



# Alberni-Clayoquot Regional District

## BOARD OF DIRECTORS MEETING

WEDNESDAY, APRIL 24, 2019, 1:30 pm

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

### AGENDA

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	PAGE #
<b>1. <u>CALL TO ORDER</u></b>	
<b>Recognition of Territories.</b>	
<b>2. <u>APPROVAL OF AGENDA</u></b>	
<i>(motion to approve, including late items requires ALL VOTE 2/3 majority vote)</i>	
<b>3. <u>DECLARATIONS</u></b>	
<i>(conflict of interest or gifts exceeding \$250 in value as per section 106 of the Local Government Act)</i>	
<b>4. <u>ADOPTION OF MINUTES</u></b>	
(ALL VOTE/UNWEIGHTED)	
a. <b>Board of Directors Meeting – April 10, 2019</b>	<b>8-14</b>
<i>THAT the minutes of the Board of Directors meeting held on April 10, 2019 be adopted.</i>	
b. <b>Alberni Valley and Bamfield Services Committee Meeting – April 10, 2019</b>	<b>15-17</b>
<i>THAT the minutes of the Alberni Valley and Bamfield Services Committee meeting held on April 10, 2019 be adopted.</i>	
c. <b>West Coast Committee Meeting – April 17, 2019</b>	<b>18-20</b>
<i>THAT the minutes of the West Coast Committee meeting held on April 17, 2019 be adopted.</i>	
<b>5. <u>PETITIONS, DELEGATIONS &amp; PRESENTATIONS (10 minute maximum)</u></b>	
a. <b>Inspector Brian Hunter, Officer In Charge, Port Alberni RCMP introducing Sergeant Peter Dionne who is replacing Dave Boyce and Quarterly Report for January to March 2019.</b>	<b>21-23</b>

- b. **Patty Edwards, Terry Deakin regarding challenges and accomplishments of the Alberni Valley Community Stakeholders Initiative to End Homelessness for 2017-2018.** **24-48**
- c. **Gary Swann regarding the Organic Diversion proposal.**
- d. **Joe Van Bergen regarding Sproat Lake Committee for rezoning and clean water.**

**6. CORRESPONDENCE FOR ACTION**

**7. CORRESPONDENCE FOR INFORMATION**

(ALL VOTE/UNWEIGHTED)

- a. **MINISTRY OF CHILDREN AND FAMILY DEVELOPMENT** **49-52**  
2019 Community Child Care Planning Program Funding Agreement
- b. **MINISTRY OF FORESTS, LANDS, NATURAL RESOURCE OPERATIONS & RURAL DEVELOPMENT** **53-54**  
Forest Sector Revitalization & Coastal Communities – Southern Vancouver Island Webinar Engagement Session – April 29, 2019
- c. **CHILD FIND BRITISH COLUMBIA** **55-56**  
Proclamation for National Missing Children’s Month and Missing Children’s Day

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

**8. REQUEST FOR DECISIONS & BYLAWS**

- a. **REQUEST FOR DECISION** **57-75**  
Sproat Lake Fire Practice Site – Renewal of Licence of Occupation  
(ALL VOTE/WEIGHTED)

*THAT the ACRD Board of Directors direct staff to enter into a Licence of Occupation with the province for the Sproat Lake Fire Practice Site for a ten year term.*

- b. **REQUEST FOR DECISION** **76-81**  
Reporting – 2019 Official By-Election Results – Beaufort & Cherry Creek  
(ALL VOTE/UNWEIGHTED)

*THAT the Alberni-Clayoquot Regional District Board of Directors receive the Declaration of Official Election Results and Determination of Official Election Results for the 2019 by-elections for Director of electoral areas “B” (Beaufort) and “F” (Cherry Creek).*

- c. **REQUEST FOR DECISION** **81**

Investigation – Live Streaming Board Meetings  
(ALL VOTE/UNWEIGHTED)

*THAT the Alberni-Clayoquot Regional District Board of Directors instruct staff to investigate and report back on options and costs for live streaming Regional District Board meetings.*

d. **REQUEST FOR DECISION**

**82-85**

Regional Organics Diversion (Tetra Tech Report Attached Separately)  
(PARTICIPANTS/WEIGHTED)

*THAT the Alberni-Clayoquot Regional District Board of Directors approve an ICI (industrial, commercial & institutional waste sector) and residential disposal ban be implemented as part of the West Coast organics diversion strategy, subject to public engagement.*

*THAT the Alberni-Clayoquot Regional District Board of Directors approve a three stream (recycling, garbage, organics) curbside recycling program be pursued for existing curbside residents as part of the West Coast Curbside contract RFP in November 2019, subject to public engagement.*

*THAT the Alberni-Clayoquot Regional District Board of Directors direct that a local organics processing facility be preferred, subject to further financial analysis and public engagement, in order to build local processing capacity and to increase the supply of nutrient rich soil amendment for agricultural purposes.*

*THAT the Alberni-Clayoquot Regional District Board of Directors approve that the processing of local bio-solids be included as part of any potential West Coast organics processing facility;*

*AND/OR that the ACRD agree in principal to providing necessary land at the West Coast Landfill to operate a biosolids processing facility.*

e. **REQUEST FOR DECISION**

**86-91**

Regional Organics Diversion  
(PARTICIPANTS/WEIGHTED)

*THAT the Alberni-Clayoquot Regional District Board of Directors support the further exploration of a regional organics ban and direct staff to report back with options.*

*THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to investigate potential service scenarios for organic diversion disposal bans, collection and processing that includes timelines and greenhouse gas impacts.*





*THAT the Board of Directors recommend to the Liquor and Cannabis Regulation Branch (LCRB) that a Retail Store Cannabis Retail Licence be issued to Alberni Cannabis Co. for 2970 Alberni Highway.*

- b. **AGRICULTURE PLAN IMPLEMENTATION 2019 TO 2020 CONTRACT** **320-322**  
Request for Decision

*THAT the Board of Directors award a contract to Eden Tree Farm and Gardening to provide agricultural support services until December 31, 2020 with the cost of the contract not to exceed \$30,000 per year.*

## **10. REPORTS**

### **10.1 STAFF REPORTS**

(ALL VOTE/UNWEIGHTED)

- a. **Meeting Schedule – May 2019** **323**  
b. **Information Report - Community Waste Reduction Education Program Development** **324**  
c. **Building Inspector’s Report – March 2019** **325-326**  
d. **Alberni Valley Fire Department Annual Report – 2018 (K. Gilday Presenting)** (Report attached Separately)

*THAT the Board of Directors receives the Staff Reports a-d.*

### **10.2 COMMITTEE REPORTS**

(ALL VOTE/UNWEIGHTED)

- a. **Alberni Valley and Bamfield Services Committee Meeting – April 24, 2019 – J. McNabb (verbal)**

*THAT this verbal report be received.*

### **10.3 MEMBER REPORTS**

(ALL VOTE/UNWEIGHTED)

- a. 9-1-1 Corporation – J. McNabb  
b. Vancouver Island Regional Library – P. Cote  
c. Alberni Valley Chamber of Commerce – Sharie Minions  
d. Air Quality Council, Port Alberni – J. McNabb  
e. West Coast Aquatic Board – J. Osborne  
f. Association of Vancouver Island & Coastal Communities – P. Cote

- g. Beaver Creek Water Advisory Committee – J. McNabb
- h. Other Reports

*THAT the Board of Directors receives the Member Reports.*

**11. UNFINISHED BUSINESS**

**12. LATE BUSINESS**

**13. QUESTION PERIOD**

**14. IN CAMERA**  
(ALL VOTE/UNWEIGHTED)

*Motion to close the meeting to the public as per the Community Charter sections:*

- i. 90 (1) (a) : 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) (i) : The receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.*

**15. RECOMMENDATIONS TO THE BOARD FROM IN-CAMERA**

**16. ADJOURN**  
(ALL VOTE/UNWEIGHTED)

**Next Board of Directors Meeting: Wednesday, May 8, 2019, 1:30 pm  
Regional District Board Room**



# Alberni-Clayoquot Regional District

## MINUTES OF THE BOARD OF DIRECTORS MEETING HELD ON WEDNESDAY, APRIL 10, 2019, 1:30 PM

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

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### **DIRECTORS**

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

### **PRESENT:**

Josie Osborne, Vice-Chair, Mayor, District of Tofino  
Bob Beckett, Director, Electoral Area "A" (Bamfield)  
Kel Roberts, Director, Electoral Area "C" (Long Beach)  
Penny Cote, Director, Electoral Area "D" (Sproat Lake)  
John McNabb, Director, Electoral Area "E" (Beaver Creek)  
Debbie Haggard, Alternate Director, Councillor, City of Port Alberni  
Cindy Solda, Councillor, City of Port Alberni  
Mayco Noël, Mayor, District of Ucluelet  
Josie Osborne, Mayor, District of Tofino  
Wilfred Cootes, Councillor, Uchucklesaht Tribe Government  
Alan McCarthy, Member of Legislature, YuułuꞀiꞀath Government  
Kirsten Johnsen, Member of Council, Toquaht Nation

### **REGRETS:**

Sharie Minions, Mayor, City of Port Alberni

### **STAFF PRESENT:**

Douglas Holmes, Chief Administrative Officer  
Teri Fong, Manager of Finance  
Mike Irg, Manager of Planning and Development  
Rob Williams, General Manager of Environmental Services  
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 Territories.

### **2. APPROVAL OF AGENDA**

*MOVED: Director McNabb*

*SECONDED: Director Solda*

*THAT the agenda be approved as circulated with the addition of the following late item 12 (a) late business – live streaming board meetings.*

**CARRIED**

### **3. DECLARATIONS**

#### **4. ADOPTION OF MINUTES**

##### **a. Board of Directors Meeting – March 27, 2019**

*MOVED: Director McNabb*

*SECONDED: Director Solda*

*THAT the minutes of the Board of Directors meeting held on March 27, 2019 be adopted.*

**CARRIED**

##### **b. AV Airport Advisory Committee Meeting – March 26, 2019**

*MOVED: Director Solda*

*SECONDED: Director Cote*

*THAT the minutes of the AV Airport Advisory Committee meeting held on March 26, 2019 be adopted.*

**CARRIED**

#### **5. PETITIONS, DELEGATIONS & PRESENTATIONS**

##### **a. Dr. Paul Hasselback, Medical Health Officer, Central Vancouver Island, Island Health**

Dr. Hasselback provided a presentation on his role as the Medical Health Officer, determinants of health, legislated responsibilities (Public Health Act, Community Charter) and health statistics in the Alberni-Clayoquot Region.

##### **b. Kevin Daniel, Scott McCarten, Chris Sullivan, Marie Duperreault, Dr. Ben Williams, Sheila Leadbetter; Island Health**

The delegation provided an overview of the annual capital and equipment list request from Island Health to the Regional Hospital District including how costs are shared. The delegation also provided an update on proposed and ongoing projects in the region including the West Coast General Hospital Emergency Room expansion project and the Tofino General Hospital Helipad project. There was also a discussion regarding the lack of general practitioners in the region and throughout British Columbia.

##### **c. Joel Marriott & Mary Mason; The Owls Path Tourism**

The delegation provided an overview of Owls Path Tourism and their indigenous tourism ambassadors program.

**6. CORRESPONDENCE FOR ACTION**

**7. CORRESPONDENCE FOR INFORMATION**

- a. **NORTH ISLAND 9-1-1 CORPORATION**  
2019 NI9-1-1 Adopted Budget
- b. **CITY OF PORT MOODY**  
UBCM Resolution – Greenhouse Gas Limits for New Buildings
- c. **THE OFFICE OF THE OMBUDSPERSON**  
Quarterly Report: October 1-December 21, 2018
- d. **ISLAND COASTAL ECONOMIC TRUST**  
Regional Farmers’ Market Showcase to Grow Agri-Tourism
- e. **ISLAND COASTAL ECONOMIC TRUST**  
New Bike Path Connects Tofino to Pacific Rim National Park
- f. **MINISTRY OF FORESTS, LANDS, NATURAL RESOURCE OPERATIONS, AND RURAL DEVELOPMENT**  
Changes to the Coastal Fog Zone

*MOVED: Director Solda*

*SECONDED: Director Johnsen*

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

**CARRIED**

**8. REQUEST FOR DECISIONS & BYLAWS**

- a. **Request for Decision regarding Adoption of Bylaw E1059, Long Beach Emergency Planning Service Establishment and Bylaw E1060, Bamfield Emergency Planning Service Establishment**

*MOVED: Director Roberts*

*SECONDED: Director Osborne*

*THAT the Alberni-Clayoquot Regional District Board of Directors adopt Bylaw E1059 cited as Long Beach Emergency Planning Service Establishment, 2019.*

**CARRIED**

*MOVED: Director Beckett*

*SECONDED: Director McNabb*

*THAT the Alberni-Clayoquot Regional District Board of Directors adopt Bylaw E1060 cited as Bamfield Emergency Planning Service Establishment, 2019.*

**CARRIED**

**b. Request for Decision regarding AVICC Convention - Approval for Directors from Cherry Creek & Beaufort to Attend**

*MOVED: Director Solda*

*SECONDED: Director Cote*

*THAT the Alberni-Clayoquot Regional District Board of Directors authorize the Directors from Electoral Area "B" (Beaufort) and "F" (Cherry Creek) to attend the Association of Vancouver Island and Coastal Communities Convention, April 12<sup>th</sup> to 14<sup>th</sup> in Powell River, BC.*

**CARRIED**

**c. Request for Decision regarding West Side - Bamfield Waste Services – Request for Alternative Options**

*MOVED: Director Beckett*

*SECONDED: Director Cootes*

*THAT the ACRD Board of Directors direct staff to conduct a Request for Proposals process in order to explore possible local recycling and waste collection services for the West Side of Bamfield.*

**CARRIED**

**9. PLANNING MATTERS**

**9.1 ELECTORAL AREA DIRECTORS ONLY**

**a. TUP18015, ALBERNI BOAT CENTER LTD, 2945 ALBERNI HIGHWAY (CHERRY CREEK)**

Temporary Use Permit Application - Report

*MOVED: Director McNabb*

*SECONDED: Director Cote*

*THAT the Board of Directors consider issuing Temporary Use Permit TUP18015 subject to neighbouring properties being notified as per Local Government Act s.494.*

**CARRIED**

**9.2 ALL DIRECTORS**

- a. **MISC19003, GREEN COAST CANNABIS SALES INC,  
2945 ALBERNI HIGHWAY (CHERRY CREEK)**  
Cannabis Retail Store License Application – Request for Decision

*MOVED: Director McNabb*  
*SECONDED: Director Jack*

*THAT the Board of Directors proceed with the application review and direct staff to hold a public meeting to consider the non-medical cannabis retail referral application for the property at 2945 Alberni Highway.*

**CARRIED**

*MOVED: Director McNabb*  
*SECONDED: Director Osborne*

*THAT the public meeting be delegated to the Director for Electoral Area “F”, the alternate director or the Chairperson of the Regional District.*

**CARRIED**

## **10. REPORTS**

### **10.1 STAFF REPORTS**

### **10.2 COMMITTEE REPORTS**

### **10.3 OTHER REPORTS**

- a. **2019 Municipal Finance Authority of BC, AGM & Financial Forum Event  
– John McNabb (verbal report)**

Director McNabb reported on attendance at the 2019 MFA Annual General Meeting and Financial Forum. He attended several forums including one on the Municipal Finance Authority and services provided to members and a forum hosted by the Royal Bank of Canada on the world economy.

*MOVED: Director Solda*  
*SECONDED: Director Osborne*

*THAT the ACRD Board of Directors receive this report.*

**CARRIED**

## **11. UNFINISHED BUSINESS**

## **12. LATE BUSINESS**

*MOVED: Director Osborne*

*SECONDED: Director Cote*

*THAT the ACRD Board of Directors provide notice of motion for consideration of the following resolution at the next regular Board meeting: instructing staff to investigate options and associated costs for implementing live streaming of Board meetings.*

**CARRIED**

**13. QUESTION PERIOD**

**14. RECESS**

*MOVED: Director Cootes*

*SECONDED: Director Solda*

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

**CARRIED**

The meeting was recessed at 3:29 pm

**15. RECONVENE**

The meeting was reconvened at 3:54 pm

**16. IN-CAMERA**

*MOVED: Director Osborne*

*SECONDED: Director McNabnb*

*THAT the meeting be closed to the public as per the Community Charter, sections:*

- i. 90 (1) (a) 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) labour relations or other employee relations.*

**CARRIED**

The meeting was closed to the public at 3:55 pm.

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

**17. RECOMMENDATIONS TO THE BOARD FROM IN-CAMERA**

The following resolution passed at the in-camera portion of the Board of Directors meeting was reported out in open meeting:

*THAT the ACRD Board of Directors approve the re-appointment of Phil Lavoie as the Fire*

*Chief of the Bamfield Volunteer Fire Department for another one-year term, from April 10, 2019 to April 09, 2020.*

**18. ADJOURN**

*MOVED: Director Roberts*

*SECONDED: Director McNabb*

*THAT this meeting be adjourned at 5:12 pm.*

**CARRIED**

Certified Correct:

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John Jack,  
Chairperson

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Wendy Thomson,  
Manager of Administrative Services



# Alberni-Clayoquot Regional District

## MINUTES OF THE ALBERNI VALLEY & BAMFIELD SERVICES COMMITTEE MEETING HELD ON WEDNESDAY, APRIL 10, 2019

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

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- DIRECTORS PRESENT:** John McNabb, Chairperson, Director, Electoral Area “E” (Beaver Creek)  
Bob Beckett, Director, Electoral Area “A” (Bamfield)  
Penny Cote, Director, Electoral Area “D” (Sproat Lake)  
Sharie Minions, Mayor, City of Port Alberni  
Cindy Solda, Councillor, City of Port Alberni  
Wilfred Cootes, Councillor, Uchucklesaht Tribe Government
- GUESTS:** Wilbert Yang, Tetra Tech
- REGRETS:** John Jack, Councillor, Huu-ay-aht First Nation
- STAFF PRESENT:** Douglas Holmes, Chief Administrative Officer  
Rob Williams, General Manager of Environmental Services  
Jenny Brunn, Manager of Operations  
Wendy Thomson, Manager of Administrative Services  
Teri Fong, Manager of Finance  
Janice Hill, Executive Assistant

### 1. CALL TO ORDER

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

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

### 2. APPROVAL OF AGENDA

*MOVED: Director Beckett*

*SECONDED: Director Solda*

*THAT the agenda be approved as circulated.*

**CARRIED**

### 3. ADOPTION OF MINUTES

- a. **Alberni Valley & Bamfield Services Committee – Financial Planning Meeting – February 5, 2019**

*MOVED: Director Cote*  
*SECONDED: Director Solda*

*THAT the minutes of the Alberni Valley and Bamfield Services Committee – Financial Planning meeting held on February 5, 2019 be received.*

**CARRIED**

#### **4. REPORTS**

Director Minions entered the meeting at 10:03 am.  
Director Cootes left the meeting at 10:47 am.

##### **a. Regional Organics Diversion**

*MOVED: Director Minions*  
*SECONDED: Director Cote*

*THAT the Alberni Valley & Bamfield Services Committee support the further exploration of a regional organics ban and direct staff to report back with options.*

**CARRIED**

*MOVED: Director Solda*  
*SECONDED: Director Cote*

*THAT the Alberni Valley & Bamfield Services Committee recommend to the ACRD Board of Directors direct staff to investigate potential service scenarios for organic diversion disposal bans, collection and processing that includes timelines and greenhouse gas impacts.*

**CARRIED**

*MOVED: Director Minions*  
*SECONDED: Director Cote*

*THAT the Alberni Valley & Bamfield Services Committee recommend the focus of processing the organics be local processing subject to further analysis.*

**CARRIED**

*MOVED: Director Cote*  
*SECONDED: Director Solda*

*THAT the Alberni Valley & Bamfield Services Committee receive the report for information.*

**CARRIED**

5. **LATE BUSINESS**

6. **ADJOURN**

*MOVED: Director Beckett*

*SECONDED: Director Solda*

*THAT the meeting be adjourned at 11:28 am.*

**CARRIED**

Certified Correct:

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John McNabb,  
Chairperson

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Janice Hill,  
Executive Assistant



# Alberni-Clayoquot Regional District

## MINUTES OF THE WEST COAST COMMITTEE MEETING HELD ON WEDNESDAY, APRIL 17, 2019, 2:00 PM

Tofino Council Chambers, 121 3<sup>rd</sup> Street, Tofino, BC

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### MEMBERS

Josie Osborne, Chairperson, Mayor, District of Tofino

### PRESENT:

Marilyn McEwen, Councillor, District of Ucluelet (Alternate)

Kel Roberts, Director, Electoral Area "C" (Long Beach)

Alan McCarthy, Member of Legislature, Yuułu?iŋ?ath Government

Kirsten Johnsen, Member of Council, Toquaht Nation

Dave Tovell, Pacific Rim National Park

### REGRETS:

Mayco Noël, Vice-Chairperson, Mayor, District of Ucluelet

### STAFF PRESENT:

Douglas Holmes, Chief Administrative Officer

Rob Williams, General Manager of Environmental Services

Jenny Brunn, Manager of Operations

Jill Hamilton, Tla-o-qui-aht First Nation

Ricardo Araya, Manager of Engineering & Public Works, District of Tofino

### GUESTS:

Paul Evans, Paul Evans Consulting Ltd.

Wilbur Yang, Tetra Tech

### 1. CALL TO ORDER

The Chairperson called the meeting to order at 2:00 pm.

The Chairperson recognized the meeting is being held in the Tla-o-qui-aht First Nation Territories.

### 2. APPROVAL OF AGENDA

*MOVED: Director McCarthy*

*SECONDED: Director Roberts*

*THAT the agenda be approved as circulated.*

**CARRIED**

### 3. ADOPTION OF MINUTES

a. **West Coast Committee Financial Planning Meeting – February 4, 2019**

*MOVED: Director McEwen*

*SECONDED: Director Johnsen*

*THAT the minutes of the West Coast Committee Financial Planning Meeting held on February 4, 2019 be received.*

**CARRIED**

**4. REQUESTS FOR DECISIONS AND BYLAWS**

**a. Request for Decision regarding Regional Organics Diversion.**

*MOVED: Director McCarthy*

*SECONDED: Director McEwen*

*THAT the West Coast Committee recommends to the ACRD Board that an ICI (industrial, commercial & institutional waste sector) and residential disposal ban be implemented as part of the West Coast organics diversion strategy, subject to public engagement;*

**CARRIED**

*MOVED: Director Roberts*

*SECONDED: Director McCarthy*

*THAT the West Coast Committee recommends to the ACRD Board that a three stream (recycling, garbage, organics) curbside recycling program be pursued for existing curbside residents as part of the West Coast Curbside contract RFP in November 2019, subject to public engagement;*

**CARRIED**

*MOVED: Director Johnsen*

*SECONDED: Director Roberts*

*THAT the West Coast Committee recommends to the ACRD Board that a local organics processing facility be preferred, subject to further financial analysis and public engagement, in order to build local processing capacity and to increase the supply of nutrient rich soil amendment for agricultural purposes;*

**CARRIED**

*MOVED: Director Osborne*

*SECONDED: Director Roberts*

*THAT the West Coast Committee recommends to the ACRD Board that the processing of local bio-solids be included as part of any potential West Coast organics processing facility; AND/OR that the ACRD agree in principal to providing necessary land at the West Coast Landfill to operate a bio-solids processing facility.*

**CARRIED**

**5. LATE BUSINESS**

**6. IN-CAMERA**

*MOVED: Director Osborne*  
*SECONDED: Director McCarthy*

*THAT the meeting be closed to the public as per the Community Charter section 90 (1) (i): The receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.*

**CARRIED**

The meeting was closed to the public at 3:20 pm.

The meeting was re-opened to the public at 4:01 pm.

**7. RECOMMENDATIONS FROM IN-CAMERA**

**8. ADJOURN**

*MOVED: Director McEwen*  
*SECONDED: Director Roberts*

*THAT this meeting be adjourned 4:02 pm.*

**CARRIED**

Certified Correct:

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Josie Osborne ,  
Chairperson

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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 first quarter of 2019 (January to March). 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 3,054 calls for service, 343 of these were in the Alberni-Clayoquot Regional District. Property Crime and Violent Crime are up 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). Boat patrols are scheduled for the Easter Fishing Derby Weekend.

### **Port Alberni RCMP's 2019/20 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.

Respectfully submitted,

Inspector Brian Hunter  
Officer in Charge  
Port Alberni RCMP



## Alberni - Clayoquot Regional District Report

Port Alberni Rural	Q1 2019 (January to March)				
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<i>Calls for Service</i>	Q1 2015	Q1 2016	Q1 2017	Q1 2018	Q1 2019
Total Calls for Service	299	329	341	349	343

<i>Occurrences by Crime Type</i>	Q1 2015	Q1 2016	Q1 2017	Q1 2018	Q1 2019
Violent Crime	6	10	13	9	13
Property Crime	19	30	30	28	39
Other Criminal Code	11	14	10	10	9
Drug Offences	4	2	5	3	3
Total Criminal Code	40	56	58	50	64
Criminal Traffic	7	4	10	4	7

<i>Violent Crime</i>	Q1 2015	Q1 2016	Q1 2017	Q1 2018	Q1 2019
Assaults	2	6	6	5	8
Assault weapon/bod harm	1	1	1	0	0
Harassment	1	1	4	0	2
Robbery	0	0	0	0	0
Sex Offences	0	0	0	0	1
Uttering Threats	1	2	1	2	1
Domestic Violence	2	3	5	3	2



<i>Property Crime</i>	Q1 2015	Q1 2016	Q1 2017	Q1 2018	Q1 2019
Auto Theft	1	1	1	2	0
Bike Theft	0	1	0	0	0
Break and Enter - Business	1	2	3	0	1
Break and Enter - Residence	0	1	1	2	2
Break and Enter - Other	0	3	3	4	0
Mischief to Property	8	17	11	7	13
Theft	4	3	6	6	9
Possess Stolen Property	2	0	2	1	1
Shoplifting	1	0	0	0	0
Theft From Vehicle	0	0	3	3	1
Fraud	2	0	0	0	3

<i>Other Criminal Code</i>	Q1 2015	Q1 2016	Q1 2017	Q1 2018	Q1 2019
Cause Disturbance	3	4	2	3	0
Breach of Probation	2	3	2	0	2
Breach of Bail	4	1	2	3	4

<i>Provincial Statutes</i>	Q1 2015	Q1 2016	Q1 2017	Q1 2018	Q1 2019
Intoxicated in Public	5	2	0	4	2

<i>Collisions (Incl. Pedestrian)</i>	Q1 2015	Q1 2016	Q1 2017	Q1 2018	Q1 2019
Collision - Fatal	0	0	0	0	0
Collision - Injury	3	2	8	6	1
Collision - Damage	12	10	14	11	5



# COORDINATOR REPORT

Alberni Valley Community Stakeholder Initiative to End  
Homelessness 2016 – 2018

## ABSTRACT

Increasing homelessness is a complex issue that needs to be addressed through collaboration, systems planning, and formalized coordination. For the past two years the Alberni Valley Community Stakeholder Initiative to End Homelessness committee has experienced both opportunities and challenges in moving forward. Several activities have taken place and resulted in outputs and recommendations for the future of the committee.

Ms. Terry Deakin, HSW, BCom, MACD  
AVCSI Coordinator

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## APPENDICES

APPENDIX A – Conceptual Framework

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## 2 EXECUTIVE SUMMARY

The following report is a summary of two years of research and activities as Coordinator to the Alberni Valley Community Stakeholder Initiative to End Homelessness. This report is provided to the Committee members and Chair with a copy to the administrative body, the Alberni Valley Social Planning Council, the City of Port Alberni, and the Alberni Clayoquot Regional District.

The research and activities have been based on the direction of the committee along with the goals and objectives written in the 2<sup>nd</sup> edition of Port Alberni's Strategic Plan to House Our Community & End Homelessness 2016 – 2026. Five major goals were the guiding principles of the committee:

1. Protect & increase housing stock to maintain an affordable housing continuum responsive to the changing needs of community.
2. Join with all sectors in community financial well-being (poverty reduction) plan/initiatives.
3. Proactively transition to a systems-planning model across housing and homelessness serving sector.
4. Enhance information collection, analysis, and dissemination.
5. Improve capacity for housing system, coordination and implementation of strategic initiatives.

Activities were carried out with these goals in mind and are identified together with outputs, under the overarching goal through Section 5 and Section 6 of this report. The challenges of achieving greater outputs and outcomes are identified in Section 7.

The following six recommendations are provided to the AVCSI committee, resulting from the past two years of activities and research, and are explained in detail in Section 8 Recommendations:

1. Establish greater support from the administrative body for the AVCSI committee and coordinator if/when funded; or
2. Establish a regional coalition to address housing and homelessness; and/or
3. Support dialogue with the City for a Social Planning Commission with housing and homelessness as a major priority; and
4. Address local zoning and bylaws with the City to encourage and support additional rental options; and
5. Support a regional systems-planning framework to support the current system of care; and
6. Work toward prevention strategies in addition to managing the crisis.

## 3 INTRODUCTION

As the Coordinator for the Alberni Valley Community Stakeholder Initiative to End Homelessness Committee, it is my pleasure to provide this report summarizing the last two years of service, September 2016 to October 2018, to the committee.

### 3.1 PURPOSE OF REPORT

The purpose of this report to explain the activities and accomplishments of the AVCSI Committee that have been carried out, in whole or in part, and/or coordinated by the contractor, Ms. Terry Deakin.

### 3.2 TARGET AUDIENCE

This report is written specifically for the AVCSI Committee Members and Chair with a copy to the Alberni Valley Social Planning Council, the administrative body for the AVCSI committee. A copy of the report will be also be provided to the funding agents of the AVCSI Coordinator position – the City of Port Alberni and the Alberni Clayoquot Regional District (ACRD) Board of Directors.

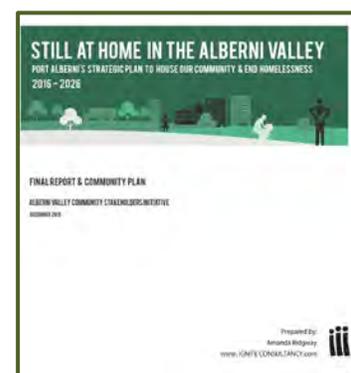
## 4 BACKGROUND

The AVCSI began in 2007 after a meeting convened by the then city council and our local MLA office to discuss issues of homelessness. An ad hoc committee was formed and continues to meet today as a sub-committee of the Alberni Valley Social Planning Council. The committee has no status as a legal entity and has been comprised of a group of community stakeholders, both agency representatives and community residents. Typically, the committee meets monthly, and has moved from meeting at the ACRD Boardroom to the Meeting Room at City Hall.

### 4.1 AVCSI STRATEGIC PLAN

The first strategic plan to end homelessness was developed by the AVCSI group with Contractor, Myron Jespersen taking the lead and many dedicated individuals supporting the process. With support from Learning Initiatives in Rural and Northern BC, a draft of the first plan was released at a community workshop in December of 2007 and the final draft released in June 2008. (Available at [https://www.portalberni.ca/sites/default/files/doc\\_library/AHomeinAlberniValleyhomelessplan.pdf](https://www.portalberni.ca/sites/default/files/doc_library/AHomeinAlberniValleyhomelessplan.pdf))

A second edition, Still At Home In The Alberni Valley: Port Alberni's Strategic Plan to House Our Community & End Homelessness 2016 – 2026, was produced by Amanda Ridgeway in partnership with AVCSI stakeholders and community members with funding from the Alberni Valley Community Foundation. The Strategic Plan is available online through the City of Port Alberni website under Reports, and through the Alberni Clayoquot Health Network website <https://achn.ca/still-home-alberni-valley-port-albernis-strategic-plan-house-community-end-homelessness/>



## 4.2 COORDINATOR POSITION

After the completion of “*Still At Home in the Alberni Valley*”, Port Alberni’s Strategic Plan to House our Community & End Homelessness, the AVCSI committee advertised a paid Project Coordinator position as one of the recommendations coming out of the Report. Ms. Terry Deakin was hired as coordinator and entered in to a contract position beginning September 1, 2016. Money for the coordinator position was raised through the efforts of the AVCSI Chair, Patty Edwards, and was provided by the Alberni Clayoquot Regional District, City of Port Alberni, VI Real Estate Board, and the Alberni Valley Community Foundation.

The coordinator position was a contract to “assist the Committee in the implementation of the recommendations coming out of the *Still At Home in The Alberni Valley* strategic plan. Deliverables were identified as such:

1. Coordinate the implementation of the recommendations of the report *Still At Home in The Alberni Valley*.
2. Engage local community and funding partners to actively work together to prevent and end homelessness.
3. Ensure participation and representation of Aboriginal organizations in the planning and implementation of the new homelessness plan.
4. Expand AVCSI to include representation from a wide spectrum of the community including businesses, financial institutions, contractors, developers, etc.
5. Plan and execute a viable fundraising, grant seeking and writing initiative to further the work of the committee. This includes the exploration of partnerships outlined in the federal Homelessness Partnering and best practices document.
6. Deliver formal presentations to all levels of government, funders, Associations and media on behalf of the committee.
7. Work with the Committee on other aspects of the recommendations of the report as necessary.

The Coordinator position was originally designed as a one-year term. The money raised for the position was left in trust with the AV Social Planning Council as AVCSI does not have a system for managing money. The Coordinator and committee agreed to take the summers off; however, the Coordinator worked some hours during the summer of 2017 and 2018. This agreement resulted in available funding being stretched for more than one year and the contract was extended to end October 31, 2018.

## 5 COORDINATOR / COMMITTEE STRATEGIC PLAN ACTIVITIES

The coordinator activities have been guided by the AVSCI Committee. The Coordinator met regularly with the Chair and Vice-Chair to discuss activities, direction, funding, and committee priorities. Activities over the past 2 years have aligned with the Strategic Plan goals and Contract Deliverables as follows:



**Objective 1: Strengthen community leadership capacity focused on protecting housing and housing acquisition.**

The AVCSI Coordinator and Chair attended several events to share information and informational brochures to invite and encourage active participation in the AVCSI to strengthen leadership capacity. Additionally, letters and personal invitations were delivered to our local First Nations' Bands, the Nuu-chah-nulth Tribal Council, Port Alberni Friendship Center, local Realtors, and non-profit agencies that were not represented on the Committee.

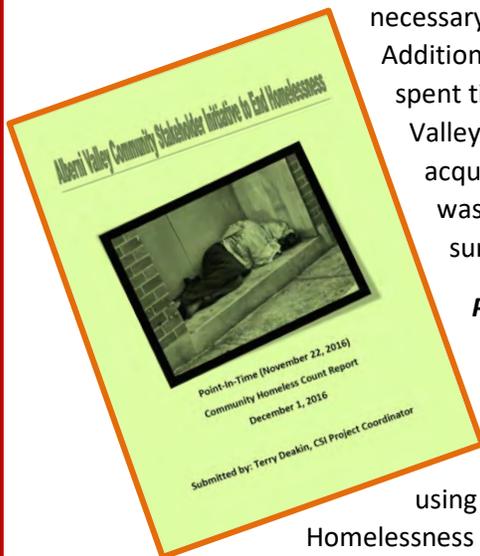
Results: The AVCSI Committee meetings have engaged some new and some returning agency representative: Salvation Army, AV Seniors Services Sector Cooperative, Port Alberni Friendship Center returned, KUU-US returned, Huuayaht First Nations, Alberni Valley Seniors Citizens Homes Society, Low Energy Housing Society, interested community residents, and individuals with lived experience. Efforts to engage development & construction, real estate, and other businesses were not successful.

**Objective 2 Protect existing housing stock and improve living standard of available units.**

The Coordinator was advised early in the contract that CMHA works with landlords to develop relationships and the local housing providers work with a 'housing first principle'; therefore, the AVCSI Committee need not do anything in this area. The Committee agreed to provide support, as needed, to the local housing providers and the work they do to address homelessness, develop landlord relationships, and provide housing to those who need it. The committee supported the work of the Low Energy Housing Society to improve living conditions and provide more energy efficient housing for tenants of purchased property on 14<sup>th</sup> Avenue. The coordinator actively supported the Low Energy Housing in their application secure funding from BC Housing to build a low-income housing complex on the property adjacent to the new Port Alberni Shelter Society housing project.

**Objective 3 Design a creative evidence-based housing acquisition plan visioning 10-20 years ahead and implement**

To develop an evidence-based housing acquisition plan, research and information gathering is necessary. The committee agreed to facilitate in a Point-In-Time Homeless count. Additionally, a housing forum was planned and facilitated. The Coordinator also spent time meeting with City Staff, attending a housing forum in the Comox Valley and explored Housing First strategies/projects. To date a housing acquisition plan has not been developed; however, a great deal of information was gathered and shared with the stakeholders and community and is summarized below.



**Port Alberni community Point-In-Time Homeless Count completed on November 22, 2016.** To clarify current and projected needs of the community, prior to designing a housing acquisition plan, the Alberni Valley's first Homelessness Survey / Count was conducted on November 22, 2016. The event took most of the month to coordinate and execute using the guidelines for the Employment and Social Development Canada, Homelessness Partnering Strategy Point-In-Time Counts. Over a period of 17 hours with 32 volunteers, covering 3 counting stations and circulating throughout the community at various points in time, seventy-three surveys were completed and provided a snapshot of homeless in Port Alberni at a given point-in-time.

The strategy was to count and gather information on the demographics and service needs of the “sheltered” and “unsheltered” homeless population. The count concluded with 73 surveys being completed and 75% or 55 individuals were experiencing homelessness. A report was developed and provided to the AVCSI Committee and the AV Social Planning Council, available through INEO Employment Services. A press release was provided to the local news resources.

The second Homeless Count in Port Alberni was facilitated by the Homeless Services Association of BC with local contracted coordinators in April 2018. AVCSI supported the local coordinators with the PIT count. The Coordinator participated in volunteer training, in the early morning walk route, and provided INEO as a drop site to collect surveys from individuals experiencing homelessness. The preliminary summary of the April homeless count indicates that 147 of the people who completed surveys were experiencing homelessness.

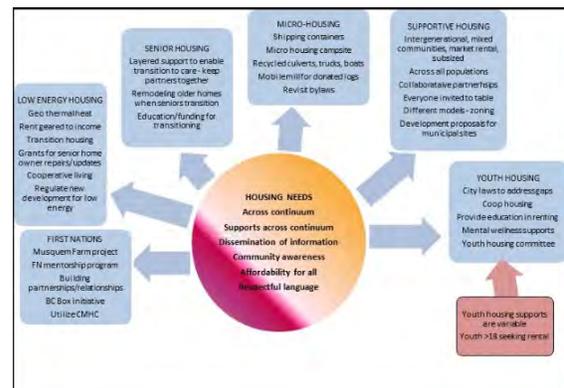
**A Housing Forum** was coordinated and facilitated by the Coordinator, Committee Chair, Vice-Chair, and Secretary. The Housing Forum was made possible with funding from the Alberni Clayoquot Health Network in partnership with BC Healthy Communities held on May 17, 2017 at the Barclay Hotel. Seventy-five people attended a full day forum with guest speakers and group work. A budget of \$5,000 was provided for the Housing Forum which completed under budget with total expenses of \$3,903.43. The forum goal was to explore various programs and projects that address homelessness in other areas or agencies and identify priorities that AVCSI could encourage and support going forward.



A panel of speakers identified a variety of strategies to address homelessness and housing issues. Each presenter was introduced and provided 10 minutes speaking time. Speakers included: Housing First – John McCormick and Virginia Fenton, John Howard Society, Nanaimo; Low Energy Housing – Ron Paulson, Alberni Low Energy Housing Society & PA City Councillor; Co-op & Senior Housing – Greer Black, Senior Care, Living Environments & Programming, Calgary, AB; Micro-Housing – Greg

Vander Kooi, Mountainside Support Services, Port Alberni & Shea Flood-Dick, Nanaimo Elementary School; Partnerships – Chief Ken Hansen, Yale First Nations Partnership for Energy Efficient Housing, Yale, BC; and Financing Impacting Housing – Sharie Minions, Mortgage Broker and City Councillor, Port Alberni.

An Open Space Forum was used for discussion after the presentations. The discussions during the Housing Forum were documented in various manners: diagrams, flip chart notes, sticky notes, and notebook paper. The discussions did not seem to revolve around the questions presented for the open space discussion or the forum goal. However, ideas were generated, knowledge shared, and questions asked,



which resulted in some key strategies and recommendations for moving forward. Groups reported they did not stay on topic but did generate much discussion and did have fun. The discussion information recorded is presented through a Conceptual Framework, illustrated above and available in Appendix A.

Four key strategies and recommendations resulting from the Housing Forum are noted below:

Key Strategies	Recommendations
Use respectful language to influence public perception and acknowledge those with lived experience	Encourage & support proposals from a variety of sources to address the continuum of housing needs
Strategize and provide housing projects as a major determinant of health	Work with the City of Port Alberni to determine available land for housing projects
Educate the public; disseminate all information in a timely manner	Explore partnerships such as Yale First Nation - Britco project; Musquem Farm
Include those with lived experience in strategies and solutions	Encourage & support an existing non-profit to engage a Housing First Program

The 17-page Housing Forum Report “*Health Happens with Housing*” was completed with recommendations and presented to the AVCSI committee at the June 2017 meeting and subsequently presented to the AV Social Planning Council and to PA City Council in July 2017. The report is available upon request from the Coordinator at INEO Employment Services or on the INEO website: [www.ineoemployment.com](http://www.ineoemployment.com)

Coordinator met with **Economic Development Manager** and with the **City Planner** to discuss available City property; however, without a “Housing Project Plan” it is difficult to enter in to discussion. The AVCSI committee Vice-Chair and Alberni Community & Women’s Services Society indicated projects were being developed and AVCSI agreed to support these projects as needed.

Coordinator attended a **Community Housing Forum** held in Comox, December 2017. Presentations from BC Housing, M’akola Development Services, Habitat for Humanity, Comox Valley Coalition to End Homelessness, Comox Regional District, SFU Community Trust, Wachiy Friendship Centre, Vancity, and CMHC were received. An excellent tool – A Housing Development Checklist was shared and available online through Vancity’s Building-it-Right Toolkit. Recommendation by Coordinator to explore Comox Valley Coalition to understand model and referendum process.

**Housing First** projects and models were explored extensively. Coordinator attended a Housing First 101 workshop in Nanaimo and later met with the John Howard Society Housing First program coordinators to explore housing options and tour housing first projects. Coordinator actively pursued Housing First models with various non-profits and was advised that CMHA and the Shelter Society are Housing First providers. A one-page “*What is Housing First*” document was created and circulated to the committee and provided at all events attended for information purposes. *Housing First is a recovery-oriented*

*Core Principles of Housing First*

1. *Immediate access to permanent housing with no readiness requirements.*
2. *Consumer choice and self determination - a rights-based, client-centred approach that provides choice in terms of housing and supports.*
3. *Recovery orientation – access to supports that enable individuals to nurture social, recreational, educational, occupational and vocational activities.*
4. *Individualized and client-driven supports – individualized, culturally appropriate, and portable supports.*
5. *Social and community integration - socially supportive engagement and the opportunity to participate in meaningful activities.*

*approach that involves moving people who experience homelessness in to independent and permanent housing as quickly as possible, with no preconditions, and then providing additional services and supports.* Research indicates that Housing First works better than treatment first approaches and that providing housing with supports may be less costly than traditional treatment, emergency services, health care, and judicial system services.

***Objective 4 Develop a financial plan to implement and actively pursue objectives.***

Ongoing funding for a coordinator position was often topic of conversation during the AVCSI committee meetings and fundraising & grant seeking were identified as a deliverable, a formal financial plan for the committee was not a directive of the committee to the Coordinator. Grants and funding opportunities were researched and applied for.

The ***Homelessness Partnering Strategy (HPS) for Rural and Remote Homelessness*** executed Request for Proposals through the Prince George Nechako Aboriginal Employment and Training Association (PGNAETA), community entity responsible for the allocation of financial resources to the BC 3rd party service providers under the HPS. AVCSI was eligible to submit a proposal through the Social Planning Council (SPC). Two proposals for funding for education, coordinator wages, and systems planning were submitted by the Coordinator with signatures from the AV Social Planning Council to support the applications. AVCSI was not successful in the bids for funding through HPS.

Additional grants and funding opportunities were researched without success in securing funding.

2

JOIN WITH ALL SECTORS IN COMMUNITY FINANCIAL WELL-BEING (POVERTY REDUCTION)  
PLAN/INITIATIVES

***Objective 1: Continue to raise awareness with organizations, institutions and the public of the connection between poverty & housing insecurity and its impact on the community.***

Community consultations for BC's Poverty Reduction Strategy were held and attended by AVCSI coordinator and committee members – at the Port Alberni Friendship Center. AVCSI Coordinator attended a private sitting with the Ministry of Poverty Reduction, Parliamentary Secretary Mable Elmore to discuss local issues of poverty and housing.

Alberni Clayoquot Health Network distributes information to the public and continues to work on a poverty reduction strategy for the Alberni Clayoquot region.

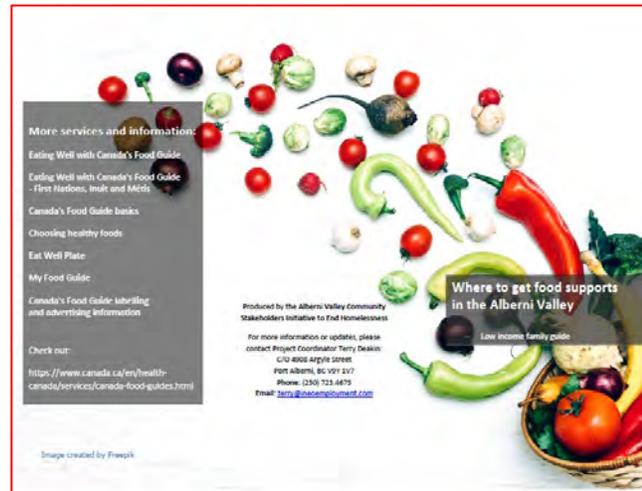
***Objective 2: Establish baseline of the number of community members experiencing poverty as community housing insecurity indicator and distribute information annually.***

According to the Alberni Valley Vital Signs report a baseline child poverty baseline was established in 2015 indicating a child poverty rate of 30.8% and an overall poverty rate of 18.5% in the Alberni Valley. The updated Vital Signs report indicates a 1% decrease of child poverty in the Alberni Valley (29.5%); however, within City limits Port Alberni has the highest child poverty rate in BC at 33.7%. The 2018 overall poverty rate in the Alberni Valley has risen almost 2% since 2015 and indicates 20.3% of the residents living in the Alberni Valley live in poverty.

The information has been distributed throughout the community and AVCSI coordinator continues to update the AVCSI brochure and distribute information.

**Objective 3: Broaden efforts across community to improve equitable access to income and initiatives that reduce cost of living aimed at priority populations.**

AVCSI committee generated a list of 11 food distribution supports complete with the agency, the service, contact information, location date and time of distribution. The Coordinator facilitated the development of a tri-fold brochure and over 200 copies have been printed and distributed throughout the community. More copies are available through INEO Employment Services. The development and distribution of the brochure has been made available by INEO at no cost to AVCSI or AVSPC. The brochure is attached as Appendix B.



**Objective 4: Strengthen collaboration between housing sector and social, health, employment and economic development sectors in efforts aimed at improving community financial well-being.**

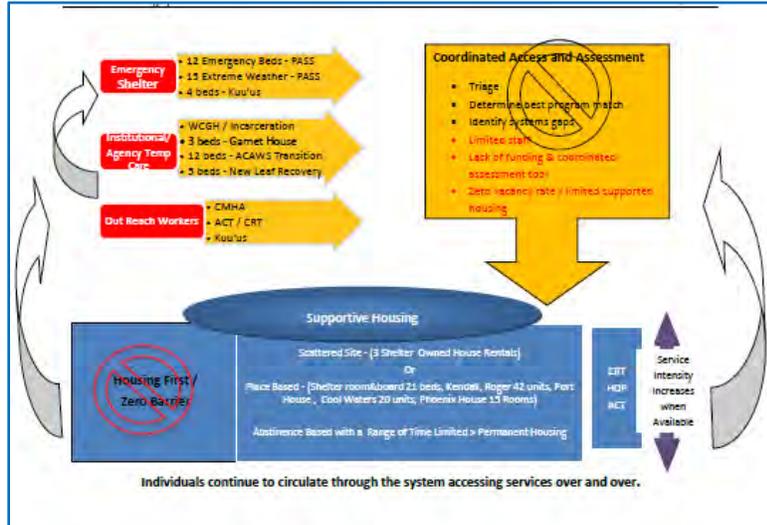
It has been difficult to coordinate the different sectors within the AVCSI committee. Three of the major local housing service providers, Canadian Mental Health Association-Port Alberni (CMHA), Alberni Community and Women's Services Society (ACAWS), and Port Alberni Shelter Society (PASS) chose to withdraw from the committee indicating they were not happy with the coordinator activities and/or the committee was not fulfilling their needs as housing providers. The Coordinator engaged each of the three agencies in one-to-one discussions to understand what it would take to consider rejoining the committee and was unsuccessful. The Chair wrote and delivered letters to each of the three agencies requesting their return to the committee and one response was received with a "no". Since then ACAWS has rejoined the committee.

The Coordinator has been successful in engaging the following additions to the committee:

- Salvation Army
- United Way representative
- Port Alberni Seniors Services Cooperative
- Port Alberni Seniors Housing
- Individuals with lived experience
- Concerned community residents
- Huuayaht First Nations representative
- Port Alberni Friendship Center (rejoined)
- KUU'US Society (rejoined)

**3 PROACTIVELY TRANSITION TO A SYSTEMS-PLANNING MODEL ACROSS HOUSING AND HOMELESSNESS-SERVING SECTOR**

**Objective 1 Educate and engage stakeholders and the public on the benefits of adopting a systems-planning approach and current best practices.**



In March 2017, at the direction of the Vice-Chair and Chair the diagram to the left depicting the current local system of care was developed. The diagram was meant to illustrate the current system of care and generate discussion around the benefits of adopting a systems-planning framework. A Calgary, AB model for Housing System of Care was provided as a model that AVCSI might aspire to achieve.

The diagram for the Alberni Valley system of care was developed by the coordinator with knowledge of local services (Attached as Appendix C), and a draft was presented to the Chair and Vice-Chair for input and review. The illustration was presented to the AVCSI Committee and then added to the City Council presentation. The diagram and the press resulting from City Council presentation generated some disagreement from three AVCSI community stakeholders that eventually left the committee.

The Coordinator was advised that ACAWS, PA Shelter Society and CMHA have a functional system of care and that the diagram does not accurately depict the housing/homelessness system of care in the Alberni Valley. The lack of participation and commitment from the housing/service providers resulted in the coordinator and committee not pursuing a systems-planning framework.

**Objective 2: Establish critical populations and critical people list based on evidence.**

Not attempted.

**Objective 3: Enhance and formalize Port Alberni's current system of care focussed on prevention, income and housing including Aboriginal and Non-Aboriginal organizations and progressively move toward achieving fidelity to Housing First principles.**

See results of Objective 1.

**Objective 4: Improve local systems prevention strategies across housing, health, justice and youth systems with a focus on priority populations.**

The committee did not identify this objective as a priority.

## 4

## ENHANCE INFORMATION COLLECTION, ANALYSIS AND DISSEMINATION

**Objective 1: Strengthen local service providers' capacity to collect and share accurate and relevant information.**

**A Facebook Page, Google Group and Email Group** have been developed for AVCSI. The AVCSI facebook page was developed and is monitored by INEO Employment Services, all groups and agencies are encouraged to Like the page and add content as wanted. The Google group was created by an AVCSI member and allows members to share information, new stories, research articles, and events to the whole group.

A spreadsheet developed in the early years of AVCSI and presented by Myron Jespersen to the AVCSI committee regarding the Current State of Housing in the Alberni Valley. This spreadsheet has been consistently updated and presented to the community stakeholders to review and to identify achievements and new targets. For example: The Port Alberni Shelter Society new shelter plans were top priority for the committee for many years and as that is achieved along with supported housing units, new priorities can be identified.

The Coordinator shared information and strategies listed in Canada's National Housing Strategy and attended a session at the Homeless Services Association of BC Conference where a CMHC representative talked about the National Housing Strategy.



Some of the things to note in Canada's National Housing Strategy ([www.aplacetocallhome.ca](http://www.aplacetocallhome.ca)) include:

- Federal government to introduce a bill to enable legislation that promotes a human rights-based approach to housing – this includes maintaining a National Housing Strategy
- Federal lands will be made available to community and affordable housing projects
- 2018-2019 will see funding for renovations and retrofits and environmental remediation and to ensure surplus federal buildings are suitable for use as housing
- 2020 will see a Canada Housing Benefit – designed to provide affordability support directly to families and individuals in housing need – estimated \$2,500 per year to each recipient household. The goal is to support at least 300,000 households across the country.

In November 2017, the committee worked to identify goals that are consistent with the Alberni Valley Strategic Plan and aligned with both the National and Provincial strategies. However, without project funding and/or ongoing coordinator funding it was decided that education and supporting local housing projects was the best direction for the committee.

**Objective 2: Design information management program to progressively meet information needs for evidence-based community and systems planning, programming decisions, funding, research, performance management and improved communication.**

Without a collaborative effort and funding available, it is not feasible for the AVCSI to develop an information management system that will allow the multiple service providers involved in housing and homelessness to transition to a community-wide integrated information management system.

Coordination and collaboration of local service providers has not happened to-date, making information management extremely difficult.

**Objective 3: Transition to a community-wide integrated information management system.**

Not attempted.

**Objective 4 Improve communication across stakeholders and the community, aimed at raising awareness, and providing direction and motivation for necessary change.**

An educational brochure has been developed with information from the Strategic Plan and the Homeless Count report, to provide the general population with information on homelessness in the Alberni Valley. The brochure has been provided to all committee members and a new member package was developed to share information and create awareness. Brochures have been shared through community events over the past two years where AVCSI information tables were set up to share information. The brochure is updated with current information as available.

Creating awareness and reducing stigma attached to homelessness and poverty was a priority of the committee. A documentary titled Us & Them Documentary depicting the lives of 4 individuals experiencing homelessness and addiction over a period of 10 years was shown to the public in Port Alberni on April 5, 2017. The producer of the documentary that took place in Victoria, BC accompanied the film and spoke to the audience about her journey and the lives of the individuals in the film. The film was made to create awareness about homelessness and normalize the situations that people experience. The documentary was also shown to members of the Port Alberni Mental Health & Substance Use Community Advisory Committee. An education subscription was purchased by the AVCSI Us & Them fund for Alberni District Secondary School. The film was shown to several classes in the 2017/18 school year and the AVCSI Coordinator visited the classes after the film to talk about local homelessness, poverty, addiction, and housing issues.

Community awareness was also created through interviews with local radio, local paper, and a Shaw Cable production. Media campaigns have created awareness and discussion around the homelessness.

5

IMPROVE CAPACITY FOR HOUSING SYSTEM, COORDINATION AND IMPLEMENTATION OF STRATEGIC INITIATIVES

**Objective 1 Strengthen AVCSI capacity to enhance leadership & coordination**

Engaging and educating local government and community service clubs is important in addressing homelessness. A community education presentation was developed by the Coordinator and shared with the Alberni Clayoquot Regional District board of directors and two Port Alberni Rotary Clubs. Local MP, Gord Johns, met with the Coordinator on April 24, 2017 to hear about issues, concerns and initiatives around housing and homelessness and a Town Hall Meeting on housing was discussed. A presentation

with recommendations was made to City Council on July 10, 2017 regarding the Strategic Plan and the results of the AVCSI Housing Forum and first ever Port Alberni Point-In-Time Homeless Count.

To enhance coordination, the Coordinator attended 2 days of training (June 1 & 2, 2017) in Campbell River with BC Housing – The Vulnerability Assessment Tool is a province wide initiative to have front-line staff trained to identify the needs and priorities of the individuals who are without housing. It is hoped that all communities will use this tool and document information in a province wide database. The objective was for the Coordinator to understand the assessment tool, to be supportive to housing service providers in coordinating and using the tool. Attendance for the training was covered by the Coordinator and not by AVCSI or AVSPC.

***Objective 2: Design a creative financial plan for funding coordination, housing acquisition and plan activities increasing financial self-reliance for the community.***

On several occasions the committee discussed a referendum process to encourage a housing coalition that would be funded by a Regional District tax and coordinated by the Alberni Clayoquot Regional District (ACRD) Board/Staff. The Chair and Coordinator discussed the opportunity for a referendum with the Chief Administrative Officer (CAO) of the ACRD, prior to the October 2018 election. However, there was not enough time to enter in to a referendum process and be ready for the election.

A teleconference with 2 Comox Valley coordinators indicated that a referendum has worked well in the Comox Valley and has resulted in the Comox Valley Coalition to End Homelessness (CVCEH) having a lump sum of money each year to put toward community projects addressing homelessness. The CVCEH enters in to an Expression of Interest process and agencies apply for the funding or parts of the funding for programs and services geared toward ending homelessness. The coalition reviews applications and makes recommendations to the Regional Board who makes the decisions and contracts directly to the successful agencies. CVCEH has a paid coordinator (15 hours per week) and 19 members that operate in teams to address homelessness issues.

As referendum is expensive to execute when it is not attached to an election, the ACRD CAO suggested an Alternative Approval Process. The **alternative approval process** is a form of **approval** that allows electors to indicate whether they are for or against a local government proposal moving forward. “The alternative approval process requires that 10 percent or more of the eligible electors must sign and submit response forms in opposition to the proposed initiative to require the local government to obtain assent of the electors in order to proceed” (BC Government, Alternative Approval Process for Local Government, [www2.gov.bc.ca](http://www2.gov.bc.ca)).

It is suggested that ACRD is interested in an Alternative Approval Process and it is recommended that the AVCSI committee support this process through continued research to encourage and engage a Regional Coalition to End Homelessness.

***Objective 3 Continue taking building community capacity approach.***

Building community capacity is about engaging non-profits, community residents, and other stakeholders who are interested in taking responsibility for our own community development. Several attempts were made by the committee and/or coordinator to build capacity through attending events, organizing meetings, and sharing information:



committee, Social Planning Council, PA City Council and Arrowsmith Rotary club.

The living wage for a 2-parent family with 2 children is \$17.50 – both parents would have to earn \$17.50 per hour or over \$62,000 per year with childcare subsidies to cover expenses. The largest single expense is rent and then childcare. There is a huge discrepancy between minimum wage and a living wage.

**CBC Radio Interview** Upon recommendation of MP Gord Johns, the Coordinator was invited to do a radio interview on CBC radio on Tuesday, September 4<sup>th</sup> at 7:50 am to discuss the issues of housing and homelessness in Port Alberni. Questions were asked about: the recent homeless count and reported that it was about 3 times the number that was counted in 2016; Airbnb and responded that it was not as much an issue in Port Alberni as it was on the West Coast. The interview also included the pending Town Hall hosted by MP Gord Johns, the Federal and Provincial homelessness strategies, the community actions taking place currently, and the need for the Municipal Government to be on board for housing projects moving forward.

**Housing Town Hall** hosted by Courtenay-Alberni MP Gord Johns at the Port Alberni Friendship Center on Tuesday, September 4<sup>th</sup>, 2018. Coordinator participated as a panel member along with Wes Hewitt, ED



of the Port Alberni Shelter Society, Tofino Mayor Josie Osborne, John McEown of BC Housing, and Marika Albert of BC Nonprofit Housing Association. Coordinator provided a 10-minute overview of local housing and homeless situations and also took an opportunity to respond to a few questions/comments. AVCSI Chair, attended and AVCSI displayed signage along with brochures on Housing First, AVCSI focus and strategic plan goals, as well as the Access to Food brochure.

**Alberni Valley Seniors Services Sector Cooperative (AVSSSC)** – Coordinator purchased a personal membership and on September 12, 2018 attended the first Annual General Meeting of the AV Senior Services Sector Cooperative and agreed to be a Director of the Board for a one-year term. The AVSSSC is focused on two major issues for seniors – housing and transportation. The Cooperative is going to seek information and guidance from Marcie Dewitt, ACHN Coordinator regarding the transportation issue and decide on how the Cooperative can best support action on transportation. The AVSSSC is planning a strategic planning session soon.

**Homelessness Services Association of BC (HSABC)** – At no cost to the AVCSI or SPC, Coordinator attended the inaugural HASBC Conference Sept 19 – 21, 2018 that took place at the Radisson Hotel in Richmond, BC and attended workshops gathering information:

- Between a Rock and a Hard Place by Gray Poehnell – strategies and techniques on how to navigate between the challenges of the people we work with and challenges of the bureaucracies we work for.
- Overdose Crisis Response Plenary - Hon. Judy Darcy, Minister of Mental Health and Addictions, pictured to the left, and a panel of experts – overdose crisis declared a public health crisis – MH&A ministry is increasing overdose prevention sites, supervised consumption sites, access to naloxone, and expanding treatment and recovery options.



- Tenant overdose response organizers – training for naloxone administration, signs on doors
- Naloxone nasal spray available for First Nations people through a pharmacist.
- Need for safe inhalation sites
- Social Enterprise Plenary – Hon. Shane Simpson, Minister of Social Development and Poverty Reduction, pictured below with a panel of experts:
  - Minister talked mostly about the poverty reduction strategy
  - Vancity Community Foundation – talked about the importance of understanding impact, value proposition, and the social impact cost as being important to a Social Enterprise.
  - Just Works – three-part SE – pottery, reno’s, and kitchen – took 12 years to become sustainable
  - Megaphone Magazine – a magazine, calendar, and speaker’s forum for individuals with lived experience. The individuals can purchase the calendars for \$10 and sell them for \$20, they purchase the magazine for \$1 and sell it for \$2.
  - Vancouver Native Housing Society – Skwachays Lodge – A social enterprise hotel where artists get housed and have 2 years to make a viable plan as an artist. Very profitable venture.
- BC Housing – HSABC set up as training and support for frontline workers.
  - shelters are meant to be a gateway to housing – roll-out of HIFIS 4
  - Oct 5, end Indigenous Housing proposals; Oct 30 end Homeless & Risk of Homeless proposals.
- CMHC – Homeless Strategy to be legislated
  - Tenant Advocacy for community organizations
  - 2020 affordable housing supplement
  - April 2019 roll over of Homelessness Partnering Strategy program
  - Opportunity to use Federal Surplus land (placetocallhome.ca or [www.cmhc.ca](http://www.cmhc.ca))
- Building Support for Inclusive Communities – strategies for engaging communities when implementing new housing projects. Available for information Case Study: Supported Housing Experience <https://www.bchousing.org/publications/BK-Case-Study-Community-Acceptance-Overview.pdf> and a social return on investment study <https://www.bchousing.org/research-centre/library/tools-for-developing-social-housing/social-return-on-investment-sroi-of-affordable-housing-development&sortType=sortByDate>
  - open development for locals to tour as it is being built; invite locals to hear and see other developments; invite “megaphone” speakers to speak [develop our own group of individuals with lived experience to speak]



**Vancouver Island Economic Summit** Coordinator attended the VI Economic Summit (at no cost to the committee) and attended to the ‘Safe Communities’ session to hear about challenges of homelessness and crime, and strategies of other communities addressing these challenges. Executive Director of Our Place Society presented the innovative model of Victoria’s therapeutic recovery center that uses a multi-disciplinary approach to recovery where their motto is “*meet people where they are at, but don’t leave them there*” (Don Evans, October 2018). David Laberge, the Manager of Community Safety in Nanaimo talked about the importance of education and prevention to reduce the need for management of the problems. He also noted that two-thirds of the people on the streets live with mental health challenges, childhood trauma, and/or brain injuries.

## 7 CHALLENGES

The Alberni Valley Community Stakeholder Initiative to End Homelessness (AVCSI) committee has been challenged to become a cohesive team with clear objectives and collaboration amongst service providers. There are many dedicated individuals who volunteer time and energy to support the AVCSI and many agencies that work tirelessly to address poverty, affordable and supportive housing, food security, and employment for those in need.

When stakeholders have different perspectives, mandates, and missions, it creates a complex group with diverse needs. This posed a challenge to the AVCSI committee and how the Coordinator position was able to facilitate the committee's objectives. Limited input from committee members in to the direction and goals of the committee also created a challenge. A request for information on the local system of care resulted in three community stakeholders leaving the committee, and only one returning after a time away. In addition, a letter to the Coordinator with directives to cease any communication with any media regarding the committee and its members early in the contract, made it difficult to facilitate the objectives of the strategic plan.

Difficulty in securing funding for an ongoing coordinator, limited input from the administrative body, and little to no funding for projects and educational material has also challenged the committee in pursuing and achieving results.

Homelessness has increased in the Alberni Valley and on Vancouver Island in general. Although it is difficult to compare the two homeless counts as the methodologies and participation were different between the two; the second Alberni Valley count documented 3 times the number of those documented as experiencing homelessness in the first count. The increasing challenges in our local opioid crisis, the rising costs of housing, the number of derelict building, renovictions (landlords evicting tenants for renovation and increasing rents), and little increase in Provincial income support has seriously changed the face of homelessness in Port Alberni. Presented at CSI committee meetings, "more seniors, more parents with children, and more youth are experiencing homelessness locally".

