



Alberni-Clayoquot Regional District

SALMON BEACH COMMITTEE MEETING

Thursday, August 2, 2018, 11:00 AM

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

AGENDA

	PAGE #
1. <u>CALL TO ORDER</u>	
2. <u>APPROVAL OF AGENDA</u> <i>(motion to approve, including late items requires 2/3 majority vote)</i>	
3. <u>ADOPTION OF MINUTES</u>	
a. Salmon Beach Committee Meeting – February 15, 2018	2-4
4. <u>REPORTS</u>	
a. Salmon Beach Committee (SBC) Meeting with Salmon Beach Owners – Minutes – May 20, 2018	5-10
b. Administrative Building Demolition (verbal)	
c. Sea Can Storage (verbal)	
<i>THAT the Salmon Beach Committee receive reports a-c.</i>	
5. <u>UNFINISHED BUSINESS</u>	
6. <u>LATE BUSINESS</u>	
7. <u>ADJOURN</u>	



Alberni-Clayoquot Regional District

MINUTES OF THE SALMON BEACH COMMITTEE MEETING HELD ON TUESDAY, FEBRUARY 15, 2018, 2:30 PM

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

MEMBERS Ken Lunde, Chair

PRESENT: Mary Ellen Peet
Kel Roberts
Tony Bennett, Director, Electoral Area "C" (Long Beach)
Jill Maibach

REGRETS: Teri Graff

STAFF PRESENT: Douglas Holmes, CAO
Randy Fraser, Acting Manager of Environmental Services
Janice Hill, Environmental Services Coordinator

1. CALL TO ORDER

The Chairperson called the meeting to order at 2:30 pm.

The Chairperson recognized the meeting this afternoon is being held in the Tseshaht First Nation and the Hupacasath First Nation Traditional Territories.

2. APPROVAL OF AGENDA

MOVED: E. Peet

SECONDED: K. Roberts

THAT the agenda be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

a. **Salmon Beach Committee Meeting held December 14, 2017**

MOVED: E. Peet

SECONDED: T. Bennett

THAT the minutes of the Salmon Beach Committee Meeting held on December 14, 2017 be received.

CARRIED

4. IN-CAMERA

MOVED: T. Bennett

SECONDED: K. Roberts

That the meeting be closed to the public as per section

- i. 90 (1) (k) 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 2:31 pm.

E. Peet left the in-camera meeting at 4:00 pm.

The meeting was re-opened to the public at 4:30 pm.

5. REPORTS

a. 2017 Actuals

2017 Actuals were distributed to the committee.

b. 2018 Budget (verbal)

K. Lunde reported that the budget requests have been submitted to the Manger of Finance and will be sent to the SB Committee to review prior to the ACRD Board adoption.

c. SB Road Grading Contract with Ministry of Forest, Lands and Natural Resources (verbal)

R. Fraser reviewed the proposed road grading agreement with the Ministry of FLNR. The committee agreed to join the Ministry on the contract for that portion of external roads that are not within the Toquaht FN R of W. The committee will contract out that portion of road separately.

d. Staircase removal (verbal)

R. Fraser will proceed with having the staircase removed.

e. Admin Building Demolition (verbal)

Staff will proceed with advertising the demolition of the Administration Building once the budget has been adopted.

f. Gazebo Repairs (verbal)

No report

- g. **Yard Waste Removal (verbal)**
R. Fraser to follow up with Deer Bay contracting on possible options.
- h. **Storage Containers (verbal)**
Staff will check on the prices of storage containers and advise committee.
- i. **Septic Field Update (verbal)**
No report
- j. **Owner's Manual (verbal)**
K. Lunde reported that they are preparing an Owner's manual that will be distributed to all property owners once completed.

THAT the Salmon Beach Committee receive reports a - j.

6. ADJOURN

MOVED: Director K. Roberts
SECONDED: Director T. Bennett

THAT this meeting be adjourned at 5:25 pm.

CARRIED

Certified Correct:

Ken Lunde
Chairperson

Randy Fraser
Acting Manager of Environmental Services

**Salmon Beach Committee (SBC) Meeting with the Salmon Beach Owners
May 20, 2018 – 10 am, Tennis Court, Salmon Beach Recreational Village**

Minutes

Present: The Salmon Beach Committee (Terry Graff, Ken Lunde, Ellen Peet, Jill Maibach and Kel Roberts)

Tony Bennett- Area C Director

Total attendance approximately 82 lot owners, representing 66 lots.

The meeting was called to order at 10:06 am by Chairman Ken Lunde.

Introductions and Announcements:

Ken acknowledged our neighbors the Toquaht Nation, and stated that our meeting is conducted within the territorial lands of the Toquaht.

