



# Alberni-Clayoquot Regional District

## SALMON BEACH COMMITTEE MEETING WEDNESDAY, OCTOBER 26, 2016, 10:30 AM

Regional District Board Room, 3008 5<sup>th</sup> Avenue, Port Alberni, BC

### AGENDA

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	PAGE #
<b>1. <u>CALL TO ORDER</u></b>	
<b>2. <u>APPROVAL OF AGENDA</u></b> <i>(motion to approve, including late items requires 2/3 majority vote)</i>	
<b>3. <u>REQUEST FOR DECISIONS &amp; BYLAWS</u></b>	
a. <b>REQUEST FOR DECISION</b> Illegal Dumping at Salmon Beach	<b>3-4</b>
<i>THAT the Salmon Beach Committee support the purchase of the "Stop Dumping" signs and the installation at key locations where dumping is occurring for a total of \$300.</i>	
<i>THAT the Salmon Beach Committee support work to remove accumulated piles of debris for an estimated cost of \$600 tipping fees with Deer Bay Contracting.</i>	
<i>THAT the Salmon Beach Committee request staff investigate a village cleanup period and bring forth for the garbage service plan and work within 2017 budget limits.</i>	
<b>4. <u>REPORTS</u></b>	
a. <b>MEMORANDUM</b> Salmon Beach Updates	<b>5-6</b>
b. <b>MEMORANDUM</b> Volunteers performing services and work in Salmon Beach	<b>7-8</b>
c. <b>MEMORANDUM</b> Silt Trap, Brush Removal and Ditch Work at Salmon Beach	<b>9-10</b>
d. <b>MEMORANDUM</b> September 2016 Activity Report	<b>11-12</b>
e. <b>Roles and Responsibilities</b> Discussion with West Coast Committee	
<b>5. <u>UNFINISHED BUSINESS</u></b>	

6. LATE BUSINESS

7. ADJOURN

3008 Fifth Avenue, Port Alberni, B.C. CANADA V9Y 2E3

Telephone (250) 720-2700 FAX: (250) 723-1327

**To:** Salmon Beach Committee  
**From:** Alex Reaburn, Environmental Services Assistant- West Coast  
**Meeting Date:** October 26, 2016  
**Subject:** Illegal Dumping at Salmon Beach

**Recommendation:**

***THAT the Salmon Beach Committee support the purchase of the "Stop Dumping" signs and the installation at key locations where dumping is occurring for a total of \$300.***

***THAT the Salmon Beach Committee support work to remove accumulated piles of debris for an estimated cost of \$600 plus tipping fees with Deer Bay Contracting.***

***THAT the Salmon Beach Committee request staff investigate a village cleanup period and bring forth for the garbage service plan and work within 2017 budget limits.***

**Summary:**

A concern was brought forward by Salmon Beach owners and The Toquaht Nation regarding the brush piles accumulating on Toquaht Nation treaty lands. Disposal of the materials has been a concern in the past. Property clearing within the Salmon Beach community has been an ongoing issue and illegal dumping on Toquaht Nation treaty lands must not occur. The piles of alder debris are likely a product of Salmon Beach property owners; it has been put forward that the piles be removed by the community. They could be disposed of when Deer Bay Contracting is conducting brush management in the area in early November 2016.

As an interim solution it has been recommended that two custom designed "Stop Dumping" signs be installed at these dump locations that will be paid for by Salmon Beach.

**Financial:**

Estimated cost for the large excavator and dump truck working for half day would be \$600.00. Estimated cost for two signs, bases and security hardware is \$300.00. The costs would be paid by the Salmon Beach Garbage service.

**Long-term Options**


A longer-term solution could be in the form of a "Village Clean-Up Week/Month", where a garbage bin dedicated to brush material is available for the community over a period of time. The bin could be rented or the Salmon Beach owned secondary garbage bin could be utilized. The estimated cost to rent a 20-yard dumpster bin (equivalent to 6 pick-up truck loads) from Ucluelet Rental Center is \$245/month plus pick up and deliver fee of \$375.00. Another option could be to have the 2nd garbage bin owned by Salmon Beach utilized with the associated transportation fee. Disposing of pieces of brush up to 2" in diameter at the landfill is free. Material larger than that will be \$120.00/metric ton (2,205lbs). The two sizes would have to be in separated, which could be impractical.

Another option, along the same idea, could be a properly controlled and permitted annual (or bi-annual) fire within Salmon Beach grounds. This option would require a lot of investigation including a risk assessment. It is important to remember that Salmon Beach has no fire protection to help assist with a burn or help protect the community should the fire get out of hand. Staff feel like this is a more costly and intensive option and therefore recommend the committee support the "Village Clean-Up Week/Month" instead.