## 8 RECOMMENDATIONS

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The commitment of the National Housing Strategy, Provincial Poverty Reduction Strategy, and BC Housing's Funding Opportunities are providing communities with opportunities to champion safe, affordable housing for all. The City of Port Alberni requires a strong Social Planning Council where housing is a priority. The following six recommendations are the results from the past two years as Coordinator for the Alberni Valley Community Stakeholder Initiative to End Homelessness (AVCSI):

1. **Premise** – AVCSI is challenged to secure funding for a paid coordinator, receives limited support from the administrative body, and has difficulty achieving goals set out in the strategic plan with no project funding available.

**Recommendation** – Greater input and support from the administrative body for a paid coordinator position is required for AVCSI to continue as a committee of stakeholders interested in addressing homelessness. **Or,**

2. **Premise** – Comox Valley Regional District has held two referendums and subsequently passed a by-law to establish Homeless Support Services – “to fund one or more non-governmental organization(s) in the Comox Valley”. Funding is based on a five-year plan provided by the coalition to end homelessness and is approved by CVRD. Cowichan Valley Regional District included two referendums in the recent election and “*the Cowichan Housing Association Annual Financial Contribution Service Establishment Bylaw, 2018 to provide regional programs and services related to affordable housing and homelessness prevention passed 11, 981 to 9,799*”.

**Recommendation** – Use a referendum or alternative approval process to provide a regional based housing & homelessness services coalition that will address the diverse needs of the whole region. AVCSI will continue to work on a volunteer basis to encourage and support the Alberni Clayoquot Regional District (ACRD) to engage in an Alternative Approval Process to have a Regional Housing Coalition, coordinated and supported by the ACRD. **And/or,**
3. **Premise** – The Social Planning Council along with some City representatives/staff have been working toward the Alberni Valley Social Planning Council becoming a Committee or Commission of the City to consider the multitude of social issues in our community.

**Recommendation** – The City of Port Alberni creates a Social Planning Commission under the umbrella of the City Council with Housing/Homelessness as one priority – employing the Housing First principles. **And,**
4. **Premise** – Current zoning and bylaws have made it difficult for homeowners within city limits to have secondary suites and/or laneway or carriage houses as rentals.

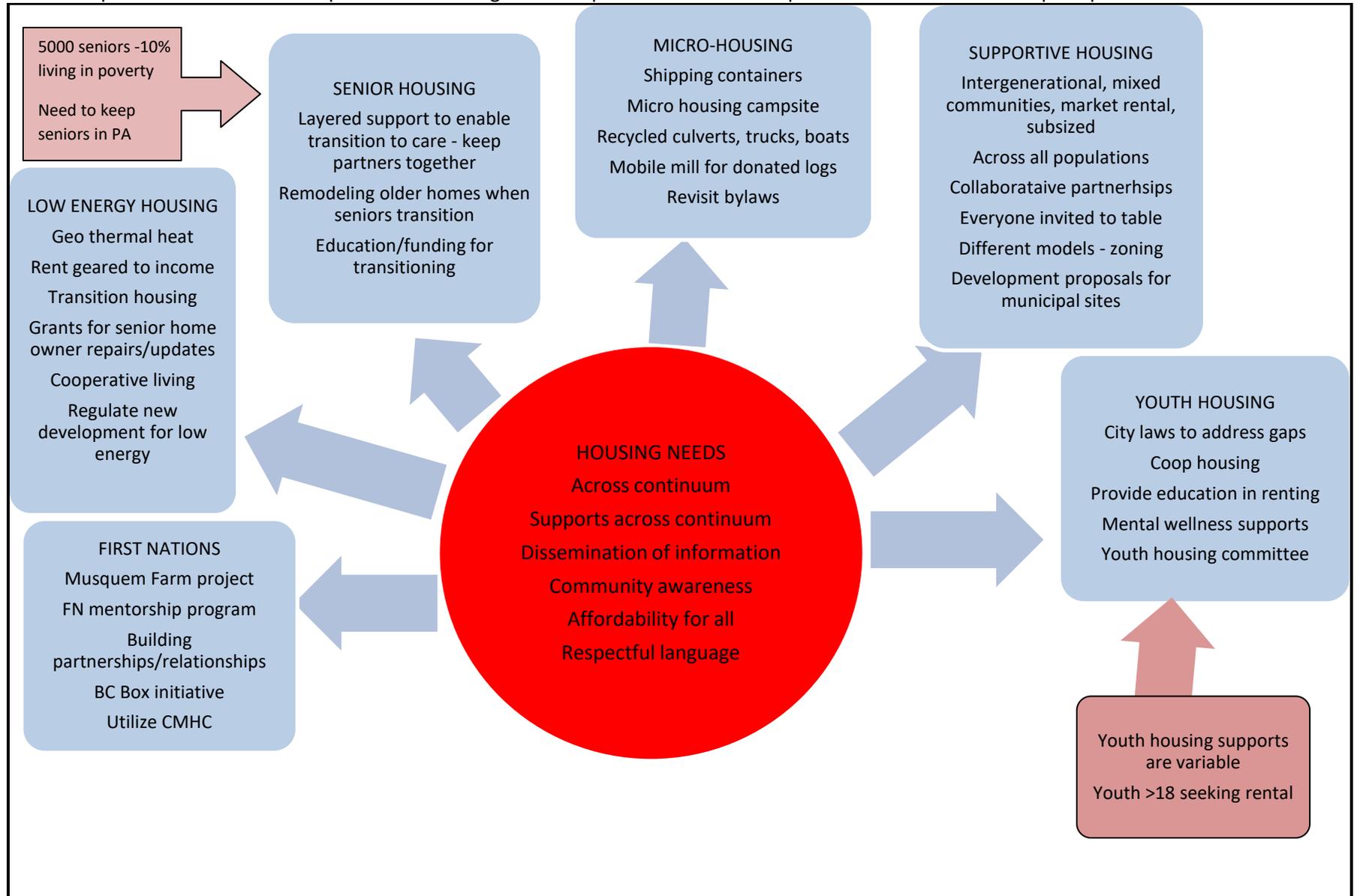
**Recommendation** – The City of Port Alberni addresses zoning and by-laws to encourage and make it easier for home/property owners to have secondary suites and/or laneway houses; and implements an inclusionary housing policy that will require large housing developments to have a percentage of units available as affordable housing. **And,**
5. **Premise** – The Port Alberni’s Strategic Plan to House Our Community and End Homelessness 2016 – 2026 indicates a need for systems planning in the Alberni Valley. The current committee has been unable to get buy-in from the local agencies for the development of a systems-planning framework.

**Recommendation** – Develop an integrated local or regional system of care that improves the capacity of our current system of care and homelessness serving agencies through strengthening accessibility, collaboration and continuity of care for those who are experiencing homelessness or at risk of experiencing homelessness. **And,**
6. **Premise** – Managing needs that occur during a crisis, such as the provincial and our local housing and homelessness situations is necessary and challenging – everyone deserves to have a home. However, prevention plays an important role in avoiding future crisis.

**Recommendation** – Support the community in homelessness prevention strategies to decrease future homelessness situations.

## APPENDIX A – Conceptual Framework

This Conceptual Framework formed part of the Housing Forum Report Final 0617 and represents the results of the Open Space discussion.



**More services and information:**

Eating Well with Canada's Food Guide

Eating Well with Canada's Food Guide  
- First Nations, Inuit and Métis

Canada's Food Guide basics

Choosing healthy foods

Eat Well Plate

My Food Guide

Canada's Food Guide labelling  
and advertising information

Check out:

<https://www.canada.ca/en/health-canada/services/canada-food-guides.html>

Produced by the **Alberni Valley Community Stakeholders Initiative to End Homelessness**

For more information or updates, please contact Project Coordinator Terry Deakin:

C/O 4908 Argyle Street

Port Alberni, BC V9Y 1V7

Phone: (250) 723.4675

Email: [terry@ineoemployment.com](mailto:terry@ineoemployment.com)

**Where to get food supports  
in the Alberni Valley**

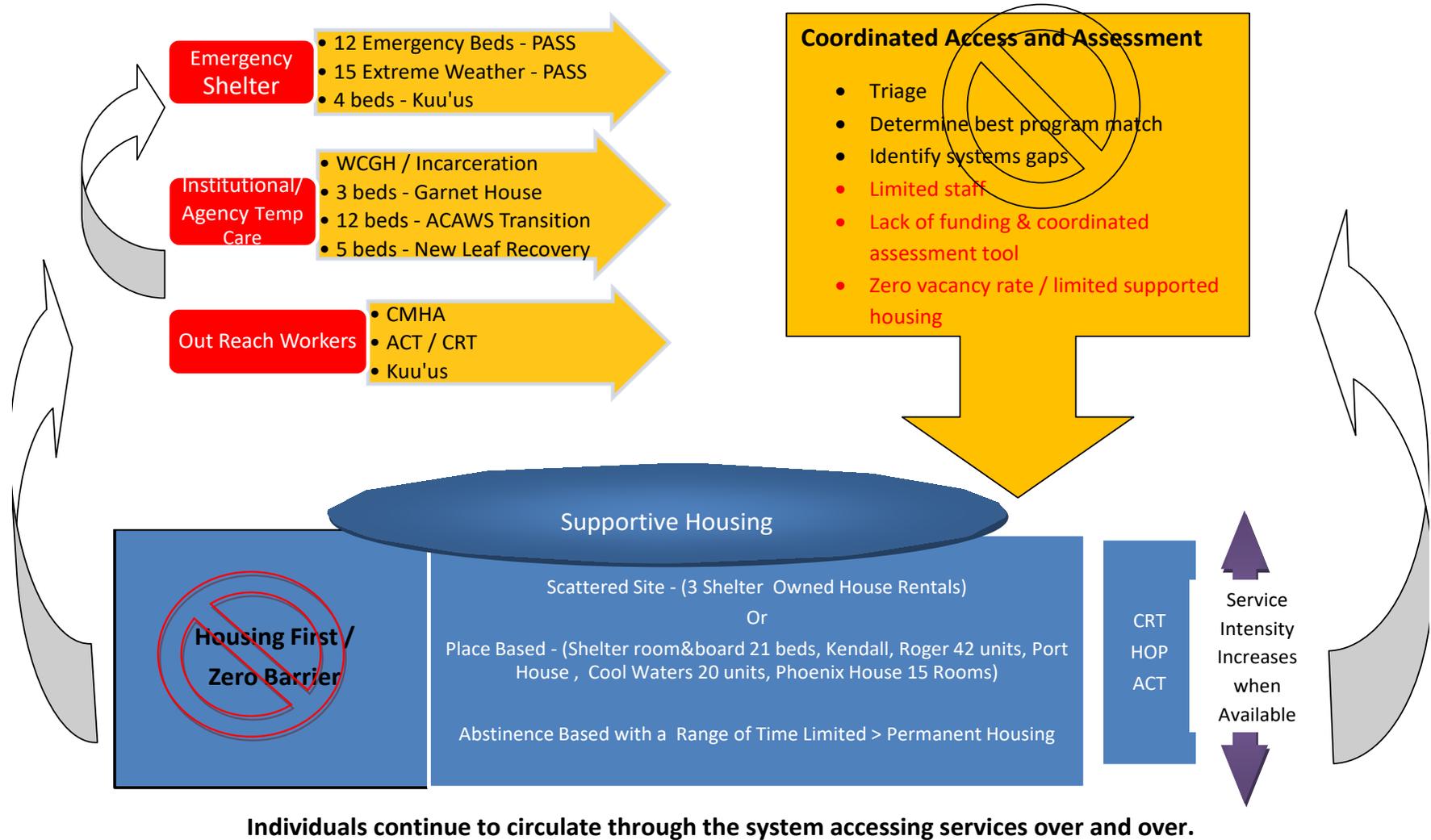
- Low income family guide

Image created by Freepik

**Appendix B –Food Distribution Brochure page 2**

<b>ORGANIZATION</b>	<b>PHONE</b>	<b>FOOD SERVICE</b>	<b>LOCATION</b>	<b>TIME &amp; DATE</b>
CMHA	250.735.0881	Small food hampers	3178 2 <sup>nd</sup> Avenue	Monday to Wednesday; 10am-3pm drop in or by Appt.
ACAWS	250.724.7111	Snacks, various food products Some available by donation	3082 3 <sup>rd</sup> Avenue	Monday to Friday First come, first serve
OVERDOSE PREVENTION SITE	778.419.0016	Various food products	3699 3 <sup>rd</sup> Avenue	Monday to Thursday; 12pm First come, first serve
KUU-US CRISIS LINE	250.723.4050	Hot meals & hampers	4589 Adelaide St, in the back	Saturdays; 5:30-7pm
		Food hampers, hygiene products, and clothing items	Parking lot of Quality Foods, PA Friendship Centre, and Echo Centre	Sundays; 5-6:15pm
SALVATION ARMY	250.723.6913	Food Bank, Milk for kids, and Good Food Box Program (cost will apply)	4835 Argyle Street	Food Bank by appointment only on Tue. & Wed. Milk for kids on Thu. Good Food Box Program, 2 <sup>nd</sup> Wed. of the month. Emergency Food Needs - Ext. 230
GRACE POINT CHURCH	250.735.1754	Community Dinner	3072 4 <sup>th</sup> Avenue	Tuesdays; 4:30pm-7pm
		Non-perishable food hamper		One per month, per household
JERICO ROAD CHURCH	250.723.2328	Snacks/meal for those who attend their Addictions Recovery session	5100 Tebo Avenue	Thursdays; 5pm
PA FRIENDSHIP CENTRE	250.723.8281	Community Dinner	3555 4 <sup>th</sup> Avenue	2 <sup>nd</sup> Wed. ( <i>or Thurs.</i> ) of every month at 4:30pm
		Elder's Luncheon		3 <sup>rd</sup> Wed. ( <i>or Thurs.</i> ) of every month at 12pm
BREAD OF LIFE SOCIETY	250.723.4049	Breakfast, 8:30am Dinner, 11:30am Giveaway Table, 10:30am	3130 3 <sup>rd</sup> Avenue	Monday to Friday; first come, first serve
TSESHAHT FIRST NATION	250.724.1225	Food hampers	5091 Tsuma-as Drive	Holiday season
MEALS ON WHEELS	250.730.0390	Three meals per week minimum Meals provided by RimRock Casino (cost will apply) It includes one entrée, rice or potatoes, one vegetable, soup or salad, and one dessert	Volunteer delivery service to home	Tuesday-Saturday; 4pm-5pm  If request for meals during days offered don't run, put in one by Friday.

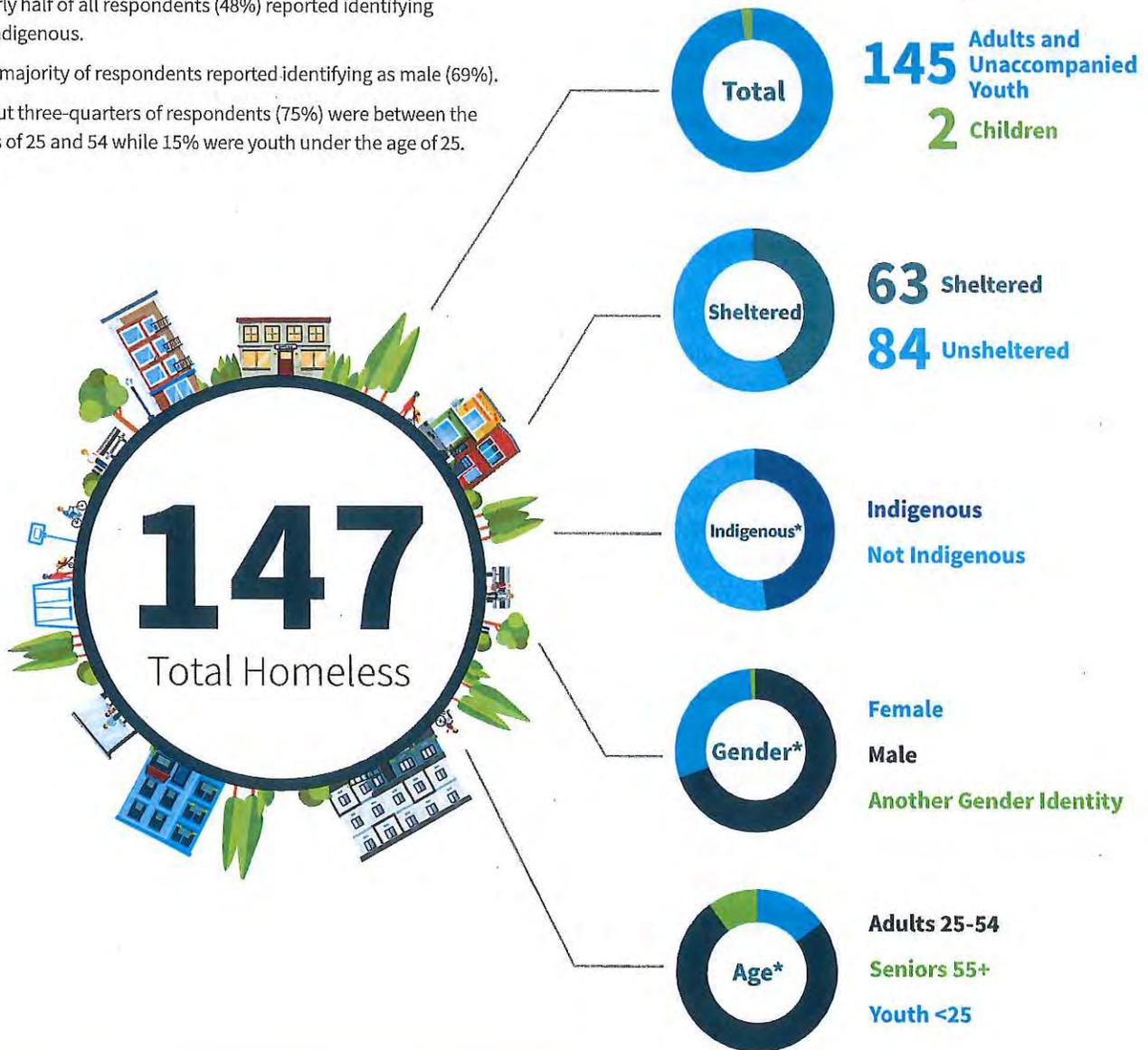
**APPENDIX C – System of Housing Care**



## Port Alberni

A total of 147 individuals were identified as experiencing homelessness during the count in Port Alberni on April 11, 2018.

- › Slightly more than half of individuals who identified as experiencing homelessness were unsheltered (57%).
- › Nearly half of all respondents (48%) reported identifying as Indigenous.
- › The majority of respondents reported identifying as male (69%).
- › About three-quarters of respondents (75%) were between the ages of 25 and 54 while 15% were youth under the age of 25.



\*For gender, age and Indigenous identity, percentages are based on the number of people who answered these questions in the survey. The survey is voluntary and not everyone who identified as homeless answered all questions. Therefore, percentages are based on the number of people who responded to each question (respondents) and not the total number of people identified as experiencing homelessness in the community. Some data with only a few respondents has been suppressed to protect privacy.

# Limitations and Methodological Considerations

Please note the following considerations in reviewing the data in this community profile:

- › For the first time this spring, the Province funded the coordination of homeless counts in 12 communities in B.C. The results will be combined with data from other communities that conducted recent counts, including those funded by the federal government through the Homelessness Partnering Strategy. These homeless counts will paint an overall picture of homelessness across the province, inform B.C.'s Homelessness Action Plan, and provide a baseline to measure progress in achieving this Plan.  
  
The data from the 12 communities will provide a benchmark to measure the progress made to address homelessness over time **but does not allow for any current longitudinal comparisons.**
- › For the purpose of the Point-in-Time (PiT) homeless count, we define someone as experiencing homelessness if they **do not have a place of their own where they pay rent and can expect to stay for at least 30 days.** This includes people who:
  - stayed overnight in homeless shelters including transition houses for women fleeing violence and youth safe houses, and people with no fixed address (NFA) staying temporarily in hospitals, jails or detox facilities; and,
  - live outside or stayed temporarily with others (couch surfing) and/or those using homelessness services.
- › PiT homeless counts provide a **24-hour snapshot** of the estimated number of people who are experiencing homelessness in a given community and their demographic characteristics and service needs.
- › During the count, we conduct **surveys** with people who identify as experiencing homelessness. In areas where surveys are not possible, and to support the PiT count, we collect **additional information from shelter operators, hospitals, jails and BC Housing.** Throughout this report,

the term “individual” refers to all people included in the count’s total number and “respondent” refers to those who participated in a survey.

- › **Homeless counts underestimate the number of people who are homeless.** The Point-in-Time (PiT) Count methodology is most effective at counting and surveying the “visible” homeless population.
  - Not everyone experiencing homelessness can be found and not everyone who is found is willing to be surveyed. People who are couch surfing and staying with friends (the “hidden” homeless) are not excluded but are less likely to be counted using a PiT count approach because they are by their very nature “hidden” and more difficult to find.
  - While PiT counts are an accepted methodological tool, the numbers are understood to be the minimum number of people who are experiencing homelessness on a given day in that community.
  - Numbers provided in this report therefore constitute the **minimum number of people** who were experiencing homelessness on the day of the count in the 12 communities.
- › This community profile includes information about people identified as experiencing homelessness during the count in the 12 B.C. communities who were sheltered and unsheltered and analyzes the data for Indigenous identity, gender and age.
- › A **final report** will be released in the fall of 2018. It will provide a more comprehensive provincial snapshot of homelessness by including data from PiT counts in other communities across the province.



Local child care needs from now through 2029 are the focus of \$3 million in municipal planning grants that will help ensure communities are responsive to young families.

“These planning grants will help municipalities and regional districts assess their current child care circumstances and identify what local families will need over the next decade,” said Katrine Conroy, Minister of Children and Family Development. “Local governments know best the unique needs in their communities, and working together makes us stronger and better able to respond quickly.”

Local governments will use their grants to create an inventory of existing child care spaces, identify how many child care spaces are needed now and how many will be needed over the coming years, as well as the type of child care that is needed. They will then draft an action plan to create these spaces and work with their school districts, local health authorities, Indigenous partners and other key child care stakeholders to build these plans. This information will be shared with the Ministry of Children and Family Development to help inform future provincial child care investments.

More than 70 local governments applied for up to \$25,000 each to plan for the long-term child care needs of families in their communities, with some governments choosing to work collaboratively with nearby communities.

“We can’t solve the child care shortage on our own. Municipalities know the needs of families in their communities, and this insight will make sure that child care investments are strategic and new spaces are created where they are most needed,” said Katrina Chen, Minister of State for Child Care. “We know that when families have access to affordable, quality child care spaces where they live, it is good for our communities. Local businesses thrive and families have more stability.”

The funding comes from the Community Child Care Planning Program, and is the first step in a \$3-million partnership launched in September 2018 between the Province and the Union of British Columbia Municipalities (UBCM).

“This program will strengthen local government knowledge of child care needs in our communities,” said Arjun Singh, UBCM president. “I appreciate the integrated approach involving multiple stakeholders and believe there will be long-term improvements to the overall availability and quality of child care services.”

In addition to the Community Child Care Planning Program, the Province launched the \$13.7-million Community Child Care Space Creation Program in September 2018 in partnership with UBCM and funded through the Canada – BC Early Learning and Child Care Agreement. This program will provide local governments with up to \$1 million and support the creation of new licensed child care spaces, with a focus on infant and toddler care. Successful applicants will be announced in the coming weeks.

**Quick Facts:**

- For Indigenous communities, the ministry is investing \$3.6 million over three years to support 11 new early learning and child care planning and navigator positions to help address the specific needs of Indigenous children, families and communities throughout the province.
- Under Childcare BC, the Province is investing more than \$1.3 billion in child care to lay the foundation for a universal child care system. Investments in new licensed child care spaces address the Province's commitment to making child care more accessible and complement its goals of improving supports for child care professionals and working with the sector to make child care more affordable for B.C. families.
- Investing in child care and early childhood education is a shared priority between government and the BC Green Party caucus, and is part of the Confidence and Supply Agreement.

**Learn More:**

For more information on the partnership with UBCM, visit:

[www2.gov.bc.ca/gov/content?id=32AB62094D574819A92D594023C1DF23](http://www2.gov.bc.ca/gov/content?id=32AB62094D574819A92D594023C1DF23)

To learn more about child care in B.C., visit: [www.gov.bc.ca/childcare](http://www.gov.bc.ca/childcare)

Childcare BC factsheet: <https://news.gov.bc.ca/18430>

To view the backgrounder for this release, with the full list of approved communities and the funding they will receive, visit:

[https://news.gov.bc.ca/files/BG\\_UBCM\\_Planning\\_Grants\\_Mar\\_22\\_2019.pdf](https://news.gov.bc.ca/files/BG_UBCM_Planning_Grants_Mar_22_2019.pdf)

# BACKGROUNDER

## Families across B.C. to benefit from community child care plans

More than 70 communities across the province are receiving up to \$25,000 to undertake a child care needs assessment and create long-term action plans to ensure that the families they serve have access to the child care services that they need.

Below is the full list of approved communities and the amount of funding they will receive. Some local governments are choosing to work with nearby communities to create a joint action plan. These collaborative projects will receive more funding, based on the number of applicants.

The ministry is currently working with four applicants to gather additional information before their applications can be approved. These communities do not appear in the list below.

<b>Municipality/Regional District and Partnerships</b>	<b>Funding</b>
Alberni-Clayoquot Regional District – partnership with Port Alberni and Tofino	\$74,635
Bowen Island	\$22,520
Burnaby	\$25,000
Campbell River	\$25,000
Canal Flats	\$16,500
Chase	\$25,000
Chilliwack	\$25,000
Comox Valley Regional District – partnership with Comox and Courtenay	\$75,000
Coquitlam	\$25,000
Cranbrook	\$22,310
Cumberland	\$25,000
Delta	\$25,000
Enderby	\$24,750
Golden	\$24,750
Kamloops	\$25,000
Kelowna – partnership with Lake Country, Peachland and West Kelowna	\$97,300
Kimberley	\$25,000
Langley City	\$25,000
Langley Township	\$25,000
Maple Ridge	\$25,000
Masset	\$23,750
North Vancouver City	\$25,000
North Vancouver District	\$25,000
Pitt Meadows	\$25,000
Port Coquitlam	\$25,000
Port Moody	\$25,000
Powell River – partnership with qathet Regional District	\$50,000
Prince George	\$25,000

Prince Rupert	\$25,000
Queen Charlotte	\$23,750
Quesnel – partnership with Cariboo Regional District	\$50,000
Salmon Arm	\$25,000
Sechelt – partnership with Gibsons and the Sunshine Coast Regional District	\$67,150
Sicamous	\$23,430
Sooke	\$25,000
Squamish	\$25,000
Surrey	\$25,000
Tahsis	\$13,000
Terrace	\$25,000
Valemount	\$5,060
Vernon	\$25,000
Victoria	\$23,300
West Vancouver	\$25,000
Whistler	\$24,480
Williams Lake	\$25,000
<b>Total funding approved as of Mar. 14, 2019</b>	<b>\$1.34 M</b>

Contact:

Government Communications and Public Engagement  
Ministry of Children and Family Development  
250 356-2028

**From:** Patterson, Laura FLNR:EX <[Laura.Patterson@gov.bc.ca](mailto:Laura.Patterson@gov.bc.ca)>

**Sent:** Tuesday, April 16, 2019 2:54 PM

**To:** Wendy Thomson <[wthomson@acrd.bc.ca](mailto:wthomson@acrd.bc.ca)>; Administration Shared <[administration@acrd.bc.ca](mailto:administration@acrd.bc.ca)>; Kel Roberts <[kroberts@acrd.bc.ca](mailto:kroberts@acrd.bc.ca)>

**Subject:** INVITATION: Coast Forest Sector Revitalization & Coastal Communities – Southern Vancouver Island Webinar-Enabled Engagement Session (April 29th, 12:00-1:30pm)

Dear Chair, Board of Directors and Senior Level Staff of the Alberni-Clayoquot Regional District

*Please forward to elected officials and senior-level staff that you think may be interested in participating*

In January 2019, the [Premier announced the Coast Forest Sector Revitalization Initiative](#), meant to support coastal community resilience through forest policy changes. To connect with local governments on what Coast Forest Sector Revitalization could mean for communities, the Ministry of Forests, Lands, Natural Resource Operations and Rural Development is pleased to invite you to join Ministry staff and the Union of British Columbia Municipalities for a webinar-based engagement session.

The primary focus of these regionally-targeted sessions will be providing an opportunity for two-way dialogue amongst local government and provincial government representatives, while also providing details on Coast Forest Sector Revitalization policy reform.

***Please find the link to register for the webinar below.***

This engagement opportunity follows on the forestry-focussed webinars hosted by the Ministry in January. The January webinar materials and more information about the Coast Forest Sector Revitalization Initiative, including an [informative booklet](#), can be found on the Ministry's [new Coast Forest Sector Revitalization webpage](#).

Please Note: If you would like to participate, but cannot make it to this specific session, we are also hosting webinars for other coastal regions, so there may be an alternate session that you can attend. If this is the case, or you have any questions about the session don't hesitate to contact me, [Laura.Patterson@gov.bc.ca](mailto:Laura.Patterson@gov.bc.ca) (778-974-6237).

Thank you, and we hope that you can join us on April 29<sup>th</sup>.

**Laura Patterson**, M.Sc., R.P.Bio.

A/Policy Specialist | ADM's Office, Rural Development, Lands and Innovation Division

Ministry of Forests, Lands, Natural Resource Operations & Rural Development | 4th Floor, 780 Blanshard | Victoria, BC

Office: 778-974-6237

Email: [Laura.Patterson@gov.bc.ca](mailto:Laura.Patterson@gov.bc.ca)





Ministry of  
Forests, Lands, Natural  
Resource Operations  
and Rural Development

## **Coast Forest Sector Revitalization & Coastal Communities - Southern Vancouver Island**

Join us for a webinar on Apr 29, 2019 at 12:00 PM PDT.

[Register now!](#)

This webinar-based engagement session, created specifically for coastal local government leaders and senior level staff, will take a closer look at Coast Forest Sector Revitalization policy reform and what it may mean for your community.

After registering, you will receive a confirmation email containing information about joining the webinar.

[View System Requirements](#)



*Serving British Columbia Since 1984*  
Provincial Toll Free: 1.888.689.3463 [www.childfindbc.com](http://www.childfindbc.com)

April 17, 2019

Dear Mayor and Councilors,

**Re: Proclamation for National Missing Children’s Month and Missing Children’s Day**

I write today on behalf of Child Find British Columbia. Child Find BC requests that your local government proclaim May as Missing Children’s Month and May 25<sup>th</sup> as missing Children’s Day.

Child Find BC provides “ALL ABOUT ME” ID Kits with child finger printing and photos, to at no cost to families and Child Find BC hosts these Child Find ID Clinics throughout BC. Child Find BC provides education, including public speakers, literature and tips for families to assist them in keeping all of our children safe.

We hope that you will raise this proclamation for consideration to your Council and your community at your next meeting.

Most recent reporting from the RCMP show that over 8,000 cases of missing children were reported in British Columbia and over 45,000 cases in Canada. Through the support of municipal governments like yours we are able to educate and bring awareness to thousands of BC families on this important issue.

Thank you so much for your consideration of this request and your continuing commitment to Community Services in BC and the children and families of BC. If you have any questions regarding this request please contact the Child Find BC office at 1-888-689-3463.

Yours truly,

Crystal Dunahee President, Child Find BC

**Victoria Office**  
2722 Fifth Street, 208  
Victoria, BC V8T 4B2  
(250) 382-7311  
Fax (250) 382-0227  
Email:  
[childvicbc@shaw.ca](mailto:childvicbc@shaw.ca)

*“A charitable non-profit organization working with searching families and law enforcement to reduce the incidence of missing and exploited children.”*

*A Missing Child is  
Everyone's  
Responsibility*



**If you or your organization would like to host an “All About Me” ID clinic, have an idea for an event in your community or would like literature and information on becoming a member and supporter of Child Find BC, please call us at 1-888-689-3463.**

Your Letterhead here

**National Missing Children’s Month and Missing Children’s Day**

**WHEREAS** Child Find British Columbia, a provincial member of Child Find Canada is a non-profit, registered charitable organization, incorporated in 1984; **AND**

**WHEREAS** The Mandate of Child Find British Columbia is to educate children and adults about abduction prevention; to promote awareness of the problem of missing children, and to assist in the location of missing children; **AND**

**WHEREAS** Child Find has recognized Green as the colour of Hope, which symbolizes a light in the darkness for all missing children; **AND**

**WHEREAS** Child Find’s annual Green Ribbon of Hope Campaign will be held in the month of May and May 25<sup>th</sup> is National Missing Children’s Day; **AND**

**THEREFORE BE IT RESOLVED THAT**

I, (Mayors Name) of the (city, town, municipality), do hereby proclaim May as Child Find’s Green Ribbon of Hope month and May 25<sup>th</sup> as National Missing Children’s day. I urge our citizens to wear a green ribbon as a symbol of Hope for the recovery of all missing children; and to remain vigilant in our common desire to protect and nurture the youth of our Province.

\_\_\_\_\_ Mayor

Signed at \_\_\_\_\_ this \_\_\_\_\_ day of May, 2019



## REQUEST FOR DECISION

**To:** ACRD Board of Directors  
**From:** Heather Zenner, Lands and Resources Coordinator  
**Meeting Date:** April 24, 2019  
**Subject:** Sproat Lake Fire Practice Site – Renewal of Licence of Occupation

**Recommendation:**

*THAT the ACRD Board of Directors direct staff to enter into a Licence of Occupation with the province for the Sproat Lake Fire Practice Site for a ten year term.*

**Desired Outcome:**

To maintain the use of the Sproat Lake Fire Practice Site for an additional ten years.

**Summary:**

The Alberni-Clayoquot Regional District (ACRD) has had a Crown land tenure on the Sproat Lake Fire Practice site since 2002 and the tenure is up for renewal. The site is located on Stirling Arm Main Forest Service Road located west of the Alberni Valley Landfill. The tenure size 1.8 hectares in size and is utilized by local fire departments for training purposes.

The Tseshaht First Nation provided support for this tenure renewal noting that they utilize the skills of firefighters in the valley, and that is in the best interest of the Tseshaht First Nation and the Alberni Valley to support the betterment of the skills of the fire departments that serve our communities. The Hupacasath First Nation indicated that they don't have any issues with the tenure renewal.

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

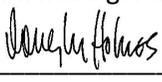
Minimal staff time to liaise with the province to renew the tenure.

**Financial:**

An application fee of \$200 is applicable and the fee for the ten-year tenure is \$1.

Submitted by:   
Heather Zenner, RPF  
Lands and Resources Coordinator

Reviewed by:   
Rob Williams, MSc  
General Manager of Environmental Services

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

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Licence No.: V911167

File No.: 1409710

Disposition No.: 911167

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THIS AGREEMENT is dated for reference March 20, 2019 and is made under the *Land Act*.

**BETWEEN:**

**HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA**, represented by the minister responsible for the *Land Act*, Parliament Buildings, Victoria, British Columbia

(the “Province”)

**AND:**

**ALBERNI-CLAYOQUOT REGIONAL DISTRICT**  
3008 5th Ave  
Port Alberni, BC V9Y 2E3

(the “Licensee”)

The parties agree as follows:

**ARTICLE 1 - INTERPRETATION**

1.1 In this Agreement,

“**Agreement**” means this licence of occupation;

“**Commencement Date**” means March 20, 2019;

“**disposition**” has the meaning given to it in the *Land Act* and includes a licence of occupation;

“**Fees**” means the fees set out in Article 3;

“**Hazardous Substances**” means any substance which is hazardous to persons, property or the environment, including without limitation

(a) waste, as that term is defined in the *Environmental Management Act*; and

- (b) any other hazardous, toxic or other dangerous substance, the use, transportation or release into the environment of which, is now or from time to time prohibited, controlled or regulated under any laws or by any governmental authority, applicable to, or having jurisdiction in relation to, the Land;

**“Improvements”** includes anything made, constructed, erected, built, altered, repaired or added to, in, on or under the Land, and attached to it or intended to become a part of it, and also includes any clearing, excavating, digging, drilling, tunnelling, filling, grading or ditching of, in, on or under the Land;

**“Land”** means that part or those parts of the Crown land either described in, or shown outlined by bold line on, the schedule attached to this Agreement entitled “Legal Description Schedule” except for those parts of the land that, on the Commencement Date, consist of highways (as defined in the *Transportation Act*) and land covered by water;

**“Management Plan”** means the most recent management plan prepared by you in a form approved by us, signed and dated by the parties, and held on file by us;

**“Realty Taxes”** means all taxes, rates, levies, duties, charges and assessments levied or charged, at any time, by any government authority having jurisdiction which relate to the Land, the Improvements or both of them and which you are liable to pay under applicable laws;

**“Security”** means the security referred to in section 6.1 or 6.2, as replaced or supplemented in accordance with section 6.5;

**“Term”** means the period of time set out in section 2.2;

**“we”, “us” or “our”** refers to the Province alone and never refers to the combination of the Province and the Licensee: that combination is referred to as **“the parties”**; and

**“you” or “your”** refers to the Licensee.

- 1.2 In this Agreement, “person” includes a corporation, partnership or party, and the personal or other legal representatives of a person to whom the context can apply according to law and wherever the singular or masculine form is used in this Agreement it will be construed as the plural or feminine or neuter form, as the case may be, and vice versa where the context or parties require.
- 1.3 The captions and headings contained in this Agreement are for convenience only and do not define or in any way limit the scope or intent of this Agreement.
- 1.4 This Agreement will be interpreted according to the laws of the Province of British Columbia.

- 1.5 Where there is a reference to an enactment of the Province of British Columbia or of Canada in this Agreement, that reference will include a reference to every amendment to it, every regulation made under it and any subsequent enactment of like effect and, unless otherwise indicated, all enactments referred to in this Agreement are enactments of the Province of British Columbia.
- 1.6 If any section of this Agreement, or any part of a section, is found to be illegal or unenforceable, that section or part of a section, as the case may be, will be considered separate and severable and the remainder of this Agreement will not be affected and this Agreement will be enforceable to the fullest extent permitted by law.
- 1.7 Each schedule to this Agreement is an integral part of this Agreement as if set out at length in the body of this Agreement.
- 1.8 This Agreement constitutes the entire agreement between the parties and no understanding or agreement, oral or otherwise, exists between the parties with respect to the subject matter of this Agreement except as expressly set out in this Agreement and this Agreement may not be modified except by subsequent agreement in writing between the parties.
- 1.9 Each party will, upon the request of the other, do or cause to be done all lawful acts necessary for the performance of the provisions of this Agreement.
- 1.10 Any liabilities or obligations of either party arising, or to be performed, before or as a result of the termination of this Agreement, and which have not been satisfied or remain unperformed at the termination of this Agreement, any indemnity and any release in our favour and any other provision which specifically states that it will survive the termination of this Agreement, shall survive and not be affected by the expiration of the Term or the termination of this Agreement.
- 1.11 Time is of the essence of this Agreement.
- 1.12 Wherever this Agreement provides that an action may be taken, a consent or approval must be obtained or a determination must be made, then you or we, as the case may be, will act reasonably in taking such action, deciding whether to provide such consent or approval or making such determination; but where this Agreement states that you or we have sole discretion to take an action, provide a consent or approval or make a determination, there will be no requirement to show reasonableness or to act reasonably in taking that action, providing that consent or approval or making that determination.
- 1.13 Any requirement under this Agreement for us to act reasonably shall not require us to act in a manner that is contrary to or inconsistent with any legislation, regulations, Treasury Board directives or other enactments or any policy, directive, executive direction or other such guideline of general application.
- 1.14 Wherever this Agreement provides that you may not undertake some activity or do something
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without our prior written approval or consent, our prior approval of the Management Plan will constitute our approval of, or consent to, the activity or thing to the extent the same is specifically and expressly described in the Management Plan and subject always to any conditions or qualifications that may be set in the Management Plan.

## **ARTICLE 2 - GRANT AND TERM**

- 2.1 On the terms and conditions set out in this Agreement, we grant you a licence of occupation of the Land for regional fire practice site purposes purposes, as set out in the Management Plan. You acknowledge this licence of occupation does not grant you exclusive use and occupancy of the Land.
- 2.2 The term of this Agreement commences on the Commencement Date and terminates on the 10th anniversary of that date, or such earlier date provided for in this Agreement. We reserve the right to terminate this Agreement in certain circumstances as expressly provided in this Agreement.

## **ARTICLE 3 - FEES**

- 3.1 The Fee for the Term is \$1.00, the receipt of which we acknowledge.

## **ARTICLE 4 - COVENANTS**

- 4.1 You must
- (a) pay, when due,
    - (i) the Fees to us at the address set out in Article 10,
    - (ii) the Realty Taxes, and
    - (iii) all charges for electricity, gas, water and other utilities supplied to the Land for use by you or on your behalf or with your permission;
  - (b) deliver to us, immediately upon demand, receipts or other evidence of the payment of Realty Taxes and all other money required to be paid by you under this Agreement;
  - (c) observe, abide by and comply with
    - (i) all applicable laws, bylaws, orders, directions, ordinances and regulations of any

government authority having jurisdiction in any way affecting your use or occupation of the Land or the Improvements including without limitation all laws, bylaws, orders, directions, ordinances and regulations relating in any way to Hazardous Substances, the environment and human health and safety, and

- (ii) the provisions of this Agreement;
- (d) in respect of the use of the Land by you or by any person who enters upon or uses the Land as a result of your use of the Land under this Agreement, keep the Land and the Improvements in a safe, clean and sanitary condition satisfactory to us, and at our written request, rectify any failure to comply with such a covenant by making the Land and the Improvements safe, clean and sanitary;
- (e) not commit any wilful or voluntary waste, spoil or destruction on the Land or do anything on the Land that may be or become a nuisance to an owner or occupier of land in the vicinity of the Land;
- (f) use and occupy the Land only in accordance with and for the purposes set out in the Management Plan;
- (g) not construct, place or affix any Improvement on or to the Land except as permitted in the Management Plan;
- (h) pay all accounts and expenses as they become due for work performed on or materials supplied to the Land at your request, on your behalf or with your permission, except for money that you are required to hold back under the *Builders Lien Act*;
- (i) if any claim of lien over the Land is made under the *Builders Lien Act* for work performed on or materials supplied to the Land at your request, on your behalf or with your permission, immediately take all steps necessary to have the lien discharged, unless the claim of lien is being contested in good faith by you and you have taken the steps necessary to ensure that the claim of lien will not subject the Land or any interest of yours under this Agreement to sale or forfeiture;
- (j) not cut or remove timber on or from the Land without
  - (i) our prior written consent, and
  - (ii) being granted the right under the *Forest Act* to harvest Crown timber on the Land;
- (k) at our request and at your expense, have a British Columbia Land Surveyor conduct a survey of the Land within three months;

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- (l) take all reasonable precautions to avoid disturbing or damaging any archaeological material found on or under the Land and, upon discovering any archaeological material on or under the Land, you must immediately notify the ministry responsible for administering the *Heritage Conservation Act*;
- (m) permit us, or our authorized representatives, to enter on the Land at any time to inspect the Land and the Improvements, including without limitation to test and remove soil, groundwater and other materials and substances, where the inspection may be necessary or advisable for us to determine whether or not you have complied with your obligations under this Agreement with respect to Hazardous Substances, provided that we take reasonable steps to minimize any disruption of your operations;
- (n) indemnify and save us and our servants, employees and agents harmless against all claims, actions, causes of action, losses, damages, costs and liabilities, including fees of solicitors and other professional advisors, arising out of one or more of the following:
- (i) any breach, violation or non-performance of a provision of this Agreement,
  - (ii) any conflict between your use of the Land under this Agreement and the lawful use of the Land by any other person, and
  - (iii) any personal injury, bodily injury (including death) or property damage occurring or happening on or off the Land by virtue of your entry upon, use or occupation of the Land,
- and the amount of all such losses, damages, costs and liabilities will be payable to us immediately upon demand; and
- (o) on the termination of this Agreement,
- (i) peaceably quit and deliver to us possession of the Land and, subject to paragraphs (ii), (iii) and (iv), the Improvements in a safe, clean and sanitary condition,
  - (ii) within 60 days, remove from the Land any Improvement you want to remove, if the Improvement was placed on or made to the Land by you, is in the nature of a tenant's fixture normally removable by tenants and is not part of a building (other than as a tenant's fixture) or part of the Land and you are not in default of this Agreement,
  - (iii) not remove any Improvement from the Land if you are in default of this Agreement, unless we direct or permit you to do so under paragraph (iv),
  - (iv) remove from the Land any Improvement that we, in writing, direct or permit you
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to remove, other than any Improvement permitted to be placed on or made to the Land under another disposition, and

- (v) restore the surface of the Land to the condition that the Land was in on the Commencement Date, but if you are not directed or permitted to remove an Improvement under paragraph (iii), this paragraph will not apply to that part of the surface of the Land on which that Improvement is located,

and all of your right, interest and estate in the Land will be absolutely forfeited to us, and to the extent necessary, this covenant will survive the termination of this Agreement.

4.2 You will not permit any person who enters upon or uses the Land as a result of your use of the Land under this Agreement to do anything you are restricted from doing under this Article.

4.3 You must not use all or any part of the Land

- (a) for the storage or disposal of any Hazardous Substances; or
- (b) in any other manner whatsoever which causes or contributes to any Hazardous Substances being added or released on, to or under the Land or into the environment from the Land;

unless

- (c) such storage, disposal, release or other use does not result in your breach of any other provision of this Agreement, including without limitation, your obligation to comply with all laws relating in any way to Hazardous Substances, the environment and human health and safety; and
- (d) we have given our prior written approval to such storage, disposal, release or other use and for certainty any such consent operates only as a consent for the purposes of this section and does not bind, limit, or otherwise affect any other governmental authority from whom any consent, permit or approval may be required.

4.4 Despite any other provision of this Agreement you must:

- (a) on the expiry or earlier termination of this Agreement; and
- (b) at any time if we request and if you are in breach of your obligations under this Agreement relating to Hazardous Substances;

promptly remove from the Land all Hazardous Substances stored, or disposed of, on the Land, or which have otherwise been added or released on, to or under the Land:

- (c) by you; or
- (d) as a result of the use of the Land under this Agreement; or
- (e) as a result of the use of the Land under the following prior agreements: Licence of Occupation No. 111509 dated September 2, 2004

save and except only to the extent that we have given a prior written approval expressly allowing specified Hazardous Substances to remain on the Land following the expiry of the Term.

4.5 We may from time to time

- (a) in the event of the expiry or earlier termination of this Agreement;
- (b) as a condition of our consideration of any request for consent to an assignment of this Agreement; or
- (c) if we have a reasonable basis for believing that you are in breach of your obligations under this Agreement relating to Hazardous Substances;

provide you with a written request to investigate the environmental condition of the Land and upon any such request you must promptly obtain, at your cost, and provide us with, a report from a qualified and independent professional who has been approved by us, as to the environmental condition of the Land, the scope of which must be satisfactory to us and which may include all such tests and investigations that such professional may consider to be necessary or advisable to determine whether or not you have complied with your obligations under this Agreement with respect to Hazardous Substances.

- 4.6 You must at our request from time to time, but not more frequently than annually, provide us with your certificate (and if you are a corporation such certificate must be given by a senior officer) certifying that you are in compliance with all of your obligations under this Agreement pertaining to Hazardous Substances, and that no adverse environmental occurrences have taken place on the Land, other than as disclosed in writing to us.

## ARTICLE 5 - LIMITATIONS

5.1 You agree with us that

- (a) in addition to the other reservations and exceptions expressly provided in this Agreement this Agreement is subject to the exceptions and reservations of interests, rights, privileges and titles referred to in section 50 of the *Land Act*;

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- (b) other persons may hold or acquire rights to use the Land in accordance with enactments other than the *Land Act* or the *Ministry of Lands, Parks and Housing Act*, including rights held or acquired under the *Coal Act*, *Forest Act*, *Geothermal Resources Act*, *Mineral Tenure Act*, *Petroleum and Natural Gas Act*, *Range Act*, *Water Sustainability Act* or *Wildlife Act* (or any prior or subsequent enactment of the Province of British Columbia of like effect); such rights may exist as of the Commencement Date and may be granted or acquired subsequent to the Commencement Date and may affect your use of the Land;
- (c) other persons may hold or acquire interests in or over the Land granted under the *Land Act* or the *Ministry of Lands, Parks and Housing Act*; such interests may exist as of the Commencement Date; following the Commencement Date we may grant such interests (including fee simple interests, leases, statutory rights of way and licences); you acknowledge that your use of the Land may be affected by such interests and the area or boundaries of the Land may change as a result of the granting of such interests;
- (d) you have no right to compensation from us and you release us from all claims, actions, causes of action, suits, debts and demands that you now have or may at any time in the future have against us arising out of any conflict between your use of the Land under this Agreement and any use of, or impact on the Land arising from the exercise, or operation of the interests, rights, privileges and titles described in subsections (a), (b), and (c);
- (e) this Agreement does not limit any right to notice, compensation or any other benefit that you may be entitled to from time to time under the enactments described in subsection (b), or any other applicable enactment;
- (f) you will not commence or maintain proceedings under section 65 of the *Land Act* in respect of any interference with your use of the Land as permitted under this Agreement that arises as a result of the lawful exercise or operation of the interests, rights, privileges and titles described in subsections (a), (b) and (c);
- (g) you will not remove or permit the removal of any Improvement from the Land except as expressly permitted or required under this Agreement;
- (h) any interest you may have in the Improvements ceases to exist and becomes our property upon the termination of this Agreement, except where an Improvement may be removed under paragraph 4.1(o)(ii), (iii) or (iv) in which case any interest you may have in that Improvement ceases to exist and becomes our property if the Improvement is not removed from the Land within the time period set out in paragraph 4.1(o)(ii) or the time period provided for in the direction or permission given under paragraph 4.1(o)(iii); and
- (i) if, after the termination of this Agreement, we permit you to remain in possession of the
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Land and we accept money from you in respect of such possession, a tenancy from year to year will not be created by implication of law and you will be deemed to be a monthly occupier only subject to all of the provisions of this Agreement, except as to duration, in the absence of a written agreement to the contrary.

## ARTICLE 6 - SECURITY AND INSURANCE

- 6.1 On the Commencement Date, you will deliver to us Security in the amount of \$5,000.00 which will
- (a) guarantee the performance of your obligations under this Agreement;
  - (b) be in the form required by us; and
  - (c) remain in effect until we certify, in writing, that you have fully performed your obligations under this Agreement.
- 6.2 Despite section 6.1, your obligations under that section are suspended for so long as you maintain in good standing other security acceptable to us to guarantee the performance of your obligations under this Agreement and all other dispositions held by you.
- 6.3 We may use the Security for the payment of any costs and expenses associated with any of your obligations under this Agreement that are not performed by you or to pay any overdue Fees and, if such event occurs, you will, within 30 days of that event, deliver further Security to us in an amount equal to the amount drawn down by us.
- 6.4 After we certify, in writing, that you have fully performed your obligations under this Agreement, we will return to you the Security maintained under section 6.1, less all amounts drawn down by us under section 6.3.
- 6.5 You acknowledge that we may, from time to time, notify you to
- (a) change the form or amount of the Security; and
  - (b) provide and maintain another form of Security in replacement of or in addition to the Security posted by you under this Agreement;
- and you will, within 60 days of receiving such notice, deliver to us written confirmation that the change has been made or the replacement or additional form of Security has been provided by you.
- 6.6 You must

- 
- (a) without limiting your obligations or liabilities under this Agreement, at your expense, purchase and maintain during the Term the following insurance with insurers licensed to do business in Canada:
- (i) Commercial General Liability insurance in an amount of not less than \$2,000,000.00 inclusive per occurrence insuring against liability for personal injury, bodily injury (including death) and property damage, including coverage for all accidents or occurrences on the Land or the Improvements. Such policy will include cross liability, liability assumed under contract, provision to provide 30 days advance notice to us of material change or cancellation, and include us as additional insured;
- (b) ensure that all insurance required to be maintained by you under this Agreement is primary and does not require the sharing of any loss by any of our insurers;
- (c) within 10 working days of Commencement Date of this Agreement, provide to us evidence of all required insurance in the form of a completed "Province of British Columbia Certificate of Insurance";
- (d) if the required insurance policy or policies expire or are cancelled before the end of the Term of this Agreement, provide within 10 working days of the cancellation or expiration, evidence of new or renewal policy or policies of all required insurance in the form of a completed "Province of British Columbia Certificate of Insurance";
- (e) notwithstanding subsection (c) or (d) above, if requested by us, provide to us certified copies of the required insurance policies.

6.7 We may, acting reasonably, from time to time, require you to

- (a) change the amount of insurance set out in subsection 6.6(a); and
- (b) provide and maintain another type or types of insurance in replacement of or in addition to the insurance previously required to be maintained by you under this Agreement;

and you will, within 60 days of receiving such notice, cause the amounts and types to be changed and deliver to us a completed "Province of British Columbia Certificate of Insurance" for all insurance then required to be maintained by you under this Agreement.

6.8 You shall provide, maintain, and pay for any additional insurance which you are required by law to carry, or which you consider necessary to insure risks not otherwise covered by the insurance specified in this Agreement in your sole discretion.

6.9 You waive all rights of recourse against us with regard to damage to your own property.

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**ARTICLE 7 - ASSIGNMENT**

- 7.1 You must not sublicense, assign, mortgage or transfer this Agreement, or permit any person to use or occupy the Land, without our prior written consent, which consent we may withhold.
- 7.2 Prior to considering a request for our consent under section 7.1, we may require you to meet certain conditions, including without limitation, that you provide us with a report as to the environmental condition of the Land as provided in section 4.5.

**ARTICLE 8 - TERMINATION**

- 8.1 You agree with us that
- (a) if you
    - (i) default in the payment of any money payable by you under this Agreement, or
    - (ii) fail to observe, abide by and comply with the provisions of this Agreement (other than the payment of any money payable by you under this Agreement),and your default or failure continues for 60 days after we give written notice of the default or failure to you,
  - (b) if, in our opinion, you fail to make diligent use of the Land for the purposes set out in this Agreement, and your failure continues for 60 days after we give written notice of the failure to you;
  - (c) if you
    - (i) become insolvent or make an assignment for the general benefit of your creditors,
    - (ii) commit an act which entitles a person to take action under the *Bankruptcy and Insolvency Act* (Canada) or a bankruptcy petition is filed or presented against you or you consent to the filing of the petition or a decree is entered by a court of competent jurisdiction adjudging you bankrupt under any law relating to bankruptcy or insolvency, or
    - (iii) voluntarily enter into an arrangement with your creditors;
  - (d) if you are a corporation,

- (i) a receiver or receiver-manager is appointed to administer or carry on your business, or
- (ii) an order is made, a resolution passed or a petition filed for your liquidation or winding up;
- (e) if you are a society, you convert into a company in accordance with the *Society Act* without our prior written consent;
- (f) if this Agreement is taken in execution or attachment by any person; or
- (g) if we require the Land for our own use or, in our opinion, it is in the public interest to cancel this Agreement and we have given you 60 days' written notice of such requirement or opinion;

this Agreement will, at our option and with or without entry, terminate and your right to use and occupy the Land will cease.

8.2 If the condition complained of (other than the payment of any money payable by you under this Agreement) reasonably requires more time to cure than 60 days, you will be deemed to have complied with the remedying of it if you commence remedying or curing the condition within 60 days and diligently complete the same.

8.3 You agree with us that

- (a) you will make no claim against us for compensation, in damages or otherwise, upon the lawful termination of this Agreement under section 8.1; and
- (b) our remedies under this Article are in addition to those available to us under the *Land Act*.

## **ARTICLE 9 - DISPUTE RESOLUTION**

9.1 If any dispute arises under this Agreement, the parties will make all reasonable efforts to resolve the dispute within 60 days of the dispute arising (or within such other time period agreed to by the parties) and, subject to applicable laws, provide candid and timely disclosure to each other of all relevant facts, information and documents to facilitate those efforts.

9.2 Subject to section 9.5, if a dispute under this Agreement cannot be resolved under section 9.1, we or you may refer the dispute to arbitration conducted by a sole arbitrator appointed pursuant to the *Commercial Arbitration Act*.

9.3 The cost of the arbitration referred to in section 9.2 will be shared equally by the parties and the arbitration will be governed by the laws of the Province of British Columbia.

- 9.4 The arbitration will be conducted at our offices (or the offices of our authorized representative) in Port Alberni, British Columbia, and if we or our authorized representative have no office in Port Alberni, British Columbia, then our offices (or the offices of our authorized representative) that are closest to Port Alberni, British Columbia.
- 9.5 A dispute under this Agreement in respect of a matter within our sole discretion cannot, unless we agree, be referred to arbitration as set out in section 9.2.

#### ARTICLE 10 - NOTICE

- 10.1 Any notice required to be given by either party to the other will be deemed to be given if mailed by prepaid registered mail in Canada or delivered to the address of the other as follows:

to us

MINISTRY OF FORESTS, LANDS, NATURAL RESOURCE OPERATIONS AND RURAL DEVELOPMENT  
4885 Cherry Creek Road  
Port Alberni, BC V9Y 8E9;

to you

ALBERNI-CLAYOQUOT REGIONAL DISTRICT  
3008 5th Ave  
Port Alberni, BC V9Y 2E3;

or at such other address as a party may, from time to time, direct in writing, and any such notice will be deemed to have been received if delivered, on the day of delivery, and if mailed, 7 days after the time of mailing, except in the case of mail interruption in which case actual receipt is required.

- 10.2 In order to expedite the delivery of any notice required to be given by either party to the other, a concurrent facsimile copy of any notice will, where possible, be provided to the other party but nothing in this section, and specifically the lack of delivery of a facsimile copy of any notice, will affect the deemed delivery provided in section 10.1.
- 10.3 The delivery of all money payable to us under this Agreement will be effected by hand, courier or prepaid regular mail to the address specified above, or by any other payment procedure agreed to by the parties, such deliveries to be effective on actual receipt.

**ARTICLE 11 - MISCELLANEOUS**

- 11.1 No provision of this Agreement will be considered to have been waived unless the waiver is in writing, and a waiver of a breach of a provision of this Agreement will not be construed as or constitute a waiver of any further or other breach of the same or any other provision of this Agreement, and a consent or approval to any act requiring consent or approval will not waive or render unnecessary the requirement to obtain consent or approval to any subsequent same or similar act.
- 11.2 No remedy conferred upon or reserved to us under this Agreement is exclusive of any other remedy in this Agreement or provided by law, but that remedy will be in addition to all other remedies in this Agreement or then existing at law, in equity or by statute.
- 11.3 The grant of a sublicence, assignment or transfer of this Agreement does not release you from your obligation to observe and perform all the provisions of this Agreement on your part to be observed and performed unless we specifically release you from such obligation in our consent to the sublicence, assignment or transfer of this Agreement.
- 11.4 This Agreement extends to, is binding upon and enures to the benefit of the parties, their heirs, executors, administrators, successors and permitted assigns.
- 11.5 If, due to a strike, lockout, labour dispute, act of God, inability to obtain labour or materials, law, ordinance, rule, regulation or order of a competent governmental authority, enemy or hostile action, civil commotion, fire or other casualty or any condition or cause beyond your reasonable control, other than normal weather conditions, you are delayed in performing any of your obligations under this Agreement, the time for the performance of that obligation will be extended by a period of time equal to the period of time of the delay so long as
- (a) you give notice to us within 30 days of the commencement of the delay setting forth the nature of the delay and an estimated time frame for the performance of your obligation; and
  - (b) you diligently attempt to remove the delay.
- 11.6 You acknowledge and agree with us that
- (a) this Agreement has been granted to you on the basis that you accept the Land on an “as is” basis;
  - (b) without limitation we have not made, and you have not relied upon, any representation or warranty from us as to
    - (i) the suitability of the Land for any particular use, including the use permitted by

this Agreement;

- (ii) the condition of the Land (including surface and groundwater), environmental or otherwise, including the presence of or absence of any toxic, hazardous, dangerous or potentially dangerous substances on or under the Land and the current and past uses of the Land and any surrounding land and whether or not the Land is susceptible to erosion or flooding;
  - (iii) the general condition and state of all utilities or other systems on or under the Land or which serve the Land;
  - (iv) the zoning of the Land and the bylaws of any government authority which relate to the development, use and occupation of the Land; and
  - (v) the application of any federal or Provincial enactment or law to the Land;
- (c) you have been afforded a reasonable opportunity to inspect the Land or to carry out such other audits, investigations, tests and surveys as you consider necessary to investigate those matters set out in subsection (b) to your satisfaction before entering into this Agreement;
- (d) you waive, to the extent permitted by law, the requirement if any, for us to provide you with a “site profile” under the *Environmental Management Act* or any regulations made under that act;
- (e) we are under no obligation, express or implied, to provide financial assistance or to contribute toward the cost of servicing, creating or developing the Land or the Improvements and you are solely responsible for all costs and expenses associated with your use of the Land and the Improvements for the purposes set out in this Agreement; and
- (f) we are under no obligation to provide access or services to the Land or to maintain or improve existing access roads.

11.7 You agree with us that nothing in this Agreement constitutes you as our agent, joint venturer or partner or gives you any authority or power to bind us in any way.

11.8 This Agreement does not override or affect any powers, privileges or immunities to which you are entitled under any enactment of the Province of British Columbia.

The parties have executed this Agreement as of the date of reference of this Agreement.

SIGNED on behalf of **HER MAJESTY  
THE QUEEN IN RIGHT OF THE  
PROVINCE OF BRITISH COLUMBIA**  
by the minister responsible for the *Land Act*  
or the minister's authorized representative

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Minister responsible for the *Land Act*  
or the minister's authorized representative

SIGNED on behalf of **ALBERNI-CLAYOQUOT REGIONAL DISTRICT**  
By its authorized signatories

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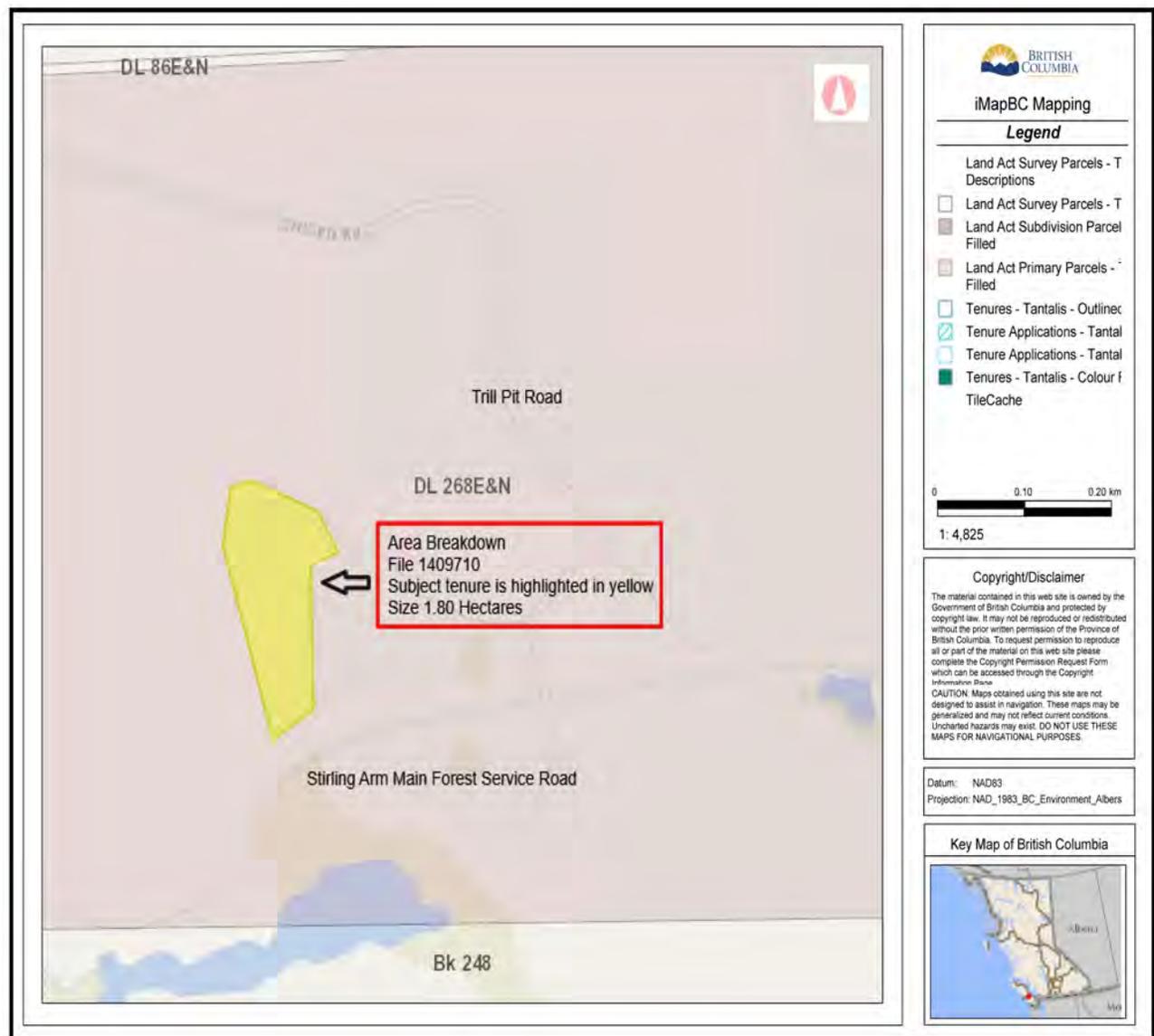
Authorized Signatory

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Authorized Signatory

LEGAL DESCRIPTION SCHEDULE

LEGAL DESCRIPTION: That part of District Lot 286 E&N, Alberni District, shown outlined on sketch below, containing 1.80 hectares, more or less.