Ken introduced the Salmon Beach Committee (SBC) and guest.

Ken reviewed the Statement of Conduct for the meeting and asked people to identify themselves when asking questions, and to limit their time.

Motion 1: M/S Ken Lunde/Ellen Peet, that the **Agenda** be approved as presented.
Carried by show of hands.

Reports:

- Chairman's report – Ken Lunde
 1. **Motion 2:** M/S Ken Lunde/Ellen Peet, that the **Minutes** from the SBC meeting held September 3, 2017 be approved. Carried by show of hands.
 2. Business arising from the Sept 3rd meeting:
 - a. Administration building demolition: The Request for Tender (RFT) expires on May 31, 2018. The RFT is for demolition of the entire building.
 - b. An insulated storage container has been purchased, and will be placed in the existing carport area and connected to electrical and water pump/supply. All contents from the admin. bldg. will be moved to that container.
 - c. Owner's handbook: the 2018 Edition of the SB Owner's Handbook has been published, and is now available. Copies were handed out to those lot owners in attendance (one copy per lot). Copies will be mailed to other lot owners. Thanks to Cindy Lunde, Karen Bennett, Wayne Skippen, and members of the SBC for all their efforts in completing this task. An electronic copy will be posted on the SB website and Facebook page.
 - d. Blue boy access: access is regulated and scheduled for Monday, Wednesday and Friday from 8 am to 1 pm. There is no access on weekends. France Champeau suggested that everyone install septic tanks which will eliminate the need for blue boys.
 - e. Biffys: Are in place from May through September. USAGE of them at Salmon Beach remains defined as ABUSE by everyone involved in the administration and maintenance of them.

-The one at the playfield was installed on Thursday and is already full on this Sunday morning. An audience member suggested locking them overnight. Lynnette Hutchinson witnessed people dumping their grey water into the biffy. -Audience members want biffys installed for folks in the 3rd phase. France Champeau suggested on Elizabeth Street. Dave Ingram reminded us that the Toquaht band asked that the biffy at the 3rd phase be removed, as it was on native land and they wanted to deter camping on the beach, etc., so the biffy was removed.

-Jill Maibach pointed out that asking for more biffys while the ones we have are being abused doesn't make sense. We need to decide which way we want to go.

-**Action:** The SBC agreed to source locations for a biffy in the 3rd phase.

-Tony Bennett stated that there is no current bylaw under which the ACRD could mandate that lot owners install septic tanks.

-Dave Ingram stated that there are still some outhouses at SB, and that they present a health hazard for water contamination as we have high groundwater levels at SB. **Motion 3:** M/S Dave Ingram/Ken Lunde, that the ACRD investigate with Vancouver Island Health Authority (VIHA) the possibility of making holding tanks mandatory. Carried by show of hands

-Tony Bennett suggested that we begin to look into onsite sewage treatment, and suggested that we task the SBC to look at remaining available lots and the possibility of purchasing empty lots for sewage treatment.

-Kel Roberts said there will be an update on sewer later in the meeting.

f. Gate closure / gate codes:

-Further to the suggestion that we close the gate 24/7, Ken L reported that the gate is on a road allowance and that it is illegal to block a public road. Ken recommends that we leave it the way it is. An audience member suggested that we could narrow the hours that the gate is open.

-There is a code in place for 911 emergency

-Gate codes – Ken reported that the list containing what codes are used and by whom has vanished. He does have a few codes available. For new lot owners the codes are issued through the ACRD.

g. Septic report: Ken reported that H2O Environmental Ltd., from Denman Island, visited our septic site on March 29, 2018. They had previously designed and installed an expansion and repair for our system in 2012 where ½ the field was addressed. Currently the field handles an average of 2000 litres/day, with pump and haul deposits every other day to allow time for field recovery. Ken reviewed the 2 options proposed as set forth in a H2O Environmental letter dated April 20, 2018. A copy of which was handed out at the meeting, and will also be posted on the website.

-Dave Ingram stated that this is a crucial area to spend our community funds. Jill Maibach agreed with Dave, and suggested that we implement both options as soon as possible. Dave Schofield suggested the potential for problems regarding First Nations owning the property where the field is located. The capital reserve of \$140,000 is available for this purpose. **Motion 4:** M/S Ken Lunde/Kel Roberts, that the Board of Directors amend the 2018 Budget to utilize the existing capital reserve funds available in the sewer budget. Carried by show of hands.

Motion 5: M/S Kel Roberts/Ken Lunde, that the recommendations for

improvements to our sani-field, proposed by H2O Environmental Ltd., be approved. The cost estimate is \$141,000 +/- 25-40%. Carried by show of hands.

