



# Alberni-Clayoquot Regional District

## BOARD OF DIRECTORS MEETING

WEDNESDAY, MAY 8, 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 required 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>	
<b>(ALL VOTE/UNWEIGHTED)</b>	
a. <b>Board of Directors Meeting – April 24, 2019</b>	<b>7-19</b>
<i>THAT the minutes of the Board of Directors meeting held on April 24, 2019 be adopted.</i>	
b. <b>AV &amp; Bamfield Services Committee Meeting – April 24, 2019</b>	<b>20-22</b>
<i>THAT the minutes of the AV &amp; Bamfield Services Committee meeting held on April 24, 2019 be adopted.</i>	
c. <b>Electoral Area Directors Committee Meeting – May 1, 2019</b>	<b>23-26</b>
<i>THAT the minutes of the Electoral Area Directors Committee meeting held on May 1, 2019 be adopted.</i>	
d. <b>AV &amp; Bamfield Services Committee Meeting – May 1, 2019</b>	<b>27-29</b>
<i>THAT the minutes of the AV &amp; Bamfield Services Committee meeting held on May 1, 2019 be adopted.</i>	

5. **PETITIONS, DELEGATIONS & PRESENTATIONS (10 minute maximum)**

- a. **Jessica Hutchinson, Executive Director, Central Westcoast Forest Society regarding an update on the society's activities**

6. **CORRESPONDENCE FOR ACTION**

(ALL VOTE/UNWEIGHTED)

- a. **REQUEST FOR SUPPORT** **30-31**  
Alberni Valley Community Stakeholders Initiative to End Homelessness follow-up to Board presentation.

Board Direction Requested.

7. **CORRESPONDENCE FOR INFORMATION**

(ALL VOTE/UNWEIGHTED)

- a. **COALITION OF CHILD CARE ADVOCATES OF BC** **32-34**  
Child Care Planning Grant (Full Report Held in Office)
- b. **COMOX VALLEY REGIONAL DISTRICT** **35**  
Single-Use Plastics Ban

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

8. **REQUEST FOR DECISIONS & BYLAWS**

- a. **REQUEST FOR DECISION** **36-43**  
Resolution Submissions – 2019 UBCM Convention  
(ALL VOTE/UNWEIGHTED)

*THAT the Alberni-Clayoquot Regional District Board of Directors resolve that Directors who wish to have UBCM resolutions considered for the 2019 convention submit possible ideas for resolutions to the Manager of Administrative Services no later than May 29, 2019 AND;*

*Regional District staff be instructed to bring back drafted resolutions and background materials for consideration by the ACRD Board of Directors at the June 12, 2019 Board of Directors meeting.*

- b. **REQUEST FOR DECISION** **44-49**  
Community Works Fund Policy  
(ALL VOTE/UNWEIGHTED)

*THAT the Alberni-Clayoquot Regional District Board of Directors adopt the Community Works Fund Policy.*

- c. **REQUEST FOR DECISION**  
Huu-ay-aht First Nation / ACRD Fire Service Agreement  
(ALL VOTE/WEIGHTED)

**50-65**

*THAT the Alberni-Clayoquot Regional District Board of Directors enter into a new Structural Fire Protection Service Agreement with the Huu-ay-aht Government for the Bamfield Volunteer Fire Department to provide structural fire protection to Anacla/Grappler Inlet for a five (5) year term commencing April 26, 2019 and authorize the Chairperson and Chief Administrative Officer to enter into the Agreement on behalf of the Regional District.*

- d. **REQUEST FOR DECISION**  
Millstream Water System Asset Management Plan  
(ALL VOTE/UNWEIGHTED)

**66-82**

*THAT the Alberni-Clayoquot Regional District Board of Directors adopts the Millstream Water System Asset Management Plan Version 1.0.*

- e. **REQUEST FOR DECISION**  
Alberni Valley Landfill Tipping Fee and Regulation Bylaw Update  
(ALL VOTE/UNWEIGHTED)

**83-96**

*THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to Bylaw R1029, Alberni Valley Landfill Tipping Fee and Regulation;*

*THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to Bylaw R1029, Alberni Valley Landfill Tipping Fee and Regulation;*

*THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to Bylaw R1029, Alberni Valley Landfill Tipping Fee and Regulation;*

*THAT the Alberni-Clayoquot Regional District Board of Directors adopt Bylaw R1029, Alberni Valley Landfill Tipping Fee and Regulation, 2019.*

- f. **REQUEST FOR DECISION**  
Bamfield – Landfill Voucher Pilot Program  
(PARTICIPANTS/WEIGHTED)

**97-100**

*THAT the Alberni-Clayoquot Regional District Board of Directors approve a Pilot Program for Electoral Area “A” (Bamfield) for five (5) free non-transferrable tipping fee vouchers per household be implemented at the Alberni Valley Landfill effective October 1, 2019 to September 31, 2020.*

- g. **REQUEST FOR DECISION**  
Request to Change Electoral Area Boundaries – Beaufort & Cherry  
Creek  
(ALL VOTE/UNWEIGHTED)

**101-104**

*THAT the ACRD Board of Directors forward a response to Mr. McGill thanking him for his letter dated April 16, 2019 that requests amendments to the electoral area boundaries of Beaufort and Cherry Creek and advise Mr. McGill that this issue has not been identified as a priority for the Regional District in 2019.*