## REQUEST FOR DECISION

**To:** ACRD Board of Directors  
**From:** Wendy Thomson, Chief Election Officer/Manager of Administrative Services  
**Meeting Date:** April 24, 2019  
**Subject:** Reporting – 2019 Official By-Election Results – Beaufort & Cherry Creek

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**Recommendation:**

*THAT the Alberni-Clayoquot Regional District Board of Directors receive the Declaration of Official Election Results and Determination of Official Election Results for the 2019 by-elections for Director of electoral areas "B" (Beaufort) and "F" (Cherry Creek).*

**Background:**

The by-elections for Director of Beaufort and Cherry Creek were held on Saturday, April 6, 2019. The *Local Government Act* requires the Chief Election Officer to submit a report of by-election results to the local government within 30 days after the declaration of official results.

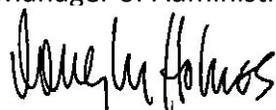
Attached please find the following reporting for election of Director for Beaufort and Cherry Creek:

- Declaration of Official By-Election Results, April 10, 2019
- Determination of Official By-Election Results, April 10, 2019

**Policy or Legislation:**

Section 158 of the *Local Government Act*.

Submitted by:   
Wendy Thomson, Chief Election Officer/  
Manager of Administrative Services

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



Alberni-Clayoquot Regional District

**DECLARATION OF OFFICIAL ELECTION RESULTS  
BY-ELECTION – 2019**

**Director, Electoral Area “B” (Beaufort)**

I, Wendy Thomson, Chief Election Officer, do hereby declare elected, Tanya Shannon, who received the highest number of valid votes for the office of Director, Electoral Area “B” (Beaufort).

Dated at **Port Alberni, BC**  
this **10<sup>th</sup>** day of **April, 2019**.

*Wendy Thomson*

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Wendy Thomson,  
Chief Election Officer



Alberni-Clayoquot Regional District

**DECLARATION OF OFFICIAL ELECTION RESULTS  
BY-ELECTION - 2019**

**Director, Electoral Area "F" (Cherry Creek)**

I, **Wendy Thomson, Chief Election Officer**, do hereby declare elected, **Dianne Bodnar**, who received the highest number of valid votes for the office of **Director, Electoral Area "F" (Cherry Creek)**.

Dated at **Port Alberni, BC**  
this **10<sup>th</sup>** day of **April, 2019**.

*Wendy Thomson*

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Wendy Thomson,  
Chief Election Officer



**Alberni-Clayoquot Regional District**

**DETERMINATION OF OFFICIAL ELECTION RESULTS  
2019 BY-ELECTION FOR DIRECTOR - ELECTORAL AREA "B" (BEAUFORT)**

	<b>Shannon, Tanya</b>	<b>McGill, Ted</b>
Mail Ballot Voting: March 15 - April 6, 2019	0	0
Advance Voting Opportunities: March 27 & April 2, 2019 ACRD - Emergency Operations Centre	17	18
Special Voting Opportunity: March 28, 2019 Echo Village/Fir Park Village/WCGH	0	0
Election Day: April 6, 2019 Beaver Creek Community Hall	72	47
<b>TOTAL NUMBER OF VOTES</b>	<b>89</b>	<b>65</b>

This determination of official by-election results was made by the Chief Election Officer on April 10, 2019 @ 11:00 am and is based on ballot accounts as amended or prepared by the Chief Election Officer.

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Wendy Thomson,  
Chief Election Officer



**Alberni-Clayoquot Regional District**

**DETERMINATION OF OFFICIAL ELECTION RESULTS  
2019 BY-ELECTION FOR DIRECTOR - ELECTORAL AREA "F" (CHERRY CREEK)**

	<b>Brevick, Aaron</b>	<b>Bodnar, Dianne</b>
Mail Ballot Voting: March 15 - April 6, 2019	0	0
Advance Voting Opportunities: March 27 & April 2, 2019 ACRD - Emergency Operations Centre	3	17
Special Voting Opportunity: March 28, 2019 Echo Village/Fir Park Village/WCGH	0	0
Election Day: April 6, 2019 Chery Creek Community Hall	41	128
<b>TOTAL NUMBER OF VOTES</b>	<b>44</b>	<b>145</b>

This determination of official by-election results was made by the Chief Election Officer on April 10, 2019 @ 11:00 am and is based on ballot accounts as amended or prepared by the Chief Election Officer.

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Wendy Thomson,  
Chief Election Officer



## REQUEST FOR DECISION

**To:** ACRD Board of Directors

**From:** Director Solda  
(by way of Notice of Motion – April 10, 2019 Board of Directors Meeting)

**Meeting Date:** April 24, 2019

**Subject:** Investigation – Live Streaming Board Meetings

**Sample Motion if Board wishes to pursue:**

THAT the Alberni-Clayoquot Regional District Board of Directors instruct staff to investigate and report back on options and costs for live streaming Regional District Board meetings.

**Background:**

At the April 10<sup>th</sup> Board of Directors meeting under Item 12 – Late Business, a “notice of motion” resolution was passed regarding the investigation of livestreaming board meetings.

If the above recommendation is passed by the ACRD Board of Directors, staff will investigate and report back to the Board on options.

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

Some staff time to investigate options, costs and report back to the Board.

**Financial:**

Costs to implement livestreaming of board meetings was not included in the general government services budget in 2019.

**Policy or Legislation:**

n/a

Submitted by: Wendy Thomson  
 Wendy Thomson, Manager of Administrative Services

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



## REQUEST FOR DECISION

**To:** ACRD Board of Directors  
Tetra Tech Report Attached Separately

**From:** West Coast Committee/  
Rob Williams, General Manager of Environmental Services

**Meeting Date:** April 24, 2019

**Subject:** Regional Organics Diversion

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### Recommendation:

***THAT the Alberni-Clayoquot Regional District Board of Directors approve an ICI (industrial, commercial & institutional waste sector) and residential disposal ban be implemented as part of the West Coast organics diversion strategy, subject to public engagement.***

***THAT the Alberni-Clayoquot Regional District Board of Directors approve a three stream (recycling, garbage, organics) curbside recycling program be pursued for existing curbside residents as part of the West Coast Curbside contract RFP in November 2019, subject to public engagement.***

***THAT the Alberni-Clayoquot Regional District Board of Directors direct that a local organics processing facility be preferred, subject to further financial analysis and public engagement, in order to build local processing capacity and to increase the supply of nutrient rich soil amendment for agricultural purposes.***

***THAT the Alberni-Clayoquot Regional District Board of Directors approve that the processing of local bio-solids be included as part of any potential West Coast organics processing facility;  
AND/OR that the ACRD agree in principal to providing necessary land at the West Coast Landfill to operate a bio-solids processing facility;***

### Desired Outcome:

To continue moving forward with implementation of a regional organics diversion program.

### Background:

At the April 17, 2019 West Coast Committee (WCC) meeting, the attached RFD was presented to the Committee regarding the preferred service option(s) for the West Coast. Specifically, staff were seeking the Committee's preferences regarding the possible service and policy options for local organics diversion. After review, the WCC made the recommendations to the Board as stated in this report as presented.

### Time Requirements – Staff & Elected Officials:

Please note that ACRD budget impacts cannot be estimated until there is more refined service direction in regards to the collection and processing of municipal organic waste.



Submitted by:

Rob Williams, MSc, General Manager of Environmental Services



Approved by:

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



## REQUEST FOR INFORMATION

**To:** West Coast Committee  
**From:** Rob Williams, General Manager of Environmental Services  
**Meeting Date:** April 17, 2019  
**Subject:** Regional Organics Diversion

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### **Recommendation:**

***THAT the ACRD West Coast Committee receive this report for information and that the Committee provide its preliminary service and policy preferences, if any, to better focus next steps including potential upcoming public engagement.***

***AND THAT any Committee identified organics diversion service or policy preferences be recommended to the ACRD Board of Directors.***

### **Desired Outcome:**

To continue moving forward with implementation of a regional organics diversion program.

### **Background:**

ACRD staff presented a summary of information taken from the recently commissioned Tetra Tech Consulting report on organics diversion service options at the special ACRD Committee of the Whole meeting on March 6<sup>th</sup>, 2019. Specifically, staff outlined the following:

- An overview of the project and where we are to date,
- The approach taken by Tetra Tech to determine recommended service options,
- An overview of current solid waste collection services across the region,
- Estimated amount of regional organic material to be captured, as well as
- A summary of potential organic collection and processing service options for the Alberni Valley, Bamfield, and the West Coast.

See attached March 6<sup>th</sup>, 2019 Request for Decision report and full updated Tetra Tech consulting report on organics diversion service options.

The presentation was meant to start the discussion on what types of organic diversion collection and processing options are available to the Regional District, including associated policy and cost considerations. Staff recommended that this topic be referred to both the Alberni Valley & Bamfield and West Coast Committees in order to afford the necessary time for a comprehensive detailed discussion on local community visions regarding organics diversion and how this can help guide next steps towards moving forward with a particular service option(s). The ACRD Board adopted this resolution at their regular meeting of March 13<sup>th</sup>, 2019.

The April 17<sup>th</sup>, 2019 special designated West Coast Committee meeting has been scheduled in order to provide the necessary time and space for this comprehensive discussion on organics diversion. The objective of the meeting is to continue moving towards a preferred service option(s) for the West Coast. Specifically, staff are seeking the Committee's preferences regarding possible service and policy options for local organics diversion. If the Committee is not ready to

make a recommendation after this meeting, additional meetings can be scheduled and more information presented as per the Committees wishes.

**Financial:**

Please note that ACRD budget impacts cannot be estimated until there is more refined service direction in regards to the collection and processing of municipal organic waste.

**Options Considered:**

1. That the Committee identify preliminary preferences, subject to more detailed comparative analysis, for:
  - a. Implementing a local organics ban for the commercial and residential waste sectors,
  - b. Collecting local organics via self-hauling or implementing a curbside program,
  - c. Processing diverted organic material locally.

Submitted by:



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Rob Williams, MSc, General Manager of Environmental Services

Approved by:



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



## REQUEST FOR DECISION

**To:** ACRD Committee of the Whole

**From:** Rob Williams, General Manager of Environmental Services

**Meeting Date:** March 6, 2019

**Subject:** Regional Organics Diversion

### Recommendation:

***THAT the ACRD Committee of the Whole recommends that the ACRD Board of Directors refer this item to the respective Alberni Valley & Bamfield and West Coast Committees for further discussion and possible recommendations on moving forward with specific service options.***

### Desired Outcome:

That the ACRD move ahead with engaging the public on a specified recommended service options for a regional organic diversion program.

### Background:

At their regular meeting of September 26, 2018, the ACRD Board of Directors awarded a contract to Tetra Tech Consulting in order to research and recommend feasible service options for the collection and processing of regional organics (organic food waste and yard and garden material, as well as other potential feedstocks such as biosolids and fish waste). This work is a key component of advancing the regional organics diversion program for the communities within the Alberni Valley, Bamfield, and the West Coast, as outlined in the approved project plan noted below. Costs associated with this work have been covered 100% by the Strategic Gas Tax Fund that has been secured for this project, with the total grant amount received totaling \$6,000,000.

Project Actions	Estimated Completion	
1. UBCM Funding Agreement Executed	July/Aug	2018
2. Contract a Project Management Consultant	Sept-Oct	
3. Conduct Service Delivery Analysis (collection & processing)	Oct-Dec	
<b>4. Confirm Board Direction on Feasible Service Options</b>	<b>Jan/Feb</b>	<b>2019</b>
5. Community Engagement on Approved Options	Mar-Sept	
6. Select Preferred Service Option (community supported, area specific)	Sept	
7. Project Roll Out (permits, contracts, construction, bin delivery, education/outreach)	Spring/Summer	2020

Tetra Tech undertook a comprehensive process in order to determine feasible organics collection and processing

options for the ACRD. Their project methodology included:

1. data collection and analysis in order to determine available regional feedstocks,
2. review of appropriate collection options that include disposal ban considerations in order to maximize diversion objectives
3. review processing technologies that would be feasible for applications for Bamfield, Alberni Valley and the West Coast based on available feedstocks
4. evaluate combined collection and processing options through a triple bottom line lens (i.e. economic, environmental and social) and provide recommendations.

The report outlines the service options and corresponding high level costs. The full detailed report is attached. There are a number of items that the Board should consider while reviewing this information. Specifically, the ACRD is currently working through the process to secure tenure at the Alberni Landfill and therefore there is uncertainty as to what the future holds with this site and therefore it may be advisable to wait and see how the application progresses prior to committing to any potential organics processing at this site. It should be noted that ACRD staff have been fully transparent with potential composting operations at the Alberni Landfill with both the Tseshaht and Hupacasath First Nations as well as the Province. Also, that it has been highlighted in the Coastal Addendum to the Alberni Agricultural Plan that there is a need for compost material on the West Coast in order to help with local food production and therefore there are merits to having a designated processing facility on the West Coast for the region in order to provide a supply of nutrient rich compost material to the area for local agricultural purposes. Lastly, as a reminder, a main objective of this initiative is to prevent or prolong the need to construct costly landfill gas capture infrastructure and that diverting regional organics from the waste stream can help achieve this.

Considering there is a lot of information to digest and understand with the Tetra Tech report, staff are recommending that this item be referred to the Alberni Valley & Bamfield as well as the West Coast Committees for a more detailed discussion and possible recommendations to the Board moving forward. As previously mentioned, it is understood that the varying needs of the communities across the District may result in different service levels across the region. Once there is direction with respect to preferred service option(s), staff will analyze and present the financial impacts regarding that direction.

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

A sufficient amount of time will be required in order to complete the tender process in order to retain the services of a community engagement consultant.

**Financial:**

Costs associated with this phase of the project are 100% covered by the Strategic Priorities Gas Tax Grant. Additional operating funds may be required in order to implement part or a whole organics diversion program.

**Policy or Legislation:**

It is understood at this point that that the implementation of any new organics collection and or processing services align with the ACRD Solid Waste Management Plan and would be covered under existing ACRD waste management bylaws, however amendments will be required with respect to any policy changes such as recommended disposal bans.

**Options Considered:**

The other option would be to discuss this matter fully and confirm a service direction at this meeting and for staff to bring back the financial implications at an upcoming Board of Directors meeting prior to public consultation.

Submitted by:   
\_\_\_\_\_  
Rob Williams, MSc, General Manager of Environmental Services

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



## REQUEST FOR DECISION

**To:** ACRD Board of Directors

**From:** Alberni Valley & Bamfield Services Committee/  
Rob Williams, General Manager of Environmental Services

**Meeting Date:** April 24, 2019

**Subject:** Regional Organics Diversion

---

**Recommendation:**

***THAT the Alberni-Clayoquot Regional District Board of Directors support the further exploration of a regional organics ban and direct staff to report back with options.***

***THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to investigate potential service scenarios for organic diversion disposal bans, collection and processing that includes timelines and greenhouse gas impacts.***

***THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to focus on the processing of organics to be locally processed subject to further analysis.***

**Desired Outcome:**

To continue moving forward with implementation of a regional organics diversion program.

**Background:**

At the April 10, 2019 Alberni Valley & Bamfield Services Committee (AV & Bamfield) meeting, the attached RFI was presented to the Committee regarding the preferred service option(s). Specifically, staff were seeking the Committee's recommendations to continue moving towards a preferred service options(s). After review, the AV & Bamfield Committee made the recommendations to the Board as stated above.

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

Please note that ACRD budget impacts cannot be estimated until there is more refined service direction in regards to the collection and processing of municipal organic waste.

Submitted by:   
\_\_\_\_\_  
Rob Williams, MSc, General Manager of Environmental Services

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



## INFORMATION REPORT

**To:** Alberni Valley & Bamfield Services Committee  
**From:** Rob Williams, General Manager of Environmental Services  
**Meeting Date:** April 10, 2019  
**Subject:** Regional Organics Diversion

---

### **Recommendation:**

***THAT the ACRD Alberni Valley & Bamfield Services Committee receive this report for information.***

### **Desired Outcome:**

To continue moving forward with possible implementation of a regional organics diversion program.

### **Background:**

ACRD staff presented a summary of information taken from the recently commissioned Tetra Tech Consulting report on organics diversion service options at the special ACRD Committee of the Whole meeting on March 6<sup>th</sup>, 2019. Specifically, staff outlined the following:

- An overview of the project and where we are to date,
- The approach taken by Tetra Tech to determine recommended service options,
- An overview of current solid waste collection services across the region,
- Estimated amount of regional organic material to be captured, as well as
- A summary of potential organic collection and processing service options for the Alberni Valley, Bamfield, and the West Coast.

See attached March 6<sup>th</sup>, 2019 Request for Decision report and full updated Tetra Tech consulting report on organics diversion service options.

The presentation was meant to start the discussion on what types of organic diversion collection and processing options are available to the Regional District, including associated policy and cost considerations. Staff recommended that this topic be referred to both the Alberni Valley & Bamfield and West Coast Committees in order to afford the necessary time for a comprehensive detailed discussion on local community visions regarding organics diversion and how this can help guide next steps towards moving forward with a particular service option(s). The ACRD Board adopted this resolution at their regular meeting of March 13<sup>th</sup>, 2019.

The April 10<sup>th</sup>, 2019 special designated Alberni Valley & Bamfield Services Committee meeting has been scheduled in order to provide the necessary time and space for this comprehensive discussion on organics diversion. Note, there is no request for decision at this time but the objective of the meeting is to continue moving towards a preferred service option(s). If the Committee is not ready to make a recommendation after this meeting, additional meetings can be scheduled and more information presented as per the Committees wishes.

**Financial:**

Please note that ACRD budget impacts cannot be estimated until there is more refined service direction in regards to the collection and processing of municipal organic waste.

**Options Considered:**

1. Recommend to the ACRD Board that staff move ahead with public consultation on **all** collection and processing service options as outlined in the Tetra Tech report,
2. Select a **specific** organics collection and processing option as outlined in the Tetra Tech report and recommend to the ACRD Board that staff move ahead with public consultation on these service options, or
3. Schedule another special Alberni Valley & Bamfield Services Committee meeting in May 2019 to further discuss possible service options.

Submitted by:   
\_\_\_\_\_  
Rob Williams, MSc, General Manager of Environmental Services

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



## REPORT FOR INFORMATION

**To:** ACRD Board of Directors

**From:** Rob Williams, General Manager of Environmental Services

**Meeting Date:** April 24, 2019

**Subject:** Alberni Valley Drag Race Association request to return to AVRA / CBS8 in 2019

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### Report:

The attached Request for Decision and appendices regarding the Alberni Valley Drag Race Association request to return to the Alberni Valley Regional Airport in 2019, are being presented in the morning at the April 24, 2019, Alberni Valley and Bamfield Service Committee. The recommendation from this committee will be brought to the ACRD Board of Directors at the April 24, 2019 board meeting for consideration as a late item.

Submitted by: \_\_\_\_\_  
Rob Williams, MSc, General Manager of Environmental Services

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



## REQUEST FOR DECISION

**To:** Alberni Valley & Bamfield Services Committee

**From:** Rob Williams, General Manager of Environmental Services

**Meeting Date:** April 24, 2019

**Subject:** Alberni Valley Drag Race Association request to return to AVRA / CBS8 in 2019

### Recommendation:

***THAT the Alberni Valley & Bamfield Services Committee recommend to the ACRD Board of Directors that the 2019 proposal by the Alberni Valley Drag Race Association (AVDRA) to return to operating the annual drag race event on the Alberni Valley Regional Airport (AVRA) runway be denied.***

### Desired Outcome:

To protect the significant public investment in the aviation facilities at the Alberni Valley Regional Airport (AVRA), optimizing the life cycle of this ACRD asset, while trying to accommodate the interests of the Alberni Valley Drag Racing Association (AVDRA).

### Background:

The first Alberni Valley Regional Airport Advisory Committee meeting was held on March 26, 2019. A request by the AVDRA to return the Thunder in the Valley drag race event to AVRA in 2019 was discussed at the March 26<sup>th</sup> meeting. The staff March 26<sup>th</sup> Request for Decision report is attached as Appendix A. The AVDRA provided a submission dated March 26, 2019 to the Airport Advisory Committee and is attached as Appendix B. Public letters regarding the Thunder in the Valley event received by the Regional District are attached as Appendix C. The following resolutions were passed by the Alberni Valley Regional Airport Advisory Committee:

*THAT the Alberni Valley Regional Airport Advisory Committee recommend to the Alberni Valley & Bamfield Services Committee that staff work with the Alberni Valley Drag Racing Association to discuss an alternate plan for locating the drag races off the runway surface at AVRA or other locations in order to support future drag race events.*

*THAT the Alberni Valley Regional Airport Advisory Committee recommend that the Alberni Valley & Bamfield Services Committee approve the Alberni Valley Drag Racing Association use of the Alberni Valley Regional Airport runway for 2019 only in order to hold their drag race event, August 8<sup>th</sup> to August 12<sup>th</sup> subject to the following:*

- *Addressing fire safety concerns and provisions to mitigate risks*
- *Ensuring no violations of current leases at the airport*
- *Ensuring any lease and/or use agreements with between the ACRD and the Association include the following: sufficient liability insurance coverage, mitigation of risks and damages.*

For reference, the December 5<sup>th</sup>, 2018 AVRA project update report is attached as Appendix D.

**Additional Information:**

**AVRA Lease Agreements**

<b>Alberni Valley Regional Airport Leaseholders</b>	
<b>Lease Holder</b>	<b>Lease Area</b>
Coulson Aircrane Ltd	Lot A
Coulson Aircrane Ltd	Lot B
Bowerman Excavating Ltd	Lots 8, 17
Ministry of Forests, Lands, Natural Resource Operations and Rural Development, BC Wildfire Service	Lots 4, 5, 20, 21
Northern Lights Aviation Ltd.	Lot 12
#1 Hangar Group (Alberni Valley Flying Club)	Lots 3, 22
Allen Paul	Lot 7
Alberni Valley Drag Racing Association	Storage Area

After reviewing the current AVRA leases, staff do not believe that holding the Thunder in the Valley event at AVRA would result in a breach of the above leases. However, this does not preclude any of the lease holders requesting compensation for any impacts that this event may have on their lease agreement and or business. As previously noted, the majority of lease holders are not supportive of the airport being taken over for a weekend in August by the AVDRA. Two tenants have indicated that they have planned aviation related business during the proposed drag race event and that approval of this event would negatively impact their business.

**Drag Race Event Plan**

ACRD staff have prepared a report titled 'Plan for Closure – Opening During a Motor Sport Event' (Appendix E) outlining the requirements for closing the airport, operational requirements during a drag racing event, and post event requirements prior to re-opening the airport. This document highlights the expectations and required information to be submitted to the ACRD prior to the event to ensure all aspects of the event meet ACRD and Transport Canada requirements. This document was reviewed with the AVDRA on April 12, 2019.

There are several key aspects of the AVDRA event proposal that were clarified and discussed between staff and association representatives at the April 12<sup>th</sup>, 2019 meeting. AVDRA is requesting the use of the facility between 12 noon on Thursday August 8<sup>th</sup>, until 5pm on Monday August 12<sup>th</sup>. In addition, the AVDRA is requesting access to the facility a few weeks ahead of the event in order to build burnout boxes adjacent to the runway as highlighted on the attached map (Appendix F). A Notice to Airman (NOTAM) outlining that the airport is temporarily closed for approximately half a day while the concrete burnout boxes are built will also be required before the event date. Note, the AVDRA is requesting that the burnout boxes be permitted to stay in place until further notice as they have indicated that they would prefer to use the airport runway for their races for the next three to five years.

The burn out boxes need to be engineered to accept the loaded axle weight of an aircraft departing the runway surface and not pose a hazard. The burn out box design would include an engineered foundation for the concrete pad to alleviate uneven settling and appropriate bevel subgrade development to alleviate the tendency for landing gear to be forcibly removed from an aircraft. The subgrade would need to follow Transport Canada requirements for ditch lines within the runway strip. Staff have concerns with the construction of adjoining drag race burnout boxes considering the potential impacts they may have to the runway infrastructure and any related safety and or liability issues that result.

The installation of the new runway and PAPI lights have been a major discussion with this drag race proposal. After further review, staff are not recommending the removal and reinstallation of the lights as noted in the Tetra Tech report due to the potential for damage that may result from this process. Rather, staff discussed sufficient protection options with the AVDRA at the April 12<sup>th</sup>, 2019 meeting and have highlighted this as a requirement in the event plan that the AVDRA will be required to complete pending approval of the their request.

## **Fire Safety**

Drag racing is not classified as an industrial activity under the *Wildfire Act* and therefore is not subject to the restrictions during high fire hazard situations. AVDRA has implemented a fire protection plan for past races that included having the Sproat Lake Volunteer Fire Department on site for fire suppression efforts only. The fire department received a small honorarium for their time. AVDRA has also ensured that in past races the fire hazard risk was reduced by ensuring the grass was protected by restricting smoking. The Coastal Fire Centre has indicated that they will work with race organizers to reduce the risk of fire, prior to any event at AVRA. Further, the AVDRA has agreed to have access to aviation fuel in order to support local wildfire efforts, as well as completely cancelling the event if a local wildfire event requires full use of the airport in an emergency situation.

The provincial Thunderbird Wildfire Crew is a primarily ground crew, but occasionally does have helicopter resources stationed at their lease area related to wildfire suppression activities or for refueling.

## **Comparison of other Airports Hosting Drag Race Events**

The Alberni Valley Regional Airport was expanded from 3952' x 75', Aircraft Group Number (AGN) II to 5003' x 100' to AGN IV to permit high performance turbine and turboprop aircraft to land at the facility. The increase in runway length and width has introduced a higher standard of compliance as compared to the original runway surface. The increased standards of operation are also reflected in the runway Medium Intensity lighting system and GPS approach designs.

A 5000' runway is considered a bare minimum for AGN IIIB and IV aircraft operations. The airports that allow drag race operations in BC are indicated below as supplied by the AVDRA. The Aerodromes listed in Green are small and not capable of supporting high performance aircraft operations. The aerodromes in Yellow maintain a primary runway for exclusive aircraft use and operate motor sports events on secondary or abandon airfield infrastructure. The request by the AVDRA is to hold a motor sport event on the primary runway at AVRA.

<b>Name</b>	<b>Identifier</b>	<b>Runway Length x Width</b>	<b>Registered/Certified</b>	<b>Instrument Procedure</b>	<b>Comments</b>
Sechelt	CAP3	2400 x 75	Registered	No	Asphalt runway with Low intensity landing light system
Osoyoos	CBB9	2477 x 50	Registered	No	Asphalt runway, no lighting
Port McNeill	CAT5	2400 x 36	Registered	No	Asphalt runway with Concrete burn out boxes installed in runway, low intensity lighting system
Houston	CAM5	3900 x 66	Registered	No	Asphalt runway, Concrete burn out box in runway
Princeton	YDC	3932 x 75	Registered	Yes	Asphalt Runway
Fort St. John	CYXJ	3500 x 80 Abandon Taxiway	Certified	Yes	Asphalt runway, drag race infrastructure has been established on an abandon taxiway, all primary airport services, Instrument approach and lighting on the primary runway.
Terrace	CYXT	5371 x 150 Secondary Runway	Certified	Yes	Asphalt runway, old military triangle layout, secondary runway used for drag racing, all primary airport services, instrument approach and lighting on the primary runway.
Port Alberni	CBS8	5003 x 100	Registered	Pending	Asphalt runway, medium intensity runway lights. The airport was expanded from 3952' x 75' to 5003' x 100' to accept high performance turbo fan aircraft up to AGN IV.
None of the airfields noted above allow drag races on their <b>primary</b> runway that accepts high performance aircraft.					

Airport comparison illustrations (on Google Earth) for the Fort St. John and Terrace airports are shown in Appendix G.

As noted in the above table, all of the aerodromes supporting motor sport activity are either unable to accommodate high performance aircraft or use a secondary or abandon surfaces to support motor sport events. A secondary surface is currently not an option at AVRA.

Of note, the City of Campbell River and the Vancouver Island Motor Sport Association (VIMSA) had been working on a proposal to develop 45 acres of land adjacent to the Campbell River Airport for a drag strip. On April 12, 2019 the City of Campbell River issued a news release that indicated Council had made a decision to not pursue the use of Campbell River airport lands for a drag strip. The City was advised by the Province that, for a motorsport track to be developed, the City would need to remove this section of land from the airport land grant, as the use of the land was unrelated to airport operations. The City of Campbell River has indicated that they will help the VIMSA find a suitable alternative location. Provincial staff have not previously raised concern with drag races on the runway surface at AVRA, however, it is anticipated that the Province would also provide similar advice as was provided to Campbell River, requesting that a portion of the AVRA Crown grant be deleted, should a permanent drag race facility be proposed on AVRA lands.

As previously noted, the use of the AVRA runway as a temporary motor sport facility will reduce the operational lifespan of the facility, potentially resulting in higher costs to operate the service and reduce the operational viability. The main objective of the significant recent investment to AVRA was to expand the infrastructure in order to enable larger high performance aircraft and to increase day and night operating hours. Closing the airport for a weekend to allow drag racing does not support this objective and direction.

#### **Insurance Requirements**

Previous drag racing events at AVRA have required an insurance policy by the race holder for \$10 million dollars to cover any related claims as a result of the event. Staff have confirmed with the Municipal Insurance Association that a similar policy will be required. The insurance provides against claims for bodily injury, death or property damage arising out of the use of the premises or airport by the race holder. A waiver of subrogation will also be required in order to prevent the insurance provider of the AVDRA from pursuing the ACRD's insurance provider for any claims made due to the drag race event.

#### **Financial:**

There a number of financial considerations with the 2019 proposal. Specifically, allowing the race event to take place at AVRA on the runway infrastructure would result in several costs as follows:

- Rubber removal \$7,000
- Line painting \$5,000
- Staff time and equipment both pre and post event to clean the runway and do any final cleanup \$2700
- Security for tenant assets (3 days) \$600
- **Estimated known costs \$15,300**

Additionally there are unknown costs for damage to infrastructure that can happen from unforeseen events during races. Damage to lighting is probable should a vehicle leave the runway with the cost of each light replacement costing \$1500 (including light fixture, installation, calibration). An example of the light fixture is shown in Appendix H. Note, the light fixtures are 200 feet apart on both sides of the runway and taxiway as outlined on Appendix I. A surface degradation assessment will need to be conducted post-event to determine damage to the runway, particularly at the race starting point. The costs associated with damage to the runway are hard to quantify prior to an event.

The last drag race event held at AVRA was in 2015 and the fee charged was roughly \$7,900. The AVDRA was subsequently awarded a Grant-In-Aid by the ACRD to cover this rent amount. With a Canadian Price Index (CPI) adjustment this fee amount would be \$8,200 for 2019. The AVDRA has provided a recently passed motion by the Association outlining they are willing to pay the following:

- A \$10,000 event fee for weekend access to the airport for their drag race event (including line painting, rubber removal, and staff time for pre and post event activities).
- A \$10,000 bond to cover potential damages to airport infrastructure such as lights with the intent that the ACRD return any remainder of the bond money to AVDRA.

Under the AVDRA proposal, there would be a deficit of \$5,300 to be subsidized by the service participants of AVRA, based on estimated \$15,300 for the recovery of maintenance costs. This is separate of any additional charges for damages that may be caused as a result of the event.

**Summary**

While staff do not oppose the event (as evidenced by the previous staff recommendation to assist the Drag Race Association that was supported by the Alberni Valley Airport Advisory Committee), staff do not support holding the races at the AVRA for the following reasons:

- The taxpayers would have to subsidize the operational costs of the event;
- The Association has stated that it can offer a maximum of \$10,000 for contingent damage meaning that any damages in excess of that will be born by the taxpayers;
- The closure of the AVRA that shortens operating hours is counter to investments that were made to *extend* hours during which planes can land and take off (e.g. GPS and PAPI Lighting);
- Installing burnout boxes beside the runway introduces potential safety issues for air traffic and liability issues for taxpayers in the event of an aircraft slightly missing the runway such that landing gear runs on the shoulder of the runway;
- While not quantified, the Tetra Tech report indicates that this event will shorten the life of recently installed AVRA infrastructure;
- The majority of the current leaseholders do not support this use of the AVRA;
- Two leaseholders would have to cancel their existing operational plans for this timeframe.

**Options Considered:**

Should the event be approved by the Board, the Board may wish to insist upon the following terms with the AVDRA:

- An event fee charged in the amount of \$8200 (based on previous event fees and CPI increases)
- Recovery of maintenance costs estimated to be \$15,300 (actuals to be confirmed post-event)
- A refundable deposit representing potential damage that could reasonably occur (ex. \$6000 for a set of four lights)
- Design and engineering of the burn out boxes proposed within the runway strip must meet an acceptable liability exposure and meet Transport Canada regulations at the Association’s expense
- All costs associated with Fire Protection for the event rest with the AVDRA

If the Board chooses to proceed with the event, it should insist that a deposit representing the total cost of the items mandated by the Board be paid in advance of the event by the AVDRA in order to reduce any financial risks to the taxpayers associated with recovery of these funds. These terms would be part of the execution of a use agreement that would cover other required items such as liability insurance.

Submitted by:   
 \_\_\_\_\_  
 Rob Williams, MSc, General Manager of Environmental Services

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



## REQUEST FOR DECISION

**To:** Alberni Valley Regional Airport Committee  
**From:** Mark Fortune, Airport Superintendent  
**Meeting Date:** March 26, 2019  
**Subject:** Alberni Valley Drag Race Association request to return to AVRA / CBS8 in 2019

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### Recommendation:

***THAT the Alberni Valley Regional Airport Advisory Committee recommends to the ACRD Board of Directors that the 2019 proposal by the Alberni Valley Drag Races Association (AVDRA) to return to operating the annual drag race event on the Alberni Valley Regional Airport (AVRA) runway be denied.***

***THAT the Alberni Valley Regional Airport Committee recommend to the ACRD Board of Directors that staff work with the Alberni Valley Drag Racing Association to discuss an alternate plan for locating the drag races off the runway surface at AVRA or other locations in order to support future drag race events.***

### Desired Outcome:

To protect the significant public investment in the aviation facilities at the Alberni Valley Regional Airport (AVRA), optimizing the life cycle of this facility, while trying to accommodate the interests of the Alberni Valley Drag Racing Association (AVDRA).

### Background:

In 2016 the ACRD started the AVRA runway expansion project at an approximate cost of eight million dollars including grants funds. The main objective of this project was to increase and expand the airport infrastructure in order to allow for larger aircraft which could help with regional economic development. Further, to expand the ability to allow for both day and night operations.

In 2015, the Alberni-Clayoquot Regional District (ACRD) notified the AVDRA that the runway expansion project at AVRA would prevent the drag races from operating at the airport in 2016 and ended the Licence of Use Agreement with AVDRA for the annual ¼ mile race event. The 2015 fee charged to the AVDRA for holding the event at AVRA was \$7,927.57, however this amount was covered by an ACRD grant-in-aid in 2016 to the AVDRA. The AVDRA also has a storage area at AVRA for their equipment and in 2016 a new location was negotiated for an annual fee of \$1,328, moving their storage area from airside to a location near the terminal building. The physical move has not yet taken place and no payment was received in 2017 or 2018.

The drag races moved into the City of Port Alberni on Stamp Ave during 2016, 2017, and 2018, offering a 1/8 mile event.

The AVDRA presented at the November 28, 2018 ACRD Board meeting, making a request to return the annual drag racing event to AVRA in 2019. The Board of Directors directed staff to work with the AVDRA on options, and report back to the Alberni Valley and Bamfield Services Committee. Staff prepared a request for decision for the February 5, 2019

Alberni Valley and Bamfield Service Committee meeting recommending that the request to return the drag races to the AVRA be denied. The Alberni Valley and Bamfield Services Committee requested that the AVDRA request be referred to the Alberni Valley Regional Airport Advisory Committee for consideration and input by the newly formed committee, and report back with recommendations to the Alberni Valley and Bamfield Services Committee.

ACRD staff met with the AVDRA on February 26, 2019 to discuss their request to return to AVRA in 2019. AVDRA’s long-term vision is to develop an off-runway facility at AVRA, but has not yet developed an infrastructure plan for this facility. AVDRA indicated that by having the 1/8 mile race in the City of Port Alberni, their profits have been significantly reduced as the number of entrants and spectators have decreased. AVDRA indicated that they need three to five years at AVRA to build up necessary funds to develop infrastructure off-runway. The AVDRA indicated that their long-term vision is to improve the north end of the track allowing for a permanent venue for the AVDRA. Based on the information provided by the AVDRA, the request to return to the AVRA runway is part of a three to five year timeframe during which the association asserts it will build up funds to develop an off-runway site. Given they could not pay their rental fee in 2015, staff has concerns of the events’ ability to generate the cash to execute the AVDRA’s long-term plan.

AVDRA’s 2019 proposal offers that they will place ‘burn-out’ boxes off the runway, and starting the race from the middle of the runway as shown on the attached map with a starting point that is adjacent to taxiway Alpha. This is an important part of the runway as many aircraft land in this touch down zone. After each race, cars will return to the staging area using taxiway Charlie and Bravo. To avoid the build-up of rubber on the runway surface, the AVDRA proposed to spread the cars wider on the runway, avoiding a concentrated build-up of rubber. AVDRA believes that the installation of longer burn-out boxes will reduce the amount of loose rubber on the runway surface. The impact to new infrastructure at the airport is a known risk to AVDRA and they have committed to replacing any damaged infrastructure, although a bond has not been requested by ACRD in previous years. AVDRA indicated that parking and the location of the grandstands will be the same as in previous years as shown on the attached map. Further impacts to the expanded runway from the proposed drag races are highlighted later in this report from Tetra Tech Canada Inc.

A confidential survey of AVRA tenants was conducted in February 2019 regarding a proposed drag race event on August 8-12, 2019. Of the eight organizations contacted, two were in favour of the drag races returning to AVRA and six were not supportive of the races returning to AVRA. Two tenants asked if compensation would be available if the drag races were to run on the airfield in 2019. These two tenants identified that they have planned aviation related business during the proposed drag race event and that approval of this event would negatively impact their business.

While ACRD staff has received a binder from the AVDRA with an estimated 231 general letters of support, staff has also received notice from at least one neighbour on Central Lake Road raising concerns with this proposal in relation to noise. An exemption from the Sproat Lake Noise bylaw could be requested for events that will knowingly exceed acceptable noise regulations, such as the exemption ACRD has provided in previous years for the Sproat Lake Regatta.

It was discussed at the February 26<sup>th</sup> meeting between the AVRDA and staff that a more comprehensive plan is required regarding future race operations off-runway. This layout and construction plan should include details as to how the race operation could exist at AVRA without negatively impacting airport operations and the surrounding area.

Of note is that ACRD reviewed a proposal by the Alberni Valley Motor Sports Complex Society in 2005 for an off runway motorsports facility at AVRA. The proposal included a motorsports facility located in the North West corner of the ACRD Crown Grant area, partially within the Agriculture Land Reserve. At that time the province indicated that an amendment to the Crown Grant would be required to allow for the facility, and approval would be required by the Agriculture Land Commission. There was public opposition to the proposal by neighbours and at that time, the Board did not proceed further with the motorsports proposal at AVRA.

Considering the information above and the technical details outlined below, it is recommended that the drag race event not take place at the AVRA until such time the AVDRA has the necessary resources and ability to implement a race event that does not negatively impact AVRA infrastructure.

**Technical Details:**

ACRD requested the services of Tetra Tech Canada Inc. to review the implications of the allowing the Alberni Valley Drag Racing event to return to AVRA. Tetra Tech was asked to outline issues that may result from the use of airside pavements and associated areas at AVRA for drag races.

Tetra Tech outlined the following ten considerations:

- 1) Tetra Tech highlighted that compatibility with current aircraft operations is an important factor to consider. The extended runway allows for larger aircraft to land, utilizing the full length of the runway to land, but the larger aircraft also require good friction characteristics. It was highlighted that rubber accumulation on the runway can result in friction reduction. Tetra Tech queried whether staging non-aviation events impacts the reputation of AVRA as a reliable and available airport, highlighting that non-aviation events could contribute to a sense that investment at AVRA was not entirely for aviation purposes.
- 2) An annual shut down of AVRA for a drag racing event may affect decisions made by aircraft operators whether to utilize the airport on a routine basis or to get fuel. This includes potentially restricting and or negatively impacting summer firefighting activities in the area that require AVRA facilities. Tetra Tech highlights that there was an increase in forest fire activity in the area for 2018.
- 3) Impact of the drag racing events on AVRA's tenants and neighbors is a consideration that Tetra Tech recommends assessing by canvassing current tenants and users.
- 4) Tetra Tech recommend considering the impact of drag racing events on AVRA's service levels. ACRD provides information to pilots on the services available at the airport and in the vicinity, and disruption of AVRA services and facilities for non-aviation events may impact the reputation of the airport, and may reduce aircraft operator inclination to use this facility.
- 5) Tetra Tech indicated that it is difficult to quantify the impact of drag racing events on AVRA infrastructure. They stated that these events will contribute to the degradation of facilities including: asphalt surface, pavement shoulders, infield surfaces, taxiway surfaces, drainage systems, airfield lighting systems, and signage. Some of the activities identified are routine while some may only result for incidents or accidents that occur during a drag racing event.
- 6) Tetra Tech identified factors that adversely impact asphalt surfaces including: heat (spinning tires, hot engines, accidental fires), overall routine activity on pavement surfaces (loss of fine material, aggregate exposure, surface polishing), solvent or oil-based product spills and liquids applied to surfaces to facilitate burnouts, mechanical damage (fallen parts, accidents, disabled vehicle removals), rubber accumulation (surface damage and friction reduction), torqueing and/or scuffing of the surface (tire turns on warm pavement during hot summer days), accumulated rubber removal processes (dry abrasion – high pressure/volume water blasting, ultra-high pressure/low volume water cutting, or detergent and water spray), and finally on hot summer days the asphalt can potentially weep and/or absorb oils. It was recommended that friction testing be conducted after any such race events by a qualified service provider to ensure required Transport Canada friction characteristics are maintained.

Tetra Tech also highlighted that the expected lifecycle of the expanded runway is 25 years. Permitting annual drag races on the runway would reduce the life of the infrastructure by a number of years. However, exactly quantifying the number of years would be subject to the factors outlined in bullet number 6 and need to be confirmed by a qualified engineer.

- 7) Paint markings provide visual assistance to aircraft operators arriving and departing from the airport. Tetra Tech noted that some of the activities from drag race events can have a deleterious effect on paint markings including; tire burnouts, routine racing activity, rubber accumulation, rubber clean-up processes, and

mechanical damage.

- 8) Infield surfaces and facilities were improved as part of the runway expansion and are located near ecologically sensitive areas. Tetra Tech highlighted that the following drag race activities could potentially impact the infield surfaces and facilities including; race vehicle recovery routes, race monitoring and emergency personnel/vehicles, spectator seating, spectator movements, garbage, and deleterious liquid spill (fuel, oil, solvents). A comprehensive environmental management plan is recommended by Tetra Tech should this event move forward.
- 9) A 1.5 million dollar investment was made in the airfield lighting systems. To protect this investment Tetra Tech recommends removing all fixtures (edge lights, end lights, Precision Approach Path Indicators) prior to drag race events. All fixtures would need to be reinstalled after the event with some fixtures requiring recalibration.
- 10) Foreign object damage is the last concern raised by Tetra Tech. Foreign objects on an airfield can potentially cause injuries to people and/or damage aircraft or equipment. Most notably, this can include bits of rubber from the race vehicles and or pieces of asphalt from the runway. Garbage will need to be collected from paved surfaces, ditches, storm sewer gates, infield areas, leased areas, and along the perimeter fence prior to the airport re-opening.

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

Significant staff time will be required to ensure the AVRA asset is protected should this event proceed. It is estimated that four days of staff time would be required to oversee an electrical contractor, one day to sweep the runway, and an additional three days of staff time to oversee rubber removal and line painting.

#### **Financial:**

There a number of financial considerations with the 2019 proposal. Specifically, allowing the race event to take place at AVRA on the runway infrastructure would result in following costs:

- Rubber removal \$4,000 - \$7,000
- Line painting \$3,000-\$7,000
- Remove, reinstall, and aim runway and PAPI light fixtures \$13,000\*
- Rental of a sea-can to store light fixtures \$750
- Staff time \$2700
- Total estimated costs \$23,450 - \$30,450

\* The electrical contractor that provided the cost for removal and reinstallation of the lighting does not recommend this process, given the risk of damage to the equipment.

It is recommended that, at a minimum, the full recovery of these costs be included in any use agreement for the AVRA event and that a bond be required in order to secure such funds.

#### **Policy or Legislation:**

None at this time.

Submitted by:   
Mark Fortune, Airport Superintendent

Reviewed by:   
Rob Williams, MSc, General Manager of Environmental Services

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



ISSUED FOR USE

<b>To:</b>	Mark Fortune Airport Superintendent, Alberni Valley Regional Airport	<b>Date:</b>	March 14, 2019
<b>c:</b>		<b>Memo No.:</b>	1
<b>From:</b>	Shawn Sutherland, A.A.E.	<b>File:</b>	704-TRN.AIRP03387-01
<b>Subject:</b>	Review of Potential Motor Sports Event Activity on the Alberni Valley Regional Airport		

*This 'Issued for Review' document is provided solely for the purpose of client review and presents our interim findings and recommendations to date. Our usable findings and recommendations are provided only through an 'Issued for Use' document, which will be issued subsequent to this review. Final design should not be undertaken based on the interim recommendations made herein. Once our report is issued for use, the 'Issued for Review' document should be either returned to Tetra Tech Canada Inc. (Tetra Tech) or destroyed.*

## 1.0 INTRODUCTION

Tetra Tech Canada Inc. (Tetra Tech) was asked to review some of the implications on the Alberni Valley Regional Airport (AVRA) of allowing a seasonal motor sports event (drag races) to be conducted on airfield surfaces. Specifically, Tetra Tech was asked to outline issues that may result from the use of airside pavements and associated areas at AVRA for drag races. This brief review memo does not include considerations of the economic impact on the Alberni Clayoquot Regional District (ACRD); however, it does assume that no new direct revenue for use of AVRA facilities will accrue to the ACRD from the drag race event.

## 2.0 LIMITATIONS OF REPORT

This report and its contents are intended for the sole use of the Alberni Clayoquot Regional District (ACRD) and their agents. Tetra Tech Canada Inc. (Tetra Tech) does not accept any responsibility for the accuracy of any of the data, the analysis, or the recommendations contained or referenced in the report when the report is used or relied upon by any Party other than the ACRD, or for any Project other than the proposed activity at the subject site. Any such unauthorized use of this report is at the sole risk of the user. Use of this document is subject to the Limitations on the Use of this Document contained in the Contractual Terms and Conditions executed by both parties.

## 3.0 BACKGROUND

The ACRD commissioned a Pre-Design Report for the extension of Runway 12-30 at AVRA in September 2014. The business case for the proposed airfield expansion, and increase in the airport's levels of service, included the attraction of more and larger aircraft activity, i.e. to give AVRA more capacity and make it more available and attractive to aircraft operators. A decision was taken in 2015 by the ACRD, after public consultation, to borrow and seek grant funding to undertake the projects. Borrowing was to be paid back over 30 years. Three years of construction have brought the physical projects close to completion and pursuit of instrument approach procedures continues. Approximately \$7.5M has been invested by the ACRD in their vision of AVRA for the future.

The expected life cycle of the rehabilitated and expanded runway is at least 25 years, based on aviation activity.

A wide variety of aircraft operators presently use AVRA over the course of a year: locally based aircraft (powered and non-powered); itinerant aircraft (fixed and rotary wing); large aircraft arriving for technical conversion or maintenance; charter aircraft, diversion of scheduled aircraft due to weather (in Tofino); forest fire fighting aircraft, etc.

Drag race events were staged at AVRA in the years prior to the commencement of the expansion projects in 2015. The events have continued in the years since at a location in the City of Port Alberni. There is obviously a segment of the public that are interested in these race events.

The 2014 Pre-Design Report (page 11, Section 4.1, second paragraphs) noted that it was not necessarily assured that the event would return to AVRA in the future: *"if air traffic increases, over time, due to the larger capacity airfield, closing the aerodrome for two days or longer each year may have to be re-visited"*.

AVRA is a different facility than it was pre-2015. The investments made over the past three years were aimed at making AVRA more attractive as an airport, not necessarily as a multi-purpose venue. Decisions made on what activities should be allowed at AVRA, particularly non-aviation related activities, should consider the airport's reputation; facilities; operations; prospects and direct revenue potential.

## 4.0 CONSIDERATIONS

### 4.1 Compatibility with current aircraft operations

Activities at AVRA should be complementary to the vision the ACRD articulated in 2014, and they should ideally advance that vision?

Current aircraft activity is different than it was in 2014 because of the investment in expansion of the airport. There are, for example, large jet aircraft using the airport that were not able to operate in the past at AVRA with its shorter runway. Landing 60,000 kg (132,000 lbs) aircraft at 125 knots (231.5 km/h) requires a paved surface with not only the necessary length, but good friction characteristics as well. Allowing non-aviation events on those paved surfaces that may degrade friction characteristics faster should be carefully considered by the ACRD.

Another consideration is whether staging of such non-aviation events impacts the reputation of AVRA as a reliable and available airport. Some aviation-related events that limit airport access, such as airshows or fly-in breakfasts, can be good reputation builders. But non-aviation events could contribute to a sense that serious investment made in the airport facilities was not entirely for aviation purposes.

### 4.2 Impact on future (potential) aircraft operations

An annual shutdown of AVRA in August may affect decisions made by aircraft operators in the future as to whether to use the airport on a routine basis, for visiting or to get fuel, etc. It could also play a role in decisions related to basing aircraft or aircraft operations at AVRA in future: private aircraft; commercial/charter aircraft; aircraft maintenance facilities; forest fire fighting operations; scheduled air carrier diversions (use of AVRA as an alternate airport); and hangar construction, etc.

2018 saw increased forest fire fighting aviation activity owing to the proximity of AVRA to the fire events. Aircraft were more convenient to fuel and so could carry more water to the fires with greater frequency. Also, since the runway extension was completed, the scheduled air carrier serving Long Beach Airport has used AVRA as an

alternate on some occasions when weather in the Tofino area prevented them from landing at their intended destination.

The evolution of a more commercial airport operation would see AVRA charging market-based fees for use in the future. Landing fees and parking fees, in addition to lease payments and fuel sales form the backbone of traditional direct revenues at commercial airports in Canada. Routine annual disruption of airport operations, in future, for non-aviation activities, may adversely affect AVRA's potential operating revenue.

### 4.3 Impact on AVRA Tenants and Neighbours

It is not clear whether the ACRD has consulted with AVRA's current tenants and users, i.e. those who lease space from the ACRD, regarding the impacts of shutting it down for a number of days in the height of the summer. Their views, particularly with the newly expanded airside facilities being able to accommodate more and large aircraft, would be valuable input.

Such an event held in the middle of summer may serve to disrupt planned activities of these tenants and users, or, as seen in the forest fire example of 2018, disrupt critical aircraft operations at an important time.

Another consideration is that an event not conducted at AVRA for three years, including large crowds and consistently loud noise over a number of long days/nights may not be favourably received by business and private operations on leased airport property or those bordering AVRA.

### 4.4 Impact on AVRA Levels of Service

In addition to the runways, taxiways and aprons available for aircraft operators at AVRA, the ACRD also provides information to pilots on other services available in the vicinity. Information published in official Aeronautical Information Publications, including the Canada Flight Supplement, tell aircraft operators of these services: telephone; food; taxicabs, medical facilities, rental accommodation and car rentals.

Work continues on obstacle management in the vicinity of the airport to accommodate future levels of service at AVRA. Once road construction projects at either end of the runway is completed, and additional trees are removed, AVRA will accommodate night aircraft operations. Certification of an instrument approach procedure that has been designed for AVRA will be possible once the obstacle management tasks have been completed. These additional levels of service represent a significant increase in the availability and capacity of the airport for aircraft operators in the near future.

Disruption of AVRA services and facilities for non-aviation events may impact on the reputation of the airport; and, may reduce aircraft operator inclination to use AVRA on an itinerant or other basis.

### 4.5 Impact on AVRA Infrastructure

Although difficult to precisely quantify, the staging of drag race events is going to contribute to the degradation of facilities over time and with recurrence of the events: asphalt surface, pavement shoulders, infield surfaces, taxiway surfaces, drainage systems (ditches/inlets/outlets), airfield lighting systems and signage. The activities will contribute to the reduction of the useful life of the AVRA airside facilities. Some activities identified below are routine for racing events, while others may only result from incidents, accidents or other non-routine occurrences during the events.

### 4.5.1 Paved Surfaces

Asphalt surfaces may be adversely affected by a number of different racing event factors:

- Heat – spinning tires, hot engines/drive trains just above the surface, accidental fires, etc.;
- Overall routine activity on pavement surfaces - loss of fines, aggregate exposure, and surface polishing;
- Solvent or oil-based product spills and liquids applied to surfaces to facilitate burnouts;
- Mechanical damage – fallen or failed parts, accidents along the runway, disabled vehicle removals;
- Rubber accumulation (surface damage and friction reduction);
- Torqueing and/or scuffing of the surface (tire turns on warm pavement during hot summer days);
- Accumulated rubber removal processes: dry abrasion; high pressure/volume water blasting; ultra-high pressure/low volume water cutting; or detergent and water spray; and
- On hot summer days asphalt can potentially weep and/or absorb oils, which speaks to potential impacts of non-aviation activity even beneath the surface of the recently installed pavement surfaces.

If the race event takes place, for any portion, on the paved surfaces at AVRA, any remedial work necessary, and to the satisfaction of the ACRD, should be the responsibility of the event organizers. This would include friction testing by a qualified service provider so that deterioration of the runway surface characteristics can be tracked year by year. Standards related to friction characteristics and testing for runways can be found in Transport Canada document TP312 5<sup>th</sup> Edition *Aerodrome Standards & Recommended Practices*, Section 9.1.2.

The expected life cycle of the rehabilitated and expanded runway is at least 25 years. Allowing drag races on the runway annually would reduce the expected life cycle by years. Estimating how many years would require pavement specialists and engineers to evaluate the race activity anticipated: event duration; frequency; length of track; number/type of racing vehicles; size/type of tires; liquids used to aide burnouts; duration of burnouts; duration of races themselves; route of return to start; service/emergency vehicle activity on the runway during the course of each race weekend; rubber removal method; average temperatures during race events; etc.

This info would be needed to quantify the deleterious effects of the drag racing over time, in order to fairly estimate the number of years the racing activity might take off the expected life cycle of the new runway.

### 4.5.2 Paint Markings

Airfield surface paint markings serve the specific purpose of providing visual assistance to aircraft operators arriving and departing at the airport. Some of the activities related to the drag race events can have a deleterious affect on the paint markings:

- Tire burnouts;
- Routine racing activity (tire wear on paint);
- Rubber accumulation
- Rubber clean-up processes (some methods noted in 4.5.1 above); and
- Mechanical damage (accident related)

If the race event takes place, for any portion, on the paint marked surfaces at AVRA, any remedial work necessary, and to the satisfaction of the ACRD, should be the responsibility of the event organizers.

### 4.5.3 Infield Surfaces & Facilities

Recent investments made by the ACRD in expanding the airfield also included significant improvements to the infield grounds around the runways/taxiways and the stormwater drainage systems across the airfield. Seasonally

significant weather events have proven to be a challenge and the ditches, culverts, intakes and outfalls that collect and distribute this stormwater are located near ecologically sensitive areas. A number of drag race related activities could potentially impact on these infield surfaces and facilities:

- Race vehicle recovery routes;
- Race monitoring and emergency personnel/vehicles;
- Event officials and associated vehicles;
- Spectator seating;
- Spectator movements (pedestrians, strollers, pets, mobility assistance vehicles, etc.)
- Garbage;
- Deleterious liquid spills (fuel, oil, solvents)

Race event activities could lead to damage to the infield surface or drainage systems and, potentially, the release of materials (particularly liquids) into the sensitive watercourses adjacent to AVRA. A comprehensive environmental management plan should be provided by the event organizers and approved by the ACRD, if the races go ahead.

#### 4.5.4 Airfield Lights and Signs

An investment of \$1.5M has been made in airfield lighting systems to serve AVRA over the next few decades. All lights and signs are installed on frangible mountings to limit damage in the event of an aircraft incident or accident. Protecting this investment from unintended damage during the drag racing activities proposed for the runway area would require the careful removal of all fixtures (edge lights, end lights, PAPI units, RILs) prior to the event. Once the event was over, the units would have to be carefully reinstalled and, in some cases re-calibrated.

This work should only be done by qualified and experienced people and the cost should be borne by the event organizers.

#### 4.5.5 Foreign Object Damage (FOD)

A universally recognized airfield issue is Foreign Object Damage (FOD) whereby debris on the airfield can potentially cause injuries to people and/or damage to aircraft or equipment. A multi-day drag racing event, including multiple competitors and their equipment, as well as large crowds of spectators will create a FOD problem on the airport. Event set-up, staging, race area activities, recovery paths and spectator area activities (entry, bleachers, concessions, exit) will undoubtedly result in a garbage management challenge. FOD on paved surfaces (runway, taxiways aprons), in ditches, storm sewer grates, infield areas, leased areas, and along the perimeter fence must be completely eliminated before the airport can safely re-open the facilities that aircraft operations depend on.

Post-event inspection by AVRA officials, and remediation as necessary by event organizers, would be necessary before the airport can be opened for aviation activities: all costs should be borne by event organizers.

## 5.0 SUMMARY

The ACRD must determine how best to protect the significant public investment in aviation facilities at AVRA, and optimize the life cycle those facilities, while repaying the significant amount borrowed to expand and improve them. The wear and tear of an annual multi-day drag racing event on these new facilities is hard to quantify precisely, i.e. how much it will affect the 30 years it will take to repay the borrow funds. It is clear though that the non-aviation activities will affect the useful life of these improvements to aviation infrastructure. There does not yet appear to be

a mechanism in place for the drag race event itself to contribute to the amortization of the significant cost of the improvements: direct revenue to the ACRD for use of AVRA to conduct the event, for example.

Focusing on aviation uses for the airfield facilities over the next three decades may be the most prudent way to maximize the life cycle of the improvements made. It may be better to keep the airside at AVRA for exclusive use of the varied types of aircraft operators that use the airport now, and increasingly will in the future. This was the prime consideration for the ACRD to make the significant investment it did at AVRA in the first place. It is our considered opinion that the years of service the ACRD could expect for the investment made in the new runway would not be achieved if these non-aviation activities are allowed on the runway.

If the drag races are invited back to AVRA, it may be challenging to disinvite the event in future as aircraft activity, both frequency and size, increases and renders the racing event an inconvenience to mid-summer air traffic. Perhaps there are other potential locations to be considered for the racing event in the area, if the City of Port Alberni venue used over the last three years is not available in the future.

However, should the ACRD decide to sanction the race events at AVRA, they should consider measures to protect the airside facilities and repair them if damage occurs as a result of the events. A clear operating agreement with the event organizers could be put in place to protect the ACRD facilities at AVRA. In addition to insurance provisions, this agreement could include such measures as pre-event damage deposits; cost recovery for removal/replacement/recalibration of airfield lights/signs; cost recovery for inspections before and after events, including friction testing; and other measures that would be appropriate.

In closing, though, it is recommended that the ACRD keep the AVRA airfield for aviation related activities, particularly in the interest of protecting its significant investment over the next three decades.

## 6.0 CLOSURE

We trust this advisory memo meets your present requirements. If you have any questions or comments, please contact the undersigned.

Respectfully submitted,  
Tetra Tech Canada Inc.



Shawn Sutherland, A.A.E.  
Senior Airport Consultant, Airports Group  
Transportation Practice  
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## Our History & Past Successes

The Alberni Valley Drag Race Association (AVDRA) began in 2001. The drag race association was born out of a passion for drag racing and a desire to highlight the beauty of Vancouver Island as a viable destination race location and the only 1/4 mile race track on Vancouver Island.

When the drag race first began, it was held at the Alberni Valley Regional Airport and brought a significant amount of economic viability to the community through destination tourism, which directly increased the sales of local restaurants, pubs, hotels, gas stations and small businesses.

In addition to bringing economic viability to the Alberni Valley, the drag race also fosters a strong sense of community through volunteerism and cross-pollination of local businesses and services available throughout Port Alberni.

## Mission & Vision

The Alberni Valley Drag Race Association strives to bring the sport of drag racing to the Alberni Valley and to increase opportunities for economic growth, cultural capital, volunteerism and destination tourism.

## Our Current Challenges and Roadblocks to Success

In 2016, the AVDRA was forced to leave its original location at the airport and relocate the race to downtown Port Alberni on 3rd Ave. Since the race has relocated, the AVDRA has suffered a substantial loss in revenue, community support, tourism and volunteerism. The new location is far from ideal as it only offers an 1/8 mile "track" which is not designed to be raced on as it one of the main streets used for local traffic and thus proposes a plethora of logistical and safety issues for racers and attendees. Subsequently, because the track is now smaller several classes of vehicles, namely the faster pro vehicles can no longer race at the new location as the track is not long enough and the road quality is not suitable for vehicles of this speed to race at the new location.

It is for the reasons listed above and other reasons that will be outlined in this proposal, that the AVDRA is seeking to submit this formal proposal to the Regional Council in hopes to persuade Council to allow the drag race to return to the Alberni Valley Regional Airport.

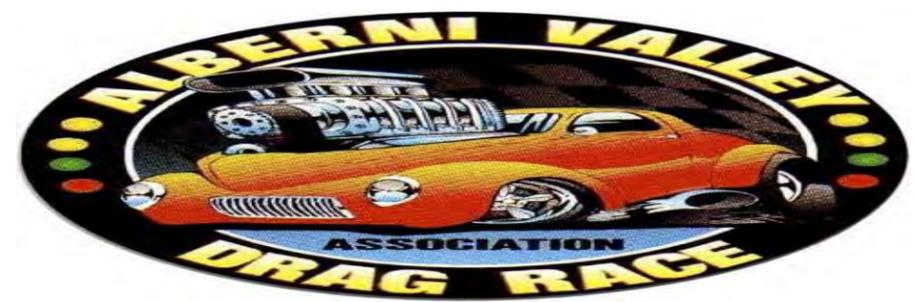
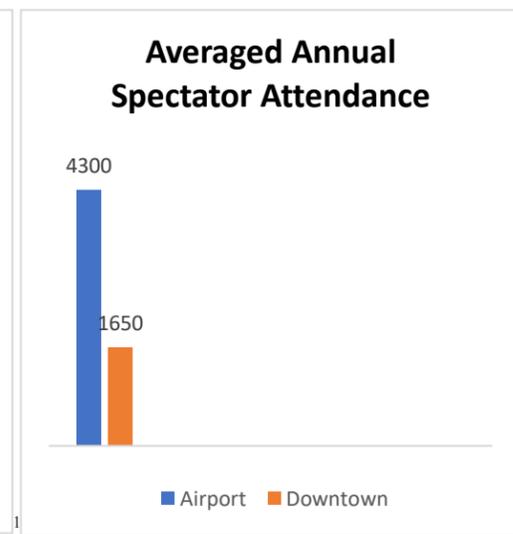
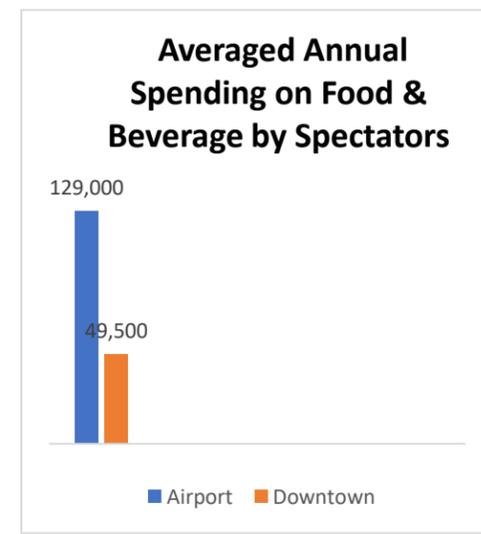


Figure 1: Thunder in the Valley Drag Race at its Original Location - note each trailer or umbrella represents a vendor

## Our Path Forward

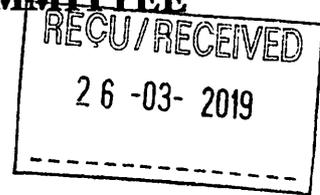
In order to restore economic, and cultural capital to the AVDRA and the Alberni Valley, the Thunder in the Valley Drag race must be allowed to return to its original location at the airport. Relocating the drag race to the airport in and of itself does not require a specific timeline or additional money, but rather permission only to return. For the 2019 race season, the AVDRA would like to race from the middle of the current runway and focus long term, on improving the North end of the track which would be used as a permanent purpose driven venue for the AVDRA.

## Thunder in the Valley Stats at a Glance



The AVDRA would like, with the partnership of the Regional District, to build a permanent venue for the AVDRA, which would focus on its annual Thunder in the Valley 1/4 mile drag race and would expand its racing portfolio to include 2-3 more annual races that would only be an 1/8 mile but run on the 1/4 mile track, which would bring additional substantial economic and cultural viability to the Alberni Valley. Our vision for the new track would include building several burnout boxes and any needed additional roadways or infrastructure.

