amendment, or subdivision.	
26	To prepare or review an agreement.	At cost.
27	To amend an agreement.	At cost.
28	To register or discharge an agreement in the Land Titles office.	At cost.
	APPLICATION REVIEW COSTS AND EXPENSES	
29	Consulting fees and expenses incurred by the Regional District to review an application.	At cost.
<i>taxes extra where applicable</i>		

Alberni-Clayoquot Regional District

REVISED 2018-2022 Financial Plan Meeting Schedule

All meetings to be held in the Regional District Board Room unless otherwise specified

Date, Time	Participants	Services to be Reviewed
Wednesday, Feb 7 th , 10:00am	Alberni Valley Committee and Bamfield (for Waste Management Services)	<ul style="list-style-type: none"> Alberni Valley Emergency Planning Alberni Valley Waste Management Alberni Valley Regional Airport Proposed Regional Water Custom Transit Sproat Lake Marine Patrol
Wednesday, Feb 7 th , 1:30pm	Electoral Area Directors Meeting	<ul style="list-style-type: none"> Building Inspection Electoral Area Administration Mgmt of Development – Rural Areas Vancouver Island Regional Library
Wednesday, Feb 14 th 9:00am	Committee-of-the-Whole Meeting	<ul style="list-style-type: none"> Grant-in-aid Applications Grant-in-aid for Economic Development
Wednesday, Feb 14 th 1:30pm	Board of Directors Meeting	<ul style="list-style-type: none"> E911 Telephone Service General Government Services Regional Parks Regional Planning
Wednesday, Feb 14 th (immediately following the BOD)	Regional Hospital District Board of Directors Meeting	<ul style="list-style-type: none"> 1st reading – 2018 Hospital District Budget
Thursday, Feb 15 th 1:00pm	West Coast Committee Meeting – (Ucluelet Community Centre)	<ul style="list-style-type: none"> Long Beach Airport Long Beach Emergency Planning West Coast Waste Management West Coast Multiplex
Wednesday, Feb 28 th 1:30pm	Board of Directors Meeting	<ul style="list-style-type: none"> 1st reading – 2018-2022 Financial Plan Bylaw
Wednesday, Mar 14 th 1:30pm	Board of Directors Meeting	<ul style="list-style-type: none"> Continued debate on any unfinished Financial Plan items
Wednesday, Mar 14 th (immediately following the BOD)	Regional Hospital District Board of Directors Meeting	<ul style="list-style-type: none"> 2nd, 3rd reading & adoption – 2018 Hospital District Budget
Wednesday, Mar.21 st 6:00pm	Special Board of Directors Meeting	<ul style="list-style-type: none"> Public Consultation Session & Debate Second reading – 2018-2022 Financial Plan Bylaw
Wednesday, Mar 28 th 1:30pm	Board of Directors Meeting	<ul style="list-style-type: none"> 3rd reading & adoption of the Regional District 2018-2022 Financial Plan



Alberni-Clayoquot Regional District
Board of Directors Meeting Schedule
FEBRUARY 2018

DATE	MEETING	TIME & LOCATION	ATTENDEES
Wednesday, February 7 th	Alberni Valley & Bamfield Services Committee Financial Planning Meeting	10:00 am – Regional District Board Room	Committee, Staff
	Electoral Area Directors Committee Financial Planning Meeting	1:30 pm – Regional District Board Room	Committee, Staff
Wednesday, February 14 th	Committee-of-the-Whole – Grant In Aids Meeting	9:00 am – Regional District Board Room	Board, Staff
	Board of Directors Meeting	1:30 pm – Regional District Board Room	Board, Staff
	Regional Hospital District Meeting	Immediately following above	Board, Staff
Thursday, February 15 th	West Coast Committee Financial Planning Meeting	1:00 pm – Ucluelet Community Centre	Committee, Staff
Wednesday, February 28 th	Personnel Committee	9:30 am – Downstairs Regional District Board	Committee, Staff
	Board of Directors Meeting	1:30 pm – Regional District Board Room	Board, Staff

Issued: January 19, 2018