If the Committee support the implementation of either option, then staff can develop a more detailed plan of what would be required and the associated costs for the review of the committee.



Submitted by: \_\_\_\_\_  
Alex Reaburn, Environmental Services Assistant- West Coast



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

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**To:** Salmon Beach Committee

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

**Meeting Date:** October 26, 2016

**Subject:** Salmon Beach updates

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**Potable water – investigation at Well #2**

The Salmon Beach committee was provided an update to the status of the possible well investigation at Salmon Beach at the August 25<sup>th</sup> committee meeting. The committee wished to ensure costs were kept to a minimal amount and where possible all primary work for the well sourcing be done by ACRD staff.

Well #2 was in an area that GW Solutions saw as an attractive area for water sourcing in the Salmon Beach. The well did not have a handle attached and has not been used in many years. The West Coast Assistant and the Environmental Service Technician worked on the well #2 to analyze the volume and the water quality from Well #2.

The initial results from the well have been positive and the level of arsenic is below the drinking water standards for potable water. ACRD staff will follow up and continue to test this well to ensure the water quality remains consistent with initial testing.

**Internal and external maintenance grading work**

ACRD staff will investigate improvements to the contracts moving forward to enable better oversight and expectations when work is performed. ACRD staff will consult with Randy Fraser for guidance in the new document and train ACRD staff on what to expect when work is conducted. Community concern on quality of work has been discussed and possible improvements are being identified and implemented.

**Link to the Salmon Beach website**

The ACRD website will remove the link to the Salmon Beach committee website in order to be consistent with the practice of not endorsing/validating websites that it does not control.

**Administration building**

Salmon Beach Chairperson was researching the quotation for a specific plan that was discussed a few years ago. If information is presented staff will review and follow up based on discussion at meeting.

**2017 expenditure plans**

Short Street upgrade – the community meeting did not support this moving forward.  
Dust control budget – is doubled for 2017 to \$20,000.  
Drainage improvements – continue to review and possible improvements for future budgets.  
Memorial benches – not supported by community.  
Beach path for kayakers – ensure work is completed to allow kayakers access to beach.

### Wendy Creek Bridge

The ACRD will issue payment \$10,000 for the commitment made at the May long weekend meeting by the residents of Salmon Beach as the repair work has been complete. Rick Shaffer is providing a report to outline work completed.

### Gathering Place

Building Inspection staff have reviewed the site and the following items are identified in order to proceed with the install of the structure and safety structures:

1. A BC Land Survey to ensure setbacks for the construction are adequate for the install and nature boundaries of the shore are not impacted. The cost of this is estimated at \$3,000.
2. The qualified environmental professional report from EDI has been provided and sourced by the Salmon Beach chairperson at a cost of \$400.
3. The geotechnical assessment the cost is estimated at \$3,000.

Volunteers were originally intended to complete all works at the site at no cost to the community. There are significant costs of \$6,400 to complete the project.

### Pump and Haul - emergency pumps

The pumper truck was out of commission in the busiest time of the year and the bylaw should be reviewed in order to provide emergency coverage with costs recovered. Staff will review the bylaw, suggest improvements and bring it back to the committee for review.

### Time Requirements – Staff & Elected Officials:

Staff time will be required to facilitate work required for above mentioned projects and issues.

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

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

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**To:** Salmon Beach Committee

**From:** Alex Reaburn, West Coast Assistant  
Andrew McGifford, CPA, CGA, Manager of Environmental Services

**Meeting Date:** October 26, 2016

**Subject:** **Volunteers performing services and work in Salmon Beach**

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**Background**

Historically the Salmon Beach Community members have all pitched in for the greater good of the community and the efforts have provided good value for the owners. Volunteers have performed activities such as installing and removing dock, painting, and landscaping. The ACRD has a responsibility to manage volunteers for some of these duties as they are not covered by Worksafe BC and therefore expose the Regional District to some liability risk. The Salmon Beach Committee has requested (based on the community's desire) that we continue to use volunteers and try and minimize the costs to the owners within Salmon Beach where possible. The ACRD can establish procedures and parameters for volunteers in order to manage risk and responsibility.

The ACRD has a responsibility to ensure that when activity is done on ACRD assets the rules and regulations concerning the activity meet the legal, environmental and ACRD policies. This includes both the work of employees as well as volunteers who work on behalf of the organization. Local government is held to a higher standard for the activities it is responsible for, the assumption is that the knowledge and expertise should be obtained or sought where required. Therefore, the ACRD must prove with documentation that any volunteers utilized have the skills, training and proper safety equipment to perform the duties.