**ALBERNI VALLEY AIRPORT ADVISORY COMMITTEE  
MEETING  
TUESDAY, MARCH 26, 2019**



**Preamble:**

The intent of this missive is to address some of the items contained in the meeting Agenda page 1 of the kit provided by the ACRD staff, the Request for Decision page 6, and the Tetra Tech Advisory Memo page 12. Since we were not invited to participate in this meeting, we thought it only fair to refute some of the items presented in the aforementioned items, and add some of our own recommendations. I will address each item by page and item number of your kit.

**Request For Decision: Background – Page 6**

**Storage facility move and rental fee** - We were told that we would have to move our storage units to another on-site location because the ACRD was planning to lease the lots we were located on, for commercial enterprises related to the aero industry. The annual rental fee was to be \$1,328.00 and we could move our units to an un-secured location opposite the Caretaker’s mobile home. Since there was no secure fencing around the new site, and there was no set time for the transfer because the present site had not yet been leased, we were under the impression that we could move them when required, or when we returned with our annual Thunder in the Valley drag race event. Our records show that we paid the rental fee for 2017 but never received a bill for 2018, probably because of the large turnover of ACRD personnel.

**Page 7 -** The Alberni Valley Drag Racing Association – AVDRA – did not indicate that its long-term vision is to improve the north end of the runway; it is only a consideration. It appears that is the desire of Coulson Aviation, to add another 500 feet to the north end of the runway, but they don’t want to pay for it. Mark pointed out that the north end would be better suited for us to build approaches and burnout boxes there because the ground is much more stable than the south end, which would require more site preparation and cost to the AVDRA.

Since 80% or more of the time aircraft take off and land from the north end, we feel it would make more sense to start our races from the south. Also, the south end is more suited for safety reasons, spectator viewing and pit and staging facilities.

The AVDRA’s request to be allowed to temporarily race this year with the same configuration as used in the past years is based on our desire to resume our event with the least effect on the infrastructure and additional cost to us, until we have time to develop and provide our final long term proposal to the ACRD for its consideration. Our ultimate goal is to construct a ¼ mile dragstrip adjacent to the east side of the current runway, which will entail lots of planning and the raising of several million dollars. If we are unable to race in town or at the airport, we will lose our drag racing schedule time slot, and it will be gone forever.

Loose rubber seems to be the main concern of both AVRA and Coulson Aviation. In a couple of past years we were somewhat negligent in cleaning up the rubber build up at the burnout boxes and starting area. We promise to be much more diligent in the future now that jets are in use, and with the construction of longer burnout boxes, off and adjacent to the runway, this problem will be eliminated. Large aircraft, when approaching to land from the north west end of the runway (80 % of the time) will touch down where there will be no rubber, 2800 feet from the drag race start line and burnout boxes. The PJ1 traction compound that we spray on the track to improve traction turns the asphalt black which makes it look like rubber; it isn't; and is biodegradable, hydrophobic and a fire retardant.

Unfortunately, the survey taken by the AVRA staff of the 8 tenants was confidential, so we are unable to respond. However, we have always had the co-operation and approval of Coulson Aviation in the past, and have actually shut down the races and removed the timing equipment from the runway to facilitate an emergency takeoff of one of their planes. They also did a couple of Martin Mars water bomber fly-pasts for us one year. We have always co-operated with them in the past and intend to continue in the future, although we have been unable to secure a meeting with them to get a verbal or written approval from them this year. We were not welcomed by the Alberni Valley Flying Club in 2001, but they came on board as a food vendor and have been using the event as a fund raiser ever since. If we knew who the other tenants were, we could meet with them to address their concerns. It should be noted that the one letter of concern about the noise from the races should no longer be a problem as the author, who was a resident of the Great Central community, has since relocated to down Island. If needed, we will dutifully apply for the "Noise Control By-Law R1024, 213 Sec. 7" permit that is annually granted to the Sproat Lake Regatta.

### Technical Details – Page 8

- 1) "Tetra Tech queried whether staging non-aviation events impacts the reputation of AVRA as a reliable and available airport, highlighting that non-aviation events could contribute to a sense that investment at AVRA was not entirely for aviation purposes." **Could, but not a given.** Perhaps the Regional District tax payers would welcome any such events in order to help pay down the airport debt until such time as the airport becomes self supporting and will no longer be able to support non-aviation events.
- 2) Refueling at the airport hasn't been an issue in past years. However, with local fires occurring last year, the helicopter fire fighters needed to refuel several times in an hour. If such events should occur again this year, arrangements can be made with ENEX Fuels Ltd. To provide fuel at the Thunderbird Heli-Pad or at Coulson's, without impacting the race event. However, if we had to in case of an emergency, we would shut the event down.

5) We have always in the past, left the airport site in better condition than we found it (other than not repainting the lines and cleaning the rubber off the burnout boxes a couple of years – something we will rectify). Cutting down the shrubbery and grasses, cleaning goose droppings, moss and debris off the taxiway and runway, prior to the race event has always been done by us and we will continue to do so.

6) **See attachment #1.**

As shown, the friction test that was done in 2014 indicated **MU readings of 0.85 to 0.90 after 14 years** of drag racing and occasional airplane traffic. We do not know if a friction test has been taken since the runway renewal. It must be done to establish a baseline for trending measurements. DOT requires that runway friction measurements, in particular for airports with medium to high traffic, with readings of **0.70** and above, the runway should be tested a minimum of **once every 2 years**. Our airport does not fit that traffic category, yet. As can be seen above, the amount of rubber that has accumulated after 14 years was negligible, and therefore to require a friction test after each race, if we were allowed back, would be both costly and totally unnecessary.

7) We consider line repainting as part of our responsibility and would make sure that it was done to DOT specifications.

9) **Lighting;**

We have always considered damaged lighting was our responsibility. We always repaired or had replaced any damaged lights in the past and will continue to do so in the future. The recommendation to remove all the lighting prior to the race event would be ridiculous, time consuming and expensive. You don't remove and replace the lighting every time a large plane takes off or lands. Since each frangible connected light is worth \$1,200. and is very delicate, we would suggest we leave them intact, and if we damage any, we will replace them. In our 15 years of airport racing, we may have damaged 5 or 6 lights, and when one light was damaged all the other lights were affected. With the new system that is not the case, and one or more lights damaged would not be detrimental to all the nighttime traffic that occurs at AVRA, until they were replaced. We are not sure if the airport has any spares at this time. **The \$13,000. estimate to remove, re-install and aim is not recommended by the electrical contractor "given the risk of damage to the equipment."**

## Time Requirements – Page 9

In order to allow AVRA staff time to carry on with their normal duties and save additional costs, we could, as in the past, continue with cleaning the runway, remove any loose rubber and repaint any tarnished lines where needed. We could use one of our member's trucks to tow the airport's sweeper to clean off the runway and free up a staff member.

## Financial – Page 9

No comment other than it appears a tad inflated & mostly unnecessary.

## TETRA TECH ADVISORY MEMO – Page 12

- 1.0** - As in the past the licensee, AVDRA, shall pay to the Regional District a license fee along with the annual rent fee of an agreed upon amount.
- 3.0** - The AVDRA is fully aware that in the future, when and if the airport air traffic increases to a point where it will be impossible to shutdown for three days, that we will no longer be able to race there. We hope that day will come and do appreciate that we have been able to use the facility all these years. That is why our long-term plan is to be able to have a separate drag racing facility adjacent to the airport. The AVRA could certainly use the increased revenue, making the local taxpayers a lot happier and fulfilling the AVDRA's dream of having its own drag strip.
- 4.1** - "Allowing non-aviation events on those paved surfaces that may degrade – ." **May; but not a given.**
- "But non-aviation events that limit airport access could contribute – ." **Could; but not a given.**
- 4.2** - "An annual shutdown of the AVRA may affect – ." **May; but not a given.**
- "Also, since the runway extension was completed, the scheduled air carrier serving the Long Beach Airport has used AVRA as an alternate." This carrier, and others used it as an alternate, long before the runway extension.
- "Routine annual disruption of Airport operations, in future for non-aviation activities, may adversely affect – ." **May; but not a given.**

#### **4.5.1 – See attachment #2**

“Asphalt surfaces may be adversely affected –“ **May; but not a given.**

We have raced on the traditionally hottest weekend of the year for 15 years without affecting the runway. Remember the high friction Mu number taken in 2014 and the fact that the high-pressure water blasting that took place was to remove moss spores and algae buildup.

“Allowing drag races on the runway annually would reduce the expected 25 year life cycle by years.” We have had 1 annual race for 15 years with no noticeable damage.

#### **4.5.2 - Paint Markings**

“If the race event takes place – any remedial work necessary should be the responsibility of the event organizers”. You bet! It is our responsibility for sure.

#### **4.5.3 – Infield Surfaces & Facilities**

We can't recall any complaints in the past, and we have done a lot of work at our own expense, such as ditching, brush and grass clearing, installing culverts, building a concrete return road adjacent to the north west side of the runway (which is now gone), and making two large parking areas. We have generally left the area in better condition than found.

#### **4.5.4 - Airfield Lights and Signs**

This has been covered elsewhere. If we were allowed to race as planned for this year, we would not have to remove any airport runway or taxiway lights or signs.

#### **4.5.5 - Foreign Object Damage (FOD)**

We have always left the area clean. As part of our service to the community, we pay various groups to pickup and bag all loose and trash can garbage and recyclables. We have and provide our own garbage cans, provide plenty of Porto Potties and wash stations that are routinely serviced, and provide our own and city owned bleachers. The bleacher and vendor areas are cleaned up before we leave the site.

**5 - Summary**

There is a mechanism in place for the drag racing event to contribute to the amortization of the significant cost of improvements; the annual fee, which is to be negotiated, but **we would be willing to pay \$10,000. for the one weekend event.** That amount along with our yearly rent is more than the Flying Club and Coulson Aviation combined pay per annum for their leases. As stated before, we are fully aware that the time may come that we can no longer continue to race at the airport if we do not have a drag strip adjacent to the runway by then. We fully appreciate having the opportunity to use the facility for all these years, bringing lots of revenue into the Alberni Valley with each event, and making a lot of people happy as well.

**6 - Closure**

We hope we have addressed some of the items that may be of contention. We need to have a decision made quickly (In our favor of course) because time is running out for us to arrange all the advertising, registration, etc. We do not know if we could use Stamp Avenue as a backup this year because of the construction of the new Saan Group's lumber mill. If there are any further questions or concerns you may have, please contact the undersigned. I have included some other useful information in this kit.

Respectfully submitted on behalf of the Alberni Valley Drag Racing Association.

David "Satch" Willis  
(250) 723-6162  
satchnsandra@gmail.com

## **Attachment #1**

### **Regional District Concerns**

#### **Rubber on the runway:**

We will construct burnout boxes off the runway if we are not able to place them on it. This will prevent any loose rubber from being on the runway. We will also do a much better job than in the past, to clean the rubber off the burnout boxes.

The runway friction value (Mu value) when measured in 2014 was between 85–90. Mu values range from 0 to 100 with 0 being the lowest and 100 the highest. With a measurement of 40 or less, aircraft braking starts to deteriorate and directional control is less responsive. Our runway readings were extremely high after 13 years of racing on it.

Concern for moss spores and algae buildup brought about surface cleaning in 2014 with a runway sweeper with positive results. However, the Coulson Group required further Hydro Blasting to remove the remainder of the moss and algae (not rubber) on the runway and paid for it themselves.

Approximately 80% or more of the time, airplanes take off and land in a south easterly direction; from the north west end of the runway; and are usually in the air when taking off, before reaching the south taxiway entrance, a distance of 3800 feet. Depending on the load, the 737's and the Challengers could take longer, thus the runway expansion.

## **Aircraft Landing and Takeoff Specifications**

### **C130H Hercules -**

Wheel track width - **14 ¼ feet**  
Tricycle landing gear  
Reverse thrusters and huge wing flaps  
Takeoff distance @ maximum load - **5700 feet**  
Landing distance @ maximum load - **2400 to 3000 feet**

### **Boeing 737B -**

Wheel track width - **17 feet**  
Tricycle landing gear with anti-skid control braking  
Reverse thrusters and flaps  
Takeoff distance - **5500 feet**  
Landing distance with average weight and without thrusters - **4500 feet**

### **Bombardier Challenger 600 -**

Wheel track width - **13 ¼ feet**  
Tricycle landing gear with anti-skid control braking  
Reverse thrusters and flaps  
Takeoff distance @ maximum load - **5500 feet**  
Landing distance @ maximum load and without thrusters - **4500 feet**  
Landing distance @ regular load - **2400 to 3000 feet** with thrusters & flaps

### **DE Havilland Buffalo CC-115 -**

Wheel track width - **30 feet**  
Tricycle landing gear  
Reverse thrusters and huge wing flaps  
Takeoff distance @ maximum load - **1000 feet**  
Landing distance @ maximum load - **610 feet**

I believe that Coulson's planes are restricted by weight and passenger number due to the present length of our runway.

Transport Canada Document

**TP312 5<sup>th</sup> Edition**

**Aerodrome Standards & Recommended Practices**

**Section 9.1.2**

**9.1 MAINTENANCE**

**9.1.1 General**

**TP312 5<sup>th</sup> Edition CHAPTER 9. AERODROME**

**MAINTENANCE**

**9.1.1.1 A maintenance program is established to maintain the aerodrome components in a condition of compliance with standards.**

**Note:** Preventive maintenance is programmed maintenance work done in order to prevent a failure or degradation of facilities and systems.

**9.1.2 Pavements**

**9.1.2.1 For a runway serving turbojet aircraft, measurements of the friction characteristics of a runway surface are made periodically with a continuous friction-measuring device using self-wetting features.**

**Note:** New, reconstructed or resurfaced paved runways would typically have friction characteristics measured prior to or as soon as possible following the return to service to establish a baseline for trend measurements of friction characteristics.

**9.1.2.2 Corrective maintenance action is taken when:**

**(a) the average coefficient of friction (COF) for the entire runway is below 0.50; or**

(b) any portions of a runway surface that are 100 m or greater in length have an average COF less than 0.30.

Note 1: A NOTAM advising pilots that the runway may be slippery when wet is common practice when the measured coefficient of friction is below the values in 9.1.2.2. See 2.5.1.3.

Note 2: The COF levels specified in 9.1.2.2 apply to the COF measurements made with the surface friction tester (SFT) and to the following test conditions:

(a) the friction test tire is manufactured to meet the requirements of ASTM E1551 Standard Specification for Special Purpose, Smooth-Tread Tire, Operated on Fixed Braking Slip Continuous Friction Measuring Equipment ;

(b) the friction test tire is inflated to a tire pressure of 207kPa ( $\pm 3$ kPa);(c) the test speed is held constant at 65 km/h ( $\pm 5$  km/h); and(d) the depth of water placed in front of the friction test tire by the self-wetting system is 1.0 mm.

Winter maintenance9.1.2.3 Chemicals that may have harmful effects on aircraft or pavements are not used on the movement

area.

## **B.C. Airport Based Dragstrips**

### **Princeton**

1/8 Mile races 5 times a year.  
*Vermillion Forks Racing Association*

Runway 3930' by 75'

### **Osoyoose**

1/8 Mile races 5 times a year.  
*Wine Country Racing Association*

Runway 2475' x 75'

### **Houston**

1/8 Mile race once a year.  
*Bulkley Valley Drag Race Association*

Runway 4000' x 75'

### **Terrace**

1/4 Mile races 4 times a year.  
*Terrace Drag Race Association*

Runway 4900' x 200'

### **Fort St. John**

1/4 Mile races 6 times a year.  
*Fort St. John Drag Race Association*

Runway 3500' x 80'

### **Port Alberni**

1/4 Mile race once a year.  
*Alberni Valley Drag Racing Association*

Runway 5000' x 100'

### **Port McNeill**

1/8 Mile races 3 times a year.  
*North Island Drag Racing Association*

Runway 2500' x 40'

### **Sechelt**

1/8 Mile races 2 times a year.  
*Sunshine Coast Drag Racing Association*

Runway 2400' x 75'

## Goal of the Alberni Valley Drag Race Association

To be allowed to hold Thunder in the Valley back at the airport. Getting back to the airport would allow the AVDRA to hold a larger event. This would also hopefully get more spectators to attend the event again. If we where to accomplish these goals we should be able to make more money to use for infrastructure at the airport and hopefully more years of racing in the future. Allowing more race cars and more spectators would mean a bigger economic result for the Alberni Valley. To be able to continue hosting Thunder in the Valley will also be a financial win for our support groups and business partners. The current location of racing on Stamp Ave has had challenges and may not be possible in 2019. We our grateful for what the city and its residents and Catalyst Paper have done for the AVDRA the last 3 years. Holding the event in town we have lost spectator revenue compared to at the airport. The set up and tear down is costly in town. Barriers and fencing are an extra \$10,000.

For 15 years the Alberni Valley Drag race Association (AVDRA) worked with Regional District and the airport to put on our event and provide support for the airport. We paid a fee to hold the event and paid rent to store our equipment. In the past we cleared, mowed, removed beaver dams, cleared culverts and cleaned the airport grounds. Over the years we paid rent to the Regional District. Looking through our financial statements we paid anywhere from \$2,100 to \$13,200 per year. There is no breakdown of the rent so the years with the higher amounts must include repairs such as painting lines. There is numerous years we paid \$8000 per year in the rent column. We cleared land for parking lots and put in roads. The Accounts report in 2015 totals that we have spent \$94,939 on roads and parking at the Regional Airport over the 15 years.

In holding our events we require a lot of help. Some of the work is done by AVDRA members and volunteers but the larger jobs are done by service groups. We pay these service groups for the work they do. These service groups work at Thunder in the Valley to raise funds so they can run their groups. There have been many different groups over the years and listed below is some of the main ones.

Alberni Valley Wrestling club \$3000 to 5000 per year for 15 years  
 Toy Run \$3000 to \$4000 per year for 15 years or more  
 The Sherlocks- student bursaries \$1500 per year  
 Island Off Road association \$1500 plus per year  
 Alberni Valley Bull Dogs and minor hockey \$2000 to \$5000 per year for 5 years  
 Sproat Lake Volunteer Fire Department \$500 per year for 18 years  
 Port Alberni Fire Fighters \$500 for 15 years  
 Charity Golf Classic \$325 per year  
 BC Cancer Society \$500 per year  
 Food Vendors

We also pay businesses or trade advertising for local businesses to help put on Thunder in the Valley. These are some but not all. Walcot industries, Hetherington industries, Island Entertainment, Alberni Towing Ltd, Jal Design, Houle printing, Alberni Communications and Electronics Ltd, Island Cleaning Supplies, Medix Holding Ltd, Numerous Food Vendors, Ralis Computer Stationary, Isle Golf Cars Inc, Acklands Grainger, McCoy Lake Farm, M&D Auto parts, Alberni District Co-op Association, Cokley Wire Rope Ltd, Alport Insurance, Beaver Creek Home Center, Coast Environment Ltd, Black Press News, Lordco Island Radio, Kerpow Designs, Black Press Printing, The Graphics Factory, Dumas Trucking, Staples, Dollarama, Evitt Electric, Exhibition cars, Surespan Structures Ltd

Numerous businesses advertise in our Program, on our Poster and on our Volunteer shirts.

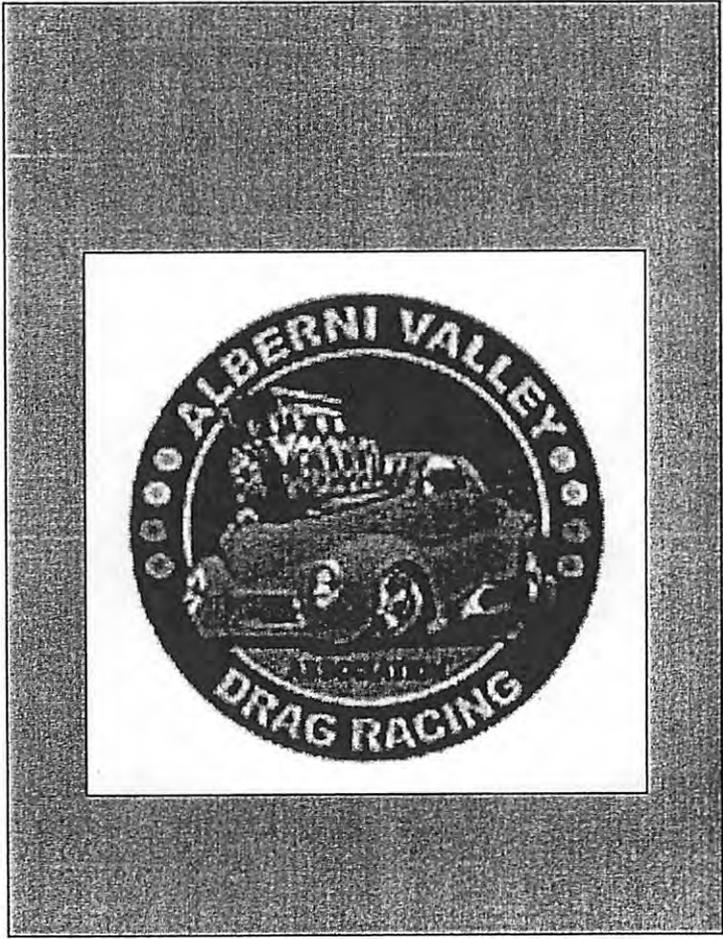
We have invested in our own infrastructure over the years. We buy from local businesses when we can and we have spent over \$100,000 on equipment to hold the race. Race Tower, Timing System and Computers, Truck, Ambulance, Reader Boards, Tools, Tables, Tents, Fencing, Bleachers, Generators, ET Trailer

We lend our bleachers to McLeans mill, Tents to Charity Golf, Bleachers and ET trailer to the Fall Fair

On August 3<sup>rd</sup> I toured the airport with Mark Fortune. Mark and I discussed many different ideas about returning Thunder in the Valley back to the airport. We looked at running from the South end and running from the North end. I explained my concerns for safety with running from the North or South ends of the runway. We talked about running the event from the middle of the runway. Mark told me he didn't want us launching from the runway surface as the old runway had damage from where we had been launching for 15 years. It didn't show up until around 8 or more years of running the event. Mark and I talked about extending the runway from the north end. The cost of doing that is not possible right now for the AVDRA. The AVDRA also have other ideas around building infrastructure that would be useful to all parties.

There is a big opportunity to build infrastructure for the future that would bring economic growth to the Alberni Clayoquot Region. Construction and development for a place to race and possibly be used for other events. I feel if the AVDRA partners with the Regional District we could help each other. The Members and Volunteers work to hold Thunder in the Valley for a few different reasons. Some of us are Racers and Race Fans, some are People that like being part of group that is doing something positive. I believe all that are involved with putting Thunder in the Valley on, do so as they want to be part of an event that is positive for Port Alberni/Alberni Clayoquot Region. An example of Alberni pride is my wife and I when we meet people, we say we live in Port Alberni and that we are Lifers. Many people in our organisation can say the same. We choose to live in the Alberni Region and we want the region to be prosperous. Myself personally look for the positives and believe in investing in projects like the Multi-Plex, Harbour Quay and improvements to the airport. All these things and many others are positives for our community. They all have critics and people to talk negative about them. They were built by people that believed the Alberni Clayoquot region is a great place to live and invest in. Myself and others believe Thunder in the Valley is a worthwhile event to invest in and we believe it brings many positives to our community.

**THUNDER IN THE ALBERNI VALLEY**  
August 14 & 15, 2004



**GUESTS SURVEY REPORT**  
September 20, 2004

Written by David McCormick, BBA, MBA  
Entrepreneurial Development and Economic Relations  
for Community Futures Development Corporation of Alberni-Clayoquot  
4757 Tebo Avenue, Port Alberni, BC V9Y 8A9

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Chapter

**1****INTRODUCTION & PURPOSE**

The *Thunder in the Alberni Valley* drag race weekend has quickly become a popular summer event in Port Alberni as well as providing an important and impactful economic stimulus for local business. In fact, paid attendance over the two days of the event are approximately 5,000 spectators<sup>1</sup>. However, now in its fourth year, there were no previous efforts to collect important base information regarding demographics, attendance and spending habits of those attending the event. The growing impact and importance of this event to the Alberni Valley as well as to potential motor sports growth opportunities necessitated an effort to measure actual and potential impact of this event.

Community Futures Development Corporation of Alberni–Clayoquot (CFDC of A-C) fully supports and endeavors to facilitate the development and capitalization of real economic and community development opportunities. Motor sports have a long and storied tradition in the Alberni Valley. There are many successful businesses that emerged and grew as a result of this hobby. Moreover, the area's love of cars has encouraged many young people to pursue education and rewarding careers in the automotive and related-skills trades. Many of these youth were otherwise dissatisfied and displaced by the traditional academic school system. Without the interest, encouragement and opportunities to pursue automotive and related-skills vocational training many of these individuals would not be the positive members of the community they have become and are becoming today. Thus, motor sports, and this event, have positive impacts beyond any measurables.

With the direct and indirect positive impacts on the area's economy and social structures motor sports represent very real growth opportunities within the Alberni Valley. The purpose of conducting this survey and the conclusions drawn from it is to provide direct evidence of the positive impact this one particular motor sports event has in the area as well as generate further motivation and incentive to lead to additional motor sports related opportunities.

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<sup>1</sup> Estimates provided by admission gates volunteer coordinator, Lori Camire, Executive Director of CFDC of A–C. This figure was determined by back-counting from ticket booklets and does not include any racer, crew, children under 12, VIPs, volunteers, officials or any other individual(s) who did not pay to be in attendance during any part of the event.

Chapter

## 2 METHODOLOGY

CFDC of A–C partnered with youth volunteers pursuing work experiences in the tourism and hospitality field under the Alberni Valley Chamber of Commerce to randomly select and personally interview individuals who were on the drag race site on Saturday and Sunday of the event.

The survey canvassers had personal discretion to approach individuals who they felt provided a representation of those in attendance. Thus, those interviewed reflected the general demographics of the larger on-site population.

Respondents ranged from a maximum of 211 to a minimum of 105. Respondent numbers recorded varied by question. Variation in respondents to questions is a result of some questions not being applicable to all respondents as well as comfort levels to answer the questions by those being interviewed.

Given the number of respondents relative to the size of the target group and given the methodology employed to conduct the survey the results and the conclusions made herein are a reliable representation of the target group. However, this report is not presented nor should be portrayed as scientific.

Results were tabulated by hand.

**1. What days do you plan on attending the Drag Races?**

The majority of event goers attend both days of the drag race weekend while very few people attend only the Saturday with more than a third attending Sunday only.

<b>Total Respondents - 211</b>		
Saturday	17	9%
Sunday	76	36%
Both days	118	56%

**Three primary reasons are likely at the root of this result:**

- **Weather**

Saturday was extremely hot during the 2004 event with afternoon temperatures reaching near 40°C on site. Given the weather forecasts of that weekend, Sunday was predicted to be the cooler of the two days, thus leading people to choose Sunday as their day of choice if they chose to only attend one day of the event.

*Note: Attendance at this outdoor event is extremely weather dependent.*

- **Travel**

As shown in survey question #2, approximately 65% of all respondents reside from outside the Albemi Valley. It is then logical to expect that the majority of those stay for both days of the event. Our survey tallies 56% of respondents who attend both event days.

- **Event Perception**

There is anecdotal evidence from spectators and the general public that all race "finals" occur on Sunday while testing or time trials only occur on Saturday. Since the admission price is currently the same for both days, people then decide to attend Sunday over the Saturday as a connection is made between ticket price value and elimination competition. In other words, if people were going to pay the same price they would rather pay to see the elimination and final rounds.

## 2. Where do you reside?

The greatest economic impact of an event is derived from the amount of “new” or inbound money it generates. While certain events do motivate a certain measure of new spending by local residents the economic impact of any event held within a community is greatly increased with the more visitors the event draws from outside of its immediate area.

For example, people drawn to the community specifically to attend an event are more likely to spend money on eating in local restaurants, staying in local accommodation providers, buying souvenirs, visiting other area attractions, etc, than local attendees who may not actually increase their regular spending habits.

<b>Total Respondents - 211</b>		
Alberni Valley	73	35%
West Coast	10	5%
North VI	9	4%
Central VI	92	44%
South VI	5	2%
Lower Mainland	13	6%
Other BC	3	1%
Outside BC	6	3%

Effectively, approximately two-thirds of respondents traveled from outside of the Alberni Valley to attend the drag race weekend with almost half of all respondents reside from the West Coast of Vancouver Island (Ucluelet, Tofino) and Central Vancouver Island (Parksville, Nanaimo, Courtenay areas).

Although this group lives within a relatively short drive away from Port Alberni, the results from the length of stay question encourage us to believe a significant amount of out of town attendees are, in fact, staying over at least one night; thus generating a significant economic impact, as demonstrated in the analysis of question 7.

**3. If you live outside of the Alberni Valley, how many days, including the event, have you stayed or plan to stay in the area?**

Just as out of town attendees create greater economic impact on the community as a result of the event those that stay longer have an even greater impact. The key is to not only attract out of town attendees to the event but also to have an event and a community with activities outside of the event to encourage them to stay longer. Question #2 showed that 65% of all attendees were from out of town. It is encouraging to discover that approximately the same proportion of respondents stay for two days or more as a result of the event.

<b>Total Respondents – 132</b>		
1 day	44	33%
2 days	30	23%
3 days	50	38%
4 – 5 days	4	4%
5 – 7 days	0	0%
7 – 10 days	0	0%
10+ days	4	3%

**4. If you live outside of the Alberni Valley, in what type of accommodation are you staying?**

Greater research into the vacancy and reservation rates of area accommodations must be conducted in order to offer reliable analysis of this feedback.

<b>Total Respondents – 105</b>		
Camping on site	13	12%
Camping off site	28	27%
Hotel	18	17%
Motel	7	7%
Bed & Breakfast	0	0%
Friends & Family	34	33%
Rent cabin/house	5	5%

However, we do know that Port Alberni accommodations are very popular with visitors throughout the summer months; particularly on weekends. The demands on accommodations has grown as the west coast communities continue to attract visitors from throughout the world (many of whom choose to stay over in Port Alberni on their way to the coast) as well as with Port Alberni beginning to achieve destination status in and of itself. The fact that one-third of respondents told us they stay with friends and family may indicate a lack of available or preferred accommodations. That may also mean that local residents are extremely valuable and effective promotional media for promoting the event.

## 5. Approximately how much money have you budgeted for food and beverages at the drag races?

Respondents are fairly evenly distributed throughout the spending tiers. However, the plurality or group that had the most respondents was that which intended to spend \$11 - \$20 (26%). The responses also show this event can be lucrative for food and beverage vendors on site as the majority of respondents (65%) told us they were planning on spending between \$20 and \$50 on food and drink while at the races.

By extrapolating the figures to reflect the two-day attendance of 5,000 paying spectators and using a weighted average method, conservative calculations reveal total spending potential<sup>2</sup> (of those who said they spent between \$11 - \$50) on food and drink of: \$83,791.87.<sup>3</sup>

Total Respondents - 209		
\$0 - \$10	44	21%
\$11 - \$20	54	26%
\$21 - \$30	41	20%
\$30 - \$50	40	19%
\$51+	30	14%

## 6. Approximately how much money have you budgeted for souvenirs at the drag races?

Using the same arithmetic techniques used in question number 5, above, total spending potential (of those who responded to spending between \$11 and \$50) on souvenirs during the event equals: \$57,146.34<sup>4</sup>.

The near majority (42%) of all respondents revealed that they planned to spend little (under \$10) to no money on souvenirs while at the event. However, those expressing potential purchases in this spending category create a significant revenue opportunity. This spending potential may increase with further advance notice of merchandise that may be available for purchase so event goers may increase their desire to spend in advance of their attendance.

<sup>2</sup> Spending Potential = the amount respondents anticipated spending. Since these surveys were conducted during the event not after the event we cannot determine whether planned spending equaled actual spending. Actual spending relative to planned spending is greatly affected by the depth and breadth of spending options that may or may not be available to the customer base.

<sup>3</sup> Respondent figures in the \$0 - \$10 category were not used; as we are concerned that a greater proportion of these respondents may have spent \$0, thus resulting in a higher skew. Likewise, the \$51+ spending category was not included in the calculations as no average can be determined by this open-ended spending level tier.

<sup>4</sup> Ibid.

<b>Total Respondents - 205</b>		
\$0 - \$10	86	42%
\$11 - \$20	24	12%
\$21 - \$30	36	17%
\$30 - \$50	26	13%
\$51+	33	16%

**7. Approximately how much have you budgeted for total expenditures (accommodations, food, fuel, entertainment, etc) throughout the drag race weekend?**

Again, by applying the same arithmetic technique as with questions 5 and 6 while continuing to not include the lowest and highest spending categories total direct expenditures potential for the event in Port Alberni equals \$375,000.

Given that 65% of all surveys respondents were attracted to the event from outside of the Alberni Valley one may conclude that the total new spending potential generated by the event is at least \$243,750.

<b>Total Respondents - 196</b>		
\$0 - \$10	67	34%
\$11 - \$20	60	31%
\$21 - \$30	24	12%
\$30 - \$50	16	8%
\$51+	29	15%

**8. Gender?**

By extrapolating the respondents' male/female ratio to the estimated 5,000 paid spectators, total of males in attendance was 3,155 with 1,845 females. This is almost a 2:1 ratio<sup>5</sup>.

This type of event is typically male-dominated. However, There is a great market opportunity to provide offerings specifically promoted to women. Increasing the amount of women attending a particular event, generally, leads to more men desiring to attend, as well, thus creating further upward momentum in attendance figures.

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<sup>5</sup> For every one female in attendance there were almost two males.

<b>Total Respondents - 206</b>		
Male	130	63%
Female	76	37%

**9. Age?**

Approximately 81% of all respondents were adults (aged 19 years+). Approximately one third of those surveyed were in the demographic 19 – 29 age category with an additional 41% aged between 30 – 55 years. Both of these groups are extremely important in that 19 – 29 year olds have greater discretionary income while the 30 – 55 age group are typically higher income earners with families who like to attend such events as families. Both groups spend significant dollars if the opportunities that interest them are available.

<b>Total Respondents - 209</b>		
Under 13	2	1%
13 – 18	38	18%
19 – 29	70	33%
30 – 55	85	41%
56+	14	7%

**10. Including yourself, how many people came with you to the drag races?**

The *Thunder in the Alberni Valley* drag race weekend is a very social and family-oriented event. The fact that only 13% of all respondents arrived at the event by themselves reflects the nature of the event.

<b>Total Respondents - 209</b>		
Alone	28	13%
2	71	34%
3	28	13%
4	42	20%
5+	40	19%

Using the statistical evidence achieved from the surveys in conjunction with verbal feedback from the public, observations by the authors, and experience in the areas of sports and event marketing a variety of recommendations are offered for consideration by the event organizers. It is the sole discretion and responsibility of the event organizers regarding the implementation and results of any or all recommendations employed as a result of this report.

**1. If it is a goal of the event to increase attendance and revenues then the following points are presented for consideration:**

- **Charge more for Sunday gate admission than Saturday**

More people prefer to attend Sunday's versus Saturday's race schedule. This has been consistent over the four years of the event.

- **Pre-sell weekend passes**

Advance sale of weekend passes will increase advance revenues by the event organizers in order to attend to any costs that may arise in the preparation of the event including such possible areas as facilities upgrades and promotional activities. Also, the sale of weekend passes will encourage increased attendance on the Saturday of the event, which, then, in turn encourages greater on-site potential spending at the vendors (thus allowing event organizers to increase vendors' fees) and, importantly, encourage out of town attendees to stay longer and spend more in Port Alberni.

**2. Better target promotional activities to key markets**

- **Grow event promotion activities in central Vancouver Island area**

With 44% of surveyed attendees coming from this area it represents a solid marketplace that cannot be ignored. Given the great spectator yield from this area there is reason to believe that greater targeted promotional activities will lead to exponential returns. Moreover, opportunities and linkages exist to be explored between this event and other activities and attractions throughout the region for the purposes of cooperative advertising and joint promotions.

- **Diversify promotional activities within Port Alberni**

With only 35% of all respondents residing in Port Alberni there is an obvious need to do a better job tapping into the local marketplace. Current in-town promotional activities are highly limited to passive displays (product posters) and word of mouth within the usual car / motor sports-specific venues. There is a greater marketplace of the casual enthusiast and event goer that is never exposed to such car-specific venues. It is recommended that promotional activities expand into other areas, particularly those that reach the important family segment.

### **3. Encourage longer stays by out of town attendees**

Our survey concludes that only one third of all out of town attendees stay for only one day. If it is a goal of the event organizers to maximize the economic impact for Port Alberni then longer visits must be encouraged. Recommendations include:

- Pre sell weekend passes in out of town (especially central island) venues
- Offer various “stay and play” packages with local accommodation, hospitality, attraction, and tour operators that highlights the event
- Cooperative and / or joint sponsorship and sales partnerships with other similar events (both locally with Quality Foods Kart Grand Prix and outside with Saratoga Speedway, as examples).

### **4. Offer more on-site camping**

Vacancy rates in Port Alberni during the summer, especially in area campgrounds, are extremely low. Providing more on-site camping opportunities increases the revenue potential for the event organizers while adding to the “sense of community” that is a part of all motor sports events and, particularly, evident, in Port Alberni.

### **5. Actualize spending potential**

Spending potential can only be achieved or actualized under the conditions of meeting spending desires and advance communication of spending opportunities.

- Increase amount and types of food, beverage, and souvenirs vendors  
The more selection breadth and depth of on site vendors the more likely people spend what they had planned. Moreover, actual spending will likely be greater than that which was planned.

- Include vendor information in advance promotional activities and materials. Earlier confirmation of vendors is required in order to communicate spending opportunities to potential attendees. Including these vendors in the advance promotional activities will not only notify the public of spending opportunities so they may budget accordingly but will also enable event organizers to justify increases in vendor fees.

## 6. Maximize economic impact on Port Alberni

- Develop linkages with other local activities, attractions, accommodation and hospitality operators into package opportunities that may be sold outside of the area
- Increase promotion activities out of area; especially in Central Vancouver Island region where the greatest proportion of attendees reside

## 7. Engage in female-targeted promotional activities

Motor sports activities and events are traditionally male-dominated. However, this is changing. The survey results and nature reveal two key points. First, men currently outnumber women in attendance by a 2:1 ratio. Second, the more women at an event that typically and naturally draws men will attract even more men to the event. Thus, increasing the number of women at the event will attract even more men, thus, leading to exponential attendance growth.

Moreover, attracting more women will also lead to attracting more family units to the event. Rather than father bringing son only to the drag races, if the event is able to attract women, then the father – son market will increase to father – mother – son – daughter.

- **Advertise in the non-typical car-related venues**

Expand promotional activities into traditional women-oriented venues. This may include developing different poster styles for display in female-oriented businesses to speaking engagements at female-oriented events and clubs like the Women's Business Network and Kinettes to seeking sponsorship from these groups, as well.

- **Offer female-specific attendance incentives**

Late afternoon on the Saturday of the event historically experiences the lowest level of on-site attendance. There is an opportunity to increase attendance by offering "Ladies' Day" entry discounts. This may encourage more women to attend and, hence, attract more men to the event during this typically slower time as well. This, in turn, increases the revenue potential of the event at the admissions gate as well as for on-site vendors.

## **8. Direct promotional efforts to family-targeted venues**

Current age distribution is fairly evenly distributed. It is recommended that efforts be encouraged to maintain this age distribution while growing attendance of youth and children accompanied by their parents.

- Develop relationships with family-oriented businesses, activities and attractions, which may be applied to offer cross-promotional sales opportunities. One such example is to follow the lead of many other family-oriented sports and entertainment events by selling discounted "Family Packs" that may include entry and on-site food and souvenir vouchers, as an example. This promotional activity may be used to encourage greater attendance during the lesser-attended Saturday afternoon of the event.

## Chapter

**5****CONCLUSION**

The *Thunder in the Alberni Valley* drag race event has become a very popular and economically impactful attraction on the Port Alberni entertainment calendar. The Alberni Valley Drag Race Association should feel a great deal of pride in the results of this event, which developed out of a “labour of love”. The intent of this report is to demonstrate the positive impact and growth potential of this event and other motor sports-related endeavours in Port Alberni as well as to provide feedback and recommendations on how to realize even more economic impact from this event.

Events such as these touch every aspect of business and community development both directly and indirectly. There are linkages between the event and those specifically tied to it such as automotive suppliers and event sponsors, on site vendors and service clubs conducting a variety of fund raising efforts directly to attendees during the event. The survey has tallied direct economic spending potential as a result of this event in Port Alberni of \$375,000 (with approximately \$244,000 being considered direct new spending).

The benefits from this event are not limited to those businesses directly linked specifically to the event or its site. Other businesses ranging from gas stations, eateries, accommodations, retail, as well as other area attractions and activities benefit from the additional people drawn into the community as well as by those from Port Alberni who may choose to stay in town to attend the event rather than go elsewhere to enjoy other attractions, thus, keeping more local dollars in the area. Applying a common economics money multiplier<sup>6</sup> factor of three, the real direct and total potential economic impact effect on the Port Alberni economy is between \$731,250 and \$1,125,000.<sup>7</sup> Because our survey did not include the impact from sponsors and non-admission paying on-site attendees such as volunteers, racers, crew, officials, VIPs, children under 12 years of age, along with the fact that our survey is based on planned or intended (versus actual) spending figures, the true economic potential is somewhere between these two figures.

Even with the inherent immeasurable variables and range in calculations the economic impact on the community is absolutely significant; particularly for what is a two-day event. This impact cannot be ignored.

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<sup>6</sup> Money multiplier effect = the total impact that each dollar spent has in the economy as a result of the incremental, downstream impact of each dollar or, the increase in the money available for spending in an economy as a resulting from a one dollar increase in the economic base.

<sup>7</sup> Since more importance is placed on “new” money available for spending in an economy the potential indirect impact of this event is closer to that which is generated by out of town visitors drawn by the event = \$731,250. However, the event will generate a certain measure of new spending within the local economy that otherwise would not occur. As such, the true direct and indirect economic impact is greater than \$731,250 but likely less than \$1,125,000.

Janice Hill

**From:** Tracy Bond on behalf of Administration Shared  
**Sent:** Monday, March 25, 2019 8:23 AM  
**To:** Rob Williams; Jenny Brunn; Wendy Thomson; Douglas Holmes  
**Subject:** FW: Drags

-----Original Message-----

Sent: Monday, March 25, 2019 7:51 AM  
To: Administration Shared <administration@acrd.bc.ca>  
Subject: Drags

To the Directors of the ACRD;

As a local Port Alberni Muscle Car Enthusiast in our valley as well as a Taxpayer, Property Owner and supporter of any and all ventures within our valley, I am asking for you to please support and allow the return of Thunder in the Valley at the local Aerodrome. As I am one of many Taxpayers who yearly pay taxes Regionally and within City, it is my belief we have a say as to what should be allowed for use of our runway. For a 2 day event that brings in a fairly substantial amount of money into our valley and has the potential for more if racers had access to something that most of us pay for.

As you are fully aware, in the past racing out at the airstrip was never an issue. It wasn't until current upgrades went ahead at our expense that sidelined it and in order to keep racing alive, it was moved to Stamp Ave. with the City's ok. But it was a reduced event. A return to the Aerodrome as it is referred to would bring faster cars and bigger crowd. Meaning, a big boost to our economy. Our town and region suffer from Tourism as many just pass through onto the west coast as you all know well. Please consider the economic impact that many of you enjoy as many of you are Business owners as well. Food, Fuel, Hotels, Campsites, etc all play a huge part in helping to put Port Alberni and its beautiful Region on the map.

Port McNeill holds a number of races each year on their Airstrip without any problems, and currently, Campbell River has been in deep talks about adding a Dragstrip at their airport to keep racing alive. I understand why Coulson uses the airstrip and I also understand a handful of plane enthusiasts do as well. But there is no commercial activity to hamper a One Weekend out of the year interest group from using a facility that has been paid for and owned by the people in the Port Alberni Regional District.

As well, a mention to the Members who work hard putting in their time and covering all insurances and setups for this yearly event I support the AVRDA with the desire to boost our local economy and keep illegal racing off the streets and keeping it safe.

Thank you for your time!

Drag Racing (Thunder in the Valley) supported by me, a Taxpayer.

Janice Hill

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**From:** Tracy Bond on behalf of Administration Shared  
**Sent:** Monday, March 25, 2019 8:24 AM  
**To:** Rob Williams; Jenny Brunn; Wendy Thomson; Douglas Holmes  
**Subject:** FW: AVDRA support letter

[Redacted]

**Sent:** Sunday, March 24, 2019 10:08 PM  
**To:** Administration Shared <administration@acrd.bc.ca>  
**Subject:** AVDRA support letter

To the Alberni-Clayoquot Regional District and the Alberni Valley Airport Advisory Committee.

We support the AVDRA returning to the ACRD airport to hold their annual drag race Thunder in the Valley. This event is huge for Port Alberni and the Clayoquot Regional District. The event has the ability to bring hundreds to thousands of people to our town. Many of them spending money in town and at the event. A portion of the money raised by the AVDRA will go to the regional district. Money will go to support groups and charities. Money could be spent on infrastructure at the regional airport. We understand that there is challenges and concerns about holding Thunder in the Valley at the Regional airport. We believe all those issues have a solution.

[Redacted]

Cherry Creek

**Janice Hill**

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**From:** Tracy Bond on behalf of Administration Shared  
**Sent:** Monday, March 25, 2019 8:24 AM  
**To:** Rob Williams; Jenny Brunn; Wendy Thomson; Douglas Holmes  
**Subject:** FW: Thunder in the Valley.

-----Original Message-----

[REDACTED]  
Sent: Sunday, March 24, 2019 10:05 PM  
To: Administration Shared <administration@acrd.bc.ca>  
Subject: Thunder in the Valley.

Been involved with racing since 1982. Built many cars, street and strip. We spend many thousands all over town. Bodyshops, parts stores. I have paid my fare share of taxes and have supported many other sports and ventures in this town. It does make me angry that this facility has never done nothing to create revenue to support it self. Yet I keep paying for it. Only a select few get to utilize it. At least with the arena I get to choose to use. This is known as the Car Town of Vancouver Island!! I live out in the the Beauforts now. Not a plane flys by. So very rare! Not sure what your plan is? 1 week a year?? Really? People from all over the Island and Main land love this place! Please share what we pay for!

Janice Hill

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**From:** Tracy Bond on behalf of Administration Shared  
**Sent:** Monday, March 25, 2019 8:25 AM  
**To:** Rob Williams; Jenny Brunn; Wendy Thomson; Douglas Holmes  
**Subject:** FW: Thunder in the Valley 2019

[REDACTED]  
**Sent:** Sunday, March 24, 2019 10:12 AM  
**To:** Administration Shared <administration@acrd.bc.ca>  
**Subject:** Re: Thunder in the Valley 2019

To the Directors of the ACRD;

As a local Port Alberni Muscle Car Enthusiast in our valley as well as a Taxpayer, Property Owner and supporter of any and all ventures within our valley, I am asking for you to please support and allow the return of Thunder in the Valley at the local Aerodrome. As I am one of many Taxpayers who yearly pay taxes Regionally and within City, it is my belief we have a say as to what should be allowed for use of our runway. For a 2 day event that brings in a fairly substantial amount of money into our valley and has potential for more if racers had access to something that most of us pay for.

As you are fully aware, in the past racing out at the airstrip was never an issue. It wasn't until current upgrades went ahead at our expense that sidelined it and in order to keep racing alive, it was moved to Stamp Ave. with the City's ok. But it was a reduced event. A return to the Aerodrome as it is referred to would bring faster cars and bigger crowd. Meaning, a big boost to our economy. Our town and region suffers from Tourism as many just pass through onto the west coast as you all know well. Please consider the economic impact that many of you enjoy as many of you are Business owners as well. Food, Fuel, Hotels, Campsites, etc all play a huge part in helping to put Port Alberni and its beautiful Region on the map.

Port McNeill holds a number of races each year on their Airstrip without any problems, and currently Campbell River has been in deep talks about adding a Dragstrip at their airport to keep racing alive. I understand why Coulson uses the airstrip and I also understand a handful of plane enthusiasts do as well. But there is no commercial activity to hamper a One Weekend out of the year interest group from using a facility that has been paid for and owned by the people in the Port Alberni Regional District.

As well, a mention to the Members who work hard putting in their time and covering all insurances and setups for this yearly event I support the AVRDA with the desire to boost our local economy and keep illegal racing off the streets and keeping it safe.

Thank you for your time!

Drag Racing (Thunder in the Valley) supported by me, a Taxpayer.  
[REDACTED]

**Janice Hill**

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**From:** Tracy Bond on behalf of Administration Shared  
**Sent:** Monday, March 25, 2019 8:26 AM  
**To:** Rob Williams; Jenny Brunn; Wendy Thomson; Douglas Holmes  
**Subject:** FW: Thunder in the Valley at the AVRA

-----Original Message-----

[Redacted]

Sent: Saturday, March 23, 2019 6:28 PM  
To: Administration Shared <administration@acrd.bc.ca>  
Subject: Thunder in the Valley at the AVRA

To whom it may concern,

It is our understanding that the new Alberni Valley Regional Airport Advisory Committee is going to be discussing the Annual Thunder in the Valley drag race event on Tuesday, March 26th, 2019.

We would like to express our support of this community event to be held at the AVRA. As taxpayers in the Alberni Valley, and spectators of the event for many years, we thoroughly enjoy the event, and appreciate all the work done by the drag racing association. While we still attend the event in town, it is definitely more impressive at the AVRA, where they are able to host a 1/4 mile event with more room for spectators and vendors. The drag racers support many local businesses and non-profit organizations with this annual weekend event, and we fully support them continuing to do so from the AVRA location.

While we appreciate that our tax dollars have been going towards improvements to the AVRA, and its important that investment be protected, we would like to see the AVRA utilized for this event.

We hope this letter of support is passed onto the AVRA Advisory Committee and the ACRD Board of Directors, for consideration.

Thank you for your time,

[Redacted Signature]

Electoral Area E (Beaver Creek)

Sent from my iPad

**Janice Hill**

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**From:** Tracy Bond on behalf of Administration Shared  
**Sent:** Monday, March 25, 2019 8:28 AM  
**To:** Rob Williams; Jenny Brunn; Wendy Thomson; Douglas Holmes  
**Subject:** FW: PLEASE SAVE THUNDER IN THE VALLEY!

-----Original Message-----

[REDACTED]  
Sent: Saturday, March 23, 2019 9:40 AM  
To: Administration Shared <administration@acrd.bc.ca>  
Subject: PLEASE SAVE THUNDER IN THE VALLEY!

To the ACRD

Please save Thunder in the Valley!

Not moving the event to the airport would be a shame and waste of such a profitable event for this town. Please find a way to make this work, with the loss of the train rides Port Alberni is really starting to lose its appeal to tourists who spend their money here. By moving the thunder in the valley to the airport it opens up the races to a bigger variety of racers and patrons and if set up right with food and other vendors I could see this being a huge success for the valley.

Thank you for your time.

I'm sure you've received many outraged citizens but don't take the negative to heart, these people care greatly for their community and are frustrated at possibly losing what makes this town so unique!

Sincerely,

[REDACTED]  
Sent from my iPhone

Janice Hill

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**From:** Tracy Bond on behalf of Administration Shared  
**Sent:** Monday, March 25, 2019 8:28 AM  
**To:** Rob Williams; Jenny Brunn; Wendy Thomson; Douglas Holmes  
**Subject:** FW: Thunder in the Valley Event Location



**Sent:** Friday, March 22, 2019 11:14 PM  
**To:** Administration Shared <administration@acrd.bc.ca>  
**Subject:** Thunder in the Valley Event Location

To:

ACRD Board of Directors  
ACRD Staff  
Alberni Valley Regional Airport Advisory Committee

With few economic activities that inject much needed revenue into the Alberni Valley economy, turning away the Thunder in the Valley event from the AVRA site is a mistake. The report that was prepared was not based on evidence, nor actual hard data, costs or measurements. It was purely subjective, and solely focused on the negative aspects of operating an event at the AVRA site. For this report to be considered, the opposite position must be equally considered. I'm speaking of the perspective that short duration, high visibility, revenue generating event that puts Port Alberni on the map to many visitors is good for the community overall - even if it does accelerate the wear on the runway surface.

It takes an investment to generate returns, this is a well understood fact. Maintenance of the runway may be a necessary expense, to promote tourism, and facilitate outside revenue generation.

How the Airport Advisory Council could make a recommendation based on a single, one-side report is baffling.

To speak on the Tetra Tech report more specifically, I have some serious concerns with the objectivity, accuracy and thoroughness of the report.

1. There is no hard data, measurements or evidence contained in the report, none.
2. Excessive use of non-quantifiable wording such as "potential", "significant", "could" throughout the entire report.

I will specifically address some of the individual sections (under *Technical Details*) of the report that are troublesome.

**Section 1 - Concerns about friction characteristics.** This is a legitimate concerns from a safety standpoint, but they did not substantiate it with any physical measurements or reliable data. What is the minimum Coefficient of Friction (COF) mandated for use by aircraft? What was the COF measured at after past Thunder in the Valley Events?

*Concerns about the reputation of an airport.* As long as safety standards are met, does it really matter for what reason the AVRA is shut down for 3 days out of 365 in a Calendar year? Do 3 days of unavailability known for months in advance, have such a detrimental effect on the AVRA's reputation? Less than 1% of lack of availability for planned flights. Also important to note, in the unlikely event that an emergency landing was necessary, the event could be suspended and the runway cleared to accommodate that.

**Section 2 - Refueling Concerns** - Is there evidence to show that the AVRA is absolutely required for supporting firefighting aircraft if there were local fires during the event? Could nearby airports such as Qualicum or Comox not be utilized in the unlikely event there was a conflict?

**Section 4** - If proper communication is put in place, ensuring all pilots are well aware of the event, they can plan to use the facility during the other 99% of the year.

**Section 5 - Difficult to quantify the impact of drag racing events on AVRA infrastructure.** How was a recommendation made to deny the event if we are unable to quantify the impact. If this is so obviously a bad idea, shouldn't there be quantifiable evidence to support it?

**Section 6** - There is no doubt that racing will cause wear to the runway surface. There is also no doubt that regular use by aircraft will also cause wear to the runway surface. Since none of the "factors" listed have been qualified or quantified by actual measurement, or quotations from reputable sources there is no way to know whether the risk of accelerated wear is substantial enough to warrant turning away an event that generates so much revenue and publicity for the Alberni Valley.

*"...liquids applied to surfaces to facilitate burnouts,"*

Are they talking about water? Water is the only thing applied to facilitate burnouts, they same kind that falls from the sky. This shows a lack of understanding by Tetra Tech of what actually takes place at a Drag Racing event. A mistake such as this does not indicate overall competency in assessing the effects of a racing event.

*"Permitting annual drag races on the runway would reduce the life of the infrastructure by a number of years."*

Could that statement be anymore ambiguous? I don't doubt wear on the surface would be accelerated. That does not mean nothing can be done to mitigate it, if that was even warranted. Let's not forget that every time an aircraft lands, it also generates heat, deposits rubber and degrades paint markings.

**Section 7 - Effect on Paint markings** Another reasonable concern. Safety for landing aircraft is paramount. I believe that runway markings could be "touched up" as needed with the cost shared between all users, and maybe even biased to those who cause the most degradation.

**Section 8** - Does the AVRA currently have an existing Environmental plan in place to address the use of aircraft near ecologically sensitive areas? If so, could this plan not be supplemented by sections to address any alternate hazards to the environment posed by a Racing event? Being that there are spill cleanup crews on standby during the entire racing event, I'd suggest that a spill from racing would be handled and mitigated quicker, and more comprehensively than a spill caused by normal airport operations.

**Section 9 - Risk to airfield lighting** - There are many ways to mitigate this risk to equipment that don't include denying the event from taking place. Less heavy handed options should be considered in light of the economic benefits of holding an event.

*"This work should only be done by qualified and experienced people and the cost should be borne by the event organizers."*

How is it appropriate for Tetra Tech to even suggest this? Allocation of expenses in completely outside of their scope for this report.

**Section 10 - Foreign Object Damage** - Again, safety is paramount, and an agreement could be put into place to ensure the runway was free of any irregular debris produced by the event.

Lastly, from the report introduction:

*"This brief review memo does not include considerations of the economic impact on the Alberni Clayoquot Regional District (ACRD); however, it does assume that no new direct revenue for use of AVRA facilities will accrue to the ACRD from the drag race event."*

Should we stop allowing tourists in on our streets because they are going to cause potholes or groove in the road and don't contribute directly to the ACRD? No, of course not. Any use of the landing strip by any traffic will cause wear, and there is no hard data contained in that report. None. All estimates and projections, no real measurements. This is not evidence based decision making.

I'm sure there is a compromise possible, that would allow the event to run for at least one weekend a year, while mitigating or managing any increase of wear on the runway surface or negative effects of holding the event at the AVRA.

Regards,



**Janice Hill**

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**From:** Tracy Bond on behalf of Administration Shared  
**Sent:** Monday, March 25, 2019 8:29 AM  
**To:** Rob Williams; Jenny Brunn; Wendy Thomson; Douglas Holmes  
**Subject:** FW: AVRDA, Annual drags

-----Original Message-----

[REDACTED]  
Sent: Friday, March 22, 2019 9:54 PM  
To: Administration Shared <administration@acrd.bc.ca>  
Subject: AVRDA, Annual drags

This email is to support the AVDRA, our local drag racing association, to be permitted to hold their annual event at the Alberni Aerodrome. It brings a much needed economic boost to our Region as a whole. I am an ACRD homeowner and taxpayer.

Please respond by return email to confirm receipt of this email.  
Thank you

[REDACTED]  
Sent from my iPad

**Janice Hill**

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**From:** Tracy Bond on behalf of Administration Shared  
**Sent:** Monday, March 25, 2019 8:29 AM  
**To:** Rob Williams; Jenny Brunn; Wendy Thomson; Douglas Holmes  
**Subject:** FW: Bring the Drag Race back to the airport

[REDACTED]  
**Sent:** Friday, March 22, 2019 8:22 PM  
**To:** Administration Shared <administration@acrd.bc.ca>  
**Subject:** Bring the Drag Race back to the airport

[REDACTED]  
I want the Drag Race at the Port Alberni Air Port .

thanks

**Janice Hill**

---

**From:** Tracy Bond on behalf of Administration Shared  
**Sent:** Monday, March 25, 2019 8:30 AM  
**To:** Rob Williams; Jenny Brunn; Wendy Thomson; Douglas Holmes  
**Subject:** FW: Thunder in the valley

[REDACTED]  
**Sent:** Friday, March 22, 2019 7:53 PM  
**To:** Administration Shared <administration@acrd.bc.ca>; Administration Shared <administration@acrd.bc.ca>  
**Subject:** Thunder in the valley

Thunder in the velley belongs at the airport. The taxpayers have spent far too much money to be told NO. Thats where we want it and thats where it needs to be. If you folks dont like it then go collect your belongings and take a hike. You work for us taxpayers. we dont work for you.

Get [Outlook for iOS](#)

**Janice Hill**

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**From:** Tracy Bond on behalf of Administration Shared  
**Sent:** Monday, March 25, 2019 8:56 AM  
**To:** Rob Williams; Jenny Brunn; Wendy Thomson; Douglas Holmes  
**Subject:** FW: Thunder in the Valley

[REDACTED]  
**Sent:** Monday, March 25, 2019 8:33 AM  
**To:** Administration Shared <administration@acrd.bc.ca>  
**Subject:** Thunder in the Valley

To the Alberni Valley Airport Advisory Committee and the Alberni Clayoquot Regional District

Hello, my name is [REDACTED] and I have been a volunteer at Thunder in the Valley for the past 14 years [REDACTED] ( I am not speaking on behalf of the AVDRA and these are my personal observations)

In regards to the Request for Decision from the ACRD to the newly formed Alberni Valley Regional Airport Advisory Committee there is erroneous information regarding the payments for 2017 and 2018. The invoice for 2017 was dated August 1st, 2017 and paid within days of receiving it. No invoice has ever been received for 2018. If we had received it we would have paid it. Only once in my knowledge has the AVDRA applied for a Grant in Aid.

Reading the Advisory Memo from Shawn Sutherland of Tetra Tech in Calgary I have some questions. Has he ever been to Thunder in the Valley when it was held at the aerodrome? He states that in Item 2.0 (Limitations of Report) that "Tetra Tech Canada Inc. does not accept any responsibility for the accuracy of any of the data, analysis, or the recommendations contained or referenced in the report"

In Item 4.5 I don't see how what we are requesting will damage the pavement shoulders, infield surfaces, taxiway surfaces, drainage systems, airfields lighting systems and signage.

In Item 4.5.3 nothing on that list will damage the runway or the taxiway.

And the most ridiculous of all:

#### **4.5.5 Foreign Object Damage (FOD)**

A universally recognized airfield issue is Foreign Object Damage (FOD) whereby debris on the airfield can potentially cause injuries to people and/or damage to aircraft or equipment. A multi-day drag racing event, including multiple competitors and their equipment, as well as large crowds of spectators will create a FOD problem on the airport. Event set-up, staging, race area activities, recovery paths and spectator area activities (entry, bleachers, concessions, exit) will undoubtedly result in a garbage management challenge. FOD on paved surfaces (runway, taxiways aprons), in ditches, storm sewer grates, infield areas, leased areas, and along the perimeter fence must be completely eliminated before the airport can safely re-open the facilities that aircraft operations depend on. Post-event inspection by AVRA officials, and remediation as necessary by event organizers, would be necessary before the airport can be opened for aviation activities: all costs should be borne by event organizers.

The AVDRA has mowed the tall grass, cleaned the blackberry bushes, installed culverts and built bridges so that spectator impact is nonexistent. The sentence regarding garbage impact is totally ludicrous. Every year we have hired a service group that puts out garbage cans and recycling bins. Throughout the whole weekend they are constantly on patrol cleaning up garbage and collecting the recyclables. In my opinion the area is cleaner than before the event.

We have almost twice as many racers out there compared to in town (300 as opposed to 160) It is very difficult to get a hotel room during Thunder in the Valley. Racers camping at Thunder in the Valley buy groceries and

fuel here. I would like to add that I think that returning to the aerodrome runway is a win win situation for the racers and the city of Port Alberni.



**Janice Hill**

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**From:** Tracy Bond on behalf of Administration Shared  
**Sent:** Monday, March 25, 2019 9:16 AM  
**To:** Rob Williams; Douglas Holmes  
**Subject:** FW: Thunder in the Valley at the airport

**From:** [REDACTED]  
**Sent:** Friday, March 22, 2019 11:34 AM  
**To:** Administration Shared <administration@acrd.bc.ca>  
**Subject:** Thunder in the Valley at the airport

Dear sir/madam:

I feel very strongly that our local event Thunder in the Valley should be returned to the airport. We as a community are paying for this airport, it should be used for community functions. It's not like there are hundreds of flights coming in and out of the airport, unlike the hundreds of vehicles that utilize Stamp avenue over a 3 day period.

Please return the drags to the airport where they belong.

Thank you,  
[REDACTED]

**Janice Hill**

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**From:** Tracy Bond on behalf of Administration Shared  
**Sent:** Monday, March 25, 2019 9:17 AM  
**To:** Rob Williams; Douglas Holmes  
**Subject:** FW: Drag races

  
**Sent:** Friday, March 22, 2019 1:42 PM  
**To:** Administration Shared <administration@acrd.bc.ca>  
**Subject:** Drag races

I dont understand the reasoning to not allow this very lucrative event to happen at the airport. I will be fighting what I see as short sightedness on this subject. I hope you people see the big picture and change your minds.

**Janice Hill**

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**From:** Tracy Bond on behalf of Administration Shared  
**Sent:** Monday, March 25, 2019 9:17 AM  
**To:** Rob Williams; Douglas Holmes  
**Subject:** FW: Thunder in the Valley

[REDACTED]  
**Sent:** Friday, March 22, 2019 3:34 PM  
**To:** Administration Shared <administration@acrd.bc.ca>

[REDACTED]  
**Subject:** Thunder in the Valley

For inclusion in the Alberni Valley Regional Airport Advisory Committee agenda package:

The Port Alberni Toy Run is in support of the Alberni Valley Drag Race Association's request to reinstate the annual Thunder in the Valley event at the Alberni Valley Regional Airport.

For the past decade, members of the Port Alberni Toy Run have assisted with the organization of spectator parking lots, and received a sizeable donation from the AVDRA in exchange for our efforts.

That money then offsets some of the initial costs for our annual event the following month, and not having that money would be difficult to overcome.

The AVDRA and Toy Run share many similarities in that we are both volunteer organizations that spend an incredible amount of time and money in bringing thousands of people to our events, and millions of dollars into the local economy, and spreading thousands of dollars amongst Alberni Valley charities.

We urge the Alberni Valley Regional Airport Advisory Committee and the Alberni-Clayoquot Regional District to support the AVDRA Thunder in the Valley event and allow it to return to the Alberni Valley Regional Airport.

To whom it may concern;

This letter is to confirm my support for the Alberni Valley Drag Race Association with their proposal to move the Thunder In The Valley event back to the Port Alberni Regional Airport.

[REDACTED]

Thunder In The Valley event held every year in PA. I have been to every event since the start in 2001. The volunteers who put this event do an amazing job of "getting it done".

[REDACTED] I have seen a huge change in the car count and spectator count as well, since moving to the "street". For the Racers, they get a lot more time trials because the "track" is shorter, but mainly because the car count is substantially less per class. The 3 classes we run now, as opposed to the 6 we had at the airport, were always full to quota (64) with more on standby, waiting for a chance to get in. Now those numbers are way less. Sometimes only half that.

