



Committee-of-the-Whole Meeting Wednesday, December 13, 2023

Zoom/Board Room (Hybrid) – 3008 Fifth Avenue, Port Alberni, BC
10:00 am

Regular Agenda

Watch the meeting live at <https://www.acrd.bc.ca/events/13-12-2023/>

Register to participate via Zoom Webinar at: https://acrd-bc-ca.zoom.us/webinar/register/WN_kelM4NcnQcWupy-MnlfxgQ#/registration

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|---|---------------|
| 1. <u>CALL TO ORDER</u> | |
| Recognition of Territories. | |
| Notice to attendees and delegates that this meeting is being recorded and livestreamed to YouTube on the Regional District Website. | |
| Introductions – Directors and Staff present in the Boardroom and via Zoom. | |
| 2. <u>APPROVAL OF AGENDA</u> <i>(motion to approve, including late items required ALL VOTE 2/3 majority vote)</i> | |
| 3. <u>MINUTES</u> | |
| a. Committee-of-the-Whole Meeting – November 8, 2023 | 3-6 |
| <i>THAT the minutes of the Committee-of-the-Whole meeting held on November 8, 2023 be received.</i> | |
| 4. <u>PETITIONS, DELEGATIONS & PRESENTATIONS (10 minute maximum)</u> | |
| a. Leigh Campbell, MDI Landscape Architects Inc., regarding Log Train Trail Management Plan Presentation | |
| 5. <u>CORRESPONDENCE</u> | |
| 6. <u>REQUEST FOR DECISIONS</u> Log Train Trail - Management Plan Log Train Trail - Engagement Summary | |

- a. **REQUEST FOR DECISION** **7-8**
Log Train Trail Management Plan – Governance and Allowable Trail
Uses

THAT the Committee of the Whole recommend the ACRD Board of Directors direct staff to update the Log Train Trail lease agreement with the Ministry of Transportation and Infrastructure to reflect the Log Train Trail Management Plan.

- b. **REQUEST FOR DECISION** **9-10**
Log Train Trail Management Plan - Operations

THAT the Committee of the Whole recommend that the ACRD Board of Directors adopt the Log Train Trail Regional Park Management Plan.

THAT the Committee of the Whole recommend that the Board of Directors direct staff to incorporate operational action items into the 2024 – 2028 workplan and Regional Parks Service Financial Plan.

- c. **REQUEST FOR DECISION** **11-12**
Log Train Trail Management Plan – Access

THAT the Committee of the Whole recommend that the ACRD Board of Directors direct staff to investigate expanding the ACRD managed area of the Log Train Trail network to improve access and connectivity to the main trail corridor.

7. **REPORTS**

8. **LATE BUSINESS**

9. **QUESTION PERIOD**

Questions/Comments from the public:

- Participating in Person in the Board Room
- Participating in the Zoom meeting
- Emailed to the ACRD at responses@acrd.bc.ca

10. **ADJOURN**



Alberni-Clayoquot Regional District

MINUTES OF THE COMMITTEE-OF-THE-WHOLE MEETING HELD ON WEDNESDAY, NOVEMBER 8, 2023, 10:00 AM

Hybrid - Zoom/Board Room, 3008 Fifth Avenue, Port Alberni, BC

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

PRESENT: Debbie Haggard, Vice-Chair, Councillor, City of Port Alberni
Bob Beckett, Director, Electoral Area "A" (Bamfield)
Fred Boyko, Director, Electoral Area "B" (Beaufort)
Vaida Siga, Director, Electoral Area "C" (Long Beach)
Penny Cote, Director, Electoral Area "D" (Sproat Lake)
Susan Roth, Director, Electoral Area "E" (Beaver Creek)
Mike Sparrow, Director, Electoral Area "F" (Cherry Creek)
Sharie Minions, Mayor, City of Port Alberni
Marilyn McEwen, Mayor, District of Ucluelet
Tom Stere, Councillor, District of Tofino

REGRETS: Wilfred Cootes, Councillor, Uchucklesaht Tribe Government
Kirsten Johnsen, Member of Council, Toquaht Nation
Levana Mastrangelo, Executive Legislator, Yuułu?if?ath Government

STAFF PRESENT: Daniel Sailland, Chief Administrative Officer
Teri Fong, Chief Financial Officer
Mike Irg, General Manager of Planning & Development
Jenny Brunn, General Manager of Community Services
Wendy Thomson, General Manager of Administrative Services
Heather Zenner, Manager of Administrative Services
Janice Hill, Executive Assistant

The meeting can be viewed on the Alberni-Clayoquot Regional District website at:

<https://www.acrd.bc.ca/events/8-11-2023/>

1. **CALL TO ORDER**

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

The Chairperson recognized this meeting is being held throughout the Nuu-chah-nulth territories.

