



Salmon Beach Committee Meeting
Wednesday, September 17, 2025

Via Zoom
1:30 pm

Regular Agenda

Watch the meeting live at: <https://www.acrd.bc.ca/events/17-9-2025/>

Register to participate via Zoom Webinar at:

https://acrd-bc-ca.zoom.us/webinar/register/WN_UrYpUOXWT-qjMAYMHCgtlw#/registration

	PAGE #
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.	
2. <u>APPROVAL OF AGENDA</u> <i>(motion to approve, including late items requires 2/3 majority vote)</i>	
3. <u>DECLARATIONS</u> <i>(conflict of interest)</i>	
4. <u>MINUTES</u>	
a. Salmon Beach Committee Meeting held March 13, 2025	3-5
<i>THAT the minutes of the Salmon Beach Committee meeting held on March 13, 2025 be adopted.</i>	
5. <u>PETITIONS, DELEGATIONS & PRESENTATIONS (10 minute maximum)</u>	
a. Brent Manyk, request for funding for fire extinguishers and AEDs to be placed throughout the Salmon Beach Recreational Village.	
b. Serena Manhas, Area C Official Community Plan Update	
6. <u>REQUEST FOR DECISIONS</u>	
a. REQUEST FOR DECISION Proposal to Establish a Recycling Depot Option for Salmon Beach	6-8

Residents

THAT the Salmon Beach Committee recommend that the Alberni-Clayoquot Regional District Board of Directors directs staff to add single-stream recycling to the waste management system in Salmon Beach that would be implemented as a part of the 2026 workplan.

7. REPORTS

- a. Slope Stability Review and Drainage Plan – E. Kunderman 9-10
- b. Survey Future Capital Budgets (verbal) E. Kunderman

THAT the Salmon Beach Committee receives reports a-b.

8. LATE BUSINESS
(requires 2/3 majority vote)

9. QUESTION PERIOD

Questions/Comments from the public:

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

10. ADJOURN



Alberni-Clayoquot Regional District

MINUTES OF THE SALMON BEACH COMMITTEE MEETING HELD ON THURSDAY, MARCH 13, 2025, 10:00 AM

Via Zoom

- MEMBERS PRESENT:** Kel Roberts, Chairperson, Alternate Director, Electoral Area “C”
(Long Beach)
Ellen Peete, Member at Large
Jill Maibach, Member at Large
Terry Graff, Member at Large
Ron McKinlay, Member at Large
Ken Lunde, Member at Large
- REGRETS:** Vaida Siga, Chairperson, Director, Electoral Area “C” (Long Beach)
- STAFF PRESENT:** Jenny Brunn, General Manager of Community Services
Eddie Kunderman, Operations Manager
Heather Zenner, Manager of Administrative Services

The meeting can be viewed on the Alberni-Clayoquot Regional District website at:
<https://www.acrd.bc.ca/events/13-3-2025/>

1. CALL TO ORDER

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

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: E. Peet

SECONDED: J. Maibach

THAT the agenda be approved as circulated.

CARRIED

3. DECLARATIONS

4. MINUTES

- a. **Salmon Beach Committee Meeting held October 24, 2024**

MOVED: R. McKinlay
SECONDED: K. Lunde

THAT the minutes of the Salmon Beach Committee meeting held on October 24, 2024 be adopted.

CARRIED

5. REQUESTS FOR DECISIONS

- a. **Request for Decision regarding Salmon Beach Committee Terms of Reference Annual Review.**

MOVED: R. McKinlay
SECONDED: E. Peet

THAT the Salmon Beach Committee re-confirm their Terms of Reference for 2025 as presented.

CARRIED

6. REPORTS

- a. **Operations Update, E. Kunderman, Operations Manager, ACRD (Verbal)**

Septic Maintenance Contract expired in January, currently out for tender, closing later in March. Road Maintenance Contract expires at end of April and will be put out for tender shortly. Slope stability has been an issue on the Ministry right-of-way in Salmon Beach, Geotechnical report completed and provided to the Ministry of Transportation and Transit and awaiting their response. Committee discussed tree cutting in the slope stability area. ACRD has committed to putting up a sign to indicate that tree cutting is not permitted.