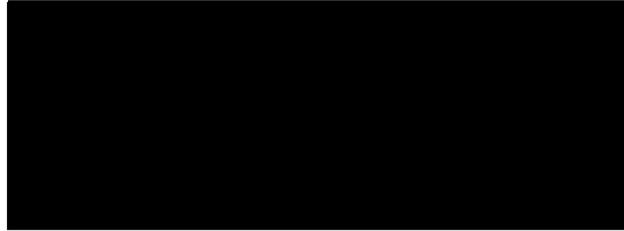
The safety aspect is also a concern. The right hand lane is just dangerous. there is a huge dip in the pavement at the finish line. The other lane has its bumps and dip as well but not like the right. There have been cars getting airbourne. Totally unsafe. Because of the road conditions it was decided to banish the faster classes from this race.

Which brings me to the spectators. The count is down a lot. I can't quote #s but I do get to see how few there are. The best seats are in the right lane at the starting line. The other seats are at the finish line area behind a chain link fence. Their vision is limited because you can't look sideways thru a chain link fence. [REDACTED] safety crew has to spend considerable time chasing away non-paying spectators who sneak past barriers to get a look

at the action. The vendors are nothing compared to what they were at our previous location.

None of these issues were issues at the Regional Airport.

thanks for your time



Janice Hill

**From:** Tracy Bond on behalf of Administration Shared  
**Sent:** Monday, March 25, 2019 3:45 PM  
**To:** Rob Williams; Douglas Holmes  
**Subject:** FW: Thunder in the Valley 2019

[Redacted]

**Sent:** Monday, March 25, 2019 3:04 PM  
**To:** Administration Shared <administration@acrd.bc.ca>  
**Subject:** Thunder in the Valley 2019

Hi there, I live in Nanoose Bay. I Spent many years raising a family in Port Alberni. I arrived with my family in 1948 as a baby. My Dad worked at Woodward's for many happy years. So I have deep roots, love and connections in Port Alberni. I would like to see the Thunder in Valley continue. And the Air Port was the best place. My son has been involved as a volunteer and participant for many years. He build many a cars in our carport and as a mother I was happy he did car fun instead of drugs or wild women. HA HA.

Okay lets get serious and you guy need to do your piece and make it happen again at the Air Port. I am enclosing a photo of the money my family spent in Port Alberni on Race weekend. What else do you need to make realize that this is a community event and much needed for the economical support to the whole Valley.

I was amazed and proud that a group of Port Alberni people made it happen on Stamp Avenue. So you need to support this group of dedicated Valley people and make it possible at the Air Port.

[Redacted]

[Redacted]



**Janice Hill**

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**From:** Tracy Bond on behalf of Administration Shared  
**Sent:** Monday, March 25, 2019 4:07 PM  
**To:** Rob Williams; Douglas Holmes  
**Subject:** FW: Drag racing I Port Alberni

-----Original Message-----

[REDACTED]  
Sent: Monday, March 25, 2019 4:00 PM  
To: Administration Shared <administration@acrd.bc.ca>  
Subject: Drag racing I Port Alberni

Hi [REDACTED] I have lived, worked, and or Raised my family in Alberni valley since 1993 . I would like to Encourage you to support Racing at the airport! Both my father and I have spent thousands and thousands of dollars in this community doing what we love. I feel that drag racers and /fans spectators have contributed to far more to the airport then any other groupAnd I do understand what we love is not everybody's cup of tea I feel that it's only common sense that the race be held out at the airport . And if there is anything I can do to help change your recommendations I would be happy to do so!

[REDACTED]  
Sent from my iPhone

**Janice Hill**

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**From:** Tracy Bond on behalf of Administration Shared  
**Sent:** Tuesday, March 26, 2019 7:52 AM  
**To:** Rob Williams; Douglas Holmes  
**Subject:** FW: Thunder in the Valley 2019

-----Original Message-----

[REDACTED]  
**Sent:** Monday, March 25, 2019 11:23 PM  
**To:** Administration Shared <administration@acrd.bc.ca>  
**Subject:** Thunder in the Valley 2019

To the Directors of the ACRD;

As local Port Alberni Muscle Car Enthusiasts in our valley as well as Taxpayers, Property Owners and supporters of any and all ventures within our valley, I am asking for you to please support and allow the return of Thunder in the Valley at the local Airport. As we are two of many Taxpayers who yearly pay taxes to the A.C.R.D. and to the City of Port Alberni, it is my belief we have a say as to what should be allowed for the use of our runway. For a 2 day event that brought in Hundreds of Thousands of Dollars each year for 15 years (2001 to 2015) into our valley and has potential for more if racers had access to something that most of us pay for.

As you are fully aware, in the past racing out at the airstrip was never an issue. It wasn't until current upgrades went ahead at our expense that sidelined it and in order to keep racing alive, it was moved to Stamp Ave. with the City's ok. But it was a reduced event. A return to the Airport would bring faster cars and bigger crowds. Meaning, a big boost to our economy. Our town and region suffers from Tourism as many just pass through onto the west coast as you all know.

Please consider the economic impact that many of you enjoy as many of you are Business owners as well. Food, Fuel, Hotels, Campsites, Tire Shops, Auto Parts Stores, etc., all play a huge part in helping to put Port Alberni and its beautiful Region on the map.

Port McNeill Airport holds Three 2 day Drag Racing events (sold out 3 months in advance with a waiting list) each year for the last 10 years on their Airstrip without any problems, and currently Campbell River has been in deep talks about adding a Dragstrip at their airport to keep racing alive. I understand why Coulson uses the airstrip and I also understand a handful of plane enthusiasts do as well. But there is no commercial activity to hamper a One, Two or 3 Weekends out of the year interest group, the A.V.D.R.A. from using a facility that has been paid for and owned by the people in the City of Port Alberni and the Alberni Clayoquot Regional District.

As well, a mention to the A.V.D.R.A. Members who work hard putting in their time and covering all insurances and setups for this yearly event. I support the A.V.D.R.A. with the desire to boost our local economy and keep illegal racing off the streets and keeping it safe.

Thank you,

2019 Thunder in the Valley back at the Airport supporters and Taxpayers.



**Janice Hill**

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**From:** Tracy Bond on behalf of Administration Shared  
**Sent:** Tuesday, March 26, 2019 7:51 AM  
**To:** Rob Williams; Douglas Holmes  
**Subject:** FW: Re/drag races

[REDACTED]  
**Sent:** Monday, March 25, 2019 8:51 PM  
**To:** Administration Shared <administration@acrd.bc.ca>  
**Subject:** Re/drag races

We would like to have the drag races out at the airport again. Much better to have the 1/4 mile again... thankyou [REDACTED]

Janice Hill

**From:** Tracy Bond on behalf of Administration Shared  
**Sent:** Tuesday, March 26, 2019 7:51 AM  
**To:** Rob Williams; Douglas Holmes  
**Subject:** FW: Thunder in the Valley 2019 and years to come

[REDACTED]  
**Sent:** Monday, March 25, 2019 5:01 PM  
**To:** Administration Shared <administration@acrd.bc.ca>  
**Subject:** Thunder in the Valley 2019 and years to come

Good Afternoon ACRD,

I am writing today in support of Thunder in the Valley to return to the Airport for not only this year but many years to come.

I am disappointed to see your recommendation to the Airport committee to deny the request. Understandably there are some concerns regarding the new equipment but the real reality here is that this particular airport will never become what was envisioned. This in itself is a shame .

I truly had hoped it would have grown into a well-used airport and even gave full support when the renovation and expansion started.

When these upgrade were announced it was of no surprise this event was going to have to leave the venue during its completion . It was also done however with what now appears to be a falsehood of returning.

After reading over the income generating fees paid by those who are allowed to use this publicly funded airport it I was shocked. Knowing what the Alberni Valley Drag Race Association has paid over the years and is willing to pay to be out there vs what you currently charge the ones who do daily is disheartening and also rather embarrassing for yourselves.

Thunder in the Valley is a true revenue creating event on and off the track. I am sure that many of you sit on other board the participate in yearly event. Those of you who do also know that to maintain an amazing event consistency is key. To ask outsiders to come to our community and drop their hard earned cash there needs to be an equal event / venue waiting for them.

Although I am thankful the city has offered 3<sup>rd</sup> avenue as alternative venue it was never intended to be the final destination for this event.

When City Council did so I am positive it was done to protect the integrity of Thunder in the Valley but with the full intention that it would one day return to its preferred location.

Even though I realize this referral to deny did not come as an easy decision it was a disappointing thing to read. I am a true believer that if you really wanted this event to continue you would have taken a longer look at the bigger picture with the many benefits it bring to your community.

It is unfortunate this decision to not support this event was made so shortsighted when truly everyone; residents and business owner could benefit from it.

[REDACTED] and I 100% support Thunder in the Valley returning to the Air Port.

Thank you for your consideration.

**Best wishes,**



**Heather Zenner**

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**From:** Tracy Bond on behalf of Administration Shared  
**Sent:** Thursday, April 11, 2019 1:22 PM  
**To:** Heather Zenner  
**Subject:** FW: Drag races

**Sent:** Tuesday, March 26, 2019 1:04 PM  
**To:** Administration Shared  
**Subject:** Drag races

Good Afternoon,

I write this email in regards to the drag races, I prefer not to be named in anyway at all.

I do not feel the drag races should be held at the airport because of the pavement being destroyed by the vehicles along with the Aerodrome.

Where I come from the drag races are cancelled because of this very same issue.

Hopefully they are not held at airport

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## INFORMATION REPORT

**To:** Alberni Valley & Bamfield Services Committee

**From:** Teri Fong, CPA, CGA, Manager of Finance

**Meeting Date:** December 5, 2018

**Subject:** Alberni Valley Regional Airport

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### Summary:

The expansion project at the Alberni Valley Regional Airport has been the main focus of the service since 2015. The attached Alberni Valley Regional Airport Expansion Project Update was presented to the Board of Directors on September 13, 2017 and has been included as it provides much of the background to the project.

The following are the activities completed since the September 2017 project report as well as the plan moving forward:

1. Runway surface - Nav Canada has now recognized and published the new runway surface and corresponding threshold coordinates. In the fall of 2017, during a significant rainfall event, a culvert adjacent to the runway was clogged and the runway was flooded. In 2018, a redesign of the culvert was engineered by Tetra Tech for free and a repair to the culvert was tendered but due to scheduling and weather events it was not completed. A temporary winter repair has been installed until the work can be completed in the summer of 2019.
2. Lighting – The hardware component of the lighting has been completed and is operational except for the Precision Approach Path Indicator (PAPI) system that has been turned off until the OLS can be cleared of obstructions. Nav Canada has published the availability of the medium intensity Aircraft Controlled Aerodrome Lighting LED system.
3. Global Positioning System (GPS) - Approach design is completed and has been submitted to Nav Canada. It is estimated that NAV Canada will be ready to publish the GPS Approach by 2020 at which time the ACRD will need to attest that all intrusions of the Obstacle Limitation Surface (OLS) have been cleared.
4. School District - Building has been relocation to a new foundation within the Christmas tree lease area, removing it from the OLS. The roads have also been constructed to allow access the new building site.
5. North West Industrial Road – this project is over 50% complete. Limited activity was done on this project in 2018 due to an extremely wet spring that was quickly followed by an extremely dry summer. A redesign was also required due to drainage issues on the far end of the road near Dolan's gravel pit. The project is expected to be completed in 2019.
6. OLS clearing – a plan for clearing was developed in 2018 with the Ministry of Forests, Lands, Natural Resources Operations and Rural Development. Consultation with adjacent land owners for access to the obstacles has been completed and clearing is planned for early in 2019. The Thunderbird Wildfire Crew has also received authorization from the Ministry to clear obstacles at several locations around the airport as a training exercise for them and a cost benefit to the ACRD. Finally, rock protrusions located North West of the runway require removal and a contract to remove the rock at no cost to the ACRD was recently awarded and the work will be done by March 15, 2019.

- 7. Nahmint Forest Service Road – This road is also an obstruction of the OLS and requires lowering. This project was planned for 2018 but the timing of this project is complicated as it is adjacent to a fish-bearing stream and therefore must comply with the fish window that is unfortunately during fire season. There was no opportunity to complete this project in 2018 due to weather conditions. The Ministry has approved the installation of a gate to limit access to this road as a measure to eliminate the obstacle intrusion in the interim.

Further discussion of these items will be included in the 2019-2023 budget meetings including the financial implications of the remaining work to be completed.



Submitted by: \_\_\_\_\_  
Teri Fong, CPA, CGA, Manager of Finance



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



## REQUEST FOR DECISION

**To:** Board of Directors

**From:** Andrew McGifford, Manager of Environmental Services  
Mark Fortune, Airport Superintendent  
Teri Fong, Manager of Finance  
Heather Zenner, Land & Resources Coordinator

**Meeting Date:** September 13, 2017

**Subject:** Alberni Valley Regional Airport Expansion Project Update

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### Recommendation:

***THAT the Alberni-Clayoquot Regional District Board of Directors receive the update on the Alberni Valley Regional Airport Expansion Project and direct staff to develop an internal borrowing policy to allow for the borrowing of funds from another Alberni-Clayoquot Regional District capital reserve fund.***

### Desired Outcome:

To complete the Alberni Valley Regional Airport Expansion project including lighting and GPS approach within the financial limits of the Alberni Valley Regional Airport service.

### Background:

In the summer of 2015 the Alberni-Clayoquot Regional District conducted an Alternate Approval Process (AAP) to obtain electoral approval to borrow to expand the Alberni Valley Regional Airport runway. The maximum amount of borrowing permitted under the bylaw is \$6 million dollars and the maximum term of the borrowing is 30 years. The project has had its share of challenges and is now nearing completion but is facing some financial constraints and as a result, funding from additional sources is required.

### Status of the Project:

#### Stage 1 – Runway Extension - Completed:

The original runway was 3952' x 75' asphalt surface that was designed to support light general aviation aircraft. The runway has successfully been replaced by a new 5,000' x 100' asphalt surface that is capable of supporting heavy turbo prop, jet, C130 and B737 aircraft. The runway is now also able to safely accommodate and jet aircraft.

The airport is now operating as a registered aerodrome in the same manner as it was prior to the expansion project. Maintenance of an Obstacle Limitation Surface (OLS) is not a requirement of a registered aerodrome unless there is an Instrument Approach Procedure (IAP) such as a Global Positioning System (GPS).

#### Stage 2 – Runway Lighting – In Progress:

The installation of the runway lighting has been completed but cannot be utilized until further clearing is done on obstacles such as trees and buildings that are unable to be seen at night. The process to identify and clear these obstacles is underway but are dependent on other items being completed such as:

OLS survey – A new OLS survey is required to determine obstacles resulting from the new expanded runway. This work was awarded to a contractor shortly after the runway was completed and staff are expecting results soon. Once the OLS survey is completed staff will review the obstacles identified and develop a corrective action plan for all identified obstacles. The completion of the clearing of the entire OLS is not necessary to make the lights operational but a risk assessment will be done of the survey data to determine which obstacles impact the flight path directly. The ACRD will apply to the Ministry of Forests, Lands, Natural Resource Operations & Rural Development (FLNRO) for the authority to remove identified tree obstacles in the fall of 2017. Any tree obstacles located in Woodlot W1479 will not be tenured or removed until after this portion of W1479 is deleted which is anticipated to take place in December 2017. Given the sensitive location of some tree obstacles, the ACRD will use qualified environmental professionals to prepare development plans to remove these tree obstacles. An estimate of costs for removing tree obstacles will be developed once the new OLS survey is completed.

Once the obstacles have been removed, the lights will be operational with the exception of the Precision Approach Path Indicators (PAPI) that provide vertical guidance to the runway threshold. The PAPI component of the lighting system can only be operational once the entire OLS is cleared.

It is anticipated that Stage 2 of the project will be completed in 2018.

### **Stage 3 – Instrument Approach Procedure – In Progress:**

There are many additional components required in order to implement a GPS approach:

1. GPS approach design – the ACRD has received a competitive quote to design the GPS approach that is being presented to the Board of Directors at the September 13<sup>th</sup> board meeting under separate cover. Once designed, the GPS approach takes 18 – 24 months to register a GPS approach with NAV Canada and all of the identified obstacles must be removed during that time, as an attestation of a clear OLS from the ACRD is required before the approach can be published.
2. North West Industrial Road relocation – this project has been awarded to Bowerman Excavating and construction has commenced. Delays have been experienced due to the current fire hazard but work is proceeding cautiously by only completing work that is not in forested areas. The original completion date was the end of September but now the expected completion date will be pushed back with the hope to complete by the end of 2017.
3. Lowering of Nahmint FSR – the current FSR road is an intrusion of the OLS when heavy traffic such as a school bus or logging trucks are travelling on the road. The lowering of this road was planned for 2017 but delays in the designing of the North West Industrial Road have pushed this project back and as a result, this project cannot be completed this year. The road is adjacent to fish habitat and as a result, the work must be conducted within the fish window of August 15<sup>th</sup> to September 15<sup>th</sup>. The lowering of the Airport Nahmint FSR will commence in 2018 within the fish window.
4. Other OLS Clearing – In order to activate the GPS approach all known intrusions of the OLS must be cleared and maintained. This may include further application to FLNRO to remove any obstacles not previously identified or removed.

It is anticipated that item 2 will be completed in 2017, item 3 in 2018, and items 1 and 4 will be completed and operational in 2020.

### **Other Commitments:**

The following components have been committed to by the ACRD and are currently still in progress:

1. Signage – the signage project that is an accommodation with the Hupacasath First Nation within the Memorandum of Understanding is underway and is scheduled for completion by the end of September. This too has been held up due to the extreme dry weather conditions as some clearing that needs to be completed before the sign at the Great Central Lake can be installed.

2. School District 70 Project Based Learning Building Relocation and Christmas Tree Farm commitments – A section of road is required to be built leading into the new School District 70 (SD 70) Christmas tree lease area. Road construction has been delayed due to the extreme fire hazard. Road construction will commence once the fire hazard is reduced, and the Project Based Learning (PBL) building will be relocated as soon as possible. ACRD staff have communicated these delays to the School District and have offered the use of the AVRA Terminal Building in the interim.

**Financial:**

The original estimate for the construction of the runway was \$5.9 million and the lighting project was estimated at \$1.5 million as was communicated to the public during the AAP process of 2015. Therefore, the total estimated cost of the project was \$7.4 million.

The Class “A” estimate for the runway extension provided by Tetra Tech in January of 2015 estimated costs of \$5,958,820. When the tender was provided, there were provisional items included in the tender package and they were:

- Runway extension outside property line
- Mill and repave the existing runway (providing a completely renewed asset)
- New taxiway to access Coulson’s new lease area
- Wildlife fence improvements

Because the original tender from Bowerman came in at an amount achievable within the original budget, the provisional items above were accepted and added to the project scope. Further, inclusion of lighting was not in the original runway expansion plans and without grant funding could not allow the project to proceed as the estimate was \$1.5 million. The favorable result from the runway tender provided from Bowerman allowed the ACRD just enough funding to have the matching funds available to complete the lighting project as well.

While grant funding for the project as a whole was unsuccessful, the ACRD was able to secure a grant from BC Air Access Program (BCAAP) for 50% of the lighting project eligible costs, to a maximum of \$729,215. The budget, further described below, has been revised numerous times as the project progressed and as unforeseen opportunities or challenges presented themselves, including:

- Due to an early and extreme rain event in the fall of 2016, extraordinary erosion and sediment control costs were required by Department of Fisheries and Oceans in designing the North West Industrial Road and the Nahmint FSR Road. Sedimentation controls cost approximately \$700,000.
- Runway and taxiway enhancements – When the grinding occurred to remove the top lift of the existing runway surface there were a few weak spots that were addressed to strengthen the runway. Taxiway “C” was found to have only one lift of asphalt and the taxiway would not have been able to support the weight of the larger aircraft that now utilized the expanded runway.
- The Northwest Industrial Road was not originally identified as a cost in the initial planning stages, and the sedimentation issues experienced in 2016 led to an increase in engineering controls and high costs for this road. Multiple road designs were required based on FLNRO’s requirement that the ACRD accommodate user group needs.
- A significant amount of time and resources were spent on land negotiations related to the OLS requirements in the surrounding Woodlot and Christmas Tree Permits.

Component	Budget	Actual/Estimated	Over/(Under) Budget
Runway Design	85,500	114,109	28,609
Runway Construction	4,361,455	4,597,248	235,793
Lighting Project	1,198,169	1,098,290	(99,879)
North West Industrial Road	599,613	1,201,880	602,267
Nahmint FSR Road	100,000	269,000	169,000
Instrument Approach Procedure	413,653	508,062	94,409
Sign Work	15,000	15,000	-
Other	66,373	66,373	-
<b>Total</b>	<b>6,839,762</b>	<b>7,869,961</b>	<b>1,030,199</b>

Based on the above-anticipated costs the funding shortfall is as follows:

<i>Funding Description</i>	<i>Amount</i>
<b>Funding Required</b>	<b>7,869,960.67</b>
2015 Community Forest Grant	148,600.00
2015 Log Sales	54,805.53
2015 Capital Reserve	90,501.33
2016 MFA Borrowing	3,000,742.00
2016 BCAAP	25,150.30
2016 Community Forest	37,150.00
2016 Capital Reserve	449,597.00
2017 MFA Borrowing	2,999,258.00
BCAAP	523,994.52
2017 Reserve Available	407,814.00
2018 Planned Capital Contr.	80,000.00
<b>Total Funding Available</b>	<b>7,817,612.68</b>
<b>Funding Shortfall</b>	<b>52,348.00</b>

#### Options to Consider:

The following are options for the Board to consider to assist in reducing the financial implications:

- Complete the projects as presented and request staff to investigate the development of an internal borrowing policy to allow borrowing from another capital reserve that does not require the funding at this time.
- Delay the completion of the OLS clearing until reserve funding is replenished with future requisitions.

These options are in addition to the staff recommendations made at the July 12, 2017 Special Board of Directors meeting where it was recommended that we explore the utilization of Gas Tax Funding or request a grant from the Alberni Valley Community Forest. The Alberni Valley Community Forest has since declined the ACRD request to provide additional funding from the Legacy Fund to the airport project and the availability of Gas Tax Funding is still under investigation and will be discussed at the Electoral Area Directors meeting on September 19, 2017.

**Summary**

The newly expanded AVRA runway is open for operations at the full length as committed in the AAP process. The work that is still required will enhance the level of service at AVRA with the plans to eventually provide lighting after OLS issues are resolved and GPS approach conducted.

The increased financial implications were due to extreme weather events, land negotiation issues, Ministry demands and lack of anticipated grant funding. The Regional District continues to explore all options to address project complications in relation to budget and schedule.

Submitted by:




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Teri Fong, CPA, CGA, Manager of Finance




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Andrew McGifford, CPA, CGA, Manager of Environmental Services




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Heather Zenner, Lands and Resources Coordinator




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Mark Fortune, Airport Superintendent

Approved by:




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Douglas Holmes, BBA, CPA, CA  
Chief Administrative Officer

# CBS8 Alberni Valley Regional Airport Plan for Closure / Opening During A Motor Sport Event

April 2019

Draft



# CBS8 Alberni Valley Regional Airport

## Plan for Closure / Opening During A Motor Sport Event

### INDEX

#### Site plan of AVDRA Motor Sport Event Operations

- Layout of track
- Layout of staging area
- Layout of Pit Area
- Layout of Crowd Control procedures
- Layout of Washroom facilities
- Layout of food vending area
- Layout of spectator area
- Layout of Parking Area
- Waste Control
- Security

#### Preplan, AVDRA Event Organizers Operations

- Communication Plan
- Emergency Access Corridors
  - Evacuation procedures
- Fire Department
  - Airport lands are a non-smoking area
  - Fire Airside
  - Fire Non - Airside
- British Columbia Ambulance Service
  - None Emergency
  - Emergency Airside
  - Emergency Non - Airside
- Forest Lands and Natural Resources Fire Fighting
- Emergency Access to Fuel Bowser for Aerial Fire Fighting Requirements
  - Supplemental fueling location
- Tenant Preservation Control Procedures
  - Security
- Crowd Control Procedures
  - Go and no go zones
  - Safety barricades
- Electrical supply Requirements
- Drag Race Track Operations
- Environmental Considerations

# CBS8 Alberni Valley Regional Airport

## Plan for Closure / Opening During A Motor Sport Event

### INDEX continued

#### Aerodrome Closure Operations (Airport)

- Closure Dates Announced to Airport Tenants
- NOTAM procedure
- Oversight during airport closure
- Closure markings layout
- Airport lighting system Lockdown / preservation
  - De energize the FEC
  - Barricade lighting fixtures
  - Runway lighting Diagram

#### Motor Sport Event Operations (Airport / AVDRA)

- Aerodrome frequency monitoring during the event
- Restrictions and penalties

#### Reinstate Aerodrome Operations (Airport)

- Remove Drag Race Equipment
- Remove runway closure markings
- Sweep runway, taxiway and Apron Surfaces
- Remove Lighting protection devices
  - Re energize FEC
  - Carry out a post event lighting inspection
- Carry out a facility post event Inspection
- Remove NOTAM

#### Rubber Removal

- Remove rubber and traction adhesive compound build up

#### Paint Markings

- Re establish line markings as required

#### Post Event Review

- What went well
- What needs improvement
- Actual Costs

# CBS8 Alberni Valley Regional Airport

## Plan for Closure / Opening During A Motor Sport Event

Site plan of AVDRA Motor Sport Event Operations  
To be populated by the AVDRA

DRAFT

# CBS8 Alberni Valley Regional Airport

## Plan for Closure / Opening During A Motor Sport Event

**Preplan, AVDRA Event Organizers Operations**  
**To be populated by the AVDRA**

DRAFT

# CBS8 Alberni Valley Regional Airport

## Plan for Closure / Opening During A Motor Sport Event

### Aerodrome Closure Operations (Airport)

#### **Closure dates announced to Airport tenants**

- Airport tenants are to be contacted one month prior the proposed closure date by email.
- A follow up phone call will be provided.
- For safety reasons No flight operations will be permitted during the aerodrome / event closure.
- A printed "Airport Closure Notice" will be posted at the terminal notice board and delivered to the tenants lease holdings.

#### Draft Closure Notice

The Alberni Clayoquot Regional District Board of Directors have granted a closure of the Alberni Valley Regional Airport (CBS8).

The closure will permit the Alberni Valley Drag Race Association to hold a non - aviation motor sports event on the airport Lands.

The airport will be closed from XXXXX to XXXXX

During the motor sport event no aviation access will be permitted either in or out of CBS8.

The Alberni Clayoquot Regional District sister airport, CYAZ / Tofino, Long Beach Airport will be made available at no charge to any tenants that will be displaced during this closure.

Tenants are advised to make alternate plans during the airport closure. No Charge Access to the CYAZ airport can be obtained by contacting 250 725 3751

#### **NOTAM Procedure**

- The following NOTAM wording will be filed with Kamloops Flight Information Centre (FIC) 48 hour in advance of the event.

- NOTAM wording     **"CBS8 AD CLSD DUE MOTOR SPORT EVENT  
XXXXXXXXXX Til APRX XXXXXXXXXXXX "**

- Kamloops FIC contact # 250 376 6278

#### **Oversite during airport closure**

- ACRD airport staff will be responsible for the oversight and confirmation of the airport closure procedures noted below.

- ACRD airport staff will be providing a listening watch on the Aerodrome Traffic Frequency (ATF) "123.00" while runway closure markings are being deployed.

- ACRD staff will be on site until closure marking deployment is complete. The closure markings must be completed on the first day of the NOTAM shut down

# CBS8 Alberni Valley Regional Airport

## Plan for Closure / Opening During A Motor Sport Event

### Runway Closure Marking

TP312 5<sup>th</sup> edition

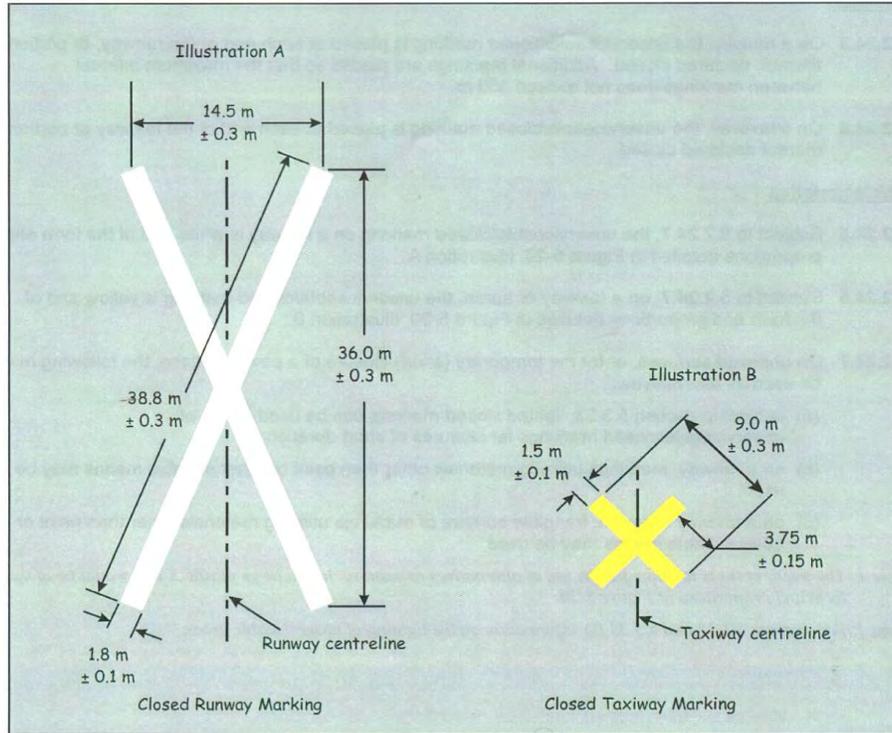


Figure 5-20: Closed runway and taxiway markings

# CBS8 Alberni Valley Regional Airport

## Plan for Closure / Opening During A Motor Sport Event

### Runway Closure Marking Layout



# CBS8 Alberni Valley Regional Airport

## Plan for Closure / Opening During A Motor Sport Event

### Runway Closure Marking Layout

- 6 runway closure X's will be required to close the runway surface by the AVDRA.
- White industrial poly can be utilized to manufacture the closure marking as indicated on TP312 Figure 5-20 noted above
- Runway closure "X" can be secured in place with sandbags, Approximately 40 sand bags will be required per closure marking.

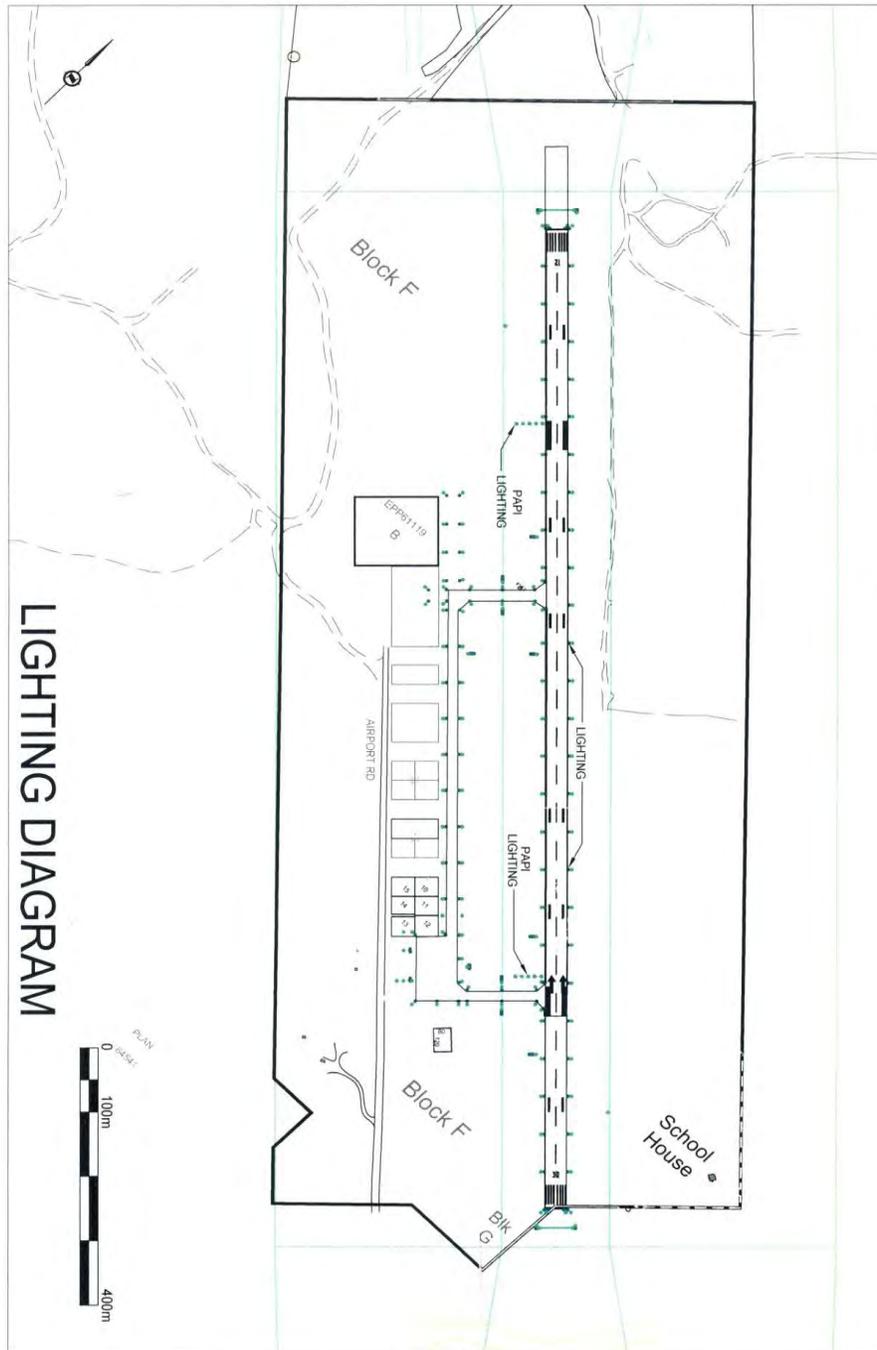
### Airport Lighting system lockdown and preservation.

- The Field Electrical Centre (FEC) will be removed from service for the duration of the event. This will be conducted by airport staff, all other protective requirements will be provided by the AVDRA.
- Precision Approach Path Indicators (PAPI) at Taxiway A will need to be secured with snow fence approximately 2 meters in all directions around the light fixtures.
- Taxiway light fixtures within the area of operations (pits, staging and pedestrian access areas) will need to be covered / protected with large traffic drums with rubber tire anchor rings.

### Runway Lighting Diagram

# CBS8 Alberni Valley Regional Airport

## Plan for Closure / Opening During A Motor Sport Event



**Motor Sport Event Operations (Airport / AVDRA)**

# CBS8 Alberni Valley Regional Airport

## Plan for Closure / Opening During A Motor Sport Event

- The Aerodrome traffic Frequency (ATF) 123.00 will be monitored by the ACRD airport caretaker using a hand held aviation transceiver during the event.
- Aircraft that are trying to land at CBS8 / AVRA will be informed of the closure by the airport caretaker on the ATF.
- The airport caretaker can offer alternate airfields either Qualicum Beach (CAT4) or Tofino / Long Beach (CYAZ)

### **Restrictions and Penalties**

1. Motor Sport infrastructure must be none intrusive in nature. No holes or anchor point will be allowed in the runway, taxiway surfaces or graded areas.
2. All infrastructure that is installed for the motor Sports event must be removed within one day of the event closure.
3. Failure to remove Motor Sport infrastructure will be met with a daily financial penalty.

### **Reinstate Aerodrome Operations (Airport)**

- All drag race related equipment must be removed from the aerodrome the day after the motor sport event. This includes fencing, closure markings, barrels and barricades (AVDRA).
- A garbage sweep will be required of the entire facility post event.
- Airport staff will sweep the runway and maneuvering areas with the airport sweeper.
- FEC will be re energized
- A post event runway lighting inspection will be carried out
- A post event runway inspection will be carried out once the facility is clear of debris.
- Once the facility and runway protected areas are clear of debris and equipment and the post event inspections are satisfactory the closure NOTAM will be removed from the aerodrome and normal operations can resume.

**NOTE:** A special NOTAM may need to be issued if adverse runway conditions exists post motor sport event. This could relate to rubber deposits on the runway or obliterated paint markings.

### **Rubber Removal**

- As soon as practical after the motor sport event, Airport staff will arrange with a specialized third party contractor to remove rubber and traction adhesive compounds from the aerodrome runway and taxiways.

### **Paint Markings**

- As soon as practical after the motor sport event, Airport staff will arrange with a specialized third party contractor to repair any line markings that were damaged during the motor sport event.

# CBS8 Alberni Valley Regional Airport

## Plan for Closure / Opening During A Motor Sport Event

### Post Event Review

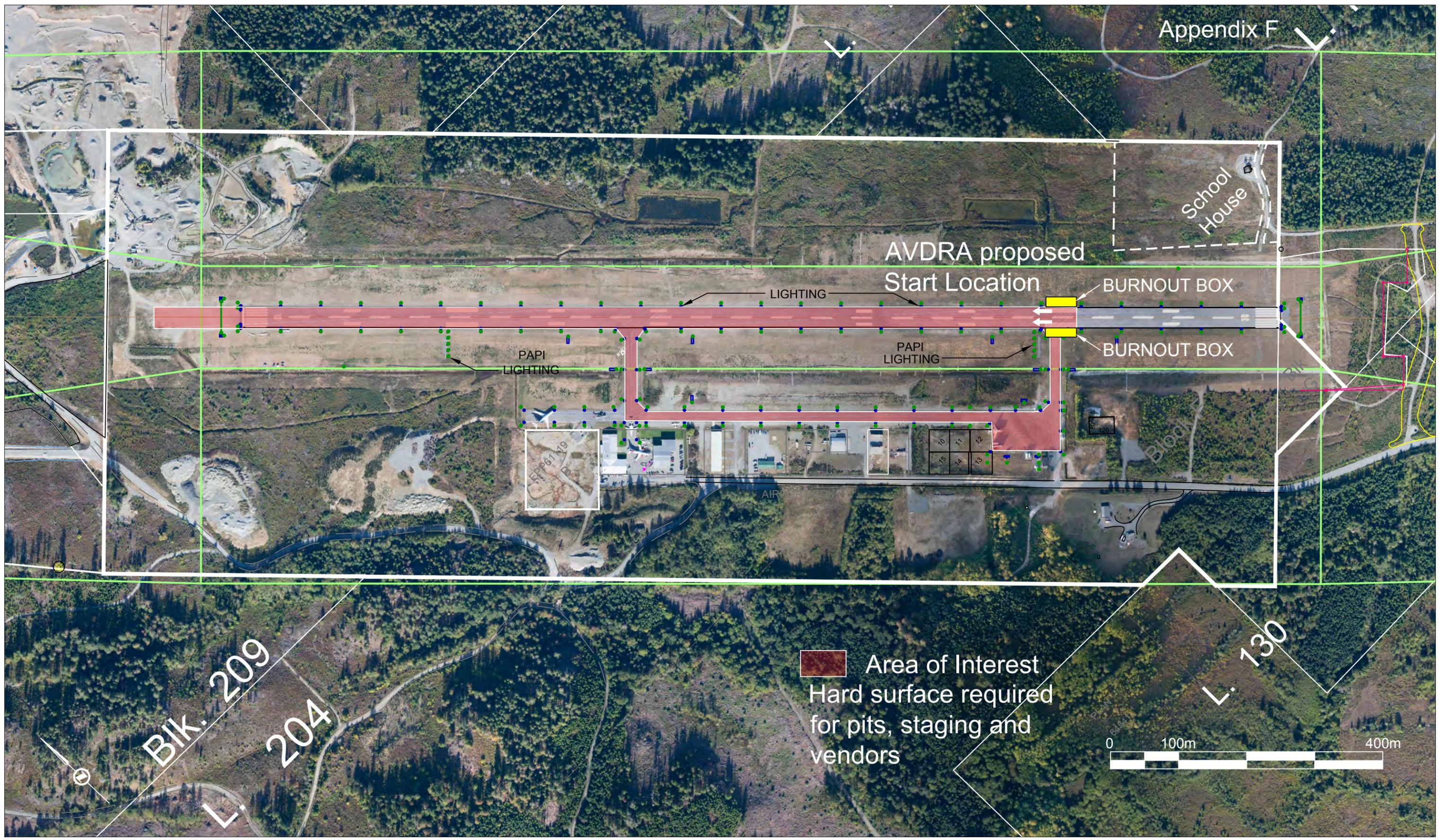
What went well?

What needs improvement?

### Actual cost associated with event

There a number of financial considerations with the 2019 proposal. Specifically, allowing the race event to take place at AVRA on the runway infrastructure would result in several costs as follows:

- Rubber removal \$4,000 - \$7,000
- Line painting \$3,000-\$7,000
- Reinstall and calibrate light fixtures as required \$1,500
- Staff time and equipment both pre and post event to clean the runway and do any final cleanup \$2700
- Security for tenant assets (3 days) \$600
- Total estimated costs \$18,800



Area of Interest  
Hard surface required  
for pits, staging and  
vendors

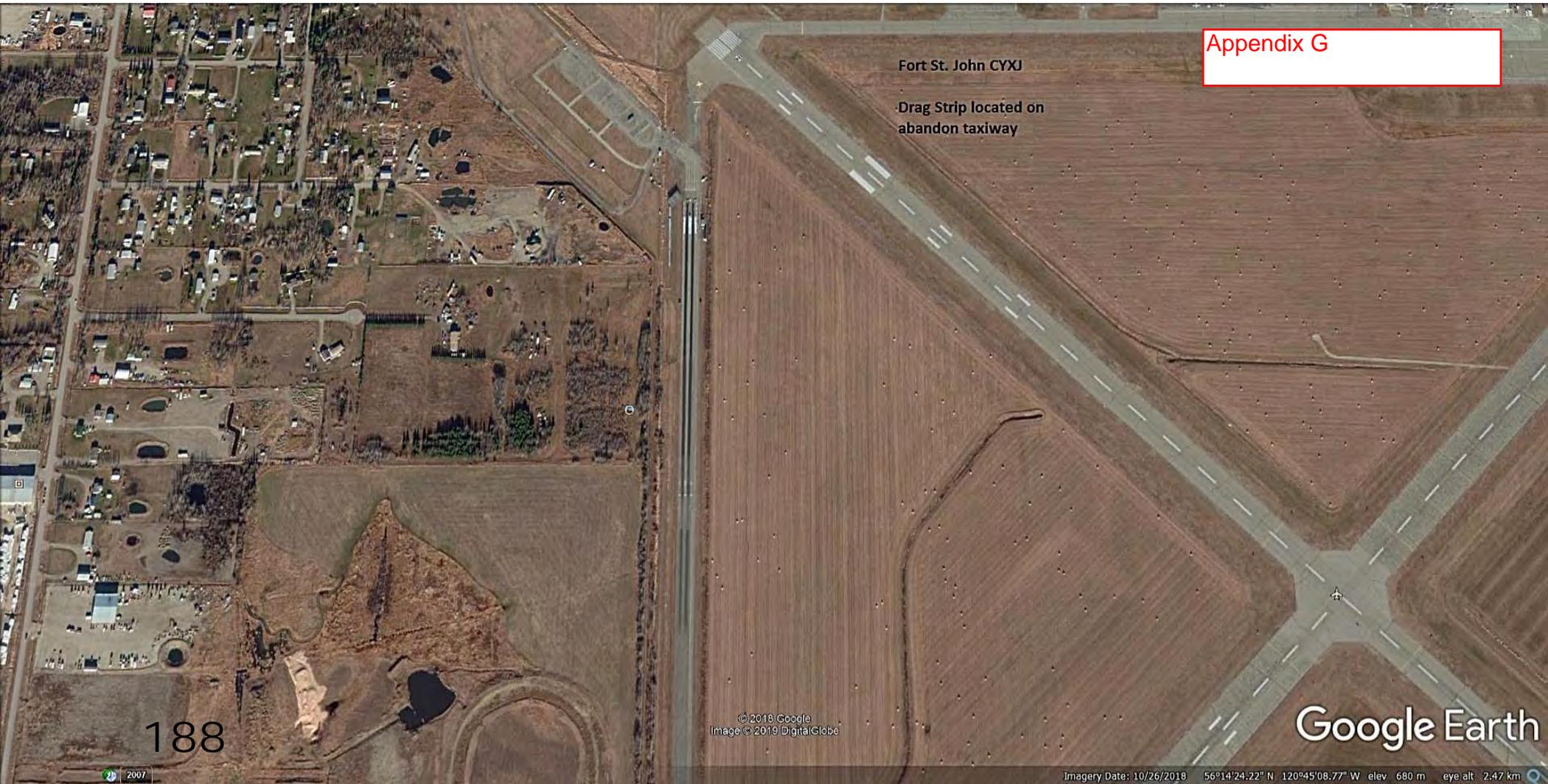


Terrace CYXT  
Secondary runway used  
for drag race activity  
does not effect activity  
on the primary runway

Image © 2019 DigitalGlobe

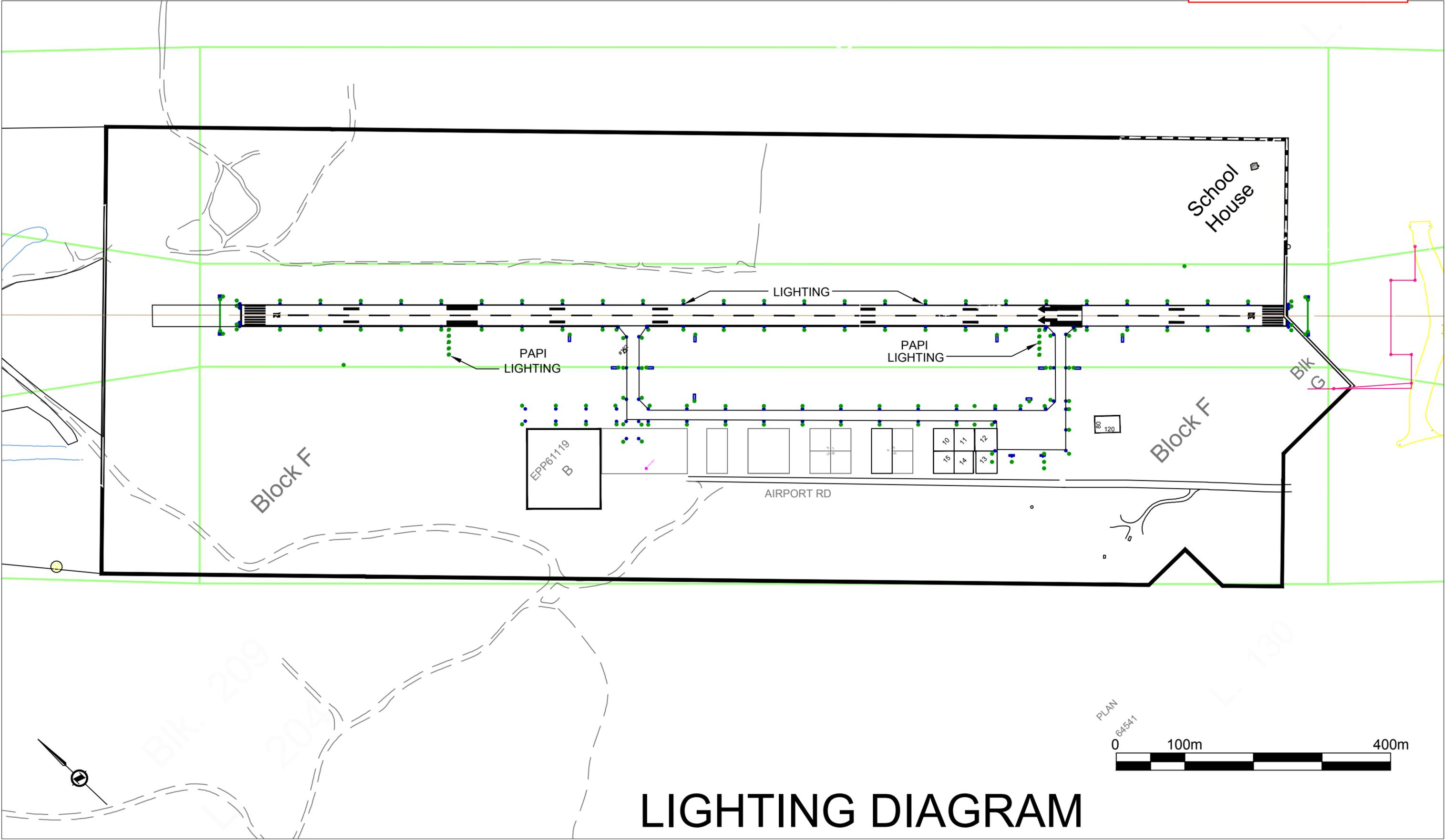
Fort St. John CYXJ

Drag Strip located on  
abandon taxiway



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# LIGHTING DIAGRAM



## REQUEST FOR DECISION

**To:** Board of Directors  
**From:** Teri Fong, CPA, CGA, Manager of Finance  
**Meeting Date:** April 24, 2019  
**Subject:** Alberni-Clayoquot Regional District Financial Statements

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**Recommendation:**

**That the Alberni-Clayoquot Regional District Board of Directors approve the 2018 Audited Financial Statements for the Alberni-Clayoquot Regional District as presented.**

**Summary:**

KPMG has provided the attached audit findings letter for the Alberni-Clayoquot Regional District for the year ended December 31, 2018. The approval of the financial statements by the Board of Directors is a requirement of the audit. If the Directors would like a presentation from the auditors prior to the adoption of the financial statements, staff will arrange for KPMG to attend the next Regional District meeting on May 8, 2019.

Finance staff will continue to implement the recommendations from the auditors regarding procedures and financial statement presentation.

**Background:**

The statements have been prepared by staff and audited by KPMG for the Directors consideration.

**Policy or Legislation:**

The statements comply with Public Sector Accounting Standards.

Submitted by: \_\_\_\_\_  
Teri Fong, CPA, CGA, Manager of Finance

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

# Alberni-Clayoquot Regional District

**Audit Findings Report**

**For the year ended December 31, 2018**

*KPMG LLP*

For meeting on April 24, 2019

[kpmg.ca/audit](http://kpmg.ca/audit)



The contacts at KPMG in connection with this report are:

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# Executive summary

## Purpose of this report

The purpose of this Audit Findings Report is to assist you, as a member of the Board of Directors, in your review of the results of our audit of the financial statements of the Alberni-Clayoquot Regional District (“the District”) as at and for the year ended December 31, 2018. This Audit Findings Report builds on the Audit Findings Letter we provided to the Board on January 8, 2019.

## Changes from the Audit Plan

There have been no significant changes regarding our audit from the Audit Planning Letter previously provided to you.

## Audit risks and results

We did not identify any significant financial reporting risks. A summary of the audit procedures performed and the results related to our other areas of audit focus can be found on pages 4-5.

## Finalizing the audit

As of April 19, 2019, we have completed the audit of the financial statements, with the exception of certain remaining procedures, which include amongst others:

- review of the findings report by the Board of Directors;
- obtaining evidence of the Board’s approval of the financial statements;
- obtaining the signed management representation letter.

We will update the Board, and not solely the Chair (as required by professional standards), on significant matters, *if any*, arising from the completion of the audit,

including the completion of the above procedures. Our auditors’ report will be dated upon the completion of any remaining procedures.

## Significant accounting policies and practices

Effective January 1, 2018, new standards for Related Party Transactions, Inter Entity Transactions, Assets, Contingent Assets, and Contractual Rights are applicable. Refer to page 7 for further details.

Significant accounting policies are described in note 1 of the financial statements.

## Adjustments and differences

We identified both differences that remain uncorrected and adjustments that were communicated to management and subsequently corrected in the financial statements.

## Control and other observations

We did not identify any control deficiencies that we determined to be significant deficiencies in internal control over financial reporting (ICFR). A separate letter with control improvement recommendations has been provided to management.

## Critical accounting estimates

Overall, we are satisfied with the reasonability of critical accounting estimates.

The critical areas of estimates relate to: landfill closure liability and contaminated sites. See page 6.

\*This Audit Findings Report should not be used for any other purpose or by anyone other than the Board of Directors. KPMG shall have no responsibility or liability for loss or damages or claims, if any, to or by any third party as this Audit Findings Report has not been prepared for, and is not intended for, and should not be used by, any third party or for any other purpose.

# Audit risks and results

Inherent risk of material misstatement is the susceptibility of a balance or assertion to misstatement which could be material, individually or when aggregated with other misstatements, assuming that there are no related controls. As discussed in our Audit Plan, we did not identify any significant financial reporting risks.

We identified other areas of focus for our audit in our discussion with you in the Audit Plan. Significant findings from the audit regarding other areas of focus are as follows:

Other areas of focus	Our response and significant findings
Revenue	<ul style="list-style-type: none"> <li>• We substantively tested a sample of conditional and unconditional government transfers by agreeing the amount recognized in revenue to supporting documentation and cash receipt.</li> <li>• We substantively tested a sample of tax requisitions from members by agreeing the amount of the requisition to the approved budget bylaw and cash receipt. No issues were noted.</li> <li>• We substantively tested a sample of sale of services and miscellaneous revenue by agreeing amounts recorded to supporting documentation and cash receipt. No issues were noted.</li> <li>• In 2018, the District recognized approximately \$2.2M of conditional government transfers revenue. This is comprised primarily of grants through the Gas Tax Community Works Fund and the British Columbia Air Access Program for the runway lighting system installation at Long Beach Airport and Alberni Valley Regional Airport. Funding was also received for costs claimed under the Clean Water and Wastewater Funding Agreement for the Bamfield Water Treatment Facility.                             <ul style="list-style-type: none"> <li>• We read and understood the financial terms and conditions of the cost sharing agreements.</li> <li>• We agreed receipt of grant funds to bank statements with no differences noted.</li> <li>• We reviewed the tangible capital assets schedule and verified amounts claimed had been capitalized as assets and spent on the eligible project costs.</li> <li>• We agreed the unspent portion of the gas tax funds to the amounts included in the District's reserve.</li> <li>• We concur with the accounting for such project costs and noted no differences or adjustments.</li> </ul> </li> </ul>
Deferred revenue	<ul style="list-style-type: none"> <li>• We performed 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. No issues were noted.</li> </ul>
Expenses	<ul style="list-style-type: none"> <li>• We performed substantive analytic procedures over expenses, by comparing actual expenses to prior year and budget and investigation of variances.</li> <li>• We performed detailed testing of the cut-off of expenses and accruals at year end, to test if expenses were recorded in the appropriate fiscal year. No issues were noted.</li> </ul>

Other areas of focus	Our response and significant findings
Tangible capital assets	<ul style="list-style-type: none"> <li>• We substantively tested a sample of tangible capital asset additions by agreeing a sample of additions to supporting invoices. No issues were noted.</li> <li>• We performed a substantive analytical procedure over amortization expense by comparing the current year expense, adjusting for current year additions, to prior year.</li> <li>• We assessed the presentation of tangible capital assets in the notes to the financial statements against the relevant accounting guidance and noted the District's presentation of assets is not in accordance with public sector accounting standards based on how assets are categorized by service rather than by type of asset. Please refer to page 7 and Appendix 3 for the details of the unadjusted disclosure difference.</li> </ul>
Accumulated surplus and reserves	<ul style="list-style-type: none"> <li>• We performed substantive testing over reserve accounts by agreeing transfers into reserves to amount approved in the budget bylaw and amounts spent to relevant tangible capital asset additions. No issues were noted.</li> </ul>
Debt and term receivables from municipalities	<ul style="list-style-type: none"> <li>• We independently verified the balance of debt outstanding with the Municipal Finance Authority (MFA) and term receivable from member municipalities. We assessed the presentation MFA debt, demand note and restricted cash balances against the relevant accounting guidance. No issues were noted.</li> </ul>
Salaries and benefits	<ul style="list-style-type: none"> <li>• We performed substantive analytic procedures over salaries and benefits by comparing the current year expense to both prior year and budget. No issues were noted.</li> <li>• We reviewed supporting payroll accruals and recalculated the accrual for payroll spanning year end as well as estimates of retroactive pay adjustments expected upon ratification of a new collective agreement. No issues were noted.</li> <li>• We reviewed the collective agreement to obtain an understanding of employee benefits applicable to union employees. We reviewed a sample of exempt employee contracts to obtain an understanding of employee benefits applicable to exempt employees. We reviewed Management's calculation of the future retirement benefit and agreed the inputs to the calculation for a sample of employees to supporting documentation. No issues were noted.</li> </ul>

# Critical accounting estimates

Management has identified significant areas requiring the use of management's estimates related to the landfill closure liability.

We have summarized our assessment of the subjective areas:

Asset / liability	Balance	KPMG comment
Landfill closure liability	\$2,880,624	<ul style="list-style-type: none"> <li>We reviewed landfill closure liability recorded on the statement of financial position and assessed it against the relevant public sector accounting guidance.</li> <li>We reviewed the assumptions used by Management's expert, McGill and Associates Engineering Ltd., and assessed them for reasonability.</li> <li>We noted the liability calculated using the relevant guidance was less than the amount recorded in the financial statements. However, given the length of time remaining until closure and the related estimation uncertainty, we considered the amount recorded as appropriate as it is more conservative in nature.</li> </ul>
Contaminated sites	-	<ul style="list-style-type: none"> <li>We obtained an understanding of the process management used to perform the assessment of contaminated sites.</li> <li>During the audit we requested that Management prepare a reconciliation of the District's sites based on British Columbia Assessment Authority's records to the sites recorded in the District's records. During this reconciliation process, Management identified two parcels of land owned by the District but not recorded as a tangible capital asset. The records of the District were corrected and these sites have now been recognized as assets and revenue in the amount of \$739,000. Please refer to page 10 and Appendix 3 for greater details.</li> <li>We inquired with management regarding unexpected environmental events and it was noted soil contamination was found at the Long Beach airport in April 2018. We reviewed supporting transfer and assumptions agreements and noted the contamination is not the responsibility of the District and therefore there is no liability or cost to be incurred by the District in the future.</li> <li>We concur that no liability is required to be recorded with respect to contaminated sites.</li> </ul>

We believe Management's process for identifying critical accounting estimates is considered adequate.

# Financial statement presentation and disclosure

The presentation and disclosure of the financial statements are, in all material respects, in accordance with the Company's relevant financial reporting framework. Misstatements, including omissions, if any, related to disclosure or presentation items are in the management representation letter included in the Appendices.

We also highlight the following:

<b>Form, arrangement, and content of the financial statements</b>	<ul style="list-style-type: none"> <li>The presentation and disclosure of the financial statements are, in all material respects, in accordance with the District's relevant financial reporting framework. Misstatements, including omissions, if any, related to disclosure or presentation items are in the management representation letter included in the Appendices.</li> <li>Significant accounting policies and practices are disclosed in Note 1 to the financial statements. The District adopted new standards for Related Party Transactions, Inter Entity Transactions, Assets, Contingent Assets, and Contractual Rights during the year.</li> <li>Management has identified future committed cash inflows that meet the definition of a contractual right, which have been included in financial statement note 17 as part of the adoption of this new accounting standard.</li> </ul>
<b>Disclosure differences</b>	<ul style="list-style-type: none"> <li>Schedule 2 of the financial statements contains the classification of the District's tangible capital assets (TCAs). We noted TCAs are currently classified by function as follows: airport, fire department, office and administration, land, landfills, parks, salmon beach, water systems, beaver creek water system and under construction while public sector accounting standards require categorization by nature: equipment, buildings, parks, infrastructure, etc.</li> <li>Similarly, disclosure of expenses is presented only by function and not by object (salaries, goods and services, amortization), as required by public sector accounting standards.</li> <li>Please refer to the other matters section. We understand the District's current presentation is preferred and aligned with its decision making process. We have noted the classification difference in Appendix 3 as an uncorrected misstatement, that was not material nor did it have an impact on the conclusion of our audit report.</li> </ul>
<b>Application of accounting pronouncements issued but not yet effective</b>	<ul style="list-style-type: none"> <li>See Appendix 5 for discussion of current developments in public sector accounting standards.</li> </ul>

# Other matters previously discussed

Professional standards require us to communicate to the Board of Directors Other Matters, such as material inconsistencies or material misstatements between the annual report and the audited financial statements, identified fraud or non-compliance with laws and regulations, consultations with other accountants, significant matters relating to the District’s related parties, significant difficulties encountered during the audit, and disagreements with management. We did not identify any issues related to the above noted matters.

We have highlighted below other matters that we would like to bring to your attention:

Matter	KPMG comment
Expense reimbursement policies	<ul style="list-style-type: none"> <li>• We perform testing of expense reports submitted by members of the Board as well as employees of the District.</li> <li>• We test expense reports by agreeing the reported amounts to underlying receipts for each claim and by looking for appropriate approval in compliance with the District’s expense reimbursement policies. In addition, we consider the nature of the expense and applicability to District business.</li> <li>• In the prior year, we inspected Bylaw No. A1078 for Board Member remuneration, expenses, and benefits. We noted the policy states the Finance Department’s role in reviewing claims is to verify the amounts in accordance with the bylaw.</li> <li>• In the current year, we inspected Bylaw No. A1084 for Board Member remuneration, expenses, and benefits effective November 1, 2018 which replaces Bylaw No. A1078. We noted the new policy states the Finance Department’s role in reviewing claims and clearly outlines the process for any issues, discrepancies or conflict in interpretation of the bylaw. While good practice would include a process for review of Board member expenses by the Chair, there are compensation controls in the form of public reporting of expense reimbursements that may detect error or non-compliance with the bylaw.</li> <li>• We reviewed the employee expense approval and expense claim form and explanatory notes. We noted there is no formal policy in place for expenses which outlines the hierarchy of review and approval, or acceptable authorizers of employee expense reimbursements.</li> <li>• We continue to recommend that a formal policy be created and implemented which outlines the appropriate expenses and hierarchy for review and approval. This would include outlining the individual responsible for review of the Chief Administrative Officer’s expense claims which we recommend to be the Board Chair.</li> </ul>

Matter	KPMG comment
Presentation of tangible capital assets	<ul style="list-style-type: none"> <li>We assessed the District's presentation of capital asset groupings and noted the District is presenting assets by service area rather than by type as required by Public Sector Accounting Standards for tangible capital assets.</li> <li>Schedule 2 of the financial statements contains the classification of the District's tangible capital assets (TCAs) by function as follows: airport, fire department, office and administration, land, landfills, parks, salmon beach, water systems, beaver creek water system and under construction.</li> <li>We reviewed the District's policy for tangible capital assets and noted the policy is to assign capital assets to categories based on their nature, characteristics and useful life. We noted the following categories to be used: airport infrastructure, equipment, land, landfills, land improvements, structures, technology, transportation equipment and water systems.</li> <li>We assessed the presentation of tangible capital assets against the relevant accounting criteria. We noted major categories of tangible capital assets should be determined by type of asset and not function or operating sector.</li> <li>We noted the District's policy is in accordance with the relevant accounting standards; however, the current presentation of tangible capital assets does not follow the approved policy. We recommend the District work towards presenting its tangible capital assets by each major type of asset in order to be in accordance with its' policy and the relevant accounting guidance.</li> <li>This difference in disclosure is considered an unadjusted audit difference. Please refer to Appendix 3.</li> </ul>
Accumulated surplus	<ul style="list-style-type: none"> <li>We assessed the presentation of accumulated surplus balances including reserves against the relevant accounting guidelines. We noted the District does not included a breakdown of accumulated surplus balances in the notes to the financial statements.</li> <li>We proposed that the District disclose the breakdown of surplus balances including the amount of reserves, equity in tangible capital assets and unrestricted balances. This is not a required disclosure under public sector accounting standards but enhances consistency between budgeting, financial reporting and long-term planning.</li> </ul>
Segmented disclosure	<ul style="list-style-type: none"> <li>We assessed the District's presentation of expenses against the relevant accounting criteria and noted the District presents expenses by function or service area, however does not present expenses by nature, which is also required by Public Sector Accounting Standards.</li> <li>We discussed the requirements of this disclosure with management and understand the current general ledger and mapping of trial balance accounts in the financial statements is not conducive for this disclosure. We proposed, and management agreed, to work towards obtaining the necessary information to enhance presentation for December 31, 2019.</li> <li>This difference in disclosure is considered an unadjusted audit difference. Please refer to Appendix 3.</li> </ul>

# Adjustments and differences

Adjustments and differences identified during the audit have been categorized as “Corrected adjustments” or “Uncorrected differences”. These include disclosure adjustments and differences. Professional standards require that we request of management and the audit committee that all identified differences be corrected. We have already made this request of management.

## Corrected adjustments

The management representation letter includes all adjustments identified as a result of the audit, communicated to Management and subsequently corrected in the financial statements.

- During the reconciliation process between the District’s land inventory based on British Columbia Assessment Authority’s records and the sites recorded in the District’s records, Management identified two parcels of land owned by the District but not recorded as a tangible capital asset. We recommended, and Management adjusted the financial statements to record the developer donated parkland as an asset and developer contribution revenue. This increased both tangible capital assets and revenue by \$739,000. Please refer to Appendix 3 for greater details.
- We noted a reclassification error between accounts payable and deposits in the amount of \$61,347 related to a construction bond received during 2018. We recommended, and Management accepted, to record the reclassification from accounts payable to deposits. This had no impact on the District’s annual surplus. Please refer to Appendix 3 for greater details.