The Chairperson reported this meeting is being recorded and livestreamed to YouTube on the Regional District website.

Introductions - Committee Members and Staff present in the Boardroom and via Zoom.

2. APPROVAL OF AGENDA

MOVED: Director Cote
SECONDED: Director Sparrow

THAT the agenda be approved as circulated.

CARRIED

3. REQUEST FOR DECISIONS

a. Request for Decision regarding ACRD Draft Strategic Plan 2024 – 2027.

The Chief Administration Officer gave an overview of the 2021-2024 Strategic Plan, highlighting which items are recommended to be removed and carried over into the 2024-2027 Strategic Plan.

The Chief Administrative Officer gave an overview of the Draft Strategic Plan 2024-2027.

MOVED: Director Sparrow
SECONDED: Director Stere

THAT the Committee of the Whole recommend that the Draft 2024 – 2027 Strategic Plan as amended be forwarded for consideration of adoption by the Alberni-Clayoquot Regional District Board of Directors at the November 22, 2023, regular meeting.

CARRIED

MOVED: Director Cote
SECONDED: Director Boyko

THAT the Committee of the Whole direct staff to utilize the 2024-2027 Strategic Plan as the basis for developing the draft 2024 budget and financial plan.

CARRIED

b. Request for Decision regarding 2024 – 2028 ACRD Financial Plan Process.

MOVED: Director Cote
SECONDED: Director Stere

THAT the Committee of the Whole supports the 2024-2028 Financial Plan approach including the strategy for building the financial plan, the approach to public participation, and proposed meeting dates.

CARRIED

c. **Request for Decision regarding Growing Community Fund Allocation Process.**

MOVED: Director Sparrow

SECONDED: Director Haggard

THAT the Committee of the Whole receive this report and refer to the next Electoral Area Directors Committee for further discussion regarding the allocation of the Growing Community Fund in coordination with the Canada Community Building Fund to ensure existing project priorities are funded based on grant criteria.

CARRIED

7. REPORTS

a. **External Grant Dashboard – October 30, 2023**

MOVED: Director Cote

SECONDED: Director McEwan

THAT this report be received.

CARRIED

8. LATE BUSINESS

9. QUESTION PERIOD

Questions/Comments from the public. The Manager of Administrative Services advised there were no questions or comments respecting an agenda topic from public:

- Participating in Person in the ACRD Board Room
- Participating in the Zoom webinar
- Submissions received by email at responses@acrd.bc.ca.

10. ADJOURN

MOVED: Director Sparrow

SECONDED: Director Roth

THAT this meeting be adjourned at 12:23pm.

CARRIED

Certified Correct:

John Jack

John Jack,
Chairperson

Heather Zenner

Heather Zenner,
Manager of Administrative Services



REQUEST FOR DECISION

To: Alberni-Clayoquot Regional District Committee of the Whole

From: Michael McGregor, Lands and Resources Coordinator

Meeting Date: December 13, 2023

Subject: Log Train Trail Management Plan – Governance and Allowable Trail Uses

Recommendation:

THAT the Committee of the Whole recommend the ACRD Board of Directors direct staff to update the Log Train Trail lease agreement with the Ministry of Transportation and Infrastructure to reflect the Log Train Trail Management Plan.

Background:

While the Log Train Trail (LTT) route in its entirety runs from south of Burde Street in the City of Port Alberni, to Woolsey Road in the Beaufort Electoral Area; the ACRD lease area only encompasses the trail corridor from just north of the powerlines (KM 3) to Woolsey Road (KM 21).

The existing ACRD lease agreement with the Ministry of Transportation and Infrastructure is a non-exclusive revolving four-year lease that was created based upon the 1993 Management Plan. The current lease is for non-motorized use; however, the trail is used frequently by off-road vehicles (OHV) and in some areas account for the majority of use.