ACRD solid waste team is investigating recycling options for Salmon Beach, with a goal of initial steps complete in 2026. The sale of the pumper truck will be handed over to the new ACRD Procurement Coordinator when they commence work at the ACRD. ACRD staff will be meeting with road maintenance contractor next week. ACRD staff are working on an informational letter to Salmon Beach property owners with respect to ditches and culverts. Alder removal work will occur in the fall.

AED equipment is still outstanding in 2025 and not on the workplan and doesn't fit well within any established services. This doesn't restrict the community on pursuing an AED on their own. An option may be to consider creating a new service (by petition, Alternate Approval Process, Referendum) for items that don't fit in existing services. Must be clear on what the scope of the service is, those participating in the service, and what the tax implication is. The committee has requested detailed information on the steps to take in establishing a service.

Committee asked about the trailer in the compound and what the plan is to dispose of it. Staff have requested a quote on ditching around gazebos to improve drainage. Committee asked about security camera policy and staff indicated that further work for Salmon Beach would occur in 2026. Committee requested information about implementing a beach fire bylaw in the off-season. Staff committed to including information about beach campfires in the ACRD newsletter communication. Staff committed to forwarding the request for information on a beach fire bylaw to bylaw enforcement staff. The committee enquired about the external roads outside of Salmon Beach, and staff confirmed that the Ministry of Forests received grant funding to maintain the external roads for at least this year.

Committee requested that the Salmon Beach Committee budget be sent to all committee members.

MOVED: J. Maibach

SECONDED: E. Peet

THAT the Salmon Beach Committee receive verbal report a.

CARRIED

7. LATE BUSINESS

8. QUESTION PERIOD

Questions/Comments from the public. The Manager of Administration 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.

9. ADJOURN

MOVED: R. McKinlay

SECONDED: E. Peet

THAT this meeting be adjourned 2:21 pm.

CARRIED

Certified Correct:

Kel Roberts,
Chairperson

Heather Zenner
Manager of Administrative Services



To: Salmon Beach Committee

From: Eddie Kunderman, Operations Manager
Jodie Frank, Solid Waste Project Coordinator

Meeting Date: September 17, 2025

Subject: Proposal to Establish a Recycling Depot Option for Salmon Beach Residents

Recommendation:

THAT the Salmon Beach Committee recommend that the Alberni-Clayoquot Regional District Board of Directors directs staff to add single-stream recycling to the waste management system in Salmon Beach that would be implemented as a part of the 2026 workplan.

Desired Outcome:

To provide equitable access to recycling services for Salmon Beach residents, reduce environmental impact, and align with provincial recycling regulations through a cost-effective, community-based depot model.

Summary:

This report outlines a business case for establishing a Recycle BC-compliant recycling depot in Salmon Beach. The depot would utilize a 12-yard lidded bin for single-stream recycling (excluding glass and soft plastics), with materials hauled to Tofino for processing. Estimated annual operating costs are \$16,600. The initiative supports environmental stewardship, community engagement, and potential cost recovery through Recycle BC incentives.

Background:

Salmon Beach is a remote, off-grid community with limited access to recycling infrastructure. Currently, residents must transport recyclables long distances or dispose of them improperly. Recycle BC supports rural depots and provides financial incentives for eligible materials. This proposal aligns with regional sustainability goals and addresses a long-standing service gap.

The Salmon Beach Committee originally communicated interest in establishing a recycling option in 2024. At the recent community meeting held in early September, residents again confirmed their strong interest in staff continuing to investigate this opportunity.

The recycling services would utilize a 12-yard lidded bin for single-stream recycling (excluding glass and soft plastics), with materials hauled to Tofino for processing. These materials would be picked up once a month to start, with the demand tracked over the first few months of service to ensure the necessary service levels are provided. There is adequate space for the proposed 12-yard recycling bin within the existing bear proofed garbage compound, and no additional site works are required to accommodate the depot.

Staff would likely need to investigate amending the Salmon Beach Garbage service establishing bylaw to include the recycling service. Bylaw No. E1037 allows the ACRD to operate the garbage collection and disposal service within Salmon Beach but doesn't include recycling.

Additional Staff responsibilities will include developing and implementing a comprehensive communications plan to ensure clear and consistent messaging. This will include the development of educational materials to facilitate understanding and adoption of the new service. Staff will also coordinate outreach efforts and monitor feedback to continuously improve communication strategies and educational content.