## Uncorrected differences

The management representation letter includes the Summary of Uncorrected Audit Misstatements, which disclose the impact of all uncorrected differences considered to be other than clearly trivial. These unadjusted differences were not collectively considered to have a material impact on the financial statements and did not impact our ability to issue an unqualified audit opinion on the financial statements.

- The land identified during the reconciliation process noted above was transferred to the District during 2016. As such, the land and associated developer contribution revenue should have been recorded in the 2016 financial statements. Since the amount is not material to the financial statements to restate prior year results, the contribution has been recorded in 2018. This uncorrected difference represents a timing difference, and land and accumulated surplus are accurate as at December 31, 2018.

# Appendices

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**Appendix 1: Required communications**

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**Appendix 2: Draft auditors' report**

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**Appendix 3: Draft management representation letter**

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**Appendix 4: Audit Quality and Risk Management**

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**Appendix 5: Current developments**

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# Appendix 1: Required communications

In accordance with professional standards, there are a number of communications that are required during the course of and upon completion of our audit. These include:

- **Auditors' report** – the conclusion of our audit is set out in our draft auditors' report as attached in Appendix 2.
- **Audit findings report** – as attached.
- **Management representation letter** – In accordance with professional standards, copies of the management representation letter are provided to the Board. The management representation letter is attached in Appendix 3.
- **Engagement letter** – 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 as previously provided by management.
- **Independence** – We confirm that we are independent with respect to the Town within the meaning of the relevant rules and related interpretations prescribed by the relevant professional bodies in Canada and any applicable legislation or regulation from January 1, 2018 up until the date of this report.

# Appendix 2: Draft auditors' report

## INDEPENDENT AUDITORS' REPORT

To Board of Directors of the Alberni-Clayoquot Regional District

### ***Opinion***

We have audited the financial statements of Alberni-Clayoquot Regional District (the District), which comprise:

- the statement of financial position as at December 31, 2018
- the statement of operations for the year then ended
- the statement of changes in accumulated surplus for the year then ended
- the statement of changes in net financial assets for the year then ended
- the statement of cash flows for the year then ended
- and notes to the financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the “financial statements”).

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Alberni-Clayoquot Regional District as at December 31, 2018, and its results of operations, its changes in accumulated surplus, its changes in net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### ***Basis for Opinion***

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the “Auditors’ Responsibilities for the Audit of the Financial Statements” section of our auditors’ report.

We are independent of the District in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

***Responsibilities of Management and Those Charged with Governance for the Financial Statements***

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the District's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the District or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the District's financial reporting process.

***Auditors' Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control.

- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the District's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the District to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

# Appendix 3: Draft management representation letter

KPMG LLP  
St. Andrew's Square II  
800 – 730 View Street  
Victoria, BC V8W 3Y7

April 24, 2019

Ladies and Gentlemen:

We are writing at your request to confirm our understanding that your audit was for the purpose of expressing an opinion on the financial statements (hereinafter referred to as “financial statements”) of Alberni-Clayoquot Regional District (“the Entity”) as at and for the period ended December 31, 2018.

## **General:**

We confirm that the representations we make in this letter are in accordance with the definitions as set out in **Attachment I** to this letter.

We also confirm that, to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves:

## **Responsibilities:**

- 1) We have fulfilled our responsibilities, as set out in the terms of the engagement letter dated December 7, 2017, including for:
  - a) the preparation and fair presentation of the financial statements and believe that these financial statements have been prepared and present fairly in accordance with the relevant financial reporting framework.
  - b) providing you with all information of which we are aware that is relevant to the preparation of the financial statements, such as all financial records and documentation and other matters, including:
    - (i) the names of all related parties and information regarding all relationships and transactions with related parties; and
    - (ii) the complete minutes of meetings, or summaries of actions of recent meetings for which minutes have not yet been prepared, of the board of directors and committees of the board of directors that may affect the financial statements. All significant actions are included in such summaries.
  - c) providing you with unrestricted access to such relevant information.
  - d) providing you with complete responses to all enquiries made by you during the engagement.
  - e) providing you with additional information that you may request from us for the purpose of the engagement.

- f) providing you with unrestricted access to persons within the Entity from whom you determined it necessary to obtain audit evidence.
- g) such internal control as we determined is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. We also acknowledge and understand that we are responsible for the design, implementation and maintenance of internal control to prevent and detect fraud.
- h) ensuring that all transactions have been recorded in the accounting records and are reflected in the financial statements.
- i) ensuring that internal auditors providing direct assistance to you, if any, were instructed to follow your instructions and that management, and others within the entity, did not intervene in the work the internal auditors performed for you.

**Internal control over financial reporting:**

- 2) We have communicated to you all deficiencies in the design and implementation or maintenance of internal control over financial reporting of which we are aware.

**Fraud & non-compliance with laws and regulations:**

- 3) We have disclosed to you:
  - a) the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
  - b) all information in relation to fraud or suspected fraud that we are aware of that involves:
    - management;
    - employees who have significant roles in internal control over financial reporting; or
    - others
 where such fraud or suspected fraud could have a material effect on the financial statements.
  - c) all information in relation to allegations of fraud, or suspected fraud, affecting the financial statements, communicated by employees, former employees, analysts, regulators, or others.
  - d) all known instances of non-compliance or suspected non-compliance with laws and regulations, including all aspects of contractual agreements, whose effects should be considered when preparing financial statements.
  - e) all known actual or possible litigation and claims whose effects should be considered when preparing the financial statements.

**Subsequent events:**

- 4) All events subsequent to the date of the financial statements and for which the relevant financial reporting framework requires adjustment or disclosure in the financial statements have been adjusted or disclosed.

**Related parties:**

- 5) We have disclosed to you the identity of the Entity's related parties.

- 6) We have disclosed to you all the related party relationships and transactions/balances of which we are aware.
- 7) All related party relationships and transactions/balances have been appropriately accounted for and disclosed in accordance with the relevant financial reporting framework.

**Estimates:**

- 8) Measurement methods and significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.

## Employee future benefits:

- 9) The employee future benefit costs, assets and obligations, if any, have been determined, accounted for, and disclosed in accordance with the financial reporting framework.
- 10) All changes to the benefit plan provisions or events occurring subsequent to the date of the benefit valuation and up to the date of this letter have been considered in the determination of costs and obligations as such have been communicated to you.

**Going concern:**

- 11) We have provided you with all information relevant to the use of the going concern assumption in the financial statements.

**Misstatements:**

- 12) The effects of the uncorrected misstatements described in [Attachment II](#) are immaterial, both individually and in the aggregate, to the financial statements as a whole.
- 13) We approve the corrected misstatements identified by you during the audit described in [Attachment II](#).

**Non-SEC registrants or non-reporting issuers:**

- 14) We confirm that the Entity is not a Canadian reporting issuer (as defined under any applicable Canadian securities act) and is not a United States Securities and Exchange Commission ("SEC") Issuer (as defined by the Sarbanes-Oxley Act of 2002). We also confirm that the financial statements of the Entity will not be included in the consolidated financial statements of a Canadian reporting issuer audited by KPMG or an SEC Issuer audited by any member of the KPMG organization.

Yours very truly,

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Douglas Holmes, Chief Administrative Officer

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Teri Fong, Manager of Finance

cc: Board of Directors

## ***Attachment I – Definitions***

### *Materiality*

Certain representations in this letter are described as being limited to matters that are material. Misstatements, including omissions, are considered to be material if they, individually or in the aggregate, could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements. Judgments about materiality are made in light of surrounding circumstances, and are affected by the size or nature of a misstatement, or a combination of both.

### *Fraud & error*

Fraudulent financial reporting involves intentional misstatements including omissions of amounts or disclosures in financial statements to deceive financial statement users.

Misappropriation of assets involves the theft of an entity's assets. It is often accompanied by false or misleading records or documents in order to conceal the fact that the assets are missing or have been pledged without proper authorization.

An error is an unintentional misstatement in financial statements, including the omission of an amount or a disclosure.

### *Related parties*

In accordance with Canadian public sector accounting standards a *related party* is defined as:

- one party that has the ability to exercise, directly or indirectly, control, joint control or significant influence over the other. Two or more parties are related when they are subject to common control, joint control or common significant influence.

In accordance with Canadian public sector accounting standards a *related party transaction* is defined as:

- a transfer of economic resources or obligations between related parties, or the provision of services by one party to a related party, regardless of whether any consideration is exchanged.

**Attachment II – Summary of Audit Misstatements Schedules**

**Corrected misstatements**

The following misstatements were identified during the audit and subsequently corrected in the financial statements:

Description	Annual surplus effect	Financial position		
	(Decrease) Increase	Assets (Decrease) Increase	Liabilities (Decrease) Increase	Accumulated Surplus (Decrease) Increase
To reclassify bond deposits received from accounts payable and accrued liabilities to deposits.	\$ -	\$ -	\$ 61,347 (61,347)	\$ -
To record developer donated parkland from 2016 in the 2018 financial statements.	739,000	739,000	-	-
<b>Total</b>	<b>\$ 739,000</b>	<b>\$739,000</b>	<b>\$ -</b>	<b>\$ -</b>

**Uncorrected misstatements in the current period**

Description	Annual surplus effect	Financial position		
	(Decrease) Increase	Assets (Decrease) Increase	Liabilities (Decrease) Increase	Accumulated Surplus (Decrease) Increase
To record the impact of recognizing 2016 developer donated parkland on the current year opening balances.	\$(739,000)	\$ -	\$ -	\$ 739,000
<b>Total</b>	<b>\$ (739,000)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 739,000</b>

Disclosure matters:

- Tangible capital assets have been presented by service area rather than by major type of asset
- Presentation of revenues and expenses by segment has not been included in the notes to the financial statements

***Uncorrected misstatements in the prior period***

	Annual surplus effect	Financial position		
Description	(Decrease) Increase	Assets (Decrease) Increase	Liabilities (Decrease)Increase e	Accumulated Surplus (Decrease) Increase
To record the prior year impact of recognizing 2016 developer donated parkland in the current year.	\$ -	\$ 739,000	\$ -	\$ 739,000
<b>Total</b>	<b>\$ -</b>	<b>\$ 739,000</b>	<b>\$ -</b>	<b>\$ 739,000</b>

# Appendix 4: Audit Quality and Risk Management

KPMG maintains a system of quality control designed to reflect our drive and determination to deliver independent, unbiased advice and opinions, and also meet the requirements of Canadian professional standards. Quality control is fundamental to our business and is the responsibility of every partner and employee. The following diagram summarises the six key elements of our quality control systems.

Visit our [Audit Quality Resources page](#) for more information including access to our audit quality report, [Audit quality: Our hands-on process](#).

- Other controls include:
  - Before the firm issues its audit report, the Engagement Quality Control Reviewer reviews the appropriateness of key elements of publicly listed client audits.
  - Technical department and specialist resources provide real-time support to audit teams in the field.
- We conduct regular reviews of engagements and partners. Review teams are independent and the work of every audit partner is reviewed at least once every three years.
- We have policies and guidance to ensure that work performed by engagement personnel meets applicable professional standards, regulatory requirements and the firm’s standards of quality.
- All KPMG partners and staff are required to act with integrity and objectivity and comply with applicable laws, regulations and professional standards at all times.



- We do not offer services that would impair our independence.
- The processes we employ to help retain and develop people include:
  - Assignment based on skills and experience;
  - Rotation of partners;
  - Performance evaluation;
  - Development and training; and
  - Appropriate supervision and coaching.
- We have policies and procedures for deciding whether to accept or continue a client relationship or to perform a specific engagement for that client.
- Existing audit relationships are reviewed annually and evaluated to identify instances where we should discontinue our professional association with the client.

# Appendix 5: Current developments

## Public Sector Accounting Standards

Standard	Summary and implications
Asset Retirement Obligations	<ul style="list-style-type: none"> <li>– A new standard has been approved that is effective for fiscal years beginning on or after April 1, 2021.</li> <li>– The new standard addresses 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. PSAB currently contains no specific guidance in this area.</li> <li>– The ARO standard would require the public sector entity to record a liability related to future costs of any legal obligations to be incurred upon retirement of any controlled tangible capital assets (“TCA”). The amount of the initial liability would be added to the historical cost of the asset and amortized over its useful life.</li> <li>– As a result of the new standard, the public sector entity would have to:               <ul style="list-style-type: none"> <li>• consider how the additional liability will impact net debt, as a new liability will be recognized with no corresponding increase in a financial asset;</li> <li>• 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;</li> <li>• 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.</li> </ul> </li> </ul>
Revenue	<ul style="list-style-type: none"> <li>– A new standard has been approved that is effective for fiscal years beginning on or after April 1, 2022.</li> <li>– The new standard establishes a single framework to categorize revenues to enhance the consistency of revenue recognition and its measurement.</li> <li>– The standard notes 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.</li> <li>– The standard notes 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.</li> </ul>

Standard	Summary and implications
Financial Instruments and Foreign Currency Translation	<ul style="list-style-type: none"> <li>– New accounting standards, PS3450 <i>Financial Instruments</i>, PS2601 <i>Foreign Currency Translation</i>, PS1201 <i>Financial Statement Presentation</i> and PS3041 <i>Portfolio Investments</i> have been approved by PSAB and are effective for years commencing on or after April 1, 2021.</li> <li>– Equity instruments quoted in an active market and free-standing derivatives are to be carried at fair value. All other financial instruments, including bonds, can be carried at cost or fair value depending on the government's choice and this choice must be made on initial recognition of the financial instrument and is irrevocable.</li> <li>– Hedge accounting is not permitted.</li> <li>– A new statement, the Statement of Remeasurement Gains and Losses, will be included in the financial statements. Unrealized gains and losses incurred on fair value accounted financial instruments will be presented in this statement. Realized gains and losses will continue to be presented in the statement of operations.</li> <li>– Based on stakeholder feedback received, PSAB is considering certain scope amendments to PS 3450 <i>Financial Instruments</i>. An exposure draft with the amendments is open for comment until May 2019. The proposed amendments include the accounting treatment of bond repurchases, scope exclusions for certain activities by the federal government, and improvements to the transitional provisions.</li> </ul>
Employee Future Benefit Obligations	<ul style="list-style-type: none"> <li>– PSAB has initiated a review of sections PS3250 <i>Retirement Benefits</i> and PS3255 <i>Post-Employment Benefits, Compensated Absences and Termination Benefits</i>. Given the complexity of issues involved and potential implications of any changes that may arise from this review, the project will be undertaken 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.</li> <li>– Three Invitations to Comment were issued and have closed. The first Invitation to Comment sought 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. The second Invitation to Comment sought guidance on the present value measurement of accrued benefit obligations. A third Invitation to Comment sought guidance on non-traditional pension plans.</li> <li>– The ultimate objective of this project is to issue a new employment benefits section to replace existing guidance.</li> </ul>

Standard	Summary and implications
Public Private Partnerships (“P3”)	<ul style="list-style-type: none"> <li data-bbox="489 347 1860 407">– 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.</li> <li data-bbox="489 418 1860 509">– 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. An Exposure Draft of the new standard is expected as next steps.</li> <li data-bbox="489 521 1881 612">– 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.</li> <li data-bbox="489 623 1730 683">– 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.</li> <li data-bbox="489 695 1829 786">– 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.</li> </ul>
International Strategy	<ul style="list-style-type: none"> <li data-bbox="489 805 1755 865">– PSAB is in the process of reviewing its current approach towards International Public Sector Accounting Standards. This project may result in changes to the role PSAB plays in setting standards in Canada.</li> <li data-bbox="489 876 1871 967">– A consultation paper was released for comment in May 2018 and has closed. The consultation paper described the decision-making criteria PSAB expects to consider in evaluating the international strategy that best serves the public sector. It also introduced four proposed international strategies that PSAB considers to be viable.</li> </ul>

Standard	Summary and implications
Concepts Underlying Financial Performance	<ul style="list-style-type: none"> <li data-bbox="485 354 1822 410">– PSAB is in the process of reviewing the conceptual framework that provides the core concepts and objectives underlying Canadian public sector accounting standards.</li> <li data-bbox="485 423 1871 480">– A Statement of Concepts (“SOC”) and Statement of Principles (“SOP”) were issued for comment in May 2018 and has closed.</li> <li data-bbox="485 493 1881 646">– The SOC proposes a revised, ten chapter conceptual framework intended to replace PS 1000 <i>Financial Statement Concepts</i> and PS 1100 <i>Financial Statement Objectives</i>. The revised conceptual framework would be defined and elaborate on the characteristics of public sector entities and their financial reporting objectives. Additional information would be provided about financial statement objectives, qualitative characteristics and elements. General recognition and measurement criteria, and presentation concepts would be introduced.</li> <li data-bbox="485 659 1860 1089">– The SOP includes principles intended to replace PS 1201 <i>Financial Statement Presentation</i>. The SOP proposes: <ul style="list-style-type: none"> <li data-bbox="537 699 1791 789">• Removal of the net debt indicator, except for on the statement of net debt where it would be calculated exclusive of financial assets and liabilities that are externally restricted and/or not available to settle the liabilities or financial assets.</li> <li data-bbox="537 802 1850 859">• Changes to common terminology used in the financial statements, including re-naming accumulated surplus (deficit) to net assets (liabilities).</li> <li data-bbox="537 872 1709 904">• Restructuring the statement of financial position to present non-financial assets before liabilities.</li> <li data-bbox="537 917 1833 1006">• Removal of the statement of rereasurement gains (losses) with the information instead included on a new statement called the statement of changes in net assets (liabilities). This new statement would present the changes in each component of net assets (liabilities).</li> <li data-bbox="537 1019 1629 1052">• A new provision whereby an entity can use an amended budget in certain circumstances.</li> </ul> </li> <li data-bbox="485 1065 1740 1089">– Inclusion of disclosures related to risks and uncertainties that could affect the entity’s financial position.</li> </ul>

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**Regional District of Alberni-Clayoquot**  
**Financial Statements**  
**Year Ended December 31, 2018**

**Regional District of Alberni-Clayoquot**  
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**Year Ended December 31, 2018**

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## INDEPENDENT AUDITORS' REPORT

To Board of Directors of the Alberni-Clayoquot Regional District

### *Opinion*

We have audited the financial statements of Alberni-Clayoquot Regional District (the District), which comprise:

- the statement of financial position as at December 31, 2018
- the statement of operations for the year then ended
- the statement of changes in accumulated surplus for the year then ended
- the statement of changes in net financial assets for the year then ended
- the statement of cash flows for the year then ended
- and notes to the financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Alberni-Clayoquot Regional District as at December 31, 2018, and its results of operations, its changes in accumulated surplus, its changes in net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### *Basis for Opinion*

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the "Auditors' Responsibilities for the Audit of the Financial Statements" section of our auditors' report.

We are independent of the District in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

*Responsibilities of Management and Those Charged with Governance for the Financial Statements*

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the District's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the District or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the District's financial reporting process.

*Auditors' Responsibilities for the Audit of the Financial Statements*

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the District's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the District to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

**DRAFT**

Chartered Professional Accountants

Date

Victoria, Canada

**Regional District of Alberni-Clayoquot**  
**Statement of Financial Position**  
**Year Ended December 31, 2018**

	2018	2017
<b>FINANCIAL ASSETS</b>		
Cash and cash equivalents	\$ 18,038,352	\$ 16,251,346
Portfolio investments (Note 2)	2,459	2,255
Accounts receivable (Note 3)	1,148,383	848,614
Term receivables from municipalities (Note 4)	13,457,719	14,164,141
Municipal Finance Authority debt reserve deposit (Note 5)	345,841	333,623
Inventories for resale	46,941	57,074
	<b>33,039,695</b>	<b>31,657,053</b>
<b>FINANCIAL LIABILITIES</b>		
Accounts payable and accrued liabilities	1,615,350	1,596,385
Deferred revenue	207,855	250,046
Deposits (Note 6)	91,397	68,050
Restricted revenues (Note 7)	405,864	398,417
Landfill closure liability (Note 9)	2,880,624	2,618,024
Municipal Finance Authority debt reserve	267,662	261,963
Debenture debt (Note 10, Schedule 1)	20,511,280	20,892,769
	<b>25,980,032</b>	<b>26,085,654</b>
<b>NET FINANCIAL ASSETS</b>	<b>7,059,663</b>	<b>5,571,399</b>
<b>NON-FINANCIAL ASSETS</b>		
Tangible capital assets (Note 11, Schedule 2)	41,446,653	39,469,104
Inventories of supplies	69,163	179,821
Prepaid expenses	86,752	53,500
	<b>41,602,568</b>	<b>39,702,425</b>
<b>ACCUMULATED SURPLUS</b>	<b>\$ 48,662,231</b>	<b>\$ 45,273,824</b>

Contingent liabilities and commitments (Note 16)

Contractual Rights (Note 17)



Teri Fong, CPA, CGA  
 Manager of Finance

The accompanying notes are an integral part of these financial statements.

**Regional District of Alberni-Clayoquot**  
**Statement of Operations**  
**Year Ended December 31, 2018**

	2018 Budget (Note 18)	2018 Actual	2017 Actual
<b>REVENUE</b>			
Tax requisitions	\$ 6,025,399	\$ 6,133,154	\$ 5,692,769
Grants in lieu of taxes	30,500	100,048	100,506
Services provided to other governments	39,345	37,524	112,548
Sales of services	3,682,240	4,433,596	4,052,065
Miscellaneous revenue	710,000	1,977,236	1,168,549
Government transfers			
Conditional	2,151,515	2,276,260	1,971,131
Unconditional	125,000	192,213	191,899
	12,763,999	15,150,031	13,289,467
<b>EXPENSES</b>			
General government services	1,672,400	1,520,137	1,348,205
Electoral area administration	880,956	168,236	75,744
Management of development - rural	431,000	320,613	272,627
Regional planning services	188,568	233,862	156,021
Building inspection services	264,500	214,971	231,339
Park services	208,100	178,728	177,134
Fire protection services	814,495	853,276	818,012
Landfill services	3,287,500	3,269,322	2,790,185
AV water study	11,016	6,000	9,985
Custom transit	564,000	468,885	467,583
Airport services	1,803,436	1,619,086	1,366,663
Street lighting	2,525	2,414	2,368
Emergency planning	233,500	147,234	140,185
E911 telephone services	307,000	304,447	305,952
Vancouver Island library services	454,000	453,044	465,024
South Long Beach bike path	7,200	7,179	7,100
Grant-in-aid	310,687	277,680	317,122
Noise control	11,300	4,302	4,078
Animal control	9,252	3,652	3,580
Multi-purpose arena contribution	206,312	198,374	300,600
Water systems	1,300,429	1,198,905	1,031,201
Salmon Beach	398,640	311,277	256,243
	13,366,816	11,761,624	10,546,951
<b>ANNUAL SURPLUS (DEFICIT)</b>	<b>\$ (602,817)</b>	<b>\$ 3,388,407</b>	<b>\$ 2,742,516</b>

The accompanying notes are an integral part of these financial statements.

**Regional District of Alberni-Clayoquot**  
**Statement of Changes in Accumulated Surplus**  
**Year Ended December 31, 2018**

	2018 Budget (Note 18)	<b>2018 Actual</b>	2017 Actual
<b>ACCUMULATED SURPLUS - BEGINNING OF YEAR</b>	\$ 45,273,824	<b>\$ 45,273,824</b>	\$ 42,531,308
ANNUAL SURPLUS (DEFICIT)	(602,817)	<b>3,388,407</b>	2,742,516
<b>ACCUMULATED SURPLUS - END OF YEAR</b>	\$ 44,671,007	<b>\$ 48,662,231</b>	\$ 45,273,824

The accompanying notes are an integral part of these financial statements.

**Regional District of Alberni-Clayoquot**  
**Statement of Changes in Net Financial Assets**  
**Year Ended December 31, 2018**

	2018 Budget (Note 18)	2018 Actual	2017 Actual
<b>ANNUAL SURPLUS (DEFICIT)</b>	\$ (602,817)	\$ 3,388,407	\$ 2,742,516
Use (acquisition) of prepaids	-	(33,252)	15,089
Use (acquisition) of inventory of supplies	-	110,658	(7,905)
Acquisition of tangible capital assets	-	(3,540,775)	(5,704,466)
Amortization	1,551,750	1,563,226	1,566,834
	1,551,750	(1,900,143)	(4,130,448)
<b>CHANGE IN NET FINANCIAL ASSETS</b>	948,933	1,488,264	(1,387,932)
<b>NET FINANCIAL ASSETS - BEGINNING OF YEAR</b>	5,571,399	5,571,399	6,959,331
<b>NET FINANCIAL ASSETS - END OF YEAR</b>	\$ 6,520,332	\$ 7,059,663	\$ 5,571,399

The accompanying notes are an integral part of these financial statements.

# Regional District of Alberni-Clayoquot

## Statement of Cash Flows

Year Ended December 31, 2018

	2018	2017
<b>OPERATING ACTIVITIES</b>		
Annual surplus	\$ 3,388,407	\$ 2,742,516
Item not affecting cash:		
Amortization of tangible capital assets	1,563,226	1,566,834
Developer contributions of tangible capital assets	(739,000)	(81,550)
Contribution to Municipal Finance Authority debt reserve deposit	(6,519)	(60,000)
Landfill closure liability	262,600	218,653
Actuarial adjustments of long term debt	(9,636)	(7,174)
	<b>4,459,078</b>	<b>4,379,279</b>
Changes in non-cash working capital (Note 12)	<b>(204,662)</b>	<b>154,065</b>
	<b>4,254,416</b>	<b>4,533,344</b>
<b>FINANCING ACTIVITIES</b>		
Proceeds (conversion) of short-term debt financing	-	(3,000,742)
Proceeds from debenture debt financing	492,245	6,000,000
Repayment (advances) of long term debenture debt	(157,676)	(31,560)
Repayment of obligations under capital lease	-	(11,679)
	<b>334,569</b>	<b>2,956,019</b>
<b>CAPITAL ACTIVITIES</b>		
Purchase of tangible capital assets	<b>(2,801,775)</b>	<b>(5,622,916)</b>
<b>INVESTING ACTIVITIES</b>		
Addition to portfolio investments	<b>(204)</b>	<b>(349)</b>
<b>INCREASE IN CASH FLOW</b>	<b>1,787,006</b>	<b>1,866,098</b>
<b>CASH AND CASH EQUIVALENTS - BEGINNING OF YEAR</b>	<b>16,251,346</b>	<b>14,385,248</b>
<b>CASH AND CASH EQUIVALENTS - END OF YEAR</b>	<b>18,038,352</b>	<b>16,251,346</b>
<b>CASH AND CASH EQUIVALENTS CONSISTS OF:</b>		
Bank balances	\$ 18,038,352	\$ 16,251,346

The accompanying notes are an integral part of these financial statements.

# Regional District of Alberni-Clayoquot

## Notes to Financial Statements

Year Ended December 31, 2018

### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

#### Basis of presentation

The financial statements of the District are prepared by management in accordance with Canadian generally accepted accounting principles for local governments as prescribed by the Public Sector Accounting Board (PSAB) of the Canadian Institute of Chartered Professional Accountants.

#### Budget reporting

The budget information reported in the statement of operations, the statement of changes in accumulated surplus and the statement of changes in net financial assets represents the 2018 budget as adopted by the District's Board on March 28, 2018.

#### Investments

Investments are carried at cost which approximate market value.

#### Portfolio investments

Portfolio investments include investments in equity securities. Portfolio investments are reported using the cost method, a basis of accounting for portfolio investments whereby the investment is initially recorded at cost and the earnings from such investments are recognized only to the extent received or receivable. When the investment is in the form of shares, dividends received in excess of the District's pro rata share of post acquisition income are recorded as a reduction of the carrying value of the investment.

#### Inventory

- (a) Inventories for resale - Fuel inventory is valued at the lower of cost or net realizable value.
- (b) Inventories of supplies - Supplies inventory is valued at the lower of cost and net realizable value with the cost being determined on a first in, first out basis.

#### Revenue and expenditure recognition

Revenue is recorded in the period in which the transactions or events that gave rise to the revenue occur. Amounts that have been received in advance of services being rendered are recorded as deferred revenue until the District discharges the obligations that led to the collection of funds.

Revenues from other levels of governments, classified as grants in lieu of taxes, are recorded in the District's records as they are received.

Each Municipality, Treaty First Nation and Electoral Area within the Regional District is requisitioned for their portion of each service in which they participate. These funds are then levied by the Municipalities, Treaty First Nations and the Province (for Electoral Areas) to individual taxpayers. Instead of levying individual taxpayers, the Treaty First Nations also have the option of paying for the requisition from their consolidated revenue fund. The requisitioned amounts are turned over to the District by August 1 of each year.

# Regional District of Alberni-Clayoquot

## Notes to Financial Statements

Year Ended December 31, 2018

### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

#### Revenue and expenditure recognition (continued)

Expenditures are recorded on an accrual basis and are recognized in the period in which the goods and services are acquired and a liability is incurred or transfers are due. Expenditures include the accrual of debt and related interest payable to the end of the fiscal period.

#### Deferred and restricted revenues

- (a) Deferred revenue includes amounts received related to the curbside garbage program but not yet earned. These amounts will be recognized as revenue in the next fiscal year.
- (b) Restricted revenue include amounts received for specified projects that are unspent. These amounts will be recognized as revenue when the related expenditures are incurred.

#### Accrued Employee Benefits

Based on obligations as determined by collective agreements and contractual arrangements, employee benefit accruals, which include an allowance for vacation entitlement and overtime benefits, are recorded in the year in which they are earned.

#### Post Employment Benefits

Leave benefits such as vacation, along with retirement allowance benefits, are also available to the District's employees. The costs of these benefits are actuarially determined based on service and best estimates of retirement ages and expected future salary and benefit increases. The obligation under this benefit plan is accrued based on projected benefits as the employees render services necessary to earn the future benefits.

#### Debenture debt

Debenture debt is recorded net of any related repayments and actuarial additions. Interest expense is recorded in the period incurred. The debt schedule indicates the amount of debt payable in accordance with schedules received from the Municipal Finance Authority.

#### Government transfers

Government transfers are recognized in the financial statements as revenues in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be made.

# Regional District of Alberni-Clayoquot

## Notes to Financial Statements

Year Ended December 31, 2018

### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

#### Tangible capital assets

Tangible capital assets (TCAs) are recorded at cost and amortized on a straight-line basis, based on their expected useful life. The expected useful life of the District's TCAs are as follows:

Airport	10, 15, 25, 40 and 50 years
Fire department	5,7,15, 25, 40 and 50 years
Office and administration	5, 7 and 40 years
Land	not amortized
Landfills	Projected closures - 2078 and 2093, 10, 25 and 40 years
Parks	5, 10, 15 and 25 years
Salmon beach	10, 25 and 50 years
Water systems	25 years
Beaver Creek water system	5, 15, 20, 50 and 60 years

The District's threshold to capitalize TCAs varies between \$2,500 and \$5,000 with the exception of land, which is always capitalized. Capital projects under construction are not amortized until the asset is put into use. Assets contributed to the Regional District are recorded at fair value at the time of contribution.

#### Landfill liability

The liability for closure of operational sites and post-closure care has been recognized based on estimated future expenses, estimated inflation and the usage of the site's capacity during the year.

#### Measurement uncertainty

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues, expenses, gains, and losses during the reporting period. These estimates are reviewed periodically, and, as adjustments become necessary, they are reported in earnings in the period in which they became known. By their nature, these estimates are subject to measurement uncertainty and the effect on the financial statements of changes in such estimates in future periods could be significant. Since a precise determination of many assets and liabilities depends on future events, actual results may differ from such estimates and approximations. Significant areas requiring the use of estimates include the amortization of tangible capital assets and landfill closure obligations.

### 2. PORTFOLIO INVESTMENTS

	2018	2017
Alberni District Co-op Association equity shares	\$ 2,459	\$ 2,255

## Regional District of Alberni-Clayoquot

### Notes to Financial Statements

Year Ended December 31, 2018

#### 3. ACCOUNTS RECEIVABLE

	2018	2017
Trade and other receivables	\$ 475,860	\$ 619,466
Goods and services tax recoverable	79,729	92,672
Government of Canada	93,499	1,500
Province of British Columbia	412,278	110,358
Local governments	107,022	41,163
<b>Subtotal</b>	<b>1,168,388</b>	<b>865,159</b>
Less allowance for doubtful accounts	(20,005)	(16,545)
<b>Accounts receivable - net</b>	<b>\$ 1,148,383</b>	<b>\$ 848,614</b>

#### 4. TERM RECEIVABLES FROM MUNICIPALITIES

Pursuant to the Local Government Act, the Regional District acts as the agency through which its member municipalities borrow funds from the Municipal Finance Authority (MFA). The annual cost of servicing this municipal debt is recovered entirely from the borrowing member municipality. However, in the event of default the Regional District is contingently liable to the MFA for this debt.

	2018	2017
City of Port Alberni	\$ 10,119,936	\$ 10,442,501
District of Tofino	786,349	833,851
District of Ucluelet	2,024,214	2,110,022
Multiplex Arena	527,220	777,767
	<b>\$ 13,457,719</b>	<b>\$ 14,164,141</b>

#### 5. MUNICIPAL FINANCE AUTHORITY DEBT RESERVE FUND

The Municipal Finance Authority of British Columbia provides capital financing for Regional Districts and their Member Municipalities. The Authority is required to establish a Debt Reserve Fund into which each Regional District and Member Municipality, who share in the proceeds of a debt issue through the District, are required to pay certain amounts set out in the debt agreements. Interest earned on these funds (less administrative expenses) becomes an obligation of the Authority to the Regional District. If at any time insufficient funds are provided by the Regional District or Member Municipalities, the Authority will then use these funds to meet payments on its obligations. When this occurs, the Regional District may be called upon to restore the fund. The balance of the Debt Reserve Fund deposits at December 31, 2018 is \$345,841 (2017 - \$333,623).

## Regional District of Alberni-Clayoquot

### Notes to Financial Statements

Year Ended December 31, 2018

#### 6. DEPOSITS

Performance deposits are funds collected from various property developers and held as security to ensure the completion of specified agreed on works. These funds will be released once the related works are completed, or used by the District to complete the works for which they are held.

	2018	2017
Performance deposits	\$ 91,397	\$ 68,050

#### 7. RESTRICTED REVENUES

	2018	2017
Development cost charges	\$ 67,278	\$ 66,044
Parkland deferred contributions	338,586	332,373
	\$ 405,864	\$ 398,417

- (a) The regional district receives contributions from developers for the development of the water and sewer infrastructure. These restricted contributions are recognized as revenue in the years in which the capital projects are undertaken. Developer contributions paid in advance of infrastructure works are recorded as restricted revenue. Developer contributions received during the year were \$nil (2017 - \$3,600). Interest earned on developer contributions is restricted and deferred; interest earned during the year was \$1,234 (2017 - \$714). Developer contributions expended on capital projects during the year was \$nil (2017 - \$nil).
- (b) The regional district receives contributions from developers for the future acquisition of parkland. These restricted contributions are recognized as revenue in the years in which the parkland is subsequently acquired. Developer contributions received during the year were \$nil (2017 - \$nil). Interest earned on parkland contributions is restricted and deferred; interest earned during the year was \$6,212 (2017 - \$3,788). Parkland acquired during the year was \$nil (2017 - \$nil).

## Regional District of Alberni-Clayoquot

### Notes to Financial Statements

Year Ended December 31, 2018

#### 8. COMMUNITY WORKS FUNDS

The Federal Gas Tax Fund is provided by the Government of Canada. The Community Works Fund provides funding to local governments for eligible expenditures of eligible projects in accordance with an agreement between the Regional District and the Union of British Columbia Municipalities. In 2014, the Regional District entered into the Renewed Gas Tax Agreement that expanded the eligible categories to include projects for the following types of infrastructure: water, solid waste, airports, disaster mitigation, recreation infrastructure as well as capacity building. The following amounts are unspent funds held within accumulated surplus of the District.

	2018	2017
Opening balance of unspent funds	\$ 2,494,682	\$ 2,102,421
Add amount received during the year	488,809	472,296
Add interest earned	48,706	25,507
Less eligible expenditures made during the year	(136,367)	(105,542)
Closing balance of unspent funds	\$ 2,895,830	\$ 2,494,682

#### 9. SOLID WASTE LANDFILL CLOSURE AND POST CLOSURE LIABILITY

The Regional District of Alberni Clayoquot operates the Alberni Valley Landfill and the West Coast Landfill sites. The liability for closure of operational sites and post-closure care has been recognized based upon the usage of the site's capacity during the year. The costs were based upon the 2012 budget and inflation adjusted at 1.46% (2017 - 1.5%) per annum to the estimated year of closure. These costs were then discounted to December 31, 2018 using a discount rate of 2.95% (2017 - 3.23%). Post-closure care is estimated to be required for 25 years from the date of site closure.

The liability for closure and post-closure as at December 31, 2018 is \$2,880,624 (2017 - \$2,618,024). Estimated expenses for closure and post-closure care are \$17,121,625 (2017 - \$17,121,625). The liability remaining to be recognized is \$14,241,001 (2017 - \$14,503,601). It is estimated that the life of the Alberni Valley Landfill is 75 (2017 - 72) years and the West Coast Landfill is 60 (2017 - 56) years.

## Regional District of Alberni-Clayoquot

### Notes to Financial Statements

Year Ended December 31, 2018

#### 10. DEBENTURE DEBT

All borrowings for the District are with the Municipal Finance Authority of BC (MFA). Debt interest costs recognized as expense as incurred. The debenture debt "Schedule 1" reflects the amount of debenture debt payable.

Principal payments and sinking fund installments due within the next five years and thereafter are as follows:

2019	\$	914,938
2020		939,425
2021		708,005
2022		728,850
2023		755,661
Thereafter		<u>16,464,401</u>
	\$	<u>20,511,280</u>

Sinking fund installments are invested by MFA and earn income which, together with principal payments, are expected to be sufficient to retire the debt at maturity.

#### 11. TANGIBLE CAPITAL ASSETS

	Cost	Accumulated amortization	2018 Net book value	2017 Net book value
Airport	\$ 17,176,423	\$ 3,261,205	\$ 13,915,218	\$ 14,239,818
Fire department	5,249,553	2,738,364	2,511,189	2,651,528
Office and administration	2,208,431	1,586,056	622,375	691,124
Land	6,271,253	-	6,271,253	5,532,253
Landfills	11,286,003	2,260,719	9,025,284	9,083,010
Parks	624,041	239,015	385,026	302,293
Salmon beach	742,938	356,766	386,172	396,197
Water systems	5,150,413	1,866,299	3,284,114	1,008,058
Beaver Creek water system	7,759,050	3,416,306	4,342,744	4,137,400
Under construction	703,278	-	703,278	1,427,423
	<u>\$ 57,171,383</u>	<u>\$ 15,724,730</u>	<u>\$ 41,446,653</u>	<u>\$ 39,469,104</u>

Land includes a right of way value of \$16,300 that relates to the land where the Bamfield Fire Department building is situated. For additional information about tangible capital assets, see Schedule 2.

## Regional District of Alberni-Clayoquot

### Notes to Financial Statements

Year Ended December 31, 2018

#### 12. CHANGE IN NON CASH WORKING CAPITAL AND CASH FLOW SUPPLEMENTARY INFORMATION

	2018	2017
Accounts receivable	\$ (299,769)	\$ 113,918
Inventories for resale	10,133	(21,065)
Inventories of supplies	110,658	(7,905)
Accounts payable and accrued liabilities	18,965	63,194
Deferred revenue	(42,191)	(17,268)
Prepaid expenses	(33,252)	15,089
Deposits	23,347	-
Restricted revenues	7,447	8,102
	<b>\$ (204,662)</b>	<b>\$ 154,065</b>

#### 13. FINANCIAL INSTRUMENTS

For cash, accounts receivable, other receivables, accounts payable, and accrued liabilities, the carrying value of these financial statements approximated their fair market values due to their short term maturity or capacity for prompt liquidation. The District is exposed to credit risk on the accounts receivable from its customers. In order to reduce its credit risk, the District has adopted credit policies which include the analysis of the financial position of its customers and the regular review of their credit limits. The District does not have a significant exposure to any individual customer or counterpart. Unless otherwise noted, it is management's opinion that the District is not exposed to significant interest, currency, or credit risk arising from these financial instruments.

#### 14. THE NORTH ISLAND 9-1-1 CORPORATION

A 9-1-1 emergency dispatch service is provided by the North Island 9-1-1 Corporation, which is owned by the Regional Districts of Comox Valley, Strathcona, Mount Waddington, Alberni Clayoquot, Nanaimo and Powell River. The shares in the corporation are owned as follows:

Alberni-Clayoquot - 3 shares	Mount Waddington - 1 share
Comox Valley - 6 shares	Nanaimo - 5 shares
Strathcona - 4 shares	Powell River - 2 shares

The Regional District's investment in shares of the North Island 9-1-1 Corporation is recorded at cost. The Regional District, through approval of the annual budget, is responsible for its share in funding ongoing operations. The Regional District's share of the corporation is equal to 14.3% and the degree of control is proportionate to the ownership share. As no benefits are expected from the ownership, it has not been accounted for as an equity investment.

## Regional District of Alberni-Clayoquot

### Notes to Financial Statements

Year Ended December 31, 2018

#### 15. RELATED PARTIES

The Alberni Clayoquot Regional District is related to the Alberni Clayoquot Regional Hospital District, as the same individuals are members of the Board of Directors of both organizations. As legislated by the Hospital District Act, the officers and employees of the Alberni Clayoquot Regional District are the corresponding officers and employees of the Alberni Clayoquot Regional Hospital District. Each of the Regional District and the Hospital District are separate legal entities as defined by separate Letters Patent and authorized by separate legislation. During the year, the Alberni Clayoquot Regional Hospital District purchased, at cost, \$18,000 of administrative support services from the Alberni Clayoquot Regional District.

#### 16. CONTINGENT LIABILITIES AND COMMITMENTS

##### a) CLAIMS

In the normal course of a year, the District is faced with lawsuits for damages of diverse natures. At year end the District's estimated exposure to each such liability is either not determinable or is not considered to be significant. Claims paid by the District as a result of litigation are reported as expenditures.

##### b) ENVIRONMENTAL REGULATIONS

The District is subject to environmental regulations which cover different aspects of its operations. These regulations may require future expenditures to meet applicable standards and subject the District to possible penalties for past violations. Any amounts required to meet obligations will be charged to operations or capitalized, as appropriate. No amounts can be estimated at this time and therefore no liabilities have been recorded at December 31, 2018.

##### c) PENSION LIABILITY

The Regional District and its employees contribute to the Municipal Pension Plan (a jointly trustee pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The Plan is a multi employer defined benefit pension plan. Basic pension benefits provided are based on a formula. As at December 31, 2017, the plan has about 197,000 active members and approximately 95,000 retired members. Active members include 39,000 contributors from local governments.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry age normal cost method, which produces the long term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent valuation for the Municipal Pension Plan as at December 31, 2015 indicated a \$2,224 million funding surplus for basic pension benefits on a going concern basis. As a result of the 2015 basic account actuarial valuation surplus and pursuant to the joint trustee agreement, \$1,927 million was transferred to the rate stabilization account and \$297 million of the surplus ensured the required contribution rates remained unchanged. The next valuation will be as at December 31, 2018 with results available in 2019.

# Regional District of Alberni-Clayoquot

## Notes to Financial Statements

Year Ended December 31, 2018

### 16. CONTINGENT LIABILITIES AND COMMITMENTS (CONTINUED)

c) PENSION LIABILITY (continued)

Employers participating in the Plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the Plan records accrued liabilities and accrued assets for the Plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to the individual employers participating in the Plan. The Alberni Clayoquot Regional District paid \$159,061 for employer contributions to the plan in fiscal 2018 (2017 - \$145,322). Employees contributed \$141,275 to the plan in fiscal 2018 (2017 - \$128,759).

d) SICK LEAVE ENTITLEMENTS

Based on obligations as determined by collective agreements and contractual arrangements for sick leave, employees' sick leave entitlements accumulate. However, as sick leave benefits are only payable for sick leave and are not payable upon leaving the regional district the amounts are recognized as an expense only when a claim is made. As at December 31, 2018 accumulated sick leave amounted to \$399,665 (2017 - \$352,766).

e) CONTRACTUAL OBLIGATIONS FOR LEASED PREMISES

As a result of the conversion of the Beaver Creek Improvement District to an electoral area of the Regional District, the Regional District assumed the long term lease previously entered into by the Beaver Creek Improvement District effective November 1, 1961 with respect to the land on which the Improvement District's Stamp River pump house facilities are located. The agreement has a 99-year term and provides for annual rent of \$1 per annum. In addition, as Lessee the Regional District will pay all taxes, levies and assessments which may be assessed, charged or levied against the lands and leasehold improvements erected thereon.

f) COMMITMENTS

At December 31, 2018, the District has outstanding commitments to capital projects totalling \$3,048,862 and operating contracts as follows:

2019	\$	1,181,127
2020		514,734
2021		260,383
2022		20,100
		<hr/>
	\$	1,976,344

## Regional District of Alberni-Clayoquot

### Notes to Financial Statements

Year Ended December 31, 2018

#### 17. CONTRACTUAL RIGHTS

The Regional District has entered into various contracts for rental revenue within the normal course of operations. The estimated contractual rights under these contracts are as follows:

2019	\$	135,591
2020		128,087
2021		111,794
2022		34,173
2023		30,317
Thereafter		362,385
		<hr/>
	\$	802,347

#### 18. BUDGET RECONCILIATION

Budget figures represent the Financial Plan Bylaw adopted by the Board on March 28, 2018. The financial plan budgeted for capital expenditures rather than amortization expense, and reflects the use of prior year operating surpluses as part of its annual budget. The carry forward of operating surpluses by department is a requirement under the Local Government Act of BC. The financial plan forms the basis for taxation and fees and charges rates which may be required for a particular year. The budget contains certain revenue and expense recognition principles that do not comply with Public Sector Accounting Standards, therefore, certain budget amounts have been restated to conform to the general purpose financial statement presentation.

##### Adjustments to the 2018 budgeted annual surplus

Consolidated financial plan balanced cash budget as approved March 28, 2018	\$	1,516,288
Add transfers to reserves		4,022,706
Add principal debt payments		158,176
Less surplus from prior years		(2,067,008)
Less committed surplus from prior years		(2,681,229)
Less amortization		(1,551,750)
		<hr/>
<b>Accrual budgeted annual surplus</b>	<b>\$</b>	<b>(602,817)</b>

#### 19. CONTAMINATED SITES

During 2018, the ACRD evaluated all sites for which an environmental standard exists and for which it is directly responsible, and has concluded that no contamination exists that exceeds an environmental standard. Accordingly, no amount has been accrued in the financial statements as a liability for contaminated sites.

#### 20. COMPARATIVE FIGURES

Some of the comparative figures have been reclassified to conform to the current year's presentation.

**Regional District of Alberni-Clayoquot**  
**Schedule of Debenture Debt**  
**Year Ended December 31, 2018**

*(Schedule 1)*

	<b>By-law</b>	<b>MFA Issue</b>	<b>Maturity date</b>	<b>Term</b>	<b>Rate</b>	<b>Amount Borrowed</b>	<b>Total Instalments to date</b>	<b>Actuarial addition</b>	<b>2018 Balance</b>	<b>2017 Balance</b>
Arena F1027	F1037	73	01 Dec 2020	20	2.10%	\$ 3,579,209	\$ 2,042,032	\$ 1,024,669	\$ <b>512,508</b>	\$ 758,525
Arena F1027	F1041	75	01 Dec 2021	20	1.75%	68,332	35,132	18,488	<b>14,712</b>	19,242
Port Alberni F1062	1062	97	19 Apr 2031	25	1.75%	3,375,064	972,503	279,380	<b>2,123,181</b>	2,251,442
Port Alberni F1111	1111	130	14 Oct 2044	30	3.00%	5,750,000	410,092	28,990	<b>5,310,918</b>	5,427,228
Port Alberni F1114	F1114	131	08 Apr 2035	20	2.20%	912,000	96,747	5,991	<b>809,262</b>	844,692
Port Alberni F1114	F1114	131	08 Apr 2045	30	2.20%	2,000,000	116,228	7,197	<b>1,876,575</b>	1,919,140
Salmon Beach F1079	F1096	117	12 Oct 2031	20	3.25%	939,800	220,921	30,536	<b>688,343</b>	728,627
Tofino F1062	1062	97	19 Apr 2031	25	1.75%	1,250,000	360,179	103,471	<b>786,350</b>	833,853
Ucluelet F1074	F1095	117	12 Oct 2036	25	3.25%	1,948,000	327,427	45,257	<b>1,575,316</b>	1,635,020
Ucluelet F1130	F1130	141	07 Apr 2032	15	2.80%	475,000	25,539	563	<b>448,898</b>	475,000
AVRA F1120	F1120	142	04 Oct 2047	30	3.15%	6,000,000	126,116	912	<b>5,872,972</b>	6,000,000
BWS F1126	F1126	146	19 Sep 2038	20	3.20%	492,245	-	-	<b>492,245</b>	-
									<b>\$ 20,511,280</b>	<b>\$ 20,892,769</b>

The accompanying notes are an integral part of these financial statements.

**Regional District of Alberni-Clayoquot**  
**Schedule of Tangible Capital Assets**  
**Year Ended December 31, 2018**

*(Schedule 2)*

	Cost					Accumulated Amortization				2018	2017
	Opening Balance	Acquisitions	Transfers	Disposals	Closing Balance	Opening Balance	Amortization	Disposals	Closing Balance	Net Book Value	Net Book Value
Airport	\$ 16,704,289	\$ 312,408	\$ 159,726	\$ -	\$ 17,176,423	\$ (2,414,391)	\$ (846,814)	\$ -	\$ (3,261,205)	\$ 13,915,218	\$ 14,239,818
Fire department	5,264,545	35,532	(10,524)	(40,000)	5,249,553	(2,613,017)	(165,347)	40,000	(2,738,364)	2,511,189	2,651,528
Office and administration	2,160,525	40,906	7,000	-	2,208,431	(1,519,481)	(66,575)	-	(1,586,056)	622,375	691,124
Land	5,532,253	739,000	-	-	6,271,253	-	-	-	-	6,271,253	5,532,253
Landfills	11,184,387	323,679	(222,063)	-	11,286,003	(2,101,376)	(159,343)	-	(2,260,719)	9,025,284	9,083,011
Parks	513,935	103,512	6,594	-	624,041	(211,642)	(27,373)	-	(239,015)	385,026	302,293
Salmon beach	726,843	12,036	4,059	-	742,938	(330,647)	(26,119)	-	(356,766)	386,172	396,196
Water systems	2,769,686	1,616,463	764,264	-	5,150,413	(1,761,628)	(104,671)	-	(1,866,299)	3,284,114	1,008,058
Beaver Creek water system	7,386,722	357,239	15,089	-	7,759,050	(3,249,322)	(166,984)	-	(3,416,306)	4,342,744	4,137,400
Under construction	1,427,423	-	(724,145)	-	703,278	-	-	-	-	703,278	1,427,423
	\$ 53,670,608	\$ 3,540,775	\$ -	\$ (40,000)	\$ 57,171,383	\$ (14,201,504)	\$ (1,563,226)	\$ 40,000	\$ (15,724,730)	\$ 41,446,653	\$ 39,469,104

The accompanying notes are an integral part of these financial statements.



# ALBERNI-CLAYOQUOT REGIONAL DISTRICT

3008 Fifth Avenue, Port Alberni BC, CANADA V9Y 2E3 Telephone (250) 720-2700 Fax (250) 723-1327

## TEMPORARY USE PERMIT APPLICATION

**TO:** Regional Board of Directors

**MEETING DATE:** April 24, 2019

### TEMPORARY USE PERMIT

**APPLICATION #:** TUP19004

**APPLICANT:** Trevor Jurgens

### LEGAL

**DESCRIPTION:** LOT 6, DISTRICT LOT 469, CLAYOQUOT DISTRICT, PLAN 25529

**LOCATION:** 246 Lee Street

**ELECTORAL AREA:** "C" Long Beach

**Applicant's Intention:** To continue operation of a three bedroom short term vacation rental in the single family dwelling on the subject property.

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### Recommendation:

*That the Regional Board consider issuing Temporary Use Permit TUP19004, subject to neighbouring properties being notified as per Local Government Act s.494.*

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### Procedure:

Prior to the issuance of a Temporary Use Permit (TUP), the Board must first pass a resolution to consider issuing the permit. Staff then notify neighbouring property owners and tenants, and publish a notice in the newspaper to afford the public an opportunity to make written or verbal submissions to the Board. At the subsequent meeting, the Board issues or denies the TUP.

### Observations:

- 1. Property Description:** The subject property is approximately 0.42 acres in size and fronts onto Lee Street in Millstream. To the north, east and south are residential properties zoned Two Family Residential (R2) District, and the to the west is a property zoned Long Beach

### TUP19004

Rural Office (ROC) District. The property is gently sloping towards Lee Street, and is landscaped with a few large trees around the perimeter of the rear and side yards. There are two parking spots on the upper level by the single family dwelling for the short term vacation rental (STR) guests. There are two accessory buildings on the property, with one being used as a storage shed and the other being used as an office and sleeping unit (possible accessory dwelling unit).

## 2. Services:

- a. **Sewage Disposal:** On-site sewage disposal, which was installed in 2017 and can accommodate the three bedroom STR.
- b. **Water Supply:** Millstream water system.
- c. **Fire Protection:** Millstream fire protection area (District of Ucluelet).
- d. **Access:** Access to the property is from Lee Street.

## 3. Existing Planning Documents Affecting the Site:

- A. **Agricultural Land Reserve:** Not within the ALR.
- B. **Official Community Plan:** The South Long Beach Official Community Plan (OCP) designates the property as Rural Residential. The Rural Residential designation in the OCP supports a number of uses including single family residential, bed and breakfast accommodation and a second dwelling subject to regulation by the ACRD Zoning Bylaw.

***The proposal complies with the policies and objectives of the South Long Beach OCP. A TUP may be issued to allow the use requested for the subject property.***

- C. **Zoning:** The property is zoned Two Family Residential (R2) District. This zoning designation does not allow short term vacation rentals. It appears that one of the accessory buildings on the property is being used as an office and sleeping unit, or possible accessory dwelling unit, which is also in contravention of the Zoning Bylaw, as accessory dwelling units are not permitted on lots less than 2.5 acres (1 hectare) in size in Area "C". The use of the accessory building as a dwelling unit is not supported by staff and would not be included in the TUP.
- D. **Temporary Use Permits:**  
Under Section 493 of the *Local Government Act*, the Regional District may issue a TUP, by resolution, in areas designated in an OCP. A TUP may do one or more of the following:
  - a. Allow a use not permitted under the Zoning Bylaw;
  - b. Specify conditions under which the temporary use may be carried out;
  - c. Allow and regulate the construction of buildings or structures in respect of the use for which the permit is issued.

### TUP19004

Where a TUP is designated in an OCP, the Regional District must give notice to the public in accordance with the requirements of the *Act*, which includes notifying the neighbouring property owners and tenants, and publishing a notice in the newspaper.

The TUP is valid for up to two years in the South Long Beach Electoral Area and may be renewed by the Regional District once. After this time has expired, the property owner must apply to rezone the property to allow for the continued use granted under the TUP or discontinue the use.

A Short Term Vacation Rental Temporary Use Permit Policy was adopted by the Board on January 24, 2018. This policy specifies regulatory areas, notification requirements, terms and renewals, criteria for evaluation, and conditions that the permit is subject to.

When issuing a TUP, the ACRD may specify conditions that restrict the permit including:

- a. The buildings to be used;
- b. The area of use;
- c. The hours of use;
- d. Form and character;
- e. Environmental protection;
- f. Site-related restrictions; and
- g. Any other relevant conditions determined by the ACRD.

For the subject property in the South Long Beach OCP area, a TUP can be issued for up to two years and renewed once as long as the use is seasonal in nature and compatible with the surrounding uses, area, and environment. The submitted application complies with the conditions and requirements set out in the policy.

#### **Temporary Use Permit TUP19004 for 246 Lee Street:**

Should the Board of Directors wish to support this application, the Temporary Use Permit for LOT 6, DISTRICT LOT 469, CLAYOQUOT DISTRICT, PLAN 25529 may be subject to the following conditions and any others that the ACRD Board of Directors considers appropriate at the time of issuance:

1. This permit is issued for the operation of a three (3) bedroom short term vacation rental (STR) in the single family dwelling on the subject property.
2. A maximum of two (2) persons shall be permitted per bedroom when the dwelling unit is being occupied as an STR.
3. The rental unit is limited to the single family dwelling on the subject property.
4. The accessory buildings on the subject property are not permitted to be used for any habitable use.
5. The rental use of the property shall not change the residential appearance of the single

#### **TUP19004**

family dwelling.

6. The owner or a caretaker must live on-site or be available within 20 minutes.
7. Contact information for the owner or caretaker and a copy of the TUP must be visible in a public location.
8. This permit is valid for two (2) years from the date of execution.
9. At the time this permit expires, the property owner may apply to the Regional District to have it re-issued or return the property to the original use permitted under the current zoning.
10. If the conditions of this permit are not met or if there is a change of ownership of the property, the ACRD may rescind or terminate the TUP.

### Comments:

The applicant has provided staff with the required documentation to support the application, including an approved Sewerage System Letter of Certification, and site and parking plan. The applicant rents out the three bedroom, two bathroom single family dwelling as a STR year round, but it is mostly booked in the summer months. The applicant has indicated that when he is not on-site the live-in caretakers will be available.

When the applicant rents out the single family dwelling as a STR it appears that he may reside in one of the accessory buildings on the subject property, potentially using it as an accessory dwelling unit (ADU). This was observed by the Bylaw Enforcement Officer during a site visit on April 4, 2019. ADUs are permitted in the R2 zone and in the South Long Beach OCP area on properties that are 2.5 acres or larger. Also, the building permit for the accessory building was issued in 1977 for the construction of a storage shed. As the property is only 0.42 acres, which does not meet the minimum lot size requirement to have an ADU, and the building permit was issued for a storage shed, the applicant is not permitted to use the accessory building for any habitable use, and only as a storage shed or workshop. One of the conditions of the TUP is that the accessory building cannot be occupied for habitable use, which means the bed will need to be removed.

The existence of this STR came to the attention of the ACRD in January of 2019 as part of staff researching STRs in the ACRD that are operating in contravention of the Zoning Bylaw. The issuance of this TUP would allow the applicant to continue operating a STR in the single family dwelling on the property, and would bring the short term rental of the property into compliance with the Zoning Bylaw.

ACRD staff recommend that the Regional Board consider issuing Temporary Use Permit TUP19004, subject to neighbouring properties being notified as per *Local Government Act* s.494.

### TUP19004

Submitted by:   
Amy Anaka, MURP, MCIP, RPP  
Junior Planner

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

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



PL20190007



**ALBERNI-CLAYOQUOT REGIONAL DISTRICT**

3008 Fifth Avenue, Port Alberni, BC V9Y 2E3

Phone: (250) 720-2700 Fax: (250) 723-1327

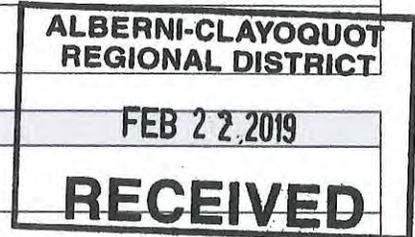
Office use only	
File No.:	TU19004
Received:	Feb 22/19
Fee:	600.00
Receipt No.:	

**TEMPORARY USE PERMIT APPLICATION (SHORT TERM VACATION RENTAL)**

Applicant/Property Owner Information	Agent Information (if applicable)
Name: Trevor Jurgens	Name:
Mailing address: 246 Lee Street	Mailing address: PO 1344
Phone:	Phone:
Cell:	Cell:
Fax:	Fax:
Email:	Email:

Agent Authorization (if applicable)	
<p><b>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.</b></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: January 24, 2019
Signature of owner:	Date:

Property Description	
Civic address: 246 Lee Street (Millstream) - Dwelling 1	
Legal description: Lot 6, District Lot 469	
Zoning: R2	OCP designation: Rural Residential
Describe the existing land use of lands adjacent to the subject property:	
North: Residential	South: Residential
East: Residential	West: ROC - Large yard residential and commercial
Within the Agricultural Land Reserve (ALR): <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	
Within a Development Permit Area (DPA): <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (more information: <a href="http://www.acrd.bc.ca/development-permits">www.acrd.bc.ca/development-permits</a> )	
Method of sewage disposal: <input type="checkbox"/> Community system <input checked="" type="checkbox"/> On-site septic system <input type="checkbox"/> Other	
Method of water supply: <input checked="" 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: Residential. This is my primary residence.

**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.):

Reason for rental: I am currently self-employed and the cost of living is high in the area. I support local tourism businesses with marketing. I am hoping to off-set some of those costs with vacation rental.

Proposed use will be limited to the main floor of the primary building, 3 bedroom, 2 bath

Sewage: I installed a new septic field in the fall of 2017 that has generous capacity for the occupancy.

Supervision/Caretaking: When I am not on-site the live-in caretakers will be available.

**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: \_\_\_\_\_

Feb 21, 2019

Applicant/Owner Signature: \_\_\_\_\_

Date: \_\_\_\_\_



SEWERAGE SYSTEM LETTER OF CERTIFICATION

Filing#: PA17-043 Folio or PID#: 04-770-03449.048 Date: October 24, 2017

Civic Address: 246 Lee Street, Ucluelet, BC, V0R 1K2

Legal Description: Lot 6, District Lot 469, Clayoquot District, VIP25529
PID 002 918 269

The construction of the proposed sewerage system on the above property was completed on: September 26, 2017

This system was installed:

- By or under the supervision\* of a professional
By a Registered Onsite Wastewater Practitioner Installer (checked) Name: Terry Kelloway Registration #: OW0157
By the property Owner under the supervision\* of

I am an "Authorized Person" as defined in the Sewerage System Regulation "BC Reg. 326/2004." The signature and seal of the undersigned on this document certifies that:

- 1. The Owner has been provided with:
- A copy of the sewerage system plans and specifications as filed with the Health Authority;
- A maintenance plan for the sewerage system that is consistent with standard practice;
- A copy of this Letter of Certification as filed with the Health Authority;
2. The sewerage system has been constructed in accordance with standard practice as indicated in the Sewerage System Filing Form filed on (date) September 11, 2017;
3. The sewerage system has been constructed substantially in accordance with the plans and specifications filed with the Health Authority;
4. The estimated daily domestic sewage flow through the sewerage system will be less than 22,700 liters;
5. If operated and maintained as set out in the maintenance plan, the sewerage system will not cause or contribute to a health hazard.

\* Where the authorized person is a professional, "supervision" means conducting field reviews of the construction of the above system that the professional in his or her professional discretion considers necessary to ascertain whether the construction substantially complies with the plans and specifications filed with the Health Authority.

Appended to this document is a plan of the sewerage system as it was built and a copy of the maintenance plan.

Table with 2 columns: Name (please print): Jim Andersen, Signature: [Handwritten], Health Authority Use Only (containing seal and receipt information).

**Jim Andersen Ltd.**  
Registered Onsite Wastewater Practitioner  
#2401 – 13303, 103A Avenue, Surrey, BC V3T 0K6  
Cel. 250 954 7769 Office 604 498 0554  
email: jaltd@shaw.ca



**Maintenance Plan for Sewerage System at 246 Lee Street, Ucluelet, BC**

**October 23, 2017**

**Info for the Owner:**

Maintenance of sewerage systems is a regulatory requirement. Owners are required to ensure sewerage systems are maintained as per the Maintenance Plan filed at the local Health Authority. This maintenance plan becomes a prescription – detailing the allowable flow volumes and the specific maintenance procedures that are required for compliance with the Sewerage System Regulation.

The Sewerage System Regulation also stipulates that maintenance must only be performed by Authorized Persons. Check the Applied Science Technologist's and Technicians of BC (ASTTBC) website for a current listing of Authorized Persons <http://owrp.asttbc.org/c/finder.php>. My recommendation for an Authorized maintenance provider is Roto Rooter, (250 248 8743). I recommend an initial maintenance service within three months of system start up. Afterwards, the **minimum required frequency of maintenance for this type 1 system is every 24 months.**

Please see the drawings and owner's manual attached. Feel free to contact me if you require copies of any of these documents or if you have any questions or concerns.

**EMERGENCY CONTACTS:**

If sewage has backed up, take practical measures to control the flood (e.g. create barriers on the floor with rolled up towels, or similar measures), and remember that exposure to sewage poses health risks. Septic pumpers can deal with the immediate issue – pump out the tank to stop sewage backup. Local septic pumpers include:

Roto Rooter 250 248 8743

System repair must be done by Authorized Persons. Contact Roto Rooter or any authorized maintenance provider if you notice leaks, effluent on the ground, sewage backups or anything you see that could cause a health hazard.

**Info for the Maintenance Provider:**

**System Overview:** (Also see the attached as built drawing.)

- Daily design flow (DDF) for this system is 3200 L/day, designed for the B&B operation with typical occupancy up to 8 persons on average, and peak usage of up to 16 persons.
- Type 1 treatment, septic tank only.
- Dan's PreCast concrete tanks, a 1700 gallon and a 600 gallon, both are single compartment tanks. Effluent filter installed at the outlet of the second tank – the 600 gallon tank.
- Dan's PreCast 750 gallon concrete pump chamber, with a Myers ME100 (230V, 1 HP) effluent pump ... controlled by weighted floats and a Rhombus control panel, set to demand dosing. The pump chamber includes a check valve, union and force main shut off valve.