3. Area C Director / Staff report

- a. Funding is in place for the Tofino airport, this includes Federal funds. The airport is a needed component of the West Coast, re emergencies and tourism.
- b. Barkley Sound – First Nations are investigating installing a LNG plant on their lands. There are lots of hurdles and it is a divisive issue. The Board has approved it in principle.
- c. Port Alberni – the Port Authority will provide a container port. The environmental impacts on everyone are to be assessed. The port will diversify Vancouver Island's economy and relieve some pressure on Vancouver shipping. Plus, shipping costs would be reduced by 2 days.
- d. Arena - the Arena project has gone through many hoops, and as it is a regional project it requires the support of all communities. It has the support of Tofino and Ucluelet. However, at this time the Arena will not be moving forward.
- e. Local Government Election – local government elections in BC are held every four years. The next Election will be held Saturday, October 20, 2018, with advance voting opportunities on October 10 and 16, 2018. Tony Bennett announced his intention to run again for the Area C Director position.
- f. Tony thanked the SBC for all their ongoing hard work.

New Business

- 2019 Salmon Beach proposed budget* A copy of the draft 2019 budget was handed out at the meeting. **The total proposed budget for 2019 including both operating and capital input is \$367,900.** With a total capital reserve fund yet to be determined. At 380 lots that equals \$968.16 parcel tax/parcel as calculated on May 3, 2018. (The 2018 budget was \$353,430.)
 - a. Questions from the audience were:
 - the tennis court be repaired
 - about the administration building and library
 - France Champeau asked for a cardboard recycling container
 - Winna Jorgensen stated how beneficial the library and tennis court are for the community
 - Jill Maibach reminded us that Kel Roberts had a schematic and proposal drafted a few years ago, and the project, which was to also serve as an emergency shelter, was not supported by the community. Kel reviewed what he recalled about the proposal and offered to revisit it if that is the wish of the community. The zoning at the existing building site is appropriate for such construction.
 - Tony said there is no federal funding available to build emergency structures. He recollected that Kel's information was forwarded to ACRD staff who did some research and got some estimates. No further action has taken place to date.
- Debris Pile: There is now a debris collection area available in the garbage compound area. This is for small debris such as branches and brush. Everyone is asked to please adhere to the posted restrictions, i.e. no pallets, furniture, garbage or recycling.
- Contracts:
 - a. Salmon Beach Maintenance – Ryan Smith Services, for a 3 year contract
 - b. Road maintenance – Deer Bay Contracting, for a 3 year contract. This contract now falls under MOF, and includes 17 grades/year, done every 3 weeks, for a

total of \$18,000/year. The contract with MOF does not include from the turn off at Wendy Creek Bridge to the Salmon Beach gate, and Deer Bay is to grade that section as required.

- c. Salmon Beach Garbage – Ucluelet Rentals, for a 3 year contract.
- Local Government Elections – Area C. – are held every four years, and will be held October 20, 2018, with advance voting opportunities on October 10 and 16, 2018. Chief Election Officer is Wendy Thomson, wthomson@acrd.bc.ca.
 - a. Kel Roberts announced his intention to run for the Area C Director position.
 - b. The ACRD has election information on their website. The process is to apply for a mail ballot, and if there is more than one name listed on the ownership of your lot, to specify with the Elections Officer who will be voting for that lot.
 - c. There is a link to the ACRD election information on the Salmon Beach Facebook page.
 - d. Be sure to cast your vote.
 - Dave Ingram encouraged everyone to talk with your neighbors to spread the word regarding the importance of voting.
 - An audience member stated concern that the Recreational Village zoning of 180 occupancy days/year could prohibit lot owners at SB from voting. It was confirmed that non-resident property owners can vote. Please see the ACRD website for more information. www.acrd.bc.ca.
- Zoning Bylaws: Tom Duke asked about the 180 days/year occupancy restriction and whether it is determined by zoning bylaws. Also, how to count the days, and what is the penalty for not adhering to the bylaw.
 - Tony responded that violations are difficult to enforce, as the service providers necessary to address Bylaw violations are limited. Any action would be complaint driven.
 - Problems at SB occur with increased demand on our systems. The problems arise from owners who occupy their property for more than 180 days, and with Airbnb and similar vacation rentals, in that we do not have the infrastructure in place to accommodate the increased demand.
- Community Survey: Winna Jorgensen suggested that we need to build community and need better guidelines for achieving our goals.
 - a. Dave Ingram suggested we establish some plans for how to take our growing community forward
 - b. Tony B. stated that all the lots have the same zoning, and there is an opportunity for unoccupied lots to be purchased for parkland, sewer or buildings.
 - c. Tom Duke wants to focus our attention on the sani-field
 - d. Carole Todd suggested we utilize the talents of our lot owners to help achieve stated goals.
 - e. Jill M. said the process must go hand in hand with the ACRD
 - f. Winna J. suggested that we survey the community to assess and identify the priorities of lot owners as to what to spend our money on, i.e. sewer, pressurized wells, buildings. What is our vision?
 - g. Tony B. said that the ACRD can assist with this idea. That they have partners to help with the survey.
 - h. An audience member asked who will evaluate the survey.
 - i. **Action:** SBC to request ACRD staff to investigate drafting a survey of the SB community to help shape our direction and vision.