- h. **REQUEST FOR DECISION**  
Wood Burning Appliances and Open Burning Regulations  
(ALL VOTE/UNWEIGHTED)

**105-110**

*THAT Regional District of Alberni-Clayoquot Solid-Fuel Burning Appliance Emission Regulation Bylaw No. R1030, 2019 be read a first time.*

*THAT Regional District of Alberni-Clayoquot Solid-Fuel Burning Appliance Emission Regulation Bylaw No. R1030, 2019 be read a second time.*

*THAT Regional District of Alberni-Clayoquot Solid-Fuel Burning Appliance Emission Regulation Bylaw No. R1030, 2019 be read a third time.*

*THAT the Board of Directors direct staff to draft a bylaw to regulate open burning within the Regional District.*

**9. PLANNING MATTERS**

**9.1 ELECTORAL AREA DIRECTORS ONLY**  
(ALL PARTICIPANTS/UNWEIGHTED)

- a. **RD18016, MCINNES AND STRACHAN, 8885 CENTRAL LAKE ROAD  
(SPROAT LAKE)**  
Rezoning Application – Memorandum and Bylaws P1387 and P1388

**111-115**

*THAT Sproat Lake Official Community Plan Amendment Bylaw P1387 be adopted.*

*THAT Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw P1388 be adopted.*

- b. **TUP19012, RIDLER, 7844 STIRLING ARM DRIVE (SPROAT LAKE)** **116-130**  
Temporary Use Permit Application – Report

*THAT the Board of Directors consider issuing Temporary Use Permit TUP19012, subject to neighbouring properties being notified as per Local Government Act s. 494.*

**9.2 ALL DIRECTORS**  
(ALL PARTICIPANTS/UNWEIGHTED)

- a. **CANNABIS RETAIL POLICY (ALL AREAS)** **131-135**  
Request for Decision

*THAT the Board of Directors direct staff to arrange a Committee of the Whole meeting in June 2019 to discuss the Non-Medical Cannabis retail policy and further instruct staff to develop a report including analysis of member municipality policies and options for an application intake process.*

- b. **AD19002, TANNOCK, 7450 HECTOR ROAD (SPROAT LAKE)** **136-144**  
Report

*THAT the Board of Directors forward the application to the Agricultural Land Commission noting that the second dwelling complies with the ACRD Zoning Bylaw.*

**10. REPORTS**

**10.1 STAFF REPORTS**  
(ALL VOTE/UNWEIGHTED)

- a. **Federal Gas Tax Agreement – Community Works Fund Allocations** **145-148**  
b. **Infrastructure Grants for Bamfield and Millstream Water Infrastructure** **149-151**  
c. **Proposed Resolution from the City of Maple Ridge** **152-157**

*THAT the Board of Directors receive reports a-c.*

**10.2 COMMITTEE REPORTS**

**10.3 OTHER REPORTS**

**11. UNFINISHED BUSINESS**

**12. LATE BUSINESS**

**13. QUESTION PERIOD**

**14. RECESS**  
(ALL VOTE/UNWEIGHTED)

*Motion to recess the Regular Board of Directors Meeting in order to conduct the Regional Hospital District Meeting.*

**15. RECONVENE**

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

*Motion to close the meeting to the public as per the Community Charter, section(s):*

- i. 90 (1) (i): The receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;*
- ii. 90 (1) (j): Information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the "Freedom of Information and Protection of Privacy Act".*

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

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

**Next Board of Directors Meeting: Wednesday, May 22, 2019, 1:30 pm  
Regional District Board Room**



# Alberni-Clayoquot Regional District

## MINUTES OF THE BOARD OF DIRECTORS MEETING HELD ON WEDNESDAY, APRIL 24, 2019, 1:30 PM

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

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### **DIRECTORS**

#### **PRESENT:**

John Jack, Chairperson, Councillor, Huu-ay-aht First Nation  
Bob Beckett, Director, Electoral Area "A" (Bamfield)  
Tanya Shannon, Director, Electoral Area "B" (Beaufort)  
Kel Roberts, Director, Electoral Area "C" (Long Beach)  
Penny Cote, Director, Electoral Area "D" (Sproat Lake)  
John McNabb, Director, Electoral Area "E" (Beaver Creek)  
Dianne Bodnar, Director, Electoral Area "F" (Cherry Creek)  
Sharie Minions, Mayor, City of Port Alberni  
Cindy Solda, Councillor, City of Port Alberni  
Alan McCarthy, Member of Legislature, Yuułu?it?ath Government  
Wilfred Cootes, Councillor, Uchucklesaht Tribe Government  
Kirsten Johnsen, Member of Council, Toquaht Nation

#### **REGRETS:**

Josie Osborne, Vice-Chairperson, Mayor, District of Tofino  
Mayco Noël, Mayor, District of Ucluelet

#### **STAFF PRESENT:**

Douglas Holmes, Chief Administrative Officer  
Teri Fong, Manager of Finance  
Alex Dyer, Planner  
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 is being held in the Tseshaht First Nation and the Hupacasath First Nation Territories.