# Record Drawing (As Built) of Onsite Wastewater System

Client: Jurgens

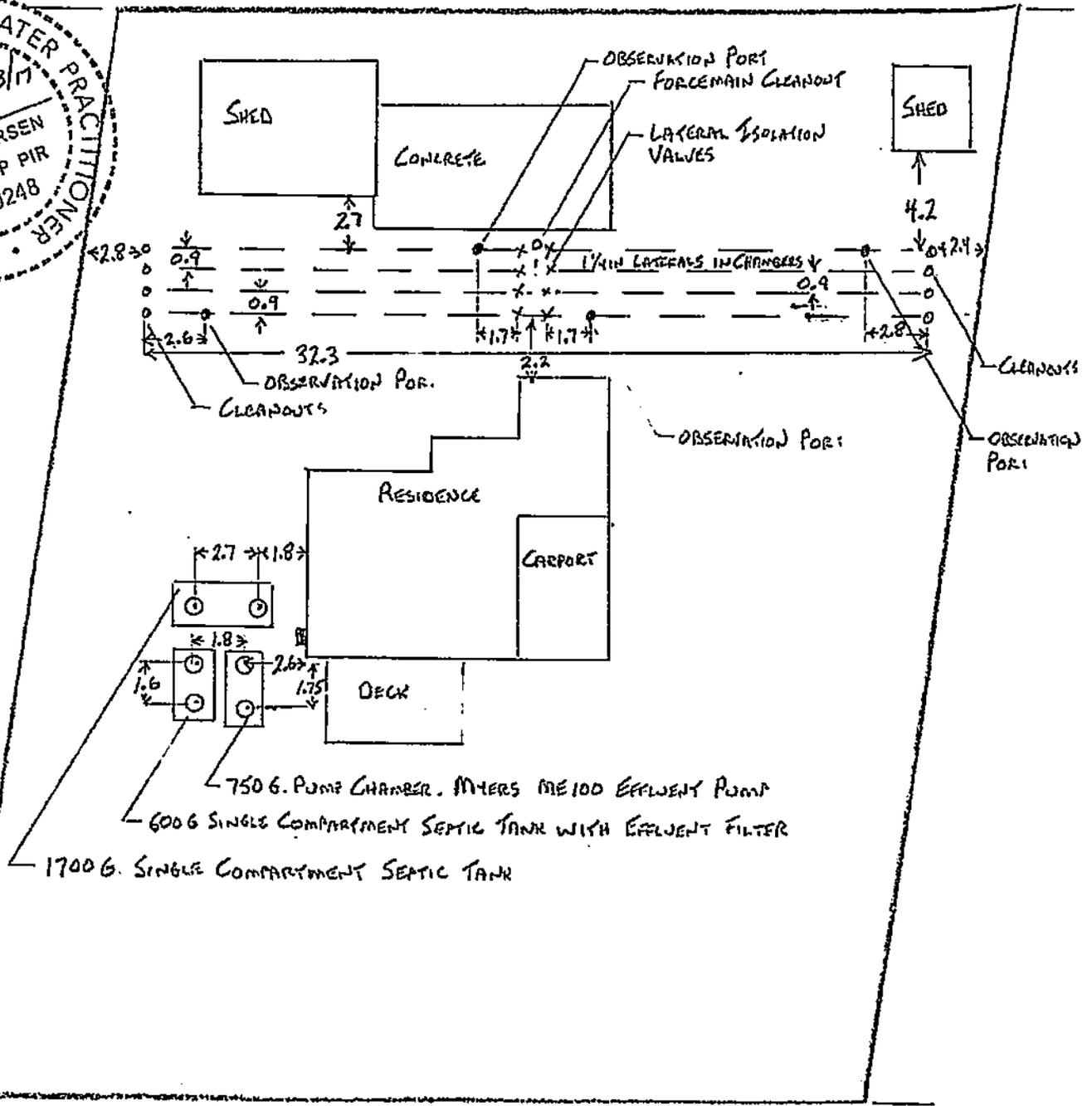
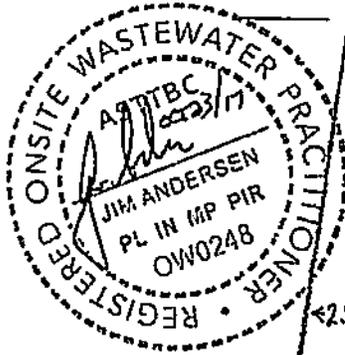
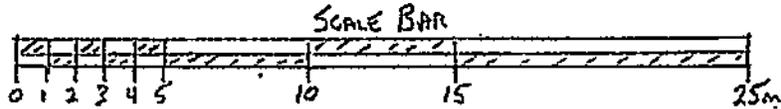
Location: 246 Lee Street, Ucluelet, BC

Drawn By/Planner: Jim Andersen

Date: September 16, 2017

Scale: 1:250

All dimensions are in metres unless otherwise noted



LEE STREET



# RECORD OF SEWERAGE SYSTEM

Filing # (OFFICE USE ONLY) **PA171043**

1. Property Information	<input type="checkbox"/> New Construction <input type="checkbox"/> Alteration <input checked="" type="checkbox"/> Repair <input type="checkbox"/> Amendment – Original Filing #				
	Tax Assessment Roll # <b>04-770-03449.048</b>				
	PID # <b>002 918 269</b>				
	Legal Description (Plan, Lot, District Lot, Block Numbers) <b>Lot 6, District Lot 469, Clayoquot District, VIP25529</b>				
Street (Civic) Address or General Location <b>246 Lee Street</b>		City <b>Ucluelet</b>			
2. Owner Information	Name of Legal Owner <b>Trevor L. Jurgens</b>		Mailing Address <b>207 – 1990 West 6th Ave.</b>		
	Phone <b>778 886 3601</b>	City <b>Vancouver</b>	Prov <b>BC</b>	Postal Code <b>V6J 4V4</b>	
	Name of Authorized Person <b>Jim Andersen</b>		Mailing Address <b>#2401 – 13303, 103A Avenue</b>		
3. Authorized Person Information	Phone <b>250 954 7769</b>		City <b>Surrey</b>	Prov <b>BC</b>	Postal Code <b>V3T 0K6</b>
	Registration # <b>OW0248</b>		Email <b>jaltd@shaw.ca</b>		
	Sewerage System Will Serve: <input type="checkbox"/> Single Family Dwelling <input type="checkbox"/> Other Structure (specify) _____ <input checked="" type="checkbox"/> Other Dwelling (specify) <b>B&amp;B for 8</b>				
The sewerage system is designed for an estimated minimum daily domestic sewage flow of (check one) <input checked="" type="checkbox"/> Less than or equal to 9,100 litres <input type="checkbox"/> More than 9,100 litres but less than 22,700 litres					
5. Site Information	Depth of native soil to seasonal high water table or restrictive layer (cm) <b>150</b>		Information respecting the type, depth and porosity of the soil is attached <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
	GPS Location of System (decimal degrees)    Latitude <b>48.96957</b> Longitude <b>125.59058</b>		Horizontal Accuracy (m) <b>5</b> <input checked="" type="checkbox"/> Recreational GPS <input type="checkbox"/> Differential GPS		
	Will the sewerage system be located less than 30 m from a well? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, attach a professional's report and specify the intended distance <b>n/a</b> (m) Distance of proposed sewerage system to the closest body of surface water <b>&gt; 30 m</b> (m)				
7. System Information	Sewerage treatment method <input checked="" type="checkbox"/> Type 1 <input type="checkbox"/> Type 2 <input type="checkbox"/> Type 3				
8. Legal or Regulatory Considerations	<input checked="" type="checkbox"/> Construction of the proposed sewerage system will not conflict with legal instruments registered on the property.		Is this filing submitted as the result of an order from the Health Authority? <input type="checkbox"/> Yes (attach a copy of the order) <input checked="" type="checkbox"/> No		
	Plot Plan (to scale) and specifications are attached <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> The plans and specifications are consistent with Standard Practice Source of Standard Practice: <input checked="" type="checkbox"/> Ministry of Health Standard Practice Manual <input type="checkbox"/> Other				
10. Authorized Person's Signature	Signature 		OFFICE USE ONLY Filing Accepted Date <b>SEP 11 2017</b>		
	Date <b>September 7, 2017</b>		Receipt Number <b>222227</b>		

Site Survey of Lot 6, Plan  
25529, Part of Lot 469,  
Clayoquot District

Updated Sept. 19, 2017 by  
Tony DeVos, Technical Services  
Email - [tdevos@surveysystems.com](mailto:tdevos@surveysystems.com)  
Tel. - 250 725 3855



Note: Elevations are relative  
to Bottom of Excavation





# 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: Charity Hallberg Dodds, Planning Assistant

BOARD MEETING DATE: April 24, 2019

RE: Public Hearing Report for Bylaws P1369 & P1370 (0742479 BC Ltd – Sing Sing Campground)

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### Recommendation:

THAT the Board of Directors receive the public hearing report.

THAT the Board of Directors receive the public hearing minutes.

THAT Sproat Lake Official Community Plan Amendment Bylaw P1369 be amended.

THAT Regional District of Alberni-Clayoquot Zoning Text and Atlas Amendment Bylaw P1370 be amended.

THAT Sproat Lake Official Community Plan Amendment Bylaw P1369 be read a second time as amended.

THAT Regional District of Alberni-Clayoquot Zoning Text and Atlas Amendment Bylaw P1370 be read a second time as amended.

THAT Sproat Lake Official Community Plan Amendment Bylaw P1369 be read a third time.

THAT Regional District of Alberni-Clayoquot Zoning Text and Atlas Amendment Bylaw P1370 be read a third time.

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### Background

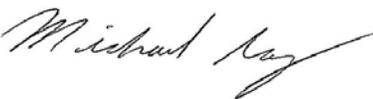
A public hearing for Bylaws P1369 and P1370 was held on Thursday, April 10, 2019 at 7:00 pm in the Board Room at the Alberni-Clayoquot Regional District office. The hearing was chaired by Penny Cote, Director for Area D – Sproat Lake. Planning staff Alex Dyer and Charity Hallberg Dodds attended the meeting along with two members of the public.

## RD18003

Since the time that Bylaws P1369 and P1370 received first reading, the applicants purchased and consolidated a piece of Crown land with the original parcel. This resulted in a change of legal description which has been addressed through the amendment to the two bylaws.

Included in the minutes are a presentation that was made by the applicant and comments made by the member of the public. Copies of referral agency comments were provided and no correspondence had been received prior to the hearing.

Prepared by:   
Charity Hallberg Dodds  
Planning Assistant

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

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

**RD18003**



## REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT PUBLIC HEARING MINUTES APRIL 10, 2019 – ELECTORAL AREA ‘D’

Minutes of a Public Hearing held on Wednesday, April 10, 2019 at 7:00 pm in the Regional District of Alberni-Clayoquot Board Room, 3008 Fifth Avenue, Port Alberni BC.

Present: Penny Cote, Director for Electoral Area ‘D’ Sproat Lake  
Staff: Alex Dyer, Planner and Charity Hallberg Dodds, Planning Assistant  
Applicants: Vicki and Dennis Swanson, Phil and Jeanette Savage  
Members of the Public: 2

1. The meeting was called to order at 7:00 pm. Director Cote recognizes the public hearing is being held within the traditional territory of the Tseshaht and Hupacasath First Nation.
2. Director Cote introduces herself and planning staff. She explains that the hearing is for two bylaws that are necessary to permit the continued operation of a campground and future development of four recreational cabins. She asks that anyone with questions or comments on an unrelated topic to speak with planning staff after the hearing has been terminated.
3. Director Cote asks staff to read out Notice of Public Hearing.
4. The notice is read by A. Dyer as follows:

A Public Hearing for residents and property owners within Electoral Area ‘D’ will be held in the Regional District of Alberni-Clayoquot Board Room, 3008 Fifth Avenue, Port Alberni BC, at 7:00 pm on Wednesday, April 10, 2019. The purpose of this hearing is to consider Bylaws P1369 and P1370. The applicants intend to continue operating an unserviced campground and allow for up to four cabins on the site located on Two Rivers Arm.

Bylaw P1369 to amend the Sproat Lake Official Community Plan Bylaw P1310 by redesignating LOT A, DISTRICT LOT 565, CLAYOQUOT DISTRICT (now legally described as a portion of LOT 1 DISTRICT LOTS 565 AND 567 CLAYOQUOT DISTRICT PLAN EPP73383) from “Resource Use” to “Comprehensive Development Area”.

Bylaw P1370 to amend the Regional District of Alberni-Clayoquot Zoning Bylaw No. 15 by adding a new section “165 Comprehensive Development Lot 565/567 (CD 565/567) District” and rezoning LOT A, DISTRICT LOT 567, CLAYOQUOT DISTRICT, PLAN EPP6547 and LOT A, DISTRICT LOT 565, CLAYOQUOT DISTRICT (now legally described as LOT 1 DISTRICT LOTS 565 AND 567 CLAYOQUOT DISTRICT PLAN EPP73383) from Forest Reserve (A4) District to Comprehensive Development Lot 565/567 (CD 565/567) District.

0742479 BC Ltd, Property Owners – Two Rivers Arm, Sproat Lake

Anyone who feels their interest in property will be affected by the proposed bylaws will be given an opportunity to speak on matters contained in the bylaws.



## REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT PUBLIC HEARING MINUTES APRIL 10, 2019 – ELECTORAL AREA 'D'

The Public Hearing will be held by the Director for Electoral Area 'D', the Alternate Director or the Chairperson of the Regional Board, as a delegate of the Regional Board. A copy of the Board resolution making this delegation is available for public review.

If you would like more information on this proposal, the bylaws and relevant background documents are available for public review at the Regional District of Alberni-Clayoquot office during normal office hours, 8:00 am to 4:30 pm, Monday through Friday, from March 27, 2019 to April 10, 2019 inclusive.

Any correspondence submitted prior to the Public Hearing should be addressed to the following:  
Mike Irg, Manager of Planning and Development

5. Director Cote explains the purpose of the public hearing and that minutes are being taken. She then asks the applicant to explain their proposal.
6. V. Swanson makes her presentation (Appendix 'A'). She mentions that she has brought photos of trees that have been planted within the riparian areas (Appendix 'B') for anyone to view.
7. Director Cote asks the applicants if they have a site map.
8. V. Swanson provides a site map (Appendix 'C').
9. Director Cote asks about provision for common areas.
10. V. Swanson explains that the areas marked with a C on the site map, as well as the whole waterfront area, are designated for use by all campers. It is part of their rules (Appendix 'D') which are enforced by the onsite caretaker.
11. Director Cote asks about the foreshore lease for the moorage.
12. V. Swanson explains that they have made the application and are waiting on the rezoning before FrontCounter BC can proceed with issuing the lease.
13. Director Cote asks A. Dyer if staff is aware of the application in progress.
14. A. Dyer says yes. ACRD staff is aware. The application is for commercial moorage vs. commercial marina which is clarified as use by moorage for boats belonging to campers only, not moorage for the general public.
15. Director Cote expresses her concerns regarding the use of foam floats. Damage to the float can result in foam debris in the lake. She states her preference to using logs for floats.
16. D. Swanson explains that they are planning to use foam floats that are covered with a hard plastic shell. He understands her concerns about possible environment impacts but assures that the floats will be monitored and maintained to avoid damage and negative impacts.



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT  
PUBLIC HEARING MINUTES  
APRIL 10, 2019 – ELECTORAL AREA 'D'

17. Director Cote asks staff if they have anything to add.
18. A. Dyer mentions referral comments (Appendix 'E') and that no correspondence has been received prior to the hearing. He is satisfied with the applicants provision of information related to the application and explains that there has been a change in legal description as a result of the purchase and consolidation of a piece of Crown land. He also mentions that covenants that are necessary prior to adoption are in progress.
19. Director Cote invites the public to speak to the proposal.
20. E. Gray introduces herself and explains that she was interested in the proposal and came to receive information. She adds that she feels the proposal provides a solution to a need for camping on Sproat Lake. Her concerns include protection of water quality and keeping Two Rivers Arm as a beautiful and natural area.
21. Director Cote asks thanks E. Gray for her input and asks if anyone has any more to add.
22. E. Gray has one more question about the general public using the waterfront and common areas of the campsite.
23. D. Swanson explains that it is for campers and their friends only.
24. Director Cote asks if the regulate that.
25. D. Swanson explains that they have never had to and that their onsite caretaker would be the one to do it if necessary.
26. V. Swanson talks about vandalism and theft of gates in the past.
27. Director Cote mentions the Temporary Use Permits that have been in place.
28. A. Dyer explains that the rezoning is permanent.
29. Director Cote thanks everyone for attending the hearing and asks if anyone has any more to add. Hearing none, she calls three times for further representations and terminates the hearing at 7:24 pm.

Certified Correct:

Penny Cote, Director for Electoral Area 'D' – Sproat Lake

Minutes Prepared by:

Charity Hallberg Dodds, Planning Assistant

18001 Stirling Arm Road  
Two Rivers Arm  
Sproat Lake, B.C.

Lot 1, Plan EPP73383, District Lot 565, Clayoquot Land District, & DL 567.  
The owners of this property have applied to change the zoning from Forest Reserve (A4) to Comprehensive Development 565/567 to accommodate 50 unserviced campsites and up to 4 cabins.

**HISTORY:** DL 567, approximately 10.6 acres, located at 8 kilometer on the Stirling Arm/Nahmint Forest Service Road, was purchased from Island Timberlands in November, 2005.

The property had been logged decades ago and was used as an industrial site for timber harvesting related activities.

There was unregulated camping on the property for many years. Some campers were respectful of the site but others left behind copious amounts of trash, discarded camping gear and unattended open fires. There were no latrines on site back then, so there was a problem with personal waste as well.

We posted Private Property signs and when we encountered campers we politely informed them that this was private property and usually let them stay, just asked that they take their garbage with them and extinguish their campfire before leaving.

Our initial efforts to reduce the flow of traffic on the property were not very successful. Log barriers were moved, locks cut, gates pulled over and stolen.

We understand that many people had been camping and partying on the property for years, some believing that it was crown land. We saw evidence of unsafe behaviour which was concerning.

We finally hired a caretaker to reside onsite and that made a difference.

People approached him about camping on the property so we made a few sites and it soon became apparent that there was a real need for regulated recreational camping on Sproat Lake.

The campground operated under a Temporary Use Permit for several years while the rezoning process moved forward.

In 2011 we applied for a piece of Crown land between the property and the FSR. The application included referral processes with the Tseshaht & Hupacasath First Nations, Ministry of Forests, Lands & Natural Resource Operations, BCTS and ACRD.

An Archeological Assessment was completed on the Crown Land by Baseline Archeological Services, which determined no archaeological remains or areas of potential archaeological remains. As advised, if any archaeological remains are discovered during any development activities, work would cease and the find reported to Ministry of Forests, Lands and Natural Resource Operations & BC Archeology Branch.

Several geotechnical Assessments and Reviews on DL 567 were completed by Lewkowich Engineering Associates, which determined the property was safe for intended uses.

An Assessment of Water Features was completed by Toth and Associates Environmental Services. The normal High Water Mark of St. Denis Creek, unnamed creek #1, unnamed creek #2 and Sproat Lake were flagged and surveyed. Maps showing location of the HWM and 15 meter riparian setback are posted throughout the campground. Several recommendations were made, including some revegetation in the aquatic setbacks. The owners have been planting cedar and fir trees in the RMAs for years, 300+ so far. Survival rate has been acceptable given the last few hot, dry summers.

The Crown land purchase of 1.2 acres was completed in June, 2018 and was consolidated with DL 567. Any property development thus far has occurred on the original property, not on the Crown land extension.

We have a Foreshore Application for the moorage facility prepared and it will be submitted as soon as the property has been rezoned.

ACRD recommended that campsites 1 – 5 be relocated away from St. Denis Creek. Site #5 has been fully relocated to the west, next to Site #10.

Site #4 was deleted and has yet to be relocated.

Sites #1, 2, 3 were shifted west away from St. Denis Creek.

Rezoning subjects to:

- i) Confirmation from Toth & Associates that their environmental assessment is still valid and applicable to this development, has been received.
- ii) Confirmation from Lewkowich Engineering Associates that their geotechnical reports dated February 6, 2015 are still valid and applicable to this development, has been received.

- iii) Confirmation from Rock Creek Environmental that the property is capable of on-site sewage disposal for the proposed development has been received – report dated February 15, 2019.
- iv) Applicants agreeing to a restrictive covenant limiting campground use and occupancy to 153 days per calendar year and Lewkowich Engineering Associates February 6, 2015 geotechnical report included in the covenant, to be attached to property title – Dorothy Clarkstone Notary Public has the information and instructions for the covenant and will have it ready by mid-April.
- v) Confirmation from a geotechnical engineer (Lewkowich Engineering Associates) that the property is safe for the intended recreational cottage use throughout the calendar year, has been received.

There are currently 40 unserviced, gravelled sites in the campground area of the property, with a long term plan to expand to 50 sites. We provide several latrines for anyone to use. Most campers choose to rent their own latrines as well. They are serviced weekly.

There is an on-site Manager present during the camping season.

We have a comprehensive set of Campground Rules regarding garbage and waste disposal, environmental guidelines and unacceptable activities and behaviors.

I believe we are all in agreement that there is a need for regulated recreational camping on Sproat Lake. Our goal has been, and continues to be, to provide this service for families, many of which are Port Alberni residents.

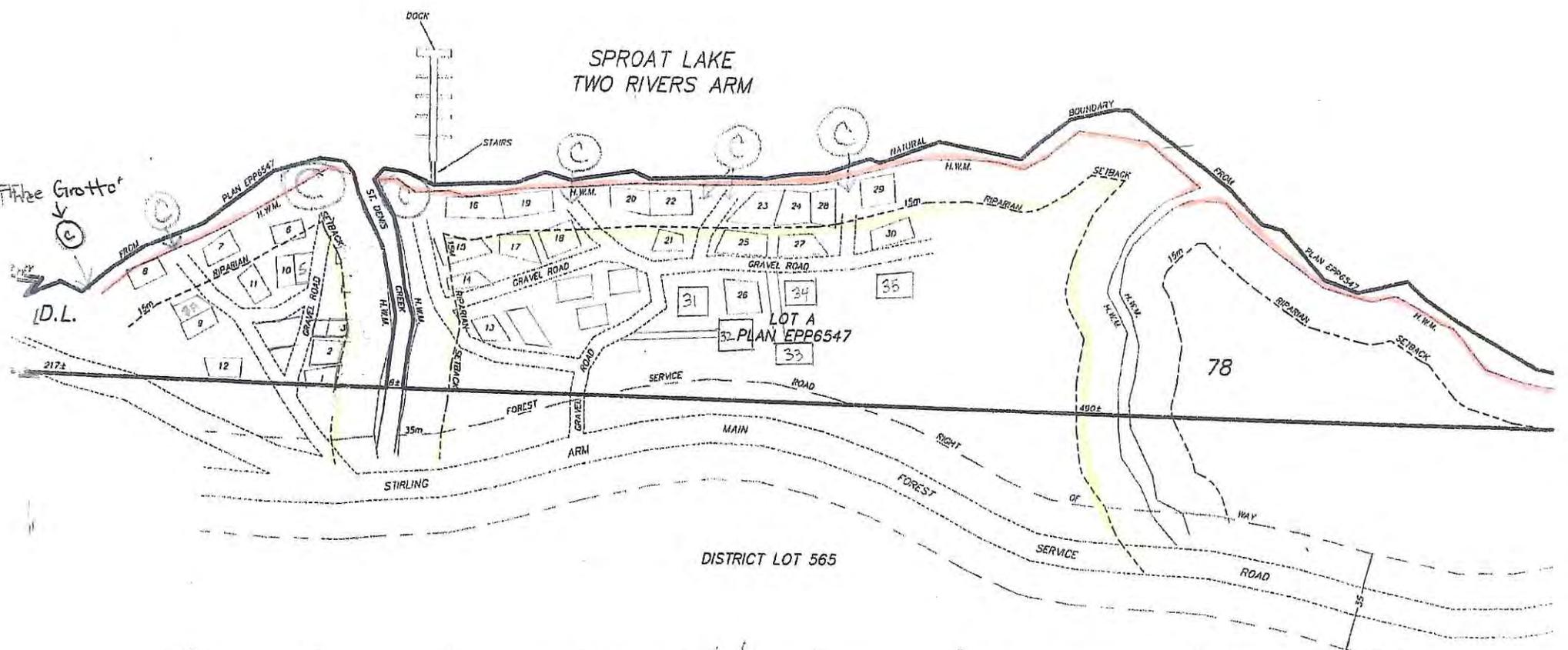
**APPENDIX 'B'**







**APPENDIX 'C'**



Ⓒ = Common/communal areas & benefit users for all carpenter to use

H.W.M. = ~~15m R. HARMANSE BELIE~~  
15m R. HARMANSE BELIE

## BPDV RETREAT CAMPGROUND RULES 2019

**Site renters and their guests must read and adhere to the following RULES while at the Campground located at 18001 Stirling Arm Road, Two Rivers Arm, Sproat Lake, Port Alberni, B.C. property of 0742479 B.C. Ltd., operated by Sproat Lake JV and BPDV Retreat:**

- Sites are rented on an annual basis, this season from May 10<sup>th</sup> to September 22<sup>th</sup>. Sites must be fully vacated by September 22<sup>th</sup>. Subletting of sites is not permitted.
- ❖ **Beaches are for all guests to use. Waterfront sites do not have exclusive use of the beach. Access areas to the water MUST be kept open at all times.** Maps showing beach access areas are posted throughout the campground.
  - ❖ **Pet owners are responsible for the actions of their pets while on the property. Cats and dogs only, no aggressive breeds. Maximum 2 dogs per campsite. Pets must be controlled and not allowed to annoy or endanger other renters or guests. They must be kept on the owners campsite or accompanied by the owner and leashed when moving about the campground. Owners must clean up after their pets (remove excrement etc). Visitors may not bring dogs to the campground.**
  - ❖ Maximum of one fully self contained RV and one vehicle per site. 6 person maximum per site.
  - ❖ There are no public washrooms or showers on site. Campers must use their own RV washroom facilities or portable latrines. Septic and grey water must be removed from the campground and disposed of at an approved septic or sewer dump site.
  - ❖ No permanent improvements, pouring of concrete, etc. may be made to the sites..
  - ❖ In consideration of other guests and visitors, loud activities must be avoided. Quiet time is from 10:00 p.m. to 8:00 a.m. In order to minimize noise in the campground, please limit generator use from 9 am to 11 am and 7pm to 9 pm.
  - ❖ There is no guarantee that campers will be assigned the same site from year to year.
  - ❖ There is no lifeguard on duty. Swimming/water sports activities and use of dock(s)/ramp(s) are at your own risk.
  - ❖ **NO SWIMMING** off the dock or breakwater logs. Please don't walk on the breakwater.
  - ❖ Be bear aware. To avoid potential problems with bears, do not leave food or garbage out as this can attract them. Maintain a clean campsite.
  - ❖ Liquor consumption is prohibited anywhere on property with the exception of your campsite.
  - ❖ No illegal or dangerous activities are permitted on the property.
  - ❖ Firearms are prohibited on the property.
  - ❖ All campers and guests must adhere to rainfall guidelines & evacuation policy - posted at the campground.
  - ❖ No open fires allowed during campfire bans -- follow all regulations in effect regarding campfires.
  - ❖ Garbage must be removed from sites on a regular basis and disposed of at an approved disposal site.
  - ❖ ALL possessions must be removed from the site at the end of the season and it must be left in the same condition it was upon arrival.
  - ❖ Ensure no items (plastic or otherwise) are thrown into or abandoned near the lake or creeks.
  - ❖ Fire pits must be located above the high water mark - flagged with pink ribbon with black dots.
  - ❖ Fire pits must be THOROUGHLY cleaned out at the end of each season and residue disposed of at an approved disposal site.
  - ❖ Cutting or removal of native woody-stemmed vegetation from within 15 meters from the high water mark of lake and creeks is prohibited. Maps showing 15 meter setback are posted throughout the campground
  - ❖ Don't disturb or compromise the integrity of watercourses (creeks) or lake shoreline below the high water mark.
  - ❖ Motorized boats are not to be stored/grounded on the beaches or moored in swimming areas. Anchored boats must be in at least 4 feet of water..
  - ❖ Refuelling of generators or other equipment is prohibited within the 15 meter setback from high water mark of the lake or creeks.
  - ❖ Private docks are prohibited. All Campground Rules apply to use of campground docks and ramps.
  - ❖ **At the Manager's discretion** - vacant moorage slips may be temporarily used by visitors. Permission must be obtained from the Manager.
  - ❖ BPDV Retreat, 0742479 B.C. Ltd. and Sproat Lake Joint Venture assume no responsibility for any damage to, loss or theft of property or injury or harm to any renter or guests. You are responsible for the actions and safety of yourselves, your children and guests.
  - ❖ Site renters and their guests shall indemnify and hold harmless the owners of BPDV Retreat, Sproat Lake Joint Venture and 0742479 B.C. Ltd. from and against any and all liability or claims for injuries (including injuries resulting in death) to persons or property arising from occupation of/access to or activity on the property, docks/ ramps, etc.
  - ❖ The owners of BPDV Retreat, 0742479 B.C. Ltd. & Sproat Lake Joint Venture, reserve the right to ask anyone we feel is disturbing the camping experience and/or disregarding the rules to leave the campground, with no refund. We reserve the right to refuse service to anyone. Actions by any person of any nature which may be dangerous or may create a health or safety concern or unduly disturb others, are not permitted. This includes, but is not limited to, any unusual, disturbing or excessive noise, intoxication, aggression, quarrelling, threatening, fighting, immoral or illegal conduct, profanity, or rude, boisterous, objectionable or abusive language or conduct.



**ALBERNI-CLAYOQUOT  
REGIONAL DISTRICT**

3008 Fifth Avenue, Port Alberni BC, CANADA V9Y 2E3 Telephone (250) 720-2700 Fax (250) 723-1327

**BYLAW RESPONSE SUMMARY**

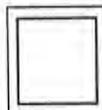
**BYLAW NO.: P1369 & P1370      ACRD FILE NO.: RD18003**

**APPLICANT NAME: 0742479 BC Ltd      ACRD CONTACT: Mike Irg**

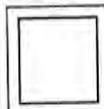
**Date of Referral: March 8, 2018**



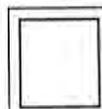
Approval Recommended for Reasons  
Outlined Below



Interests Unaffected by Bylaw



Approval Recommended Subject to  
Conditions Below



Approval NOT Recommended Due to  
Reasons Outlined Below

Please see the attached letter.

Agency (please print): Island Health (VIHA)

Name (please print): Alicia Parayno Title: Environmental Health Officer

Signature:  Date: Mar. 23, 2018

Excellent health and care, for everyone,  
everywhere, every time.



March 23, 2018

Via e-mail: [mirg@acrd.bc.ca](mailto:mirg@acrd.bc.ca)

Michael Irg  
Manager of Planning & Development  
Alberni-Clayoquot Regional District  
3008 Fifth Avenue  
Port Alberni, BC V9Y 2E3

Dear Mr. Michael Irg,

**RE: Review - Rezoning Application, Lot A, DL 567, Clayoquot District, Plan EPP6547 & Lot A DL 565, Clayoquot District; ACRD File No.: RD18003**

Thank you for the opportunity to comment on the rezoning application at the above property. Approval is recommended subject to the considerations below:

**Regulatory Considerations**

**Subdivision**

The application indicates the proposed comprehensive development zone allows for the property to be subdivided into two parcels. Approval is recommended provided that Island Health receives this proposal to subdivide (through the referral process outlined in our Subdivision Standards) from the Ministry of Transportation and Infrastructure. It is also recommended that the wording for condition iii) is changed to confirmation from an Authorized Person (i.e., Registered Onsite Wastewater Practitioner or Professional Engineer) that the proposed lots' soil profile meet the intent of the Island Health Subdivision Standards.

**Sewage Disposal System**

Sewage disposal for the proposed development must be in compliance with the *BC Sewerage System Regulation* and/or the *Municipal Wastewater Regulation*. Under the *BC Sewerage System Regulation*, this means that sewage disposal system must be constructed and maintained by an Authorized Person. Considering that geotechnical hazards are present on the property, it is recommended that the Toth Environment Report and Lewkowich Engineering geotechnical report be shared with the Authorized Person.

**Drinking Water**

The application indicates that there is no water supply and that the Regional District has no plans to provide water supply services. Nonetheless, please note that under the *Drinking Water Protection Act and Regulation*, any construction, installation, alteration or extension of a) a water supply system, or b) works facilities, or equipment that are intended to be a water supply system or part of a water supply

system, must be issued a construction permit from our Public Health Engineer. Consultation with our Drinking Water Officer is also required (for more information: <http://www.viha.ca/mho/water>).

If you have any questions regarding the above information, please do not hesitate to contact me at 250-731-1315 (ext. 41021) or [alicia.parayno@viha.ca](mailto:alicia.parayno@viha.ca).

Sincerely,



Alicia Parayno, CPHI(C)  
Environmental Health Officer

CC: Charlene Mackinnon, Senior Environmental Health Officer, Campbell River, Island Health



**ALBERNI-CLAYOQUOT  
REGIONAL DISTRICT**

3008 Fifth Avenue, Port Alberni BC, CANADA V9Y 2E3

Telephone (250) 720-2700 Fax (250) 723-1327

**BYLAW RESPONSE SUMMARY**

**BYLAW NO.: P1369 & P1370**

**ACRD FILE NO.: RD18003**

**APPLICANT NAME: 0742479 BC Ltd ACRD CONTACT: Mike Irg**

**Date of Referral: March 8, 2018**

Approval Recommended for Reasons  
Outlined Below

Interests Unaffected by Bylaw

Approval Recommended Subject to  
Conditions Below

Approval NOT Recommended Due to  
Reasons Outlined Below

The OCP amendment to redesignate/rezone land for campsites/cottages should follow recommendations provided in the Toth Environmental report (21 April 2015) to avoid further vegetation removal within the 15 m DPA setbacks from watercourses. This report also recommends replanting within the 15 m setbacks in areas that have been recently cleared. I recommend that a replanting plan, along with a monitoring plan of plant survival be completed for the areas that have been cleared for new roads/campsites in the 15 m setbacks. I recommend that it be made clear to the owner/operators of the campground that no new vegetation removal of any kind should occur within the 15 m DPA setbacks. In the photos provided in the Toth Environmental report there is an excavator < 5 m from watercourse 1. It should be made clear to the owner/operators that heavy machinery should not be permitted within 15 m of a watercourse.

Agency (please print): Ministry of Forests, Lands, Natural Resource Operations and Rural Development

Name (please print): Jenna Cragg Title: Ecosystem Biologist

Signature:  Date: 21 Mar 2018



**ALBERNI-CLAYOQUOT  
REGIONAL DISTRICT**

3008 Fifth Avenue, Port Alberni BC, CANADA V9Y 2E3 Telephone (250) 720-2700 Fax (250) 723-1327

**BYLAW RESPONSE SUMMARY**

**BYLAW NO.: P1369 & P1370      ACRD FILE NO.: RD18003**

**APPLICANT NAME: 0742479 BC Ltd      ACRD CONTACT: Mike Irg  
Date of Referral: March 8, 2018**

Approval Recommended for Reasons  
Outlined Below

Interests Unaffected by Bylaw

Approval Recommended Subject to  
Conditions Below

Approval NOT Recommended Due to  
Reasons Outlined Below

Zoning is approved subject to applications being made by the land owner to FrontCounterBC for two Crown land tenures (see attached map):

1. The moorage structure and breakwater exist over aquatic Crown land. An application is required for either a commercial marina (if it is open to the public) or commercial moorage (use it is restricted to boaters at the campground).
2. Camp sites appear to exist over Crown land, and therefore require a Crown land tenure under the Adventure Tourism policy.

Agency (please print): Ministry of Forests, Lands & Natural Resources

Name (please print): Jeff Hallworth Title: Land Officer

Signature:  Date: MARCH 8 / 2018





**ALBERNI-CLAYOQUOT  
REGIONAL DISTRICT**

3008 Fifth Avenue, Port Alberni BC, CANADA V9Y 2E3 Telephone (250) 720-2700 Fax (250) 723-1327

**BYLAW RESPONSE SUMMARY**

**BYLAW NO.: P1369 & P1370**

**ACRD FILE NO.: RD18003**

**APPLICANT NAME: 0742479 BC Ltd ACRD CONTACT: Mike Irg**

**Date of Referral: March 8, 2018**

Approval Recommended for Reasons  
Outlined Below

Interests Unaffected by Bylaw

Approval Recommended Subject to  
Conditions Below

Approval NOT Recommended Due to  
Reasons Outlined Below

Agency (please print): School District 70 (Alberni)

Name (please print): Lindsay Cheetham

Title: Secretary-Treasurer

Signature:

Date: March 8, 2018



Your File #: RD18003  
eDAS File #: 2018-01336  
Date: Mar/15/2018

Alberni-Clayoquot Regional District  
3008 Fifth Avenue  
Port Alberni, BC V9Y 2E3

Attention Mike Irg:

**Re: Proposed Bylaw P1369 & P1370 amendment for:**  
PID 028-284-894, Lot A, DL 567, Clayoquot, Plan EPP6547

Preliminary Approval is granted for the rezoning pursuant to section 52(3)(a) of the *Transportation Act*, subject to the following conditions:

- Not to be construed as a subdivision approval;
- Access to water requirement to remain unchanged and existing right-of-way must not be impeded in any way.

If you have any questions please feel free to call Peter Webber at (250) 751-3277.  
Yours truly,

Peter Webber  
Development Approvals Technician

Local District Address
Vancouver Island District Third Flr 2100 Labieux Road Nanaimo, BC V9T 6E9 Canada Phone: (250) 751-3246 Fax: (250) 751-3289

**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT**

**BYLAW NO. P1369**

**A BYLAW TO AMEND BYLAW NO. P1310  
SPROAT LAKE 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 Sproat Lake Official Community Plan Amendment Bylaw No. P1369.
2. Schedule B, the plan map, is hereby amended by redesignating a portion of LOT 1 DISTRICT LOTS 565 AND 567 CLAYOQUOT DISTRICT PLAN EPP73383 from "Resource Use" to "Comprehensive Development Area" 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 28<sup>th</sup> day of February, 2018

Public hearing held this 10<sup>th</sup> day of April, 2019

Read a second time this    day of                   , 2019

Read a third time this    day of                   , 2019

Adopted this    day of                   , 2019

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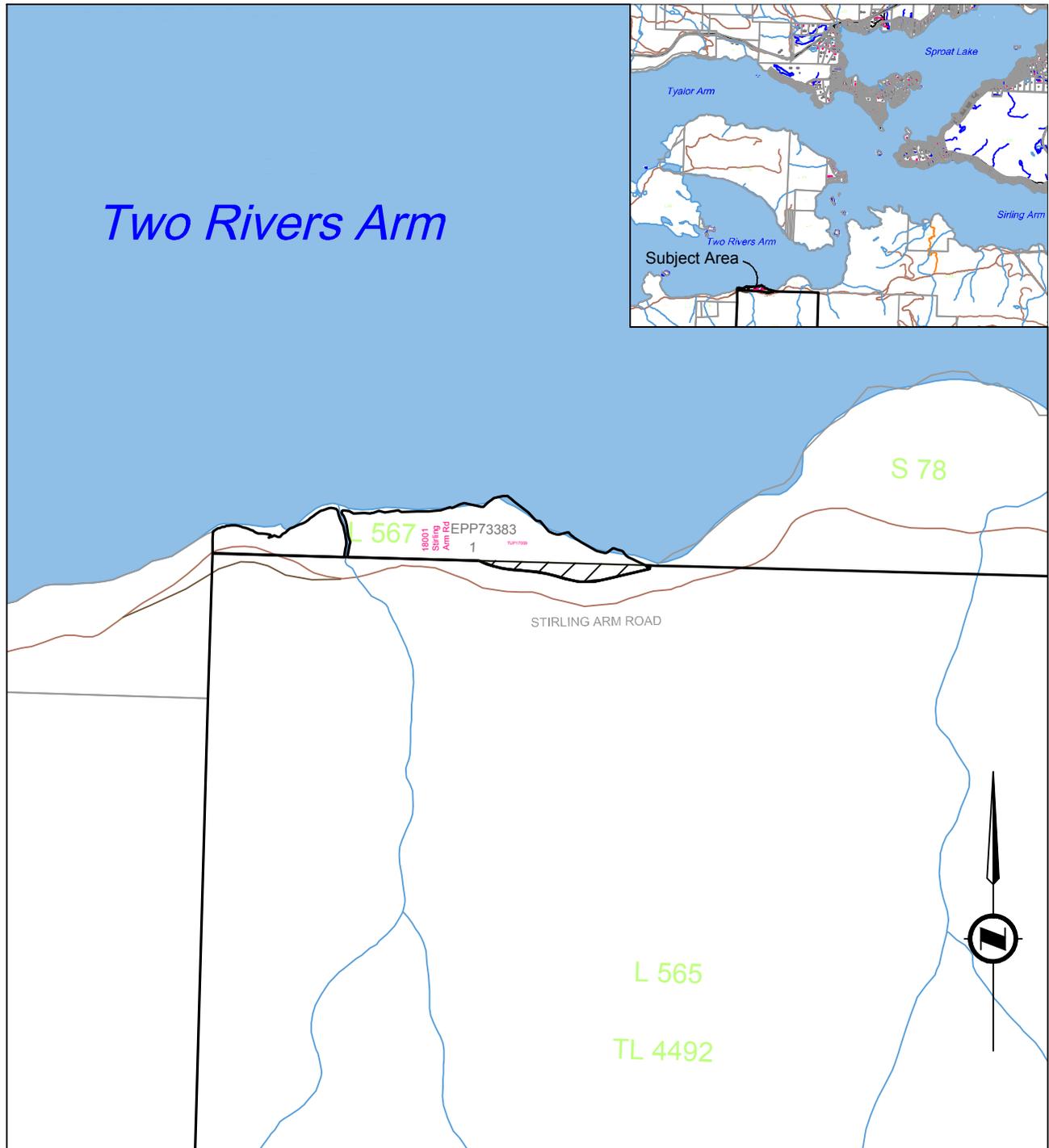
Douglas Holmes, CAO

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Chair of the Regional Board

# Schedule 'A'

This schedule is attached to and forms part of Bylaw P1369 as amended.



Legal Description: A portion of LOT 1 DISTRICT LOTS 565 AND 567 CLAYOQUOT DISTRICT  
PLAN EPP73383



To be redesignated from "Resource Use" to "Comprehensive Development Area"



ALBERNI-CLAYOQUOT  
REGIONAL DISTRICT



**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT**

**BYLAW NO. P1370**

**OFFICIAL ZONING TEXT AMENDMENT AND  
OFFICIAL ZONING ATLAS AMENDMENT NO. 701**

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 amendments to the Official Zoning Text and 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 Text and Atlas Amendment Bylaw No. P1370.

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

- a. Adding a new section “165 Comprehensive Development Lot 565/567 (CD 565/567) District” to read as follows:

**“ 165 Comprehensive Development Lot 565/567 (CD 565/567) District**

This District provides for the recreational development of parcels intended for recreational use without the provision of water, sewer, sewage disposal, drainage or fire protection services by the Regional District. Occupancy is intended to be for the spring and summer months. This zone will be divided into two sub zones “CD 565/567A” and “CD 565/567 B”.

**165.1 Permitted Uses**

- (1) Four (4) cottages which is constructed on the site on which it will be occupied, which is not to be occupied as the permanent home or residence of any family, but rather as a vacation or seasonal residence for a family maintaining a permanent residence elsewhere. The maximum total floor area for each cabin is 112 square meters. Occupancy is limited to 180 days per calendar year;
- (2) One (1) seasonal campground with a maximum of Fifty (50) camping sites. Occupancy is limited to 153 days per calendar year;

**165.2 Sub Areas**

- (1) CD 565/567 A will permit one campsite with a maximum of 50 campsites.
- (2) CD EPP6547 B will permit a maximum of four cottages.
- (3) The area zoned “CD 565/567A” and “CD 565/567 B” may only be subdivided into two fee simple or bare land strata lots.

**165.3 Density**

- (1) One (1) campground within sub area CD 565/567 A;
- (2) Four (4) cottages within sub area CD 565/567 B;
- (3) the maximum floor area of a Single Family Dwelling unit shall not exceed 112 square meters in total floor area;

Note: No Regional Services

For certainty, the Regional District has no plans to construct, install, operate, or maintain sewer, sewage disposal, water supply, drainage, or fire protection to serve the lands within this zone.

- b. Including the following line items to Section 200, Schedule II – Bulk and Site Regulations:

Zoning District or Use	Minimum Lot Width (feet)	Minimum Lot Area	Maximum Lot Coverage	Minimum Setbacks (feet)			Maximum Height (feet)
				Front	Rear	Side	
CD 565/567 A	N/A	7 acres	10%	50	30	15	18
CD 565/567 B	N/A	4 acres	10%	50	30	15	18

- c. Including “CD L565/567” on the line that references “CD” Districts in Section 4.3, Interpretation.

- d. Including “165 Comprehensive Development Lot 565/567 (CD 565/567) District” in Section 5.1, Designation of Districts, under Comprehensive Development Use.

- 3. Bylaw No. 15 of the Regional District of Alberni-Clayoquot Zoning Atlas is hereby amended by rezoning LOT 1 DISTRICT LOTS 565 AND 567 CLAYOQUOT DISTRICT PLAN EPP73383 from Forest Reserve (A4) District to Comprehensive Development Lot 565/567 (CD 565/567) 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 28<sup>th</sup> day of February, 2018  
Public Hearing held this 10<sup>th</sup> day of April, 2019  
Read a second time this      day of      , 2019  
Read a third time this      day of      , 2019

Adopted this      day of      , 2019

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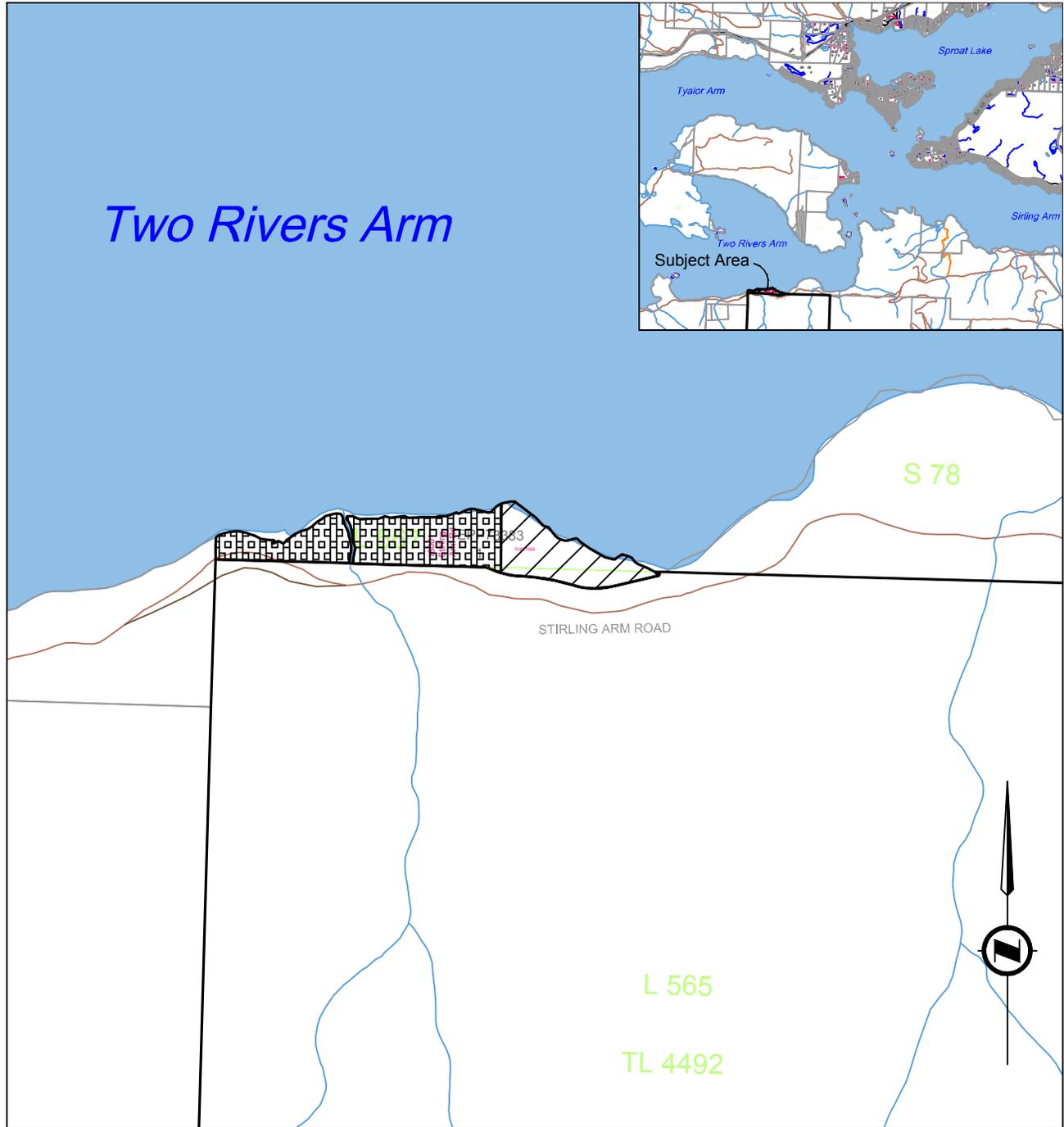
Douglas Holmes, CAO

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Chair of the Regional Board

# Schedule 'A'

This schedule is attached to and forms part of Bylaw P1370 as amended.



Legal Description: LOT 1 DISTRICT LOTS 565 AND 567 CLAYOQUOT DISTRICT PLAN EPP73383



To be rezoned from Forest Reserve (A4) District to Comprehensive Development (CD 565/567 A) District.



To be rezoned from Forest Reserve (A4) District to Comprehensive Development (CD 565/567 B) 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: Charity Hallberg Dodds, Planning Assistant

BOARD MEETING DATE: April 24, 2019

RE: Public Hearing Report for Bylaws P1387 & P1388 (Strachan/McInnes – 8885 Central Lake Road)

---

### Recommendation:

THAT the Board of Directors receive the public hearing report.

THAT the Board of Directors receive the public hearing minutes.

THAT Sproat Lake Official Community Plan Amendment Bylaw P1387 be read a second time.

THAT Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw P1388 be read a second time.

THAT Sproat Lake Official Community Plan Amendment Bylaw P1387 be read a third time.

THAT Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw P1388 be read a third time.

---

### Background

A public hearing for Bylaws P1387 and P1388 was held on Monday, April 15, 2019 at 7:00 pm in the Board Room at the Alberni-Clayoquot Regional District office. The hearing was chaired by Penny Cote, Director for Area D – Sproat Lake. Planning staff Mike Irg and Charity Hallberg Dodds attended the hearing along with one member of the public.

Included in the minutes is written correspondence submitted at the hearing by the member of the public. Concerns for protection of adjacent ALR lands were discussed and details are outlined fully in the minutes. Copies of referral agency comments were provided as well as redacted correspondence received prior to public hearing notification.

## RD18016

Prepared by:   
Charity Hallberg Dodds  
Planning Assistant

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

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

**RD18016**



# REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT PUBLIC HEARING MINUTES APRIL 15, 2019 – ELECTORAL AREA ‘D’

Minutes of a Public Hearing held on Monday, April 15, 2019 at 7:00 pm in the Regional District of Alberni-Clayoquot Board Room, 3008 Fifth Avenue, Port Alberni BC.

Present: Penny Cote, Director for Electoral Area ‘D’ Sproat Lake  
Staff: Mike Irg, Manager of Planning and Development and Charity Hallberg Dodds,  
Planning Assistant  
Applicant: Kris McInnes  
Members of the Public: 1

1. The meeting was called to order at 7:05 pm. Director Cote recognizes the public hearing is being held within the traditional territory of the Tseshaht and Hupacasath First Nation.
2. Director Cote introduces herself and planning staff. She explains that the hearing is for two bylaws that are necessary to facilitate the development of short-term rental accommodations, beginning with a 5-site campground and progressing to self-contained cabins. She asks that anyone with questions or comments on an unrelated topic to speak with planning staff after the hearing has been terminated.
3. Director Cote asks staff to read out Notice of Public Hearing.
4. The notice is read by M. Irg as follows:

A Public Hearing will be held in the Alberni-Clayoquot Regional District Board Room, 3008 Fifth Avenue, Port Alberni BC, at 7:00 pm on Monday, April 15, 2019. The purpose of this hearing is to consider Bylaws P1387 and P1388. These bylaws are necessary to facilitate the development of short-term rental accommodations, beginning with a 5-site campground and progressing to self-contained cabins.

Bylaw P1387 to amend the Sproat Lake Official Community Plan Bylaw P1310 by redesignating a portion of LOT 1, DISTRICT LOTS 35 AND 60, ALBERNI DISTRICT, EPP84111 from “Rural Use” to “Commercial Use”.

Bylaw P1388 to amend the Alberni-Clayoquot Regional District Zoning Bylaw No. 15 by rezoning a portion of LOT 1, DISTRICT LOTS 35 AND 60, ALBERNI DISTRICT, EPP84111 from Rural (A2) District to Mixed Accommodation Commercial (MAC) District.

Kristopher McInnes and Terra Strachan, Property Owners – 8885 Central Lake Road

Anyone who feels their interest in property will be affected by the proposed bylaws will be given an opportunity to speak on matters contained in the bylaws.

The Public Hearing will be held by the Director for Electoral Area ‘D’, the Alternate Director or the Chairperson of the Regional Board, as a delegate of the Regional Board. A copy of the Board resolution making this delegation is available for public review.



## REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT PUBLIC HEARING MINUTES APRIL 15, 2019 – ELECTORAL AREA 'D'

If you would like more information on this proposal, the bylaw and relevant background documents are available for public review at the Regional District of Alberni-Clayoquot office during normal office hours, 8:00 am to 4:30 pm, Monday through Friday, from April 3, 2019 to April 15, 2019 inclusive.

Any correspondence submitted prior to the Public Hearing should be addressed to the following:

Mike Irg, MCIP, RPP

5. Director Cote explains the purpose of the public hearing and that minutes are being taken. She then asks the applicant to explain their proposal.
6. K. McInnes explains their proposal including the following:
  - They are currently building a new home on the property.
  - The rezoning applies to a portion of the property near the road where they want to develop serviced RV sites.
  - They would be permitted a maximum of five RV sites or cabins but intend to start with three RV sites. Conversion from RV sites to cabins is a project they envision to take place up to 10 years down the road.
  - They are not planning to clearcut the property or develop a typical RV park setting. They want to maintain natural vegetation and privacy between sites and between their home and the sites. There would be a minimum 50' between sites.
  - They intend on "screening" their customers to avoid negative impacts to the neighbourhood including visual impact.
7. Director Cote asks to clarify the services.
8. K. McInnes confirms that they intend to install a new septic system to service their new home and a second new septic system to provide service to the RV sites or cabins.
9. Director Cote asks the applicant to clarify the length of stay that will be permitted (ie. nightly or seasonal).
10. K. McInnes explains that they want a one-week minimum stay and have not considered a maximum stay length. They do not want permanent occupation and want to keep it seasonal. It is going to be their home as well and don't want people present all year long.
11. Director Cote asks what the maximum size of RV would be permitted.
12. K. McInnes is not sure at this point as he has not cleared the sites yet. He is anticipating that RV's up to a length of 30 – 35' would be permitted.
13. Director Cote asks if they intend to construct outbuildings including showers and washroom facilities.
14. K. McInnes only plans to construct a power shed and underground services will be provided to sites. They have no intentions of providing showers and washroom facilities.



**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT  
PUBLIC HEARING MINUTES  
APRIL 15, 2019 – ELECTORAL AREA 'D'**

15. Director Cote asks if staff has anything to add.
16. M. Irg mentions the referral agency comments (Appendix 'A') that have been received and that copies are available. He explains that written correspondence was received prior to public hearing notification and redacted copies (Appendix 'B') are also available.
17. McInnes acknowledges the letter received although has not had time to fully read it. He doesn't see a negative impact to ALR land based on 3 to 5 sites being developed. He comments that there is a 170 acre parcel of undeveloped farmland adjacent to his property.
18. Director Cote thanks the applicant for the presentation and invites comments from the public.
19. R. Dyson introduces himself and outlines his concerns as follows:
  - His criticisms are not personal or intentionally directed to only this proposal.
  - He feels this is the wrong site for this development due to the current rural zoning and the adjacent ALR land.
  - Commercial and/or non-rural residential development should not be permitted in this location.
  - The adjacent Pine Dell ranch has good agricultural potential.
  - The subject property is on the same aquifer as his own farm property and there is a very modest water supply.
  - He requests the Board supports agriculture by protecting quality water supply and not allowing development that could negatively affect it.
  - Farms should not have to compete for water supply.
  - Five RV's or cabins can use a lot of water.
  - Development can also impact surface water and create possible contamination.
  - They are a family farm and want support. Protection and buffering should also be considered.
  - He agrees that the Alberni Valley needs development but this is the wrong location and the proposal should be turned down. Along with an additional proposal that has recently been made on land adjacent ALR.
  - He submitted two letters; one from him and his wife and another from his son and wife (Appendix 'C').
  - He recognizes how being a Director can be a tough job and that it is difficult to make decisions on various applications. He then leaves the public hearing.
20. Director Cote invites the applicant and/or staff to respond.
21. M. Irg discusses development options including Temporary Use Permit and/or Cottage Residential zoning. This isn't ideal relating to the applicant's timelines and overall intentions. Another site in the valley successfully operates a campsite and rental cabins along with an existing family farm/agriculture operation. It has proven to be compatible in that case.
22. K. McInnes understands the concerns raised and has the following comments:



## REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT PUBLIC HEARING MINUTES APRIL 15, 2019 – ELECTORAL AREA 'D'

- The subject property for their proposal is adjacent a 170 acre undeveloped piece of farmland and the Dyson farm is also 170 acres. He is not sure that his proposal would create much of an impact at that distance.
  - The RV use will be seasonal, not full time.
  - He feels their proposal is reasonable and will have very little impact on farmland.
  - He is unaware of the second proposal that R. Dyson spoke of.
23. Director Cote asks if there are other houses in the area.
24. M. Irg clarifies that they applicant is currently building a new home and there are no other homes in the immediate vicinity.
25. K. McInnes clarifies that there is vacant land on all sides of him including the Pine Dell Ranch land, Crown land, and rural lots to the west and north. He guesses there is no current development within at least 500' of them. Their proposal will be low-impact and landscaped. He can't imagine how they could create negative impacts when they're approximately 300+ acres apart.
26. Director Cote asks about topography. Is there a hill between them and the Dyson property.
27. K. McInnes confirms that their property is on a hill and their building site for their home is on the top. The property slopes away and the proposed RV site area is on a slope facing away from the farmland. He won't be stealing water from the same source.
28. Director Cote asks if anyone has more to add.
29. K. McInnes adds the following points:
- They have done their research and feel that the Alberni Valley would benefit from additional RV sites. There is a demand for it.
  - They're proposal is low impact, small scale and won't look like a typical RV park.
  - He feels that they will add value to the neighbourhood.
  - There is tourism money that can be a benefit to the valley.
  - They do not intend on creating negative impact to ground water.
  - They would be permitted up to five sites but want to start with three. They are open minded and are not set on having the full five right away.
  - He works at BC Hydro and is aware of the service load and costs associated with expanding the services. He does not want to max it out based on the property size and permitted sites.
30. Director Cote asks if there is a way to restrict the number of sites as a condition.
31. M. Irg suggests letting the Board decide. All of the information will be provided to the Directors and allowing up to five units could be discussed at the Board meeting.
32. Director Cote agrees and asks the applicant if they intend to do any farming.



**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT  
PUBLIC HEARING MINUTES  
APRIL 15, 2019 – ELECTORAL AREA 'D'**

33. K. McInnes says no but they do have a horse and a couple of chickens. They do not intend on growing any crops.
34. Director Cote discusses similar circumstances with the Avalon and Arrowvale farms. Where agriculture activities are being combined with other uses. She recognizes that they are rezoning only one third of the parcel and asks about other surrounding farmland.
35. M. Irg shows Director Cote mapsheet D8 (Appendix 'D') which shows the subject property and surrounding ALR land.
36. Director Cote thanks staff and the applicant for all of the information and explains that no new information can be received by the Board prior to the April 24<sup>th</sup> Board of Directors meeting. She calls three times for further representations. Hearing none, the hearing is terminated at 7:31 pm.

Certified Correct:

\_\_\_\_\_  
Penny Cote, Director for Electoral Area 'D' – Sproat Lake

Minutes Prepared by:

\_\_\_\_\_  
Charity Hallberg Dodds, Planning Assistant



Ministry of  
Transportation  
and Infrastructure

Alberni-Clayoquot Regional District  
3008 Fifth Avenue  
Port Alberni, BC  
V9Y 2E3

Attention: Charity Hallberg Dodds, Planning Assistant

The Ministry of Transportation and Infrastructure (MoTI) has received and reviewed your referral dated February 6, 2019, to amend the Sproat Lake Official Community Plan and rezone a portion of the property from Rural (A2) District to Mixed Accommodation Commercial (MAC) District, on the subject property legally described as LOT 1, DISTRICT LOTS 35 AND 60, ALBERNI DISTRICT, EPP84111.

The Ministry does not object to the proposed application, subject to the following conditions:

- Not to be construed as subdivision approval
- No additional drainage is to be directed to the Ministry's drainage system (ie. post development drainage flow is not to exceed pre-development flows)

Additionally, please note the following item(s):

- The owner is to apply for an Access permit to the Ministry of Transportation and Infrastructure for the access construction to the MAC zoned area prior to construction. Apply online here: <http://www.th.gov.bc.ca/permits/Apply.asp>

Thank you for the opportunity to comment. If you or the proponent has any questions, please contact me at (250) 751-7089 or by email at [Bryce.Pirozzini@gov.bc.ca](mailto:Bryce.Pirozzini@gov.bc.ca).

Sincerely,

A handwritten signature in blue ink that reads "Bryce Pirozzini".

District Development Technician

Ministry of  
Transportation and  
Infrastructure

Vancouver Island District

Mailing Address:

Suite 301 – 2100 Labieux Road  
Nanaimo, BC V9T 6E9  
Telephone: (250) 751-3246  
Facsimile: (250) 751-3289



**ALBERNI-CLAYOQUOT  
REGIONAL DISTRICT**

3008 Fifth Avenue, Port Alberni BC, CANADA V9Y 2E3 Telephone (250) 720-2700 Fax (250) 723-1327

**BYLAW RESPONSE SUMMARY**

**BYLAW NO.s: P1387 & P1388      ACRD FILE NO.: RD18016**

**APPLICANT NAME: Kristopher McInnes & Terra Strachan**

**ACRD CONTACT: Alex Dyer, Planner**

**Date of Referral: February 6, 2019**

Approval Recommended for Reasons  
Outlined Below

Interests Unaffected by Bylaw

Approval Recommended Subject to  
Conditions Below

Approval NOT Recommended Due to  
Reasons Outlined Below

Approval is recommended subject to compliance with the B.C. Sewerage System Regulation (under the Public Health Act), Drinking Water Protection Act, and the Drinking Water Protection Regulation.

**KEY REQUIREMENTS:**

• Sewerage System Regulation

Sewerage systems must be constructed and maintained by an Authorized Person (a Registered Onsite Wastewater Practitioner or a professional). Sewerage system filings are to be submitted by an Authorized Person to the local health authority prior to construction, alteration, or repair of a sewerage system.

• Drinking Water Protection Act/Regulation

Water supply systems that serve more than a single family home are subject to the provisions of the Act and Regulation. A Construction Permit is to be obtained from the Public Health Engineer prior to the construction or alteration of a water supply system. An Operating Permit is also to be issued by the Drinking Water Officer prior to operating the water supply system.

For more information, visit [www.islandhealth.ca](http://www.islandhealth.ca) or contact the undersigned.

Agency (please print): Vancouver Island Health Authority

Name (please print): Jackie Chiu Title: Environmental Health Officer

Signature:  Date: Feb 15, 2019

**Alex Dyer**

---

**From:** [REDACTED]  
**Sent:** January-25-19 3:14 PM  
**To:** Mike Irg  
**Cc:** Douglas Holmes  
**Subject:** RE: January 23 ACRD agenda Sproat Lake OCP proposals

Mike,

Thank you for your response. We note that the “package” included on the Board agenda did not include the APC recommendations as their meeting followed release of the agenda. Was the APC report circulated to the Board in advance of their decision to proceed with readings of the bylaws? Then the next question is why would our letter not be included (as both were late items of relevance in consideration of the readings)?

The following is an excerpt from the procedures on your webpage. Please note there are subtle variations from the process you outline in your letter relative to the consideration of the APC recommendations. It is not consistent in the two descriptions. You refer to the APC recommendations being provided to the Board and the website refers to these being for the Director. Was the consideration of the APC recommendations on January 23 consistent with either of these processes?