- j. Price Carson suggested a mail out.
- k. An audience member suggested consultation with other similar communities.

Information Updates and Discussion

- Maintenance Contractor statement: Ryan thanked the volunteers. He is still concerned with what is being deposited in the sani-field.
- Community Events Committee update:
 - a. Gina Skippen thanked Cindy Lunde for her assistance with the 2018 Events pamphlet, which was distributed at the meeting, and she is excited for the Summer events.
 - b. Gina wants to determine the community wishes for improvements to the playfield.
Motion 5: M/S Gina Skippen/Cindy Lunde, that the community establish a committee to develop a plan for improvements to our playground and facilities. Carried by show of hands. The committee will pass their recommendations to the SBC for discussion with the ACRD regarding implementation and budget. Gina asked that volunteers for the committee see her after the meeting.
 - c. Gina reported that she received a complaint about the backboard that was installed, by the events committee, at the tennis court. Shaun and Marilyn Hughes said noise is the issue and they want it removed. They also contacted the ACRD with their concern.
 - Jill M. stated that procedure was circumvented here, and that the community should have been consulted prior to installing the backboard.
 - Ken L. suggested it be removed now. **Action:** SBC to have the backboard removed.
 - An audience member stated that the backboard is an example of no community oversight.
 - d. An audience member stated that she has a young family and appreciates all the community events and how well organized they are.
 - e. If you would like to contact the community events committee please email to communityevents15@gmail.com.
 - f. If you incur small expenses for a sanctioned community event, please see Ellen Peet, with a copy of your receipt, who has a float and will be able to reimburse you in a timely manner.
- Logging update: Ken L reported that clean-up at the Maggie site continues. And that harvesting of firewood at that site is illegal. For information regarding wood harvesting you may contact MOF – www.for.gov.bc.ca/dsj or www.barkleyforest.ca.
- Stairs at 4th & Saratoga: The removal of the stairs is a result of someone contacting the ACRD. The stairs were on MOT right of way and MOT prohibits building on a road ROW.
 - a. Dave Ingram asked if they are interested in selling that property
 - b. France Champeau stated that the stairs are needed for use by the beach lots as an emergency exit in case of Tsunami
 - c. Price Carson stated that the Admin. Building is on MOT ROW and perhaps that sets a precedence for the possibility of stairs
 - d. Jill M. acknowledged the community's concern for the existence of stairs.
Action: The SBC will investigate further the possibility of stairs.

- e. Hans Heringa stated that it is possible to apply for a permit for improvements on ROW lands.
- f. Kel R. shared that there are historic “unresolved issues” with MOT, but that the SBC is not aware of what those issues are.
- g. Tom Duke said that the government can forego a ROW.
- h. Tony B. said that we should ask the question, as there is a possibility that ‘fair market value’ could be waived in this case.
- i. Richard Chambers suggested that we buy back the Admin. Building lot.
- j. An audience member asked if the top of the stairs was on private property.
- General vote for 2019 Salmon Beach proposed Budget. **Motion 6:** M/S Ken Lunde/Ellen Peet, that the 2019 SB proposed Budget be approved as presented. Carried by show of hands.
- Ken announced that the annual dust control application is scheduled for the 1st week of June.
- Ken thanked all the volunteers.

General Vote for 2019 Salmon Beach Committee Candidates – for consideration by the ACRD Board of Directors

Tony took over the Chair of the meeting and thanked the existing committee. In accordance with procedure Tony asked for nominations from the floor three times. After nominations were requested, he then stated that the existing SBC of Jill Maibach, Ken Lunde, Terry Graff, Ellen Peet and Kel Roberts will stand for next year. With no others coming forward, Tony proclaimed the current SBC elected by acclamation. Ratification to be scheduled with the ACRD Board of Directors at their next meeting.

Ken thanked everyone for coming.

Meeting adjourned at 12:25 pm.

Respectfully submitted,

Karen Bennett
Acting Secretary

Handouts:

- Agenda
- 2019 Draft Budget
- 2018 Community Events pamphlet
- H2O Environmental Ltd. Wastewater System Expansion Options letter dated 20/4/18

*Proposed 2019 Budget is posted on www.sites.google.com/site/salmonbeachinfo