The Municipal Insurance Association of British Columbia (MIABC) is the provider of liability insurance for the ACRD and defines a volunteer as someone who participates in the delivery of municipal services ***under the supervision and control of their local government*** without the expectation of profit or gain. The supervision and control component must be followed in order to limit the liability exposure. It is important to note that any legal action that is taken by a person, such as a volunteer, against the ACRD with regard to a Salmon Beach service would be paid by the owners of Salmon Beach and not the entire Regional District. Even if the claim is covered by the ACRD's liability insurance provided by the MIABC the \$25,000 deductible would have an impact on the Salmon Beach taxes.

Volunteers should be notified and provide acknowledgement that they accept the risk and know the limits of the coverage provided. If the ACRD has properly supervised and controlled the activities of the volunteer, then the MIABC liability policy covers volunteers in the same way that the ACRD employees are covered. As was mentioned previously, when a volunteer is injured while performing a task they would not be covered within the Worksafe BC coverage as they are not earning a wage. The MIABC policy has a no cost coverage with in the current liability policy that will provide a limited amount of coverage for personal Accident insurance policy up to \$50,000.

The schedule of benefits includes:

1. Accidental Death	\$50,000
2. Loss of Use Benefits and Permanent Total Disability	Up to \$50,000 depending on nature of the disabling accident, (i.e. loss of use of eye, leg, quadriplegic, paraplegic, etc...).
3. Weekly Accident Indemnity Benefits	a) Employed persons \$300.00 per week for 52 weeks (temporary total disability) \$150.00 per week for 26 weeks (temporary partial disability); or b) Not employed volunteers \$100.00 per week for 52 weeks (temporary total disability) \$50.00 per week for 26 weeks (temporary partial disability).
4. Accidental Dental and Medical Reimbursement	Compensation for hospital costs, ambulance costs and other expenses not covered by B.C. Medicare to a maximum of \$5,000.

### **Financial Implications**

If the practice of using volunteers is to continue the ACRD will require a plan to have procedures in place to ensure any work performed by volunteers will be documented and supervised. A need to perform a risk assessment, complete waivers and per-job site reviews will be done before any work is started.

The committee is requested to put its mind to the information contained in this report and advise what specific tasks they would like the ACRD to manage for the use of volunteers. Staff will develop the required procedures and outline the implications.



Submitted by:

Andrew McGifford, CPA, CGA, Manager of Environmental Services



Approved by:

Russell Dyson, Chief Administrative Officer



## MEMORANDUM

**To:** Salmon Beach Committee

**From:** Alex Reaburn, Environmental Services Assistant- West Coast

**Meeting Date:** October 26, 2016

**Subject:** Silt Trap, Brush Removal and Ditch Work at Salmon Beach

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### Summary:

#### 1. Silt Trap and Ditch Clean Out

(A) Most of the established silt traps appear to be in fair condition. Each trap will be emptied of approximately 1-6 scoops of the excavator bucket. There was mild growth of foliage at each trap that the machine will also remove. The entire job will take 6-8 hours of large excavator machine time plus the 1-2 dump truck loads.

(B) It has been noted that within some roadside ditches, certain culvert entrances and exits have generated their own silt traps. This build-up of silt could block a culvert and create an overflow condition. It has been recommended that the most severe of these be identified and emptied when the machines are on site. These will be done while the machines are in transit in conjunction with the planned silt traps. Estimated to add 2-4 hours of machine time.

#### 2. Tree Trimming/ Brushing

(A) The area along the Fourth Avenue Bridge and along the access road to the sanitary field requires attention. The large excavator and brush cutter attachment are required. Along the bridge will not be time consuming, 1-2 hrs, but at the sani-field road there is a 300m section that require both high branch and ground brush removal which could take from 4-6 hrs.

(B) The area along the western edge of the public square and playground will also be done with a small excavator to completely remove the vegetation along the fence line. These works will total 8hrs of small excavator time, plus the removal of 2-3 dump truck loads of material.

(C) It has been requested that the areas within the right of way, at the junctions of Fourth and Front, Saratoga and Front, and Third and Front Avenues be brushed while the machine is available. There is heavy alder growth at these areas and the concerns brought forward include wild animal coverage and slope stability. The upper area will be addressed while the machine is in transit between the Fourth Avenue bridge and the sani-field, and the lower area addressed while the machine is cleaning out silt traps, with the added work of switching out the bucket with the brush cutter attachment. Approximate additional time of 2-4 hours.