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

*MOVED: Director Cootes*

*SECONDED: Director Shannon*

*THAT the agenda be approved as circulated with the addition of the following late items:*

*8 (f). Two Request for Decisions regarding Alberni Valley Drag Race Association request to return to the Alberni Valley Regional Airport and Request Agreement for 2019 Alberni Valley Drag Race Proposal.*

*12 (a) Report on the 2019 AVICC Convention*

*12(b) Discussion on 2019 committee appointments*

**CARRIED**

**3. DECLARATIONS**

Director McNabb declared a pecuniary conflict of interest with respect to item 8. (f) of the Board agenda.

**4. ADOPTION OF MINUTES**

**a. Board of Directors Meeting – April 10, 2019**

*MOVED: Director Solda*

*SECONDED: Director McNabb*

*THAT the minutes of the Board of Directors meeting held on April 10, 2019 be adopted.*

**CARRIED**

**b. Alberni Valley and Bamfield Services Committee Meeting – April 10, 2019**

*MOVED: Director McNabb*

*SECONDED: Director Solda*

*THAT the minutes of the Alberni Valley and Bamfield Services Committee meeting held on April 10, 2019 be adopted.*

**CARRIED**

**c. West Coast Directors Committee Meeting – April 17, 2019**

*MOVED: Director McNabb*

*SECONDED: Director Johnsen*

*THAT the minutes of the West Coast Directors Committee meeting held on April 17, 2019 be adopted.*

**CARRIED**

## 5. PETITIONS, DELEGATIONS & PRESENTATIONS

- a. **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.**

Inspector Hunter introduced new Operations Support Sergeant, Peter Dionne. Sergeant Dionne introduced himself to the Board. The Inspector reported on changes implemented by Statistics Canada on how crime statistics are reported across Canada. The Inspector provided an overview of the Port Alberni RCMP Detachment quarterly policing statistics.

- b. **Patty Edwards regarding challenges and accomplishments of the Alberni Valley Community Stakeholders Initiative to End Homelessness for 2017-2018.**

Ms. Edwards presented the Alberni Valley Community Stakeholder Initiative to End Homelessness (AVCSI) Coordinator Report, 2016 to 2018 developed by Terry Deakin, AVSCI Coordinator. Ms. Edwards requested the Regional District to make a commitment to set affordable housing as a priority. She provided an overview of the Province's funding program for affordable housing. This program requires partnership with the local government, including a commitment of 1/3 funding or land. The AVCSI would like the Alberni-Clayoquot Regional District to follow the lead of the Comox Valley Regional District and Cowichan Valley Regional District who conducted referendums and established Homelessness Support Services in their areas.

- c. **Gary Swann regarding the Organic Diversion proposal.**

Mr. Swann spoke in support of organics diversion and growing local. He has been making compost for almost 50 years and develops humus from compost. Humus does remarkable things in gardens and pastures and could have huge economic benefits in the region.

- d. **Joe Van Bergen regarding Sproat Lake Committee for rezoning and clean water.**

Mr. Van Bergen provided an update on the Sproat Lake Committee which was formed a year and a half ago to try and put some organization into Sproat Lake water quality. They have six long time Sproat Lake residents on their Committee. Mr. Van Bergen discussed activities of the Committee including lake clean-up, education and removal of derelict docks. The Committee appreciates the motion passed by the ACRD Board last year to have planning staff conduct a public meeting at Sproat Lake regarding clean water and rezoning the lake. The Committee is hoping the Regional District will hold the public meeting in May of this year.

## 6. CORRESPONDENCE FOR ACTION

**7. CORRESPONDENCE FOR INFORMATION**

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

*MOVED: Director McNabb*

*SECONDED: Director Solda*

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

**CARRIED**

**8. REQUEST FOR DECISIONS & BYLAWS**

- a. **Request for Decision regarding Sproat Lake Fire Practice Site – Renewal of Licence of Occupation.**

*MOVED: Director Cote*

*SECONDED: Director McNabb*

*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.*

**CARRIED**

- b. **Request for Decision regarding Reporting – 2019 Official By-Election Results – Beaufort & Cherry Creek.**

*MOVED: Director McNabb*

*SECONDED: Director Solda*

*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).*

**CARRIED**

**c. Request for Decision regarding Investigation – Live Streaming Board Meetings.**

*MOVED: Director Solda*

*SECONDED: Director Minions*

*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.*

**CARRIED**

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

*MOVED: Director Roberts*

*SECONDED: Director Johnsen*

*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;*

*AND FURTHER 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;*

*AND FURTHER 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;*

*AND FURTHER 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 FURTHER the Alberni-Clayoquot Regional District Board of Directors agree in principal to providing necessary land at the West Coast Landfill to operate a biosolids processing facility.*

**CARRIED**

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

*MOVED: Director McNabb*

*SECONDED: Director Beckett*

*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;*

*AND FURTHER 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;*

*AND FURTHER 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.*

**CARRIED**

Director McNabb left the meeting at 3:05 pm due to a pecuniary conflict of interest.