Time Requirements – Staff & Elected Officials:

Initial setup will require approximately 20 hours of Solid Waste staff time for coordination, site preparation, communication and education planning and depot registration. Ongoing oversight will require minimal staff time, with potential for community volunteer involvement.

Financial:

Cost Item	Monthly Cost
Bin Rental	\$525.00
Trucking to Tofino	\$708.33
Processing Fee	\$162.00
Total Monthly Cost	\$1,395.33
Annual Cost	\$16,743.96

*Recycle BC reimbursement may offset a portion of these costs based on material weights collected.

The cost of trucking and processing the recycling are per load amounts.

Strategic Plan Implications:

Supports the ACRD's strategic goals of environmental stewardship, waste reduction, and equitable service delivery to remote communities.

Policy or Legislation:

Complies with BC Recycling Regulation under the Environmental Management Act and aligns with Recycle BC's Extended Producer Responsibility (EPR) framework for packaging and paper products.

Options Considered:

- 1) The Salmon Beach Committee could choose to direct staff to investigate and confirm the available Recycle BC reimbursement funding prior to proceeding with the addition of single-stream recycling in Salmon Beach.
- 2) The Salmon Beach Committee could choose to recommend that the ACRD Board of Directors direct staff to continue with the status quo of no local recycling access. Staff do not recommend this option due to concerns surrounding the environment, and equity of access to services.

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

Reviewed by: *Cynthia Dick*
Cynthia Dick, General Manager of Administrative Services

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



To: Salmon Beach Committee

From: Eddie Kunderman, Operations Manager

Meeting Date: September 17, 2025

Subject: Slope Stability Review and Drainage Plan

Purpose:

To provide the Salmon Beach Committee with an update on slope stability concerns following the October 2024 landslide and to outline the Alberni-Clayoquot Regional District's (ACRD) planned drainage study in Fall 2025, which will inform future mitigation efforts and infrastructure improvements.

Summary:

A landslide occurred in Salmon Beach on October 18, 2024, during a significant weather event. The ACRD had a geotechnical review completed to ensure that there were no larger immediate concerns, and that the debris could be safely removed.

On April 10, 2025, a site visit was conducted with a Ministry of Transportation and Transit (MOTT) staff including a Geotechnical Engineer and ACRD staff. The subsequent Geotechnical Field Report provided three recommended options:

- **Option 1: Maintain and Monitor** – perform maintenance on existing stormwater infrastructure and monitor slope performance.
- **Option 2: Improve Stormwater Management** – Conduct a drainage study and improve stormwater flow and erosion control.
- **Option 3: Slope Stability Improvements** – Implement physical slope stabilization measures such as regrading or armoring.

The ACRD implemented Option 1 immediately, clearing drainage ditches near the east end of Saratoga Street which had been partially obstructed by vegetation and monitoring the area for further movement.

Staff also took steps towards Option 2 by engaging McGill Engineering to discuss the event and develop a plan to monitor stormwater in the area. Rather than create a stormwater plan for the entire community, in which water generally flows well, it was determined that the most effective approach

would be to visit the community during a rainstorm. This would allow engineers to assess water flow, identify areas where runoff is directed towards the slope and develop a plan to minimize impacts on the slide area. The site visit will take place in Fall 2025 and will help inform future improvements to mitigate the effects of rainwater within Salmon Beach.

The cost of the drainage study and report will be a maximum of \$5,000 coming from the Salmon Beach Transportation operating budget. This amount had been budgeted for as a part of the 2025-29 Financial Plan.

Upon completion of the study, findings will be reviewed with MOTT and brought back to the committee for further discussion.

Options Considered:

Option 1 – Follow MOTT Geotech Recommendations (Recommended)

- Proceed with the phased approach outlined by MOTT

Option 2 – Defer Further Action

- Continue with basic maintenance and monitor only, without undertaking a drainage study or slope stabilization work
- May result in increased risk of slope failure
- Reactive response more costly and disruptive

Option 3 – Implement immediate slope stabilization without further study

- Skip the drainage study and proceed directly to physical slope stabilization
- Lacks data driven prioritization and could result in unintended impacts on drainage patterns.

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

Reviewed by: *Cynthia Dick*
Cynthia Dick, General Manager of Administrative Services

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