### 3. Recommended Ditching

Ditching will be done along the easternmost block of Short Street, on the north side of the street, as the shallow ditch needs to be re-scraped. There is a culvert buried below this quasi ditch, but is not adequate in heavy rain situations. This shallow ditch will help divert the overflow of rainwater to avert the washing out of the section of road before the boat ramp. Estimated large excavator time is estimated at 1-2hrs.

There is also a need for re-ditching in between two silt traps along north-west side of Front Street. The current ditch is ineffective and requires cleaning out. This work will take approximately 4-6 hours of machine time.

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

The work is scheduled for early November and the West Coast Assistant will be on site to supervise the contractor.

#### Financial:

##### **1. Silt Traps**

(A) Estimated Cost	\$1,460.00 + taxes
(B) Estimated Cost	\$350.00 + taxes
(A+B) Estimated Total Cost	\$1,810.00 + taxes

##### **2. Tree Trimming/ Brushing**

(A) Estimated Cost	\$1,360.00 + taxes (Bridge and Sani Field)
(B) Estimated Cost	\$1,605.00 + taxes (Behind playground fence)
(C) Estimated Cost	\$440.00 + taxes (ROW junctions)
(A+B+C) Estimated Total Cost	\$3,405.00 + taxes

##### **3. Recommended Ditching**

Projected cost	\$1,355.00 + taxes
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Total projected cost of all works:            \$6,570.00 + taxes

These projects are all within the parameters of the approved 2016 budget.



Submitted by: \_\_\_\_\_  
Alex Reaburn, West Coast Assistant



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

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**To:** Salmon Beach Committee

**From:** Alex Reaburn, West Coast Assistant

**Meeting Date:** October 20, 2016

**Subject:** September 2016 activity report

In addition to day-to-day activities, the West Coast Assistant has been working on the following projects during September 2016.

- Illegal Dumping
  - Documented brush piles outside of Salmon Beach and sent report to supervisor.
  - Began conversation with the Toquaht Nation about the brush dumps on their land. Received permission to install a temporary sign on their land pending their approval of language and sign proof. Discussed communication/educational plan and keeping in contact with each other.
  - Worked on design of proposed no dumping signs.
- Documented properties in question of violating a bylaw and sent report to bylaw enforcement department
- Water - Attempt to pump #2 well dry. Record results and provide report to ES department
  - Contacted the Groundwater Protection Officer of the Ministry of Forests, Lands and Natural Resource Operations, regarding letter sent to SB well owners. Compiled and sent information to those concerned.
- Transportation - Create a grading Schedule for AI and receive approval/agreement from DBC and ACRD supervisors
  - Communicated with Ministry of Forests, Lands, and Natural Resource Operations, Rick Schafer and Toquaht Nation regarding the replacement of Wendy Creek Bridge. Drafted and issued community Notice.
  - Discussed parameters of Deer Bay Contracting's contract with owner and supervisors.
  - Directed Deer Bay to provide quotes for work tree trimming internally.
  - Set up meeting with maintenance contractor and Deer Bay Contracting at SB for Fall brushing and ditching work.
- Connected construction contractors with residents
- Reviewed monthly/weekly checklists (General, Playground and Boat Ramp) with SB Maintenance and Services contractor.
- Updated gate codes. Deleted old user codes from gate system and added new users to system. Worked with the gate repair contractor on this.
- Salmon Beach Committee and Community's general Fall meeting de-briefing with Supervisors.
- Technical reconfiguration of computer to receive mapping files.
- De-brief with maintenance contractor and Deer Bay contracting about dock and porta-potty removal.
- Ongoing communication with ACRD departments with respect to tax requisition, bylaw enforcement, accounting, community planning, mapping, SB history for public information and inquiries. The correspondence (continual) with Salmon Beach property owners regarding the following issues:
  - SBC meetings
  - Dump sites on Toquaht Land
  - Burning of brush piles at Salmon Beach

- Pump and haul services
- Status of the administration building
- Notification/Communication procedures, formal process (lack of) and project updates
- Budget information and how to access it
- Salmon Beach google website
- Bylaws and potential infractions
- Land Use bylaw regarding buildings and allowed uses
- Property boundaries with the foreshore and allowances
- The West Coast Assistant position
- Well owner responsibilities and options
- Gate codes, operation and hours



Submitted by: \_\_\_\_\_

Alex Reaburn, West Coast Assistant