**f. Request for Decision regarding Alberni Valley Drag Race Association  
Request to Return to Alberni Valley Regional Airport**

**Late Item - Request For Decision – Alberni Valley Drag Race Association request  
to Return to the AVRA in 2019**

*MOVED: Director Cote  
SECONDED: Director Solda*

*THAT the ACRD Board of Directors approve 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.*

**CARRIED**

*MOVED: Director Solda  
SECONDED: Director Shannon*

*THAT the ACRD Board of Directors approve the Alberni Valley Drag Racing Association's proposal in principle for the 2019 Drag Race Event at the Alberni Valley Regional Airport (AVRA).*

**CARRIED**

**Late Item - Request for Decision – Agreement for 2019 Alberni Valley Drag Race  
Proposal**

*MOVED: Director Solda  
SECONDED: Director Beckett*

*THAT the ACRD Board of Directors direct staff to draft a comprehensive use agreement that covers all matters discussed in related reports in order to reduce any related risk to*

*the ACRD, and bring the agreement back to the Board for consideration, or back to the Alberni & Bamfield Services Committee if more expedient, which shall be delegated the authority to approve the agreement.*

**CARRIED**

Director McNabb re-entered the meeting at 3:40 pm.

**g. Request for Decision regarding Alberni-Clayoquot Regional District Financial Statements.**

*MOVED: Director Cootes*

*SECONDED: Director Beckett*

*THAT the Alberni-Clayoquot Regional District Board of Directors approve the 2018 Audited Financial Statements for the Alberni-Clayoquot Regional District as presented.*

**CARRIED**

**9. PLANNING MATTERS**

**ELECTORAL AREA DIRECTORS ONLY**

(All Participants/Unweighted)

**a. TUP19004, JURGENS, 246 LEE STREET (LONG BEACH)**

Temporary Use Permit Application – Report

*MOVED: Director Roberts*

*SECONDED: Director Cote*

*THAT the Board of Directors consider issuing Temporary Use Permit TUP19004, subject to neighbouring properties being notified as per Local Government Act s.494 and subject to the issuance of a building permit to allow for a duplex with the building permit required prior to staff bringing forward the application to the Board for final approval.*

**CARRIED**

**b. RD18003, 0742479 BC LTD, TWO RIVERS ARM (SPROAT LAKE)**

Rezoning Application – Public Hearing Report, Public Hearing Minutes and Bylaws P1369 and P1370

*MOVED: Director Cote*

*SECONDED: Director McNabb*

*THAT the Board of Directors receive the public hearing report.*

**CARRIED**

*MOVED: Director Cote*

*SECONDED: Director McNabb*

*THAT the Board of Directors receive the public hearing minutes.*

**CARRIED**

*MOVED: Director Cote  
SECONDED: Director Shannon*

*THAT Sproat Lake Official Community Plan Amendment Bylaw P1369 be amended.*

**CARRIED**

*MOVED: Director Cote  
SECONDED: Director Shannon*

*THAT Regional District of Alberni-Clayoquot Zoning Text and Atlas Amendment Bylaw P1370 be amended.*

**CARRIED**

*MOVED: Director Cote  
SECONDED: Director McNabb*

*THAT Sproat Lake Official Community Plan Amendment Bylaw P1369 be read a second time as amended.*

**CARRIED**

*MOVED: Director Cote  
SECONDED: Director Shannon*

*THAT Regional District of Alberni-Clayoquot Zoning Text and Atlas Amendment Bylaw P1370 be read a second time as amended.*

**CARRIED**

*MOVED: Director Cote  
SECONDED: Director McNabb*

*THAT Sproat Lake Official Community Plan Amendment Bylaw P1369 be read a third time.*

**CARRIED**

*MOVED: Director Cote  
SECONDED: Director McNabb*

*THAT Regional District of Alberni-Clayoquot Zoning Text and Atlas Amendment Bylaw P1370 be read a third time.*

**CARRIED**

**c. RD18016, MCINNES AND STRACHAN, 8885 CENTRAL LAKE ROAD (SPROAT LAKE)**

Rezoning Application – Public Hearing Report, Public Hearing Minutes and Bylaws P1387 and P1388

MOVED: Director Cote

SECONDED: Director Beckett

*THAT the Board of Directors receive the public hearing report.*

**CARRIED**

MOVED: Director Cote

SECONDED: Director Shannon

*THAT the Board of Directors receive the public hearing minutes.*

**CARRIED**

MOVED: Director Cote

SECONDED: Director Roberts

*THAT Sproat Lake Official Community Plan Amendment Bylaw P1387 be read a second time.*

**CARRIED**

MOVED: Director Cote

SECONDED: Director Beckett

*THAT Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw P1388 be read a second time.*

**CARRIED**

MOVED: Director Cote

SECONDED: Director Roberts

*THAT Sproat Lake Official Community Plan Amendment Bylaw P1387 be read a third time.*

**CARRIED**

MOVED: Director Cote

SECONDED: Director Shannon

*THAT Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw P1388 be read a third time.*

**CARRIED**

- d. MISC18018, 1181572 BC LTD, 2970 ALBERNI HIGHWAY (CHERRY CREEK)**  
Cannabis Retail Store Licence Referral – Public Meeting Report and Public Meeting Minutes

*MOVED: Director McNabb*  
*SECONDED: Director Solda*

*THAT the Board of Directors receive the public meeting report.*

**CARRIED**

*MOVED: Director McNabb*  
*SECONDED: Director Roberts*

*THAT the Board of Directors receive the public meeting minutes.*

**CARRIED**

*MOVED: Director McNabb*  
*SECONDED: Director Solda*

*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.*

**CARRIED**

- e. AGRICULTURE PLAN IMPLEMENTATION 2019 TO 2020 CONTRACT**  
Request for Decision

*MOVED: Director Cote*  
*SECONDED: Director Shannon*

*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.*

**CARRIED**

## **10. REPORTS**

### **10.1 STAFF REPORTS**

- a. Meeting Schedule – May 2019**
- b. Community Waste Reduction Education Program Development – J. Brunn/B. Sauve – April 2019**
- c. Building Inspector’s Report – March 2019**
- d. Alberni Valley Fire Department Annual Report – 2018**  
The Protective Services Manager presented the annual report for 2018.

*MOVED: Director Cote*  
*SECONDED: Director Roberts*

*THAT the Board of Directors receives the staff reports a-d.*

**CARRIED**

## **10.2 COMMITTEE REPORTS**

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

Director McNabb provided a brief update on the meeting earlier today. The Committee considered updates to the Alberni Valley Landfill Tipping Fees and Regulations Bylaw. An updated bylaw will be presented for consideration by the ACRD Board at the next meeting.

*MOVED: Director McNabb*  
*SECONDED: Director Beckett*

*THAT this verbal report be received.*

**CARRIED**

## **10.3 MEMBER REPORTS**

- a. 9-1-1 Corporation – J. McNabb – No Report**
- b. Vancouver Island Regional Library – P. Cote – No Report**
- c. Alberni Valley Chamber of Commerce – S. Minions – No Report**
- d. Air Quality Council, Port Alberni – J. McNabb – No Report**
- e. West Coast Aquatic Board – J. Osborne – No Report**
- f. Association of Vancouver Island & Coastal Communities – P. Cote**

Director Cote reported the annual convention in Powell River was very successful. Director Solda was elected member at large and Director Cote was acclaimed as second vice to the AVICC executive. The 2020 convention will be held in Nanaimo, BC.

- g. Beaver Creek Water Advisory Committee – J. McNabb – No Report**
- h. Other Reports**

*MOVED: Director Solda*  
*SECONDED: Director Johnsen*

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

**CARRIED**

**11. UNFINISHED BUSINESS**

**12. LATE BUSINESS**

**a. Late Business – Report on Discussions at the 2019 AVICC Convention – Director Solda**

Director Solda spoke to a discussion she had with BC Hydro representatives at the convention regarding electric car battery charging stations, who had committed to follow-up with ACRD staff to investigate funding options to install a charging station at the Regional District Office.

Director Solda spoke to a presentation from BC Ferries. She brought up the issue of remote communities with no ferry services. There are some communities with less population that have ferry services.

**b. 2019 Committee Appointments**

This topic was referred to the next Board meeting.

**13. QUESTION PERIOD**

**14. IN-CAMERA**

*MOVED: Director Solda*

*SECONDED: Director Shannon*

*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) (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 4:29 pm.

The meeting was re-opened to the public at 4:43 pm.

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

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

*THAT the ACRD Board of Directors enter into a contract with Les Butler to carry out the duties on the Bamfield Water system as an independent waterworks contractor*

*at a rate of \$5,500.00 plus GST per month for a period of five (5) years commencing May 1, 2019 ending April 30, 2024.*

**16. ADJOURN**

*MOVED: Director Solda*

*SECONDED: Director Shannon*

*THAT this meeting be adjourned at 4:43 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 APRIL 24, 2019, 9:30 AM

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)  
Tanya Shannon, Director, Electoral Area "B" (Beaufort)  
Penny Cote, Director, Electoral Area "D" (Sproat Lake)  
Dianne Bodner, Director, Electoral Area "F" (Cherry Creek)  
Sharie Minions, Mayor, City of Port Alberni  
Cindy Solda, Vice-Chairperson, Councillor, City of Port Alberni  
Wilfred Cootes, Councillor, Uchucklesaht Tribe Government

**REGRETS:** John Jack, Councillor, Huu-ay-aht First Nation

**STAFF PRESENT:** Douglas Holmes, Chief Administrative Officer  
Rob Williams, General Manager of Environmental Services  
Wendy Thomson, Manager of Administrative Services  
Mark Fortune, Airport Superintendent

### 1. CALL TO ORDER

The Vice-Chairperson called the meeting to order at 9:34 am.

The Vice-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 Cootes*

*SECONDED: Director Beckett*

*THAT the agenda be approved as circulated.*

**CARRIED**

### 3. ADOPTION OF MINUTES

a. **Alberni Valley & Bamfield Services Committee Minutes – April 10, 2019**

*MOVED: Director Minions*

*SECONDED: Director Shannon*

*THAT the minutes of the Alberni Valley and Bamfield Services Committee meeting held on April 10, 2019 be adopted.*

**CARRIED**

Director Cote entered the meeting at 9:35 am

**4. PETITIONS, DELEGATIONS & PRESENTATIONS**

**a. Roger Haggerty & Satch Willis, Alberni Valley Drag Race Association**

The delegation provided a response to the staff report in the Committee agenda package regarding the Association's use of the Alberni Valley Regional Airport for the drag race event and some alleged misinformation in the report. The Society has worked with the Regional District for 15 years on the annual event at the Airport. Mr. Haggerty spoke to all the work the Association has done over the years at the Airport including grass cutting, cleaning the runway and culverts. The Association is aware of the fire safety hazards and always addressed them. Mr. Satch Willis provided the Committee with a submission from the Association addressing the issues raised by the Alberni Valley Regional Airport Advisory Committee for use of the Airport for the event. The delegation requested the Committee to approve their proposal to return their event to the Airport for 2019.

**5. CORRESPONDENCE**

**6. REQUEST FOR DECISIONS & BYLAWS**

**a. Request for Decision regarding Alberni Valley Drag Race Association request to return to AVRA / CBS8 in 2019**

*MOVED: Director Cootes*

*SECONDED: Director Shannon*

*THAT the Alberni Valley & Bamfield Services Committee recommend the ACRD Board of Directors authorize the AV Drag Racing Association's proposal for the 2019 Drag Race event at the AV Regional Airport.*

**CARRIED**

Director McNabb entered the meeting at 10:53 am and assumed the Chair. The Chairperson declared a pecuniary conflict in relation to sponsorship of the Alberni Valley Drag Event.

**b. Request for Decision regarding Alberni Valley Landfill Tipping Fee and Regulation Bylaw Update**

*MOVED: Director Solda*  
*SECONDED: Director Minions*

*THAT the Committee recommend to the ACRD Board that Bylaw R1029, Alberni Valley Landfill Tipping Fee and Regulation, 2019 be introduced and read three times AND FURTHER the Committee recommend that the Alberni-Clayoquot Regional District Board of Directors adopt Bylaw R1029, Alberni Valley Landfill Tipping Fee and Regulation, 2019.*

**CARRIED**

**7. REPORTS**

**8. LATE BUSINESS**

**9. ADJOURN**

*MOVED: Director Beckett*  
*SECONDED: Director Shannon*

*THAT the meeting be adjourned at 11:01 am.*

**CARRIED**

Certified Correct:

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John McNabb,  
Chairperson

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Wendy Thomson,  
Manager of Administrative Services



# Alberni-Clayoquot Regional District

## MINUTES OF THE ELECTORAL AREA DIRECTORS COMMITTEE

MEETING HELD ON WEDNESDAY, MAY 1, 2019, 10:00 AM

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

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**DIRECTORS PRESENT:** Penny Cote, Chair, Director, Electoral Area "D" (Sproat Lake)  
Bob Beckett, Director, Electoral Area "A" (Bamfield)  
Tanya Shannon, Director, Electoral Area "B" (Beaufort)  
Kel Roberts, Director, Electoral Area "C" (Long Beach)  
John McNabb, Director, Electoral Area "E" (Beaver Creek)  
Dianne Bodnar, Director, Electoral Area "F" (Cherry Creek)

**STAFF PRESENT:** Douglas Holmes, Chief Administrative Officer  
Teri Fong, Manager of Finance  
Alex Dyer, Planner  
Wendy Thomson, Manager of Administrative Services

### 1. CALL TO ORDER

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

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

### 2. APPROVAL OF AGENDA

*MOVED: Director McNabb*

*SECONDED: Director Shannon*

*THAT the agenda be approved as circulated.*

**CARRIED**

### 3. ADOPTION OF MINUTES

a. **Electoral Area Directors Committee Financial Planning Meeting – February 5, 2019.**

*MOVED: Director McNabb*

*SECONDED: Director Roberts*

*THAT the minutes of the Electoral Area Directors Committee Financial Planning Meeting held on February 5, 2019 be received.*

**CARRIED**

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

- a. **Rene Lacoursiere, Linda Bowers, Sproat Lake Community Association requesting Gas Tax for completion of the Sproat Lake Community Hall renovations.**

Mr. Lacoursiere introduced members of the Sproat Lake Community Association, Ms. Linda Bowers and Mr. Geo Monrufet. Mr. Lacoursiere requested support from the Regional District to utilize gas tax funds to complete the renovation of the Sproat Lake Community Hall. Mr. Lacoursiere provided the Committee with background and history on the hall. Ms. Bowers provided an overview of hall usage including pickleball, seniors programs, paddlers and community meetings. Ms. Bowers discussed renovations which are required at the hall. The Association is requesting \$80,000 of gas tax funds to conduct the renovations.

*MOVED: Director McNabb*

*SECONDED: Director Roberts*

*THAT the Electoral Area Directors Committee instruct staff to investigate criteria for use of gas tax funds for the Sproat Lake Community Hall renovation project and report back to the Board of Directors.*

**CARRIED**

#### **5. REQUEST FOR DECISIONS & BYLAWS**

- a. **Request for Decision regarding Cannabis Retail Policy**

The Committee reviewed and discussed the Regional District's Cannabis Retail Policy and possible amendments including implementing intake periods, looking at applications geographically, the use of temporary use permits and zoning. The Committee also discussed an intake system with a repetitive process and approval of a maximum number of stores within a certain time period, a pre-planned intake process with upper limits. The need to align strategies with member municipalities was discussed.

*MOVED: Director McNabb*

*SECONDED: Director Beckett*

*THAT the Electoral Area Directors Committee recommend that the ACRD Board of Directors request staff to arrange a Committee of the Whole meeting to have a wholesome discussion on the Regional District's Cannabis retail policy and further instruct staff to develop a report including the following: analysis of member municipalities policies, options for an intake process and upper limits.*

**CARRIED**

**b. Request for Decision regarding request to Change Electoral Area Boundaries – Beaufort and Cherry Creek.**

*MOVED: Director McNabb*

*SECONDED: Director Bodnar*

*THAT the Electoral Area Directors Committee recommend that the ACRD Board of Directors forward a response to Mr. McGill thanking him for his letter dated April 16, 2019 that requests amendments to the electoral area boundaries of Beaufort and Cherry Creek and advise Mr. McGill that this issue has not been identified as a priority for the Regional District in 2019.*

**CARRIED**

**c. Request for Decision regarding Community Works Fund Policy.**

*MOVED: Director McNabb*

*SECONDED: Director Shannon*

*THAT the Electoral Area Directors recommend that the Alberni-Clayoquot Regional District Board of Directors adopt the Community Works Fund Policy.*

**CARRIED**

**6. REPORTS**

**a. Federal Gas Tax Agreement – Community Works Fund Allocations – T. Fong**

*MOVED: Director Shannon*

*SECONDED: Director Roberts*

*THAT the Electoral Area Directors Committee receives this report.*

**CARRIED**

**7. LATE BUSINESS**

**8. ADJOURN**

*MOVED: Director McNabb*

*SECONDED: Director Beckett*

*THAT this meeting be adjourned 11:25 am.*

**CARRIED**

Certified Correct:

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Penny Cote,  
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, MAY 1, 2019, 1:30 PM

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

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**DIRECTORS** John McNabb, Chairperson, Director, Electoral Area "E" (Beaver Creek)

**PRESENT:** Bob Beckett, Director, Electoral Area "A" (Bamfield)  
Tanya Shannon, Director, Electoral Area "B" (Beaufort)  
Penny Cote, Director, Electoral Area "D" (Sproat Lake)  
Dianne Bodnar, Director, Electoral Area "F" (Cherry Creek)  
Sharie Minions, Mayor, City of Port Alberni  
Cindy Solda, Councillor, City of Port Alberni  
John Jack, Councillor, Huu-ay-aht First Nation (via teleconference)

**REGRETS:** Wilfred Cootes, Councillor, Uchucklesaht Tribe Government

**STAFF PRESENT:** Douglas Holmes, Chief Administrative Officer  
Teri Fong, Manager of Finance  
Rob Williams, General Manager of Environmental Services  
Wendy Thomson, Manager of Administrative Services  
Jenny Brunn, Manager of Operations

### 1. CALL TO ORDER

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

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

### 2. APPROVAL OF AGENDA

*MOVED: Director Cote*

*SECONDED: Director Solda*

*THAT the agenda be approved as circulated with the addition of items:*

*4b: Delegation: Ellen Froid, Alberni Community and Woman's Services Society (ACAWS) regarding: Overview of Alberni Community and Woman's Services Society and service provided in the community.*

*7. (b) Motion to close the meeting 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**

### **3. ADOPTION OF MINUTES**

#### **a. Alberni Valley & Bamfield Services Committee Minutes – April 24, 2019**

*MOVED: Director Solda*

*SECONDED: Director Beckett*

*THAT the minutes of the Alberni Valley and Bamfield Services Committee meeting held on April 24, 2019 be adopted.*

**CARRIED**

### **4. PETITIONS, DELEGATIONS & PRESENTATIONS (10-minute maximum)**

#### **a. Pat Deakin, Economic Development Officer, City of Port Alberni regarding:**

- **Alberni Valley Economic Development Activities 2018/2019**

Mr. Deakin talked about Economic Development generally and conducted a presentation on economic development activities in the Alberni Valley. Primary economic development services include marketing of development opportunities, selling the area, responding to requests for information, business licensing and grant applications. Mr. Deakin provided an overview of 2018 key projects as well as economic development initiatives and the focus for 2019.

#### **b. Ellen Froid, Alberni Community and Woman's Services Society (ACAWS) regarding:**

- **Overview of Alberni Community and Woman's Services Society and services provided in the community**

Ms. Froid provided an overview of the Society, their vision, mission and purpose. They are committed to building a healthy community and improving the status of women. They provide a safe place and innovative services for women, children, men and families. The Society is coming into their 40<sup>th</sup> year of operation. Ms. Froid discussed the housing crisis in the Alberni Valley.

*MOVED: Director Cote*

*SECONDED: Director Solda*

*THAT the Committee receive the presentations.*

**CARRIED**

### **5. REQUEST FOR DECISIONS & BYLAWS**

#### **a. Request for Decision regarding Bamfield – Landfill Voucher Pilot Program.**

*MOVED: Director Beckett*  
*SECONDED: Director Jack*

*THAT the Alberni Valley & Bamfield Services Committee recommend that Alberni-Clayoquot Regional District Board of Directors approve a Pilot Program for Electoral Area "A" (Bamfield) for five (5) free tipping fee vouchers per household at the Alberni Valley Landfill effective October 1, 2019 to September 31, 2020.*

**CARRIED**

**6. LATE BUSINESS**

**7. IN-CAMERA**

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

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

*90 (1) (j): Information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the "Freedom of Information and Protection of Privacy Act";*

*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 2:25 pm.

The meeting was re-opened to the public at 4:26 pm.

**8. RECOMMENDATIONS FROM IN-CAMERA**

**9. ADJOURN**

*MOVED: Director Shannon*  
*SECONDED: Director Beckett*

*THAT the meeting be adjourned at 4:26 pm.*

**CARRIED**

Certified Correct:

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John McNabb,  
Chairperson

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Wendy Thomson,  
Manager of Administrative Services



Thank you for your consideration of this request. The Alberni Valley Community Stakeholders Initiative To End Homelessness Committee is available to assist in developing a regional coalition to address housing and homelessness.

Sincerely,

A handwritten signature in blue ink that reads "Patty Edwards". The signature is written in a cursive style with a large initial "P".

Patty Edwards

Chairperson

[patty.edwards@leg.bc.ca](mailto:patty.edwards@leg.bc.ca)

April 2019

Alberni-Clayoquot Regional District  
Chairperson Jack and Board of Directors  
3008 5<sup>th</sup> Avenue  
Port Alberni, BC V9Y 2E3



Dear Chairperson Jack and Directors,

The Coalition of Child Care Advocates of BC congratulates you and your district on receiving a child care planning grant. As one of 55 local BC governments that support the \$10aDay Plan you know that families and communities need a quality, affordable child care system. You also know that the \$10aDay Plan provides the made-in-BC, evidence-based pathway for moving from the current child care chaos to this very system.

Now that the provincial government has made significant child care commitments, generally consistent with the \$10aDay Plan, you can finally begin a planning process to guide child care expansion in ways that meet the needs of families in your community.

We are pleased to share a few suggestions that we hope will assist you in this planning process. These suggestions integrate specific requirements of the planning grant with key elements of the community-led \$10aDay Child Care Plan (2019 edition attached). We trust this integration supports you to meet the planning grant requirements in ways that move your community towards the system envisioned in the Plan.

1. The importance of and need for quality, affordable child care is well established in research and evidence. Rather than revisit this question, **we encourage you to focus on identifying specific priority needs and opportunities for growth in your community.**
2. The planning grant calls on you to engage with local stakeholders including Indigenous organizations and child care providers. The \$10aDay Plan fully supports and respects the rights and processes of First Nations, Metis and Inuit peoples to restore their own authorities for their children, families and communities. The Plan calls on the federal and provincial government to ensure indigenous peoples have the resources required to develop the services that meet their communities' needs. **We encourage you to ensure this is a grounding principle in your local planning process.**

The 2019 edition of the \$10aDay Plan also recommends the creation of **local child care councils** that bring together key public and community partners to assume responsibility for child care planning. If your community does not already have such a body – this grant is the perfect time to create it. **We encourage you to work with your local school districts and other key partners to convene a child care council to advise on this planning process and to play a local leadership role in guiding its implementation.**

3. The local planning grant requires that you undertake at least one community engagement process, including the option of a parent or provider survey. Be aware that the results of parental surveys about child care needs and preferences are highly influenced by access and affordability issues. Families are unlikely to identify a preference for a child care service they can't afford or have never experienced. **We encourage you to frame any parent surveys within the provincial commitment to move to universal, affordable child care.**

The grant also encourages you to examine current child care utilization rates in existing facilities. You may find that some providers are licensed for more spaces than they currently offer. This is usually because their fees are too high for many families, and/or because providers cannot recruit and retain qualified staff. The \$10aDay Plan recognizes that space creation must go hand in hand with a coordinated strategy to develop the workforce and reduce parent fees. **We encourage you to acknowledge and highlight the need for the provincial government to expedite this integrated approach in your planning process.**

4. The local planning grant asks you to consider co-locating child care facilities with other public and community facilities such as schools, postsecondary institutions, libraries, recreation facilities, and family support programs. The \$10aDay Plan supports this approach and, overall, strongly recommends that all public capital funds are only used to create publicly-owned child care facilities. In the short-term, the Plan calls for a provincial program to design and purchase high quality modular child care facilities for placement on public lands. **We encourage you to focus on child care expansion with public partners in their facilities or on their lands and to support our modular purchase proposal.**
5. The local planning grant asks you to identify which organization(s) will be responsible for leading the creation of child care spaces. Based on international evidence, the \$10aDay Plan invites existing providers in as it grows a new public system. If you have a strong non-profit child care provider(s) in your community, consider contracting with them to deliver new child care services. If not – **we encourage your local government or school district to become the licensed operator of new child care – a step on the way to a public system.** A majority of BC School Districts have also endorsed and supported the \$10aDay Plan.
6. Finally, **we encourage you to ensure that the staff/consultants who work on your local action plan have the required child care expertise and a strong commitment to a quality affordable system as envisioned in the \$10aDay Plan.**

In closing, be assured that the \$10aDay Plan recognizes that no one community can solve the child care crisis alone. While local governments have an important role to play, this cannot lead to downloading of responsibility for child care without adequate financial and other resources in place.

That is why we have called on the province to create a Child Care Transformation Team to support communities. Building a new child care system