Summary:

The Log Train Trail from km 3 to km 21 has been managed by the ACRD for the last 30 years under a lease agreement with the Ministry of Transportation and Infrastructure for non-motorized use. The ACRD does not currently allocate resources to ensure that motorized traffic is restricted from the trail. This has resulted in the previous management plan and lease agreement not accurately reflecting the current use.

Throughout the process of creating this management plan, much of the discussion has revolved around motorized and non-motorized uses. This is a contentious topic within the Alberni Valley community with strong proponents on each side of the issue. The majority of public feedback received during this process supported a motorized multiuse path option supported by developing clear standards of use and etiquette for each user group.

There are concerns that this change would increase OHV traffic and result in greater impact on trail tread, increased user conflicts and larger impacts to the environment. Staff believe these concerns can be addressed by developing management and maintenance practices for the trail based upon the real use so that steps are taken to address those risks and impacts proactively. All proposed governance and allowable use changes would require the initial implementation of a transition plan to facilitate a safe and efficient transition to the new utilization. Those steps would include: engage impacted user groups to inform the implementation and a communication strategy, develop and install new signage, as well as modify access points and key trail sections as needed.

It would be necessary to first update the lease agreement with the Ministry of Transportation and Infrastructure to integrate the new management plan as well as incorporate current standard contract language. It is anticipated that a updated lease agreement would be negotiated over a 3-6 month period and would be brought back before the board for endorsement.

Time Requirements – Staff & Elected Officials:

It is anticipated that 25 hours of staff time will be required to negotiate an updated lease agreement with the Ministry of Transportation and Infrastructure.

It is estimated that implementing the transition to the proposed allowable uses would be done over a 12-month period and would require 100 hours of staff time.

Financial:

No financial implications are anticipated to establish an updated lease agreement with the Ministry of Transportation and Infrastructure.

Short term financial implications for the transition would be included within the Regional District operations budget and is estimated to be \$20,000-\$45,000.

Strategic Plan Implications:

This supports strategic focus area 1.1 - Enhance indoor/outdoor recreation facilities and services, specifically to engage with citizens to develop plans for recreation and trail services to ensure we are meeting community expectations for service levels.

Policy or Legislation:

As per Bylaw NO. E1030 Regional Parks Service which gives authority to acquire, develop, operate, and maintain regional Parks.

Options Considered:

THAT the Committee of the Whole recommend a trial period of one year for the new proposed allowable uses

Submitted by: *Jenny Brunn*
Jenny Brunn, General Manager of Community Services

Reviewed by: *Wendy Thomson*
Wendy Thomson, General Manager of Administrative Services

Approved by: *Daniel Sailland*
Daniel Sailland, MBA, Chief Administrative Officer



REQUEST FOR DECISION

To: Alberni-Clayoquot Regional District Committee of the Whole

From: Michael McGregor, Lands and Resources Coordinator

Meeting Date: December 13, 2023

Subject: Log Train Trail Management Plan - Operations

Recommendation:

THAT the Committee of the Whole recommend that the ACRD Board of Directors adopt the Log Train Trail Regional Park Management Plan.

THAT the Committee of the Whole recommend that the Board of Directors direct staff to incorporate operational action items into the 2024 – 2028 workplan and Regional Parks Service Financial Plan.

Background:

MDI Landscape Architects has prepared the attached Log Train Trail Management Plan after collecting and compiling background research, First Nations engagement, stakeholder engagement, and public consultation. The draft plan has been referred to First Nations, the Ministry of Transportation and Infrastructure, the Municipal Insurance Association, the public through an online survey and being posted on-line for public comment. The final plan was updated to reflect the received feedback and is presented to the ACRD Committee of the Whole for recommendation for adoption along with staff recommendations for project options.

Summary:

Operational action items identified within the Final Log Train Trail Park Management Plan include:

- Collaborate with Hupačasath and Tseshaht Nations to acknowledge, communicate, and celebrate their culture, language, and presence in the park and in the region.
- Maintain the park and trail corridor to a level 3 LOS (Level of Service),
- Develop a wayfinding signage plan,
- Provide support for volunteers on trail projects and general maintenance operations,
- Utilize best management practices for construction and maintenance,
- Control invasive species,
- Develop a user friendly online map and trail brochure,
- Preform condition assessments on a rotating 5 year term for engineered assets.

Time Requirements – Staff & Elected Officials:

It is anticipated that an additional 100 hours of staff time to incorporate short term operational action items will be required.

Financial:

Operational action items would be funded through the Regional Parks Operations 2024 Financial Plan. An annual increase of \$15,000 - \$20,000- to accommodate these items is anticipated for the Regional Parks Service 2024-2028 Financial Plan.

Strategic Plan Implications:

This supports strategic focus area 1.1 - Enhance indoor/outdoor recreation facilities and services, specifically to engage with citizens to develop plans for recreation and trail services to ensure we are meeting community expectations for service levels.

Policy or Legislation:

As per Bylaw NO. E1030 Regional Parks Service which gives authority to acquire, develop, operate, and maintain regional Parks.

Submitted by: *Jenny Brunn*
Jenny Brunn, General Manager of Community Services

Reviewed by: *Wendy Thomson*
Wendy Thomson, General Manager of Administrative Services

Approved by: *Daniel Sailland*
Daniel Sailland, MBA, Chief Administrative Officer



REQUEST FOR DECISION

To: Alberni-Clayoquot Regional District Committee of the Whole

From: Michael McGregor, Lands and Resources Coordinator

Meeting Date: December 13, 2023

Subject: Log Train Trail Management Plan –Access

Recommendation:

THAT the Committee of the Whole recommend that the ACRD Board of Directors direct staff to investigate expanding the ACRD managed area of the Log Train Trail network to improve access and connectivity to the main trail corridor.

Background:

The Log Train Trail from km 3 to km 21 has been managed by the ACRD for the last 30 years under a lease agreement with the Ministry of Transportation and Infrastructure for non-motorized use.

While the Log Train Trail (LTT) route in its entirety runs from south of Burde Street in the City of Port Alberni, to Woolsey Road in the Beaufort Electoral Area; the ACRD lease area only encompasses the trail corridor from just north of the powerlines (KM 3) to Woolsey Road (KM 21). Outside of the ACRD lease area; the remainder of the Log Train Trail as well as various access points connects through a variety of formal and informal trails on private, municipal, crown lands and/or municipal roadways.

Summary:

Through the public engagement process, many comments received were focused on areas outside of the ACRD managed LTT section such as KMO - KM3, Cold Creek, McLean Mill access trail, Bainbridge Rd access trails and others. Many access points to the ACRD managed section of the LTT require that a user first pass through private or informal trails before arriving on the LTT. Formalizing existing popular access points under ACRD operations and management would enable consistent trail standards and best management practices to be applied throughout the trail network. This would ensure that Log Train Trail users experience safe and accessible trails throughout their journey while also enabling the ACRD to address concern areas with high public safety risk or environmental damage.

No formal discussions with other property owners (Mosaic, MOTI etc.) regarding the expansion of the footprint of the ACRD managed section of the Log Train Trail have occurred at this time. If the ACRD Board of Directors direct staff to investigate the feasibility of priority access locations, a report will be brought to the Board at a subsequent date with recommended prioritized locations and the necessary steps to incorporate them under ACRD management.

Time Requirements – Staff & Elected Officials:

It is anticipated that 60 hours of staff time will be required to investigate priority expansion locations. Any proposed

expansions will be brought before the Board for approval.

Financial:

To expand ACRD management over existing informal trails would likely require trail improvements and expanded operational maintenance. Financial information would accompany a follow up report with proposed expansion information.

Strategic Plan Implications:

This supports strategic focus area 1.1 - Enhance indoor/outdoor recreation facilities and services, specifically to engage with citizens to develop plans for recreation and trail services to ensure we are meeting community expectations for service levels.

Policy or Legislation:

As per Bylaw NO. E1030 Regional Parks Service which gives authority to acquire, develop, operate, and maintain regional Parks.

Options Considered:

THAT the Committee of the Whole recommend maintaining the existing footprint of the Log Train Trail

The ACRD Board of Directors may direct staff to focus resources towards the existing ACRD section of the Log Train Trail as opposed to expanding to include existing access routes.

Submitted by: *Jenny Brunn*
Jenny Brunn, General Manager of Community Services

Reviewed by: *Wendy Thomson*
Wendy Thomson, General Manager of Administrative Services

Approved by: *Daniel Sailland*
Daniel Sailland, MBA, Chief Administrative Officer