- 3. The documentation package (including report, application documents, and bylaw) will be submitted to the electoral area Advisory Planning Commission (APC) and Director for their review. The APC meeting is an informal public meeting of local volunteers who provide their recommendation(s) to the area Director. It is recommended that the applicant attend this meeting.*
- 4. The documentation package is then forwarded to the Regional Board of Directors' meeting for their consideration. The bylaw is given first reading at this meeting.*
- 5. Following first reading, the documentation package is forwarded to all relevant technical agencies (i.e. Island Health, Provincial Ministries, First Nations, etc.) along with a referral request for their consideration of the proposal. A public hearing is scheduled at this time.*
- 6. The public hearing provides an opportunity for anyone interested and/or affected by the proposal to provide their comments and/or concerns. Notification of the hearing is sent to all owners and occupiers of properties within 100m of the subject property. Notice of public hearing is posted on the subject property as well as placed as an advertisement in the local newspaper. The hearing is typically chaired by the electoral area Director and is attended by ACRD planning staff along with the applicant. Copies of the technical agency referral responses and any other written correspondence received (related to the proposal) are provided at this meeting.*
- 7. Following public hearing, the Planning Department will prepare a report and minutes of the hearing. These documents along with the bylaw are then forwarded to a second Board meeting where the bylaw will receive second and third readings.*
- 8. If applicable, any recommendations and/or requirements must be fulfilled by the applicant prior to the adoption of the bylaw. When all items have been addressed, the bylaw will be forwarded to a third Board meeting where it will be adopted.*

We appreciate that Director Cote also reached out to us. In her email she references our concerns and advises that relevant agencies will be referred the application. Please let us know which agencies?

We see the applications were recently presented to the Sproat Lake Advisory Committee. They asked many questions regarding the issues you have identified and made motions to support these applications with the confidence that regulatory permissions would provide assurance that technical aspects are addressed. Further, that the public would have an opportunity to address issues at a public hearing. Is three members of this committee considered quorum?

Thanks Mike, both of our work lives deal with these issues over and over, we see the results, that is why this is being raised. It is the due diligence on surrounding lands that are of utmost importance.

[REDACTED]

---

**From:** Mike Irg <mirg@acrd.bc.ca>  
**Sent:** January 24, 2019 2:50 PM  
**To:** [REDACTED]  
**Cc:** Douglas Holmes <dholmes@acrd.bc.ca>  
**Subject:** RE: January 23 ACRD agenda Sproat Lake OCP proposals

Attached is a letter in response to you January 22, 2019 letter and a rezoning procedure brochure.

Regards,

Mike Irg, MCIP, RPP  
Manager of Planning and Development  
Alberni-Clayoquot Regional District  
Port Alberni, BC V9Y 2E3  
(250) 720-2710  
Email [mirg@acrd.bc.ca](mailto:mirg@acrd.bc.ca)

*This e-mail is confidential and may be privileged. Any use of this e-mail by an unintended recipient is prohibited. If you receive this e-mail in error please notify me immediately and delete it.*

---

**From:** [REDACTED]  
**Sent:** Tuesday, January 22, 2019 11:56 AM  
**To:** John Jack [REDACTED]; John McNabb [REDACTED]; Penny Cote [REDACTED]; Bob Beckett [REDACTED]; Mike Irg <[mirg@acrd.bc.ca](mailto:mirg@acrd.bc.ca)>; Wendy Thomson <[wthomson@acrd.bc.ca](mailto:wthomson@acrd.bc.ca)>; Kel Roberts [REDACTED]  
**Subject:** January 23 ACRD agenda Sproat Lake OCP proposals

Please see attached letter of concern regarding Sproat Lake OCP amendments.

Best regards,

[REDACTED]

[REDACTED]

---

 Virus-free. [www.avast.com](http://www.avast.com)

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

January 22, 2019

ACRD Area Directors

Dear Directors,

The agenda for the **January 23, 2019 ACRD Board meeting includes two development proposals within the Sproat Lake Electoral area that have a substantial impact on surrounding agricultural lands within the ALR.** They include converting designated rural lands for tourist commercial and increased residential use. Both proposals are on properties adjacent to agriculture boundaries. The ACRD reports provide no critical assessment of the impacts and recommend that you proceed.

As Area Directors you have the opportunity to consider rural objectives and the greater good. Both proposals, one on Great Central Lake Road and the proposed subdivision on Tyler Road do not meet ALL of your rural objectives. The concept of the rural plan is not to isolate a few objectives and cite that it indeed meets of the OCP or, to continually amend an OCP to meet a proposal, but to balance the pros and cons. This is planning in isolation of all the objectives. Increased development adjacent to ALR is at the core of our concern. Ultimately the areas of concern are drainage, wild fire, potable water supply caused by increased density on rural designations. The rural property size objectives laid out in the Sproat Lake Official Community Plan is for 2 ha (or 5 acres). The proposed subdivision on Tyler Road for 1 to 2 acres and the Great Central proposal for commercial, in our assessment are problematic due to increased density in rural designations adjacent to ALR.

What is the point of a plan that is amended each time development options are put forward?

Both applications are for enhanced development within the rural designations and do not preserve the rural character and result in conflict between land uses. One of the issues of concern is stormwater or extreme weather events. In a natural environment, rainfall events are usually absorbed by soil or vegetation. Some of the rainfall absorbed by the soil eventually makes its way to the groundwater table, providing nearby water channels with base flow. Then part of the precipitation absorbed by vegetation is evaporated and and/or transpired back into the air. Climate is changing, rainfall intensity has increased. In these storm or rainfall events vegetation and soil becomes saturated and no longer absorbs all of the stormwater which causes surface water runoff and overland flow. As land is developed, impervious areas are increased by compacted soils, pavement, rooftops, and buildings, etc. Precipitation that previously was taken up by soil or vegetation becomes runoff, which increases the amount of stormwater. Managing stormwater is really about managing rainwater. Agricultural lowlands are often the dumping grounds of increased stormwater flows caused by upstream urban developments. Further, stormwater runoff from higher density or urban development can contain

pollutants such as oil, grease, metals, salt, nitrogen, phosphorus, etc. Additional concerns are around increased development which ultimately requires potable water (wells) and septic systems and more concern about wild fire in drought periods. More development, spread out rather than planned, attempting to draw more water, and each lot or commercial development with their own septic? In rainfall events where does all the run-off go? Nook Creek? ALR?

In drought periods these areas are both surrounded by forest, vegetation dries out creating more fuel, we see more intense fires that spread quickly from rural areas, climate and fire experts also look to regions that are expanding more intense development into previously undeveloped areas and asking why?

As infill occurs, conflicts arise and ultimately the public looks to local government for answers. This cautionary tale exists everywhere. If the proposals are not defeated by you, at the very least you may insist on further analysis. The issues include and are not limited to:

- Development of mitigation measures for climate change, increased extreme weather events, both rainfall and drought management plans
- Increased land use conflicts with agricultural operations
- Impacts of drainage on account of new buildings and paved surfaces (impervious surfaces), septic systems
- Depletion of ground water sources within aquifers already having limited supply
- Wild Fire events and suppression mitigation
- Integrated stormwater management plan or bylaws are required within the ACRD for development proposals. These would include strategies for proper operation and maintenance, as well as providing sound advice, of planning and design. Stormwater drainage projects have all too often been neglected in the past – frequently it has been done only in response to emergency situations: this is both costly and inefficient
- Buffers to adjacent ALR

Agricultural lands have the ability to control the delivery of most natural flows of water onto their lands. However, when water flows are amplified by upland development, farmers have difficulty managing these excess flows. Increased capacity in a regional municipal drainage system is then required.

Sproat Lake and the Alberni Valley provides plenty of opportunity for the proposed land-uses on properties that do not impact agricultural lands. Expansion of transportation corridors, industrial development, retail sales, schools, airports, community centres and other developments adjacent to the ALR are driving land out of farming. This is not sustainable. Agriculture is an economic driver within this region. Please consider the greater good and defeat these proposals.

Regards,

████████████████████



January 24, 2019



Via email

**Re: Your January 22, 2019 Letter Referencing ACRD Files RD18016 and RD18017**

Dear [REDACTED],

I am writing in response to your January 22, 2019 letter emailed to the ACRD Chair John Jack, Electoral Area Directors, Wendy Thomson, and myself; and to explain the process for the two rezoning applications that you reference.

As your letter was received the day before the Board meeting and after the agenda was published, it was not included in the January 23, 2019 ACRD Board agenda. Your letter will be provided to the applicants, and included in public correspondence as part of the public hearing or hearings as you reference two separate applications.

Before OCP amendments can be adopted, the local government must hold a public hearing. At the January 23, 2019 regular Board Meeting, Bylaws P1384, P1385, P1387, P1388, and P1389 all received first reading. Planning staff will now prepare a referral package, including the bylaws, and send the referral to affected technical agencies and schedule a date for the public hearing or hearings.

The ACRD process for rezoning applications that involve an OCP amendment is as follows:

1. The property owner makes an application;
2. Staff review the application, prepare a staff report and, where appropriate, draft OCP and zoning amendment bylaws;
3. The application package, including staff report and bylaws, is forwarded to the Electoral Area Advisory Planning Commission (APC);
4. The Board reviews the application package and APC recommendation and considers first reading of the bylaws;
5. If first reading is given, the application is referred to technical referral agencies for input and the a public hearing is scheduled;
6. Public hearing is held. Referral agency comments and any public correspondence received prior to the public hearing are made available at the public hearing;
7. The public hearing minutes and a staff report are presented to the ACRD Board. Planning staff provide a recommendation for the Board to consider the bylaws for second and third reading;

8. Following third reading, any applicable requirements and/or conditions of zoning must be fulfilled by the applicant prior to the bylaws being presented to the Board for adoption.

Please contact planning staff if you have any questions.

Regards,

A handwritten signature in black ink, appearing to read "Michael Irg". The signature is fluid and cursive, with a long horizontal stroke at the end.

Mike Irg, MCIP, RPP, Manager of Planning and Development

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

**Alex Dyer**

---

**Subject:** RE: January 23 ACRD Meeting

Begin forwarded message:

**From:** [REDACTED]  
**Date:** January 23, 2019 at 9:16:38 PM PST  
**To:** 'John McNabb' [REDACTED], 'Penny Cote' [REDACTED], "'Bob Beckett'" [REDACTED], 'Kel Roberts' [REDACTED]  
**Subject:** January 23 ACRD Meeting  
**Reply-To:** [REDACTED]

Directors thank you very much for your consideration of our concerns. We would appreciate hearing from you how the Board addressed our correspondence today at the Board meeting. Did you refer this matter back to staff for further analysis and information before proceeding to public hearing or deny readings of the proposed bylaw? We appreciate your attention to these matters and for making decisions that ensure our region follows sound planning practices.

We look forward to your response.

---

**From:** [REDACTED]  
**Sent:** January 22, 2019 11:56 AM  
**To:** John Jack, Chair ACRD [REDACTED]; John McNabb [REDACTED]; Penny Cote [REDACTED]; Bob Beckett [REDACTED]; Mike Irg <[mirg@acrd.bc.ca](mailto:mirg@acrd.bc.ca)>; Wendy Thomson <[wendy.thomson@acrd.bc.ca](mailto:wendy.thomson@acrd.bc.ca)>; Kel Roberts [REDACTED]  
**Subject:** January 23 ACRD agenda Sproat Lake OCP proposals

Please see attached letter of concern regarding Sproat Lake OCP amendments.

Best regards,

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

---

 Virus-free. [www.avast.com](http://www.avast.com)

**Coleman Meadows Farm Water Buffalo Dairy**  
**6670 Coleman Road, Port Alberni, B.C.**  
**Email: awpb@island.net**  
**Phone : 250-724-0876**

January 22, 2019

ACRD Area Directors

Dear Directors,

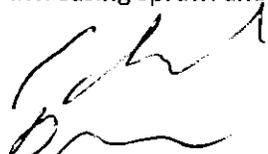
The agenda for the **January 23, 2019 ACRD Board meeting includes two development proposals within the Sproat Lake Electoral area that have a substantial impact on surrounding agricultural lands within the ALR.** They include converting designated rural lands for tourist commercial and increased residential use. Both proposals are on properties adjacent to agriculture boundaries. The ACRD reports provide no critical assessment of the impacts and recommend that you proceed.

As Area Directors you have the opportunity to consider rural objectives and the greater good. Both proposals, one on Great Central Lake Road and the proposed subdivision on Tyler Road do not meet ALL of your rural objectives. The concept of the rural plan is not to isolate a few objectives and cite that it indeed meets of the OCP or, to continually amend an OCP to meet a proposal, but to balance the pros and cons. This is planning in isolation of all the objectives. Increased development adjacent to ALR is at the core of our concern. Ultimately the areas of concern are drainage, wild fire, potable water supply caused by increased density on rural designations. The rural property size objectives laid out in the Sproat Lake Official Community Plan is for 2 ha (or 5 acres). The proposed subdivision on Tyler Road for 1 to 2 acres and the Great Central proposal for commercial, in our assessment are problematic due to increased density in rural designations adjacent to ALR.

What is the point of a plan that is amended each time development options are put forward?

Both applications are for enhanced development within the rural designations and do not preserve the rural character and result in conflict between land uses. One of the issues of concern is stormwater or extreme weather events. In a natural environment, rainfall events are usually absorbed by soil or vegetation. Some of the rainfall absorbed by the soil eventually makes its way to the groundwater table, providing nearby water channels with base flow. Then part of the precipitation absorbed by vegetation is evaporated and and/or transpired back into the air. Climate is changing, rainfall intensity has increased. In these storm or rainfall events vegetation and soil becomes saturated and no longer absorbs all of the stormwater which causes surface water runoff and overland flow. As land is developed, impervious areas are increased by compacted soils, pavement, rooftops, and buildings, etc. Precipitation that previously was taken up by soil or vegetation becomes runoff, which increases the amount of stormwater. Managing stormwater is really about managing rainwater. Agricultural lowlands are often the dumping grounds of increased stormwater flows caused by upstream urban developments. Further, stormwater runoff from higher density or urban development can contain

We are discouraged by your actions and the prospect that these community plan amendments and rezonings will proceed. This will be sending a message that rural designated lands are ripe for commercial and residential development, eliminating any potential for buffering adjacent to farm lands, increasing sprawl and not thinking regionally.



Yours truly Edward and Melanie Dyson  
Coleman Road



**Re: 8885 Central Lake Road (RD18016) and 7940 Tyler Drive (RD18017)**

We write to express our opposition to the above two applications and ask that the Board of Directors take a regional approach to land use decisions.

While land use zoning is an electoral area service and amendments to community plans and zoning bylaws are voted on by electoral area directors only, our comments are intended for all directors and should be of interest to you all. We ask for Comprehensive Regional Planning not Unchecked Sprawl.

The ACRD, should be developing a regional approach to planning decisions rather than converting our rural areas to residential and commercial sprawl, particularly with respect to the Alberni Valley. The City of Port Alberni offers plenty of opportunity with its sound municipal services and many commercial vacancies. Are you committed to protecting our environment, the natural working landscape and rural character? While you fail to take the initiative our electoral area directors – absent any representation from Beaufort and Cherry Creek are poised to amend community plans and zoning bylaws in the Sproat Lake area for commercial and residential developments immediately adjacent to prime agricultural lands. This lacks sense and counters sound planning principles.

**Consider this correspondence as our opposition to the proposed bylaws applying to 8885 Central Lake Road (RD18016) and 7940 Tyler Drive (RD18017).** But it is also a call to action for all of you. Please reset the planning agenda by refusing these applications and tasking staff with investigating options for a regional approach to planning policy.

Our specific concerns with respect to the proposed bylaws include:

- Sproat lake is already subject to unchecked, unsustainable development and commercialization through a lack of action on vacation rentals. PLEASE DO NOT continue to convert rural lands for commercial and residential purposes;
- Rural designated lands are the typical buffer to the working landscape, especially farmlands, in most other jurisdictions;
- Commercial and residential developments in these rural areas rely on ground water depleting the resource for agricultural production, your policies acknowledge the need for water sources for agriculture yet no public infrastructure is being provided and farmers are left to compete for limited groundwater supplies at excessive cost. You continue to increase competition from commercial and residential developments;
- Surface waters are adversely impacted by development and it is the low lying downstream farms that pay the price with diminished water quality and accelerated flows;
- The City of Port Alberni has sound sewer, storm and water services and an abundance of vacant lands why are we not encouraging such developments within municipal boundaries? Because you are not thinking as a region!
- This rezoning process is progressing without representation of two key electoral areas!
- The staff reports lacked any form of analysis or scrutiny to the proposed developments, we support planning but sound analysis and regional thinking not rubber stamping!

pollutants such as oil, grease, metals, salt, nitrogen, phosphorus, etc. Additional concerns are around increased development which ultimately requires potable water (wells) and septic systems and more concern about wild fire in drought periods. More development, spread out rather than planned, attempting to draw more water, and each lot or commercial development with their own septic? In rainfall events where does all the run-off go? Nook Creek? ALR?

In drought periods these areas are both surrounded by forest, vegetation dries out creating more fuel, we see more intense fires that spread quickly from rural areas, climate and fire experts also look to regions that are expanding more intense development into previously undeveloped areas and asking why?

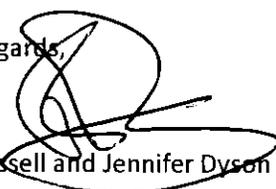
As infill occurs, conflicts arise and ultimately the public looks to local government for answers. This cautionary tale exists everywhere. If the proposals are not defeated by you, at the very least you may insist on further analysis. The issues include and are not limited to:

- Development of mitigation measures for climate change, increased extreme weather events, both rainfall and drought management plans
- Increased land use conflicts with agricultural operations
- Impacts of drainage on account of new buildings and paved surfaces (impervious surfaces), septic systems
- Depletion of ground water sources within aquifers already having limited supply
- Wild Fire events and suppression mitigation
- Integrated stormwater management plan or bylaws are required within the ACRD for development proposals. These would include strategies for proper operation and maintenance, as well as providing sound advice, of planning and design. Stormwater drainage projects have all too often been neglected in the past – frequently it has been done only in response to emergency situations: this is both costly and inefficient
- Buffers to adjacent ALR

Agricultural lands have the ability to control the delivery of most natural flows of water onto their lands. However, when water flows are amplified by upland development, farmers have difficulty managing these excess flows. Increased capacity in a regional municipal drainage system is then required.

Sproat Lake and the Alberni Valley provides plenty of opportunity for the proposed land-uses on properties that do not impact agricultural lands. Expansion of transportation corridors, industrial development, retail sales, schools, airports, community centres and other developments adjacent to the ALR are driving land out of farming. This is not sustainable. Agriculture is an economic driver within this region. Please consider the greater good and defeat these proposals.

Regards,



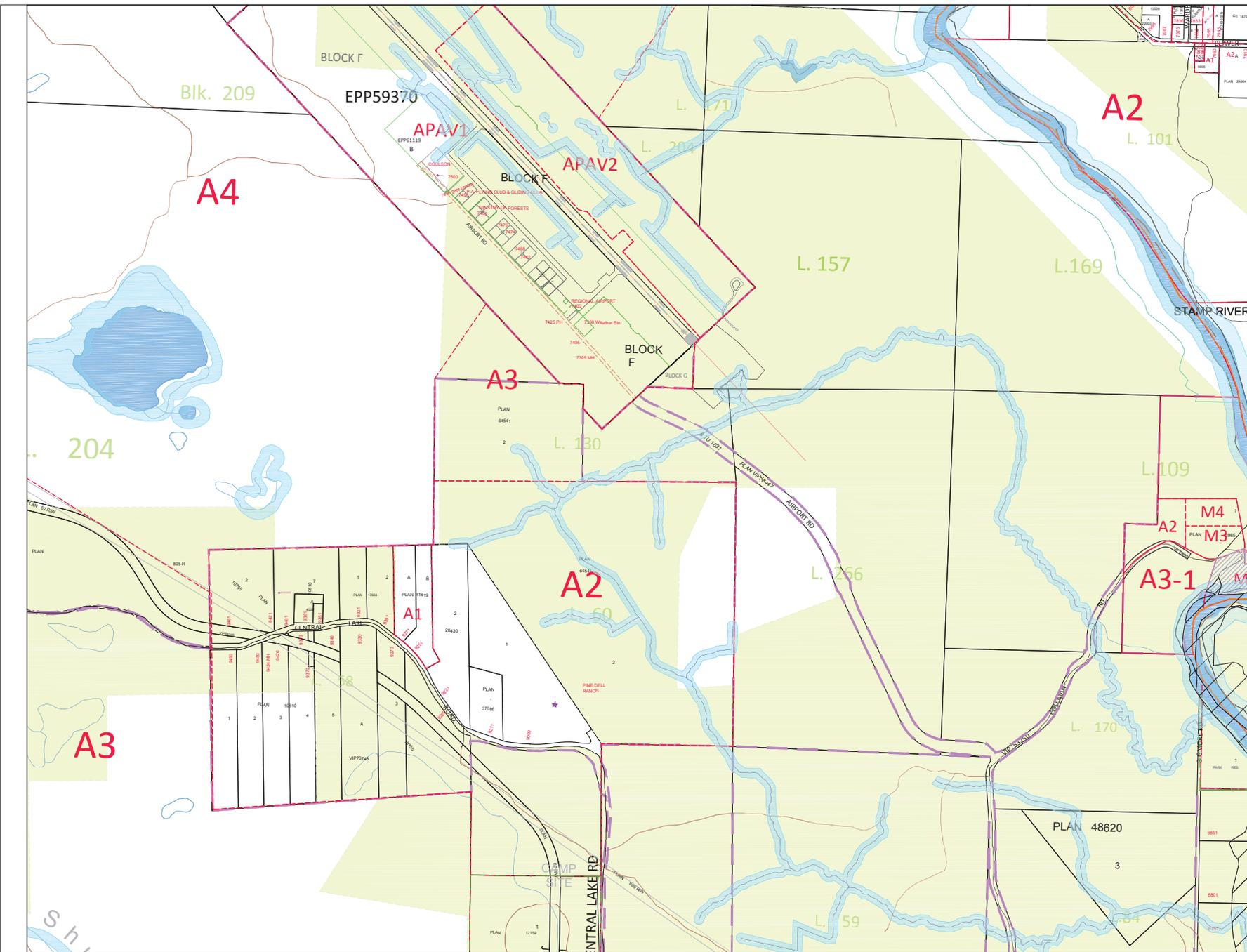
Russell and Jennifer Dyson

# APPENDIX 'D'

ALBERNI-CLAYOQUOT REGIONAL DISTRICT



This map depicts subdivision relationship only and should not be used to establish legal for size or dimensions. For accurate lot dimensions and other relevant information, please see the registered survey plans.



- DPA-I Riparian Areas
- DPA-II Natural Hazard Areas
- DPA-III Form and Character
- Development Approval Information Area
- AGRICULTURAL LAND RESERVE
- SPROAT LAKE FIRE PROTECTION BOUNDARY
- BEAVER CREEK FIRE PROTECTION BOUNDARY
- CHERRY CREEK FIRE PROTECTION BOUNDARY
- ZONING BOUNDARY

UNBUILT ROAD

VARIANCE

RESTRICTIVE COVENANT

92F.036.1.2  
**D8**

1:5000

**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT**

**BYLAW NO. P1387**

**A BYLAW TO AMEND BYLAW NO. P1310  
SPROAT LAKE 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 Sproat Lake Official Community Plan Amendment Bylaw No. P1387.
2. Schedule B, the plan map, is hereby amended by redesignating LOT 1, DISTRICT LOTS 35 AND 60, ALBERNI DISTRICT, EPP84111 from "Rural Use" to "Commercial Use" 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 23<sup>rd</sup> day of January, 2019

Public hearing held this 15<sup>th</sup> day of April, 2019

Read a second time this XX day of, XXXX

Read a third time this XX day of, XXXX

Adopted this XX day of, XXXX

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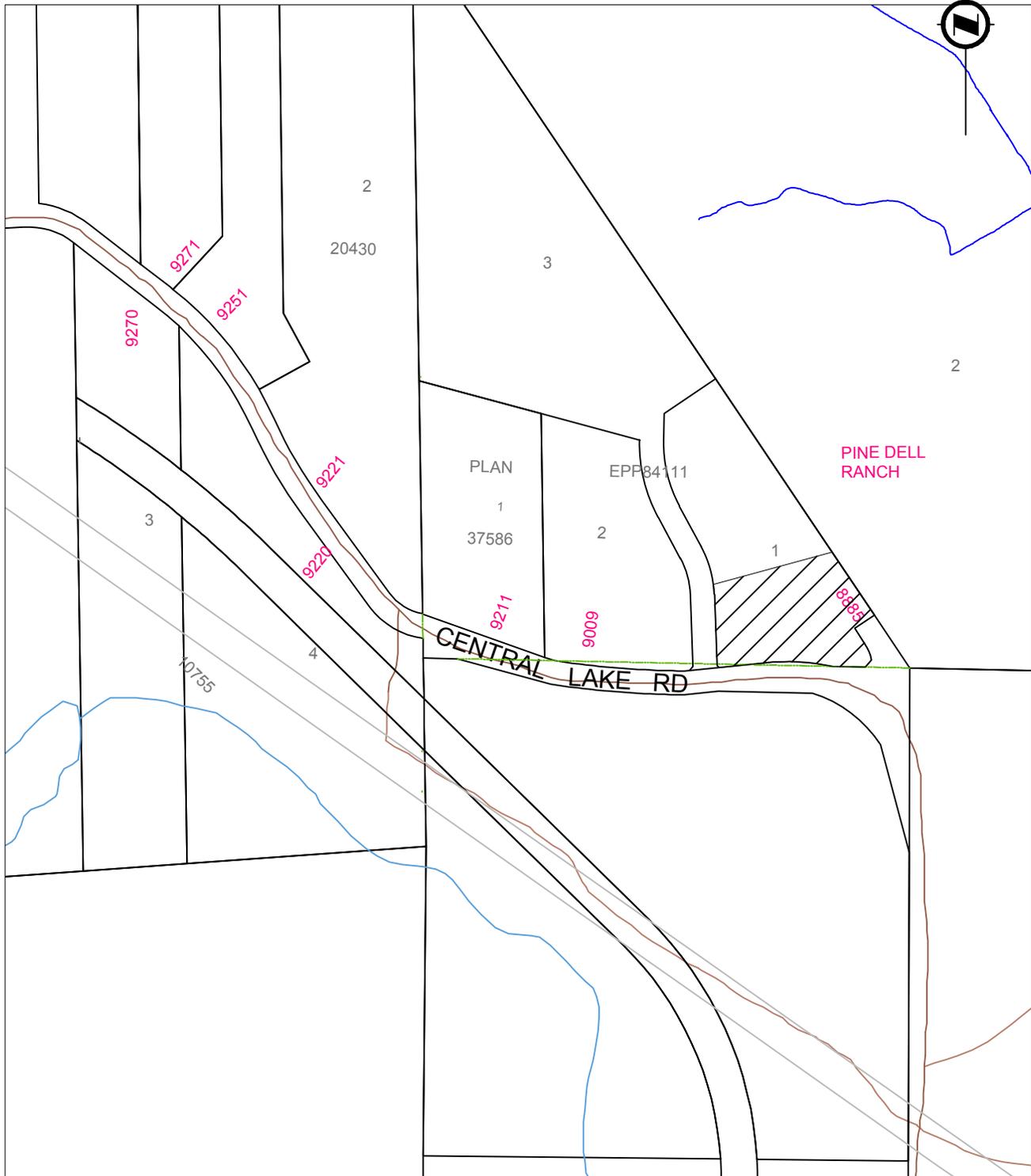
Douglas Holmes, BBA, CPA, CA  
Chief Administrative Officer

---

Chair of the Regional Board

# Schedule 'A'

This schedule is attached to and forms part of Bylaw P1387



Legal Description: LOT 1, DISTRICT LOTS 35 AND 60, ALBERNI DISTRICT, PLAN EPP84111



To be redesignated from "Rural Use" to "Commercial Use"



ALBERNI-CLAYOQUOT  
REGIONAL DISTRICT



**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT**

**BYLAW NO. P1388**

**OFFICIAL ZONING ATLAS AMENDMENT NO. 713**

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. P1388.
2. Bylaw No. 15 of the Regional District of Alberni-Clayoquot is hereby amended by rezoning: LOT 1, DISTRICT LOTS 35 AND 60, ALBERNI DISTRICT, EPP84111 from Rural (A2) District to Mixed Accommodation Commercial (MAC) District 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 23<sup>rd</sup> day of January, 2019

Public hearing held this 15<sup>th</sup> day of April, 2019

Read a second time this XX day of XXXX, XXXX

Read a third time this XX day of XXXX, XXXX

Adopted this XX day of XXXX, XXXX

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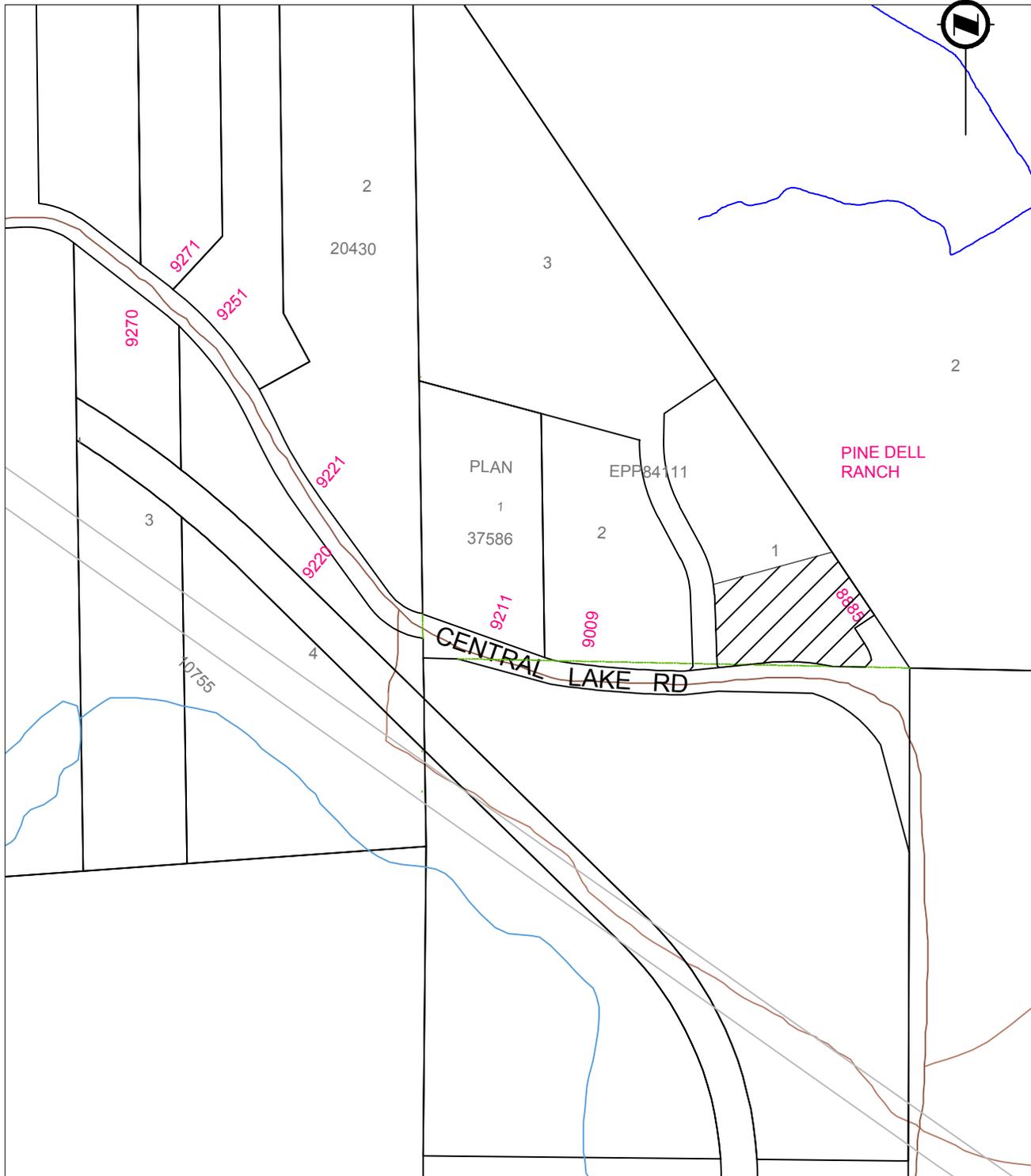
Douglas Holmes, BBA, CPA, CA  
Chief Administrative Officer

---

Chair of the Regional Board

# Schedule 'A'

This schedule is attached to and forms part of Bylaw P1388



Legal Description: LOT 1, DISTRICT LOTS 35 AND 60, ALBERNI DISTRICT, PLAN EPP84111



To be rezoned from Rural (A2) District to Mixed Accommodation Commercial (MAC) 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

Meeting  
Date: April 24, 2019

Re: Public Meeting Report for Non-Medical Cannabis Retail Store License Application  
1181572 BC Ltd. (Alberni Cannabis Co.)  
2970 Alberni Highway, Electoral Area "F" (Cherry Creek)

---

### Recommendation:

THAT the Board of Directors receive the public meeting report.

THAT the Board of Directors receive the public meeting minutes.

THAT the Board of Directors recommend to the Liquor and Cannabis Regulation Branch (LCRB) that a Retail Store Cannabis Retail Licence be issued to Alberni Cannabis Co. for 2970 Alberni Highway.

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### LCRB Requirements:

In reviewing this application, the ACRD Board has considered the location of the proposed store, supports this use at 2970 Alberni Highway, which is zoned for non-medical cannabis retail stores, and has considered the views of residents. The ACRD Board of Directors has considered this application in conjunction with the ACRD Non-Medical Cannabis Retail Store (NMC) Licence Application Review Policy adopted July 25, 2018.

### Background:

A public meeting to gather input from residents was held at 7:00 pm, April 16, 2019 at Cherry Creek Community Hall to gather input from residents regarding the proposed cannabis retail store at 2970 Alberni Highway. The meeting was chaired by Area "E" Director McNabb. Also in attendance were Planning staff Charity Hallberg Dodds, Alex Dyer and Mike Irg; Area "F" Director Bodnar, Area "D" Director Cote and Area "C" Director Roberts; and 15 members of the public.

The public meeting was held to meet the requirements of the LCRB which requires the ACRD to gather public input prior to making a recommendation to the LCRB.

### MISC18018

Members: City of Port Alberni, District of Ucluelet, District of Tofino, Yuułuꞵiꞵath Government, Huu-ay-aht First Nations, Uchucklesaht Tribe, Toquaht Nation  
Electoral Areas "A" (Bamfield), "B" (Beaufort), "C" (Long Beach), "D" (Sproat Lake), "E" (Beaver Creek) and "F" (Cherry Creek)

There were no written submissions from the public received prior to the meeting.

The applicant Andrew Hanson, presented his proposal. There was general discussion around access, security, the number of cannabis stores in the area and regulations that apply to retail cannabis stores.

The Board resolution, public meeting minutes and February 13, 2019 staff report will all be forwarded to the LCRB.

Prepared by:   
\_\_\_\_\_  
Alex Dyer, Planner

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

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

**MISC18018**



## REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT PUBLIC MEETING MINUTES APRIL 16, 2019 – ELECTORAL AREA 'F'

Minutes of a Public Meeting held on Tuesday, April 16, 2019 at 7:00 pm in the Cherry Creek Community Hall, 3720 Cherry Creek Road, Port Alberni BC.

Chair: John McNabb, Director for Electoral Area 'E' Beaver Creek  
Staff: Alex Dyer, Planner, Charity Hallberg Dodds, Planning Assistant and Mike Irg, Manager of Planning and Development  
Additional Directors: Kel Roberts (Area C – Long Beach), Penny Cote (Area D – Sproat Lake) and Diane Bodnar (Area F – Cherry Creek)  
Applicant: Andrew Hanson  
Members of the Public: 15

1. The meeting was called to order at 7:00 pm. Director McNabb recognizes the public meeting is being held within the traditional territory of the Tseshaht and Hupacasath First Nation.
2. Director McNabb introduces himself, planning staff and the additional Directors who are attending the meeting. He explains that the purpose of the meeting is to discuss a referral from the Liquor and Cannabis Regulation Branch for a proposed non-medical cannabis retail store at 2970 Alberni Highway. He explains that anyone with questions or comments on an unrelated topic to speak with planning staff after the meeting has been terminated.
3. Director McNabb asks staff to read out Notice of Public Meeting.
4. The notice is read by A. Dyer as follows:

The purpose of this meeting is to consider a proposed licence which would allow a Non-Medical Cannabis Retail Store to operate at 2970 Alberni Highway, Port Alberni.

If you would like more information on this proposal before the meeting, please contact the Regional District of Alberni-Clayoquot Planning Department from 8:00 am to 4:30 pm, Monday through Friday, from April 5, 2019 to April 16, 2019.

Phone: (250) 720-2700

Email: [planning@acrd.bc.ca](mailto:planning@acrd.bc.ca)

Any correspondence submitted prior to the public meeting should be addressed to the following:  
Mike Irg, MCIP, RPP

5. Director McNabb explains the process of the public meeting and that minutes are being taken. He is Chair of the meeting and will keep things in order. He requests that everyone be respectful, wait until they've been recognized and speak clearly and one-at-a-time. He then invites the applicant to explain the proposal.
6. A. Hanson introduces himself and Dorothy McKee, as manager of his store, and thanks everyone for coming. He submits copies of site layout (Appendix 'A') to Director McNabb and staff. He explains the proposal including the following:



## REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT PUBLIC MEETING MINUTES APRIL 16, 2019 – ELECTORAL AREA 'F'

- The history of the property including the rezoning process to allow the current liquor store. The current zone permits the Cannabis retail use.
  - Waited until cannabis retail had become legal with the application process in place prior to pursuing.
  - Discussed his intentions in advance with ACRD staff and submitted an application as soon as the application process had become available.
  - He has completed two of the four steps in the process. Step one is to have the location/site approved, step two is to ensure legal aspects, step three is to meet security requirements, and step 4 is to get Local Government support/approval.
  - He is proposing to use an existing building following extensive renovations including security features.
  - He is working with the Ministry of Transportation and Infrastructure (MoTI) on an access permit as well as relocating parking places for both retail operations.
  - They will be planting landscaped buffers on property boundaries.
  - Building updates will include extensive security cameras and lighting.
  - He has 12 years experience running a liquor store. He ensures his staff receive training above-and-beyond the minimum requirements. He feels service should include an educational aspect so that customers will have a good experience and learn about the various products available and their possible uses.
  - Cannabis is becoming legal from a black market and there is a lot about it that needs to be learned and shared.
  - He sees it as a good business opportunity and stresses the importance of going through the proper channels legally prior to opening a retail store.
7. Director McNabb thanks A. Hanson for the presentation. He asks staff if they have anything to add.
8. A. Dyer explains that no written correspondence had been received prior to the meeting. Copies of the applicant's site plan are available for viewing. He clarifies that the cannabis retail is a stand-alone operation which will be kept separate from the existing liquor retail business. The access and parking permits are in the works with MoTI. This is the first referral from the Liquor and Cannabis Regulation Branch (LCRB) and the ACRD is following the process as outlined in the adopted policy. The referral has been reviewed by the Cherry Creek APC as well as the Board of Directors. Meeting notifications were mailed and an ad was placed in the AV News. He discusses the LCRB's roll and the Board's option to support or deny the proposal. Denial would stop the process completely. The current zone allows the use and a development permit and building permits will be required.
9. Director McNabb invites comments from members of the public.
10. Dennis Griffith of 3844 Moore Road speaks. His comments include:
- Concerns around traffic safety due to increased traffic.
  - Who pays for improvements for increased traffic and safety requirements?
11. A. Dyer clarifies that the applicant is currently working with MoTI regarding an access permit and parking plan. MoTI regulates highway access and safety and the applicant will require approved permits prior to



## REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT PUBLIC MEETING MINUTES APRIL 16, 2019 – ELECTORAL AREA 'F'

moving forward.

12. Director Bodnar of 6810 Cherry Creek Road speaks. She asks who is in charge of regulating, restricting and enforcement of the retail business. Does the ACRD have a role?
13. A. Dyer discusses the Provincial's new enforcement branch. There will be conditions outlined in the retail licence. The ACRD does not have or want a role for enforcement; much like liquor store operations.
14. Bob Vandermolen of 2851-A Brandon Avenue speaks. His comments include:
  - He acknowledges that the meeting is about this specific referral although has some comments he feels are pertinent. He is aware that the ACRD is also reviewing a second referral for a store across the highway. There should only be one.
  - Suggests the ACRD and the City of Port Alberni should get together to discuss the development of the entrance to the valley and the Johnson Road corridor. We need a better plan for what this corridor should look like.
  - He has heard the "Cannabis Corridor" reference and doesn't want that to reflect on our town. We need to do it right.
15. Elizabeth Hart of 4710 Maitland Street speaks. Her comments include:
  - The legalization of cannabis can be a positive opportunity for our community.
  - There are business opportunities as well as possible additional taxation revenues.
  - Recreational use of cannabis should be viewed in a similar manner as recreational use of alcohol. Responsible use and education is mandatory. Standards need to be set.
  - Opportunities to market our town could be missed.
  - She would like to see more stores and more jobs created.
16. Carrie Smith of 3000 Mozart Road speaks. She has concerns around security and access to the business from the back of the property. Is it a police concern since it would not be visible from the highway? Will the police be checking?
17. A. Dyer says that the development permit process will address some of the form and character aspects of the building and will include security lighting. There is no planned access from the rear of the property. This application would be reviewed by the Board and the APC.
18. A. Hanson adds the following:
  - The RCMP do not do regular drive-bys. They are available when needed.
  - They currently have numerous security cameras inside and outside of the existing liquor store.
  - They have a relationship with the RCMP and have been able to help them in the past with footage from their security cameras.
  - They ID everyone and will be installing security glass in the building as well.
19. Lisa Santini of 4900 Locke Road speaks. What will the store hours be? Will it be a 24-hour operation? She has similar concerns about security from the rear of the property.



**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT  
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APRIL 16, 2019 – ELECTORAL AREA 'F'**

20. A. Hanson explains that they are only allowed to be open from 9:00 am until 11:00 pm. Twenty-four hour operation is not permitted.
21. Director Cote of 10684 Taylor Arm Drive speaks. She asks for explanation of the site plan and layout.
22. A. Hanson provides explanation including:
  - Lot layout.
  - Building layout.
  - Relocation of parking stalls.
  - Relocation of septic system. He is working with Craig Bowerman.
23. Director Cote adds the following:
  - She understood that liquor and cannabis could not be sold together except in remote locations.
  - Is Port Alberni considered a remote location?
  - There are many licence applications in process in the Alberni Valley.
24. A. Dyer explains that the two retail businesses will operate on the same property but in two completely separate buildings. He clarifies that Port Alberni is not considered a remote location.
25. Helen Zanette of 6159 Strathcona Street speaks. Her concerns include:
  - She has been doing some research and reading some newspaper articles.
  - The operation of a liquor store and a cannabis store in such close proximity.
  - Her research indicates that there is the possibility of health risks to people with addiction concerns.
  - She is not keen on the idea of the retail store. She feels it makes it easier for people to have addiction problems and could contribute to our overall drug statistics for the valley.
  - She has heard that there are five locations approved and has heard the reference to the “Cannabis Corridor” as well. Is this what we want for Port Alberni?
  - Port Alberni has the highest alcohol consumption stats per capita, do we want this for cannabis too? It’s embarrassing.
  - She doesn’t want Port Alberni to be represented that way. It’s not an image she wants.
  - She recognizes this as the first application but she will feel about the rest of them.
  - She feels it is a cash grab and there are too many stores for our town. The ACRD should have a better plan including the number of stores that will be approved. What about the 300 metre distance between them? Will that affect future locations?
26. Director Roberts of 680 Margot Place speaks. He asks for confirmation that the product sold by the retail store would have to be obtained through a licenced grower.
27. A. Dyer confirms that store product would have to come through Provincial distribution.
28. Director McNabb invites members of the public who haven’t already spoke to add comments. Before allowing second comments, he explains that this is the opportunity for everyone to add their input. The members of the Board cannot receive new information between the end of the meeting and the Board meeting scheduled for April 24<sup>th</sup>. So if anyone has questions or comments, please speak up so all concerns



**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT  
PUBLIC MEETING MINUTES  
APRIL 16, 2019 – ELECTORAL AREA 'F'**

can be discussed and noted. He then calls for second comments from members of the public.

29. D. Griffith speaks for a second time. His comments include:
- How do you determine the best location?
  - Why should one person get first rights over other applicants?
  - He works at Breakers Marine and says that they have been robbed a number of times. Theft is a concern in the area. They also have security cameras and lights.
30. Dorothy McKee of 1317 Pine Road speaks. As manager of the liquor store she adds the following comments:
- There have been a number of thefts and attempted thefts at their store. Including an attempt by someone to drive into the building.
  - The RCMP has always identified and arrested the person with the help of their security camera footage.
  - Their store has security glass windows and doors.
  - You need to do your due diligence. You can't eliminate the threat of theft.
  - Management needs to pay attention and do what you can to have people caught.
31. B. Vandermolen speaks for the second time. His comments include:
- He wants to be clear on his position.
  - He knows laws are in place.
  - He is not necessarily opposed to cannabis stores, just concerned about the number of them, their proximity, and the image portrayed for Port Alberni.
  - He appreciates business development but would like to see more diversity in businesses along Johnson Road and the entrance to the valley.
  - He is concerned that the ACRD is willing to flex on locations. The City of Port Alberni is not doing that.
32. Director McNabb says that there is a question for the future. Applications will continue to come in and the ACRD will follow through with the process for each. This is all very new and is a learning process as well.
33. L. Santini speaks for the second time. She mentions that she has also read a recent news article and did not appreciate a comment about tourists being able to access cannabis stores coming and leaving the valley. She felt it was flippant and the concern should not be revolving around tourists travelling to and from Tofino.
34. C. Smith speaks for the second time. She asks who the regulating body is and how many licences can be issued.
35. A. Dyer explains that cannabis is regulated by the LCRB and limits on number of licences, to his knowledge, have not been set. The Board of Directors has full discretion to support or not support applications. If the Board says no, the application stops.



**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT  
PUBLIC MEETING MINUTES  
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36. C. Smith suggests the Board considers regulating the number of stores. Similar to liquor control and facilities.
37. Director McNabb asks if anyone would like to speak. He reminds everyone that now is the time for questions.
38. A. Dyer mentions the site plan submitted by the applicant and that if anyone would like a copy or one emailed to them, let him know.
39. Director Cote has the following questions:
  - Is there a purchase limit per person?
  - Is there a limit to the amount of stock a store can have?
  - Is cannabis, oil and seeds the only legal products? How about edibles?
  - Is there a future for cannabis lounges?
40. A. Hanson confirms that there is a 30 gram/person purchase limit, that there is no limit to how much stock a store can have, that cannabis, oil and seeds are the only legal products, and that they have no interest or intention in providing on-site consumption at their location.
41. A. Dyer confirms that on-site consumption in lounges is currently not permitted in our zoning bylaw. It would be something the Province would need to permit prior to local government consideration.
42. C. Smith asks if delivery service would be provided, as it is with the liquor store.
43. A. Hanson confirms that there will be no delivery service. In store purchase only. He does not believe it is included in legislation at this point.
44. Director Bodnar asks how you can regulate a customer buying only 30 grams per day. What if they come back later in the day for more?
45. A. Hanson explains that they would do their best to monitor customer purchasing.
46. A. Dyer explains that the RCMP and LCRB would have roles in regulating limits and consumption.
47. M. Irg confirms that there are possession limits in place as well.
48. Director Bodnar states that the changes are happening fast and the Board needs to proceed with caution to ensure good decisions are made.
49. Director Cote saw a cannabis wedding on TV. How are similar events regulated?
50. A. Dyer confirms that it is up to the RCMP to monitor. That the ACRD wouldn't be involved with that type of regulation and it is up to the Provincial and Federal governments to enforce their own rules.



**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT  
PUBLIC MEETING MINUTES  
APRIL 16, 2019 – ELECTORAL AREA 'F'**

51. Director McNabb invites additional comments from anyone in attendance. He calls three times and hearing none, he terminates the meeting at 7:49 pm.

Certified Correct:

John McNabb, Director for Electoral Area 'E' – Beaver Creek

Minutes Prepared by:

Charity Hallberg Dodds, Planning Assistant

Existing Alberni Hwy entrance and exit



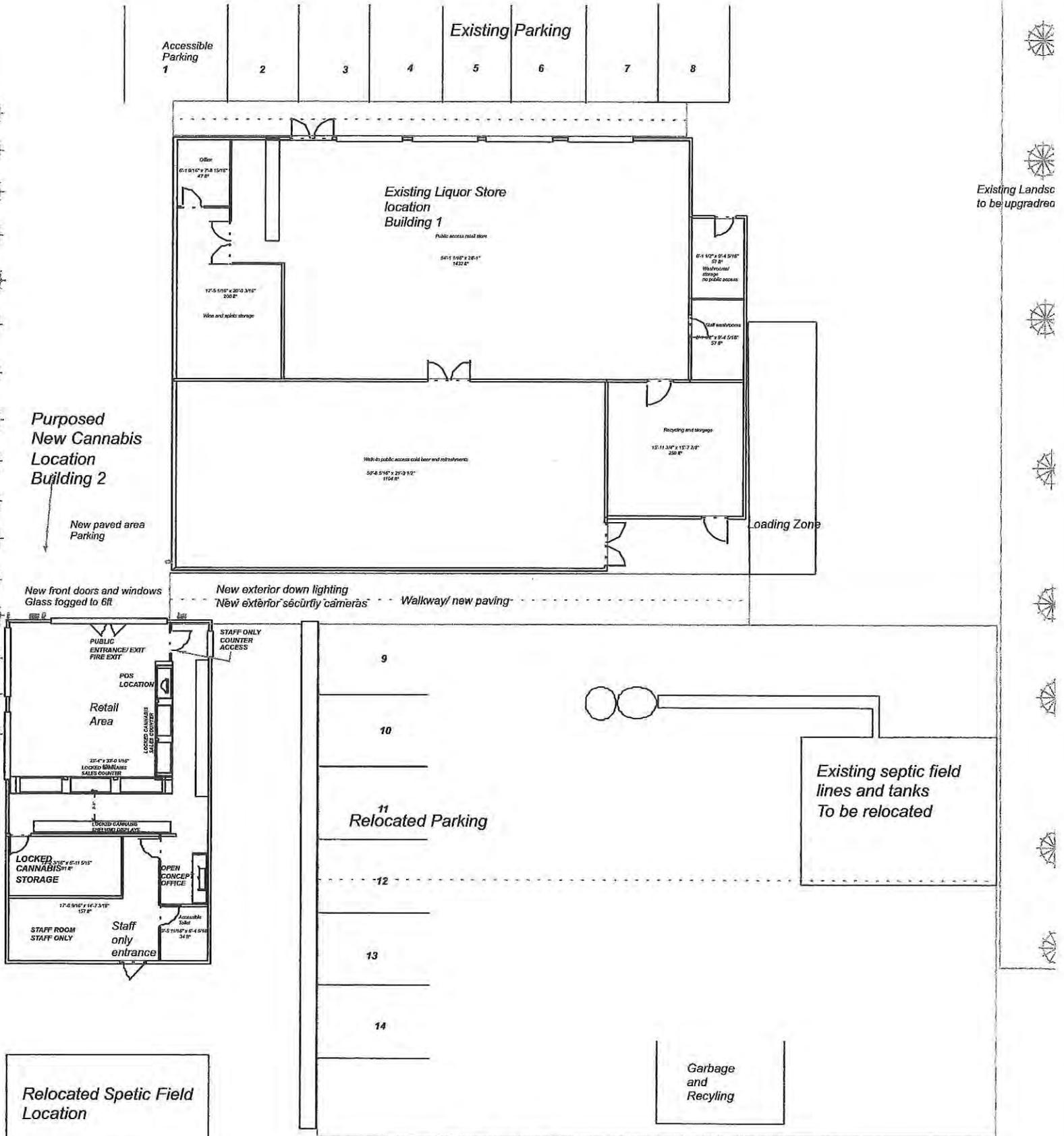
Existing Alberni Hwy entrance and exit

**2970 ALBERNI HWY**  
**PURPOSED LOCATION C**  
**NON MEDICAL CANNABIS**  
**RETAIL LOCATION**

Exterior existing free standing pillar sign  
'Alberni Liquor Store'

Adding the  
'Alberni Cannabis Co' sign to the pillar  
See Signage Plan in the application

# APPENDIX 'A'



**SITE PLAN**







# ALBERNI-CLAYQUOT REGIONAL DISTRICT

3008 Fifth Avenue, Port Alberni, B.C. CANADA V9Y 2E3 Telephone (250) 720-2700 FAX: (250) 723-1327

## REQUEST FOR DECISION

**To:** ACRD Board of Directors

**From:** Alex Dyer, Planner and  
Mike Irg, Manager of Planning and Development

**Meeting Date:** April 24, 2019

**Subject:** Agriculture Plan Implementation 2019 to 2020 Contract

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### **Recommendation:**

*THAT the Board of Directors award a contract to Eden Tree Farm and Gardening to provide agricultural support services until December 31, 2020 with the cost of the contract not to exceed \$30,000 per year.*

### **Strategic Priority:**

This project has been identified as a strategic priority by the Board of Directors.

### **Background:**

The Eden Tree Farm and Gardening Agricultural Support Team – Heather Shobe and Anna Lewis – continued the Agriculture Plan implementation project throughout 2018. The team worked closely with staff and the Agricultural Development Committee to provide agricultural support services with the goal to implement action items and priorities identified in the Alberni Valley Agricultural Plan.

The Agricultural Development Committee recommends a multiyear contract. Extending this contract for planning support services for two years complies with the ACRD purchasing policy.

The 2019 ACRD budget includes funds for implementing agricultural initiatives on the West Coast, this will be reviewed by the West Coast Committee prior to a recommendation being presented to the Board.

### **Summary:**

Agriculture Initiatives during 2018 included:

- 1) Completion of the Coastal Addendum to the Alberni Valley Agricultural Plan. The project extends policies and support for food production and food security initiatives within the coastal communities of the ACRD.

- 2) Completed the “What’s On Your Fork” Grow Local campaign facilitated by the \$25,000 grant from the province through Investment Agriculture Foundation of BC to facilitate a broad education plan across the Regional District. The program spanned over two years and included garden consultation design workshops, horticultural demonstration events, SD70 youth education days, expert speakers, hands on activities, edible garden tours, and a media and public awareness campaign. The program was a collaborative effort across all of the Alberni Valley, Port Alberni and West Coast communities with ten local partnering organizations.
- 3) Emergency planning and preparation exercises specific to agriculture. Two public workshops held and data compiled on livestock evacuation resources.
- 4) Lobbying for regional designation under the Meat Inspection Regulations to allow for small-scale local meat processing. This included meeting with the Minister of Agriculture and presenting to the Select Standing Committee on Agriculture, Fish and Food.
- 5) Family Farms Day was held on September 16, 2018. Seven farms participated in the self-guided tour of the Alberni Valley geared towards families with young children.
- 6) Participation at the Islands Agriculture Show held February 1-2 in Central Saanich. The ACRD was one of 52 exhibitors in the second largest agriculture trade show and conference in the province.
- 7) 2018 West Coast Growers Guide published with support from the Alberni Valley News.
- 8) Monitoring and support for the Army Worm program through the spring and summer.
- 9) Participation in other community events such as the Alberni District Fall Fair, Family Food Fair, Island Good brand launch and involvement with food producer and food security groups in the Alberni Valley and on the West Coast.
- 10) Continued community engagements and information sharing through an email distribution list, the ACRD website and the ‘What’s on Your Fork’ Facebook page.

The key agricultural initiatives and projects planned for 2019 include:

1. Continue Army Worm monitoring program in collaboration with the Ministry of Agriculture.
2. Continue lobbying for regional designation under the Meat Inspection Regulation. Support from the Honourable Scott Fraser, MLA and provincial staff to have the regional designation discussed on the legislative agenda in spring 2019.
3. Support emergency planning for agriculture with the facilitation of another producer meeting in 2019 and participation with the Emergency Planning Committee.
4. Review Alberni Valley Agricultural Plan to integrate data from 2017 Land Use Inventory, collect current production information, measure performance and develop a strategy for next steps in the implementation of the plan.
5. Extend elements of the two year ‘What’s on Your Fork’ Grow Local campaign, which concluded in 2018. This will include facilitating a SD70 Farm Day for students, garden workshops, commercial producer consultations and maintaining the email distribution list for event notification.
6. General support for community events and initiatives, liaison with producers, grant applications, facilitation of the Agricultural Development Committee meetings, information sharing.

7. Family Farms Day in September 2019. Alberni Fall Fair booth in September 2019. Islands Agriculture Show booth in February 2020.

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

The contract would run until the end of 2020. It is expected that the team would continue to work closely with, and report back to, the Agricultural Development Committee. Staff time will be required to provide direction and to ensure that the work is specific to the implementation of the objectives and action items in the plan. It is expected that significant planning staff time will continue to be required to liaise with the agricultural support team.

**Financial:**

The draft 2019-2020 Financial Plan has budgeted \$75,000 in 2019 for Sustainability Planning under Regional Planning and the focus within this budget item has been on Agricultural Plan initiatives. This project has been identified as a priority by the Agricultural Development Committee and Agriculture Initiatives.

**Policy or Legislation:**

The Agricultural Plan implementation is part of Regional Planning. The Alberni Valley Agriculture Plan was developed in 2010-2011 in cooperation with a consulting agrologist, staff, the Agricultural Advisory Committee and the public. The Plan, which was adopted by the Board in 2011, sets out goals, objectives and action items to support agriculture in the Alberni Valley.

Submitted by:   
Alex Dyer, MCIP, RPP  
Planner

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

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



Alberni-Clayoquot Regional District  
**Board of Directors Meeting Schedule**  
**MAY 2019**

<b>DATE</b>	<b>MEETING</b>	<b>TIME &amp; LOCATION</b>	<b>ATTENDEES</b>
Wednesday, May 1st	Electoral Area Directors Committee Meeting	10:00 am – Regional District Board Room	Committee, Staff
	Alberni Valley & Bamfield Services Committee Meeting	1:30 pm – Regional District Board Room	Committee, Staff
Wednesday, May 8th	Board of Directors Meeting	1:30 pm – Regional District Board Room	Board, Staff
	Regional Hospital District Meeting	Immediately Following Board of Directors Meeting	Board, Staff
Wednesday, May 22nd	Committee-of-the-Whole Meeting (Municipal Insurance Association Presentation)	10:00 am – Regional District Board Room	Board, Staff
	Board of Directors Meeting	1:30 pm – Regional District Board Room	Board, Staff

April 18, 2019



## REPORT FOR INFORMATION

**To:** ACRD Board of Directors

**From:** Brenda Sauve, Environmental Services Coordinator/  
Jenny Brunn, Operations Manager

**Meeting Date:** April 24, 2019

**Subject:** Community Waste Reduction Education Program Development

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### Recommendation:

***THAT the Alberni-Clayoquot Regional District Board of Directors receive this report for information on the Community Waste Reduction Education Program Development.***

### Background:

In 2016, the ACRD disposal rate was 785 kg per capita. This is high compared to the provincial average of 472 kg per capita and the provincial target of 350 kg per capita. In the past, the ACRD has partnered with the local hockey team to provide school programs and implemented traditional information based education. Staff are looking to build on the work of the past and embark on a community based social marketing strategy to significantly increase diversion and decrease waste generation in the ACRD.

The Community Based Social Marketing method of education is based in social psychology and draws from the idea that sustainable behavior change is most effective when it involves direct contact with people and is carried out at a community level. The five major steps involve 1) identifying specific behaviors that you want to change, 2) identifying the barriers that stop the behavior from occurring and the benefits that would result from the new behavior, 3) selecting the specific elements that are best suited to achieve change, 4) piloting the strategy with small groups and adjust if needed and 5) implementing the program on a broad scale.

This is an involved process requiring engagement and input from local leaders and knowledge experts, focus groups and influencers. In order to have adequate resources to ensure success, staff conducted a request for quotation to enlist the services of consultants with experience in community based social marketing to lead the development of this program. The successful consultants who will be retained to develop this program are;

- Luisa E. Richardson, M.Sc, M.Eco, Ed. – Environmental Education – extensive experience in the successful development and delivery of multi-faceted public outreach and education programs for local governments using community based social marketing methods.
- Anna Lewis, Robert Gunn and Associates – experience in research and data collection and local community knowledge that is essential in the development of this program.

These consultants will be working with the ACRD staff to establish the measurable outcomes expected from this program, develop the program and provide recommendations for future implementation. Throughout the process they will be engaging key groups and individuals in the communities to help in program development. These will include but not be limited to:

- Current groups involved in community education efforts like the Raincoast Society and Surfrider Foundation
- Members: City of Port Alberni, District of Ucluelet, District of Tofino, Yuułu?ii?ath Government, Huu-ay-aht First Nations, Uchucklesaht Tribe and Toquaht Nation  
Sectoral Areas "A" (Bamfield), "B" (Beaufort), "C" (Long Beach), "D" (Sproat Lake), "E" (Beaver Creek) and "F" (Cherry Creek)

- Contractors involved in the collection and management of recycling and waste like Berry and Vale, Waste Management and Sonbird
- Key staff from local government partners like the District of Tofino, the District of Ucluelet, and the City of Port Alberni

Future program implementation will be focused on using current resources involved in waste and education in the community including the Bulldogs, Surfrider Foundation, Raincoast Society and others.

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

The development and implementation of solid waste education programs is an on-going work item within the Environmental Services Department. Additional resources have been apportioned in our 2019 work plan to provide administrative and resource assistance during the development of this program.

**Financial/Policy:**

The adopted 2019-2014 financial plan allocated a budget of \$30,000 for the development of a community waste reduction education program. Following the issuance of a request for quotation, the ACRD received multiple written quotations to complete this work. An evaluation team assessed the merits of all submissions to select the most qualified firm to complete this work. There were 2 separate proponents who submitted excellent proposals that were each under the available budget. Staff approached both of the consultants with the idea of them combining efforts to maximize the available budget to provide the best value for the Regional District. The total value of this work is \$30,000 which is within the purchasing policies allotment for the CAO to authorize expenditures.

Submitted by:   
 Brenda Sauve, Environmental Services Coordinator

Submitted by:   
 Jenny Brunn, Operations Manager

Reviewed by:   
 Rob Williams, MSc, General Manager of Environmental Services

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

**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT BUILDING INSPECTOR'S REPORT  
MARCH, 2019**

BUILDING TYPE	BAMFIELD		BEAUFORT		LONG BEACH		SPROAT LAKE		BEAVER CREEK		CHERRY CREEK		TOTALS	
	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE
Single Family													0	0
Mobile Homes							1	6,387					1	6,387
Multi-Family													0	0
Adds&Rens											1	33,278	1	33,278
Commercial					1	787,655							1	787,655
Institutional													0	0
Industrial													0	0
Miscellenaous	1	1,000							2	219,192	1	31,450	4	251,642
<b>Totals</b>	<b>1</b>	<b>1,000</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>787,655</b>	<b>1</b>	<b>6,387</b>	<b>2</b>	<b>219,192</b>	<b>2</b>	<b>64,728</b>	<b>7</b>	<b>1,078,962</b>

**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT BUILDING INSPECTOR'S REPORT  
MARCH, 2019 TO DATE**

BUILDING TYPE	BAMFIELD		BEAUFORT		LONG BEACH		SPROAT LAKE		BEAVER CREEK		CHERRY CREEK		TOTALS	
	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE
Single Family	0	0	0	0	0	0	5	1,467,027	1	323,790	1	400,556	7	2,191,373
Mobile Homes	0	0	0	0	0	0	2	98,436	0	0	0	0	2	98,436
Multi-Family	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Adds&Rens	0	0	0	0	0	0	0	0	0	0	3	65,733	3	65,733
Commercial	0	0	0	0	1	787,655	0	0	0	0	0	0	1	787,655
Institutional	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Industrial	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Miscellenaous	1	1,000	0	0	0	0	3	201,696	3	309,504	1	31,450	8	543,650
<b>Totals</b>	<b>1</b>	<b>1,000</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>787,655</b>	<b>10</b>	<b>1,767,159</b>	<b>4</b>	<b>633,294</b>	<b>5</b>	<b>497,739</b>	<b>21</b>	<b>3,686,847</b>

	BAMFIELD	BEAUFORT/ BEAVER CREEK	LONG BEACH	SPROAT LAKE	CHERRY CREEK	TOTAL	YTD TOTAL
<b>WOODSTOVE INSPECTIONS</b>				1	1	2	5

	YEAR TO DATE		TOTAL YEAR			YEAR TO DATE		TOTAL YEAR	
2018	19	2,266,356	104	12,305,797					
2017	20	2,877,636	103	12,826,449					
2016	18	2,160,013	82	10,545,063					
2015	14	1,283,000	89	8,577,170					
2014	18	1,813,343	73	7,121,200					
2013	12	1,771,791	81	8,208,948					
2012	18	1,708,000	92	9,011,700					
2011	27	1,841,575	120	9,221,498					
2010	13	1,745,487	149	21,524,170					
2009	8	326,171	123	11,302,380	1999	9	785,830	80	3,348,092
2008	32	3,793,396	147	22,682,130	1998	18	779,980	75	3,320,890
2007	27	1,757,186	163	15,007,877	1997	20	862,866	104	10,025,166
2006	31	3,117,930	161	15,909,705	1996	21	1,693,000	128	9,050,554
2005	28	4,300,065	138	12,962,379	1995	23	1,506,000	116	9,641,300
2004	29	3,915,060	133	11,036,854	1994	34	1,972,000	151	7,915,500
2003	11	2,230,220	97	6,925,356	1993	36	2,603,000	167	10,864,000
2002	15	488,416	76	2,986,134	1992	33	1,724,000	173	11,192,500
2001	12	916,314	89	5,790,126	1991	16	829,520	126	7,155,120
2000	19	1,004,091	88	4,095,339	1990	22	1,644,300	118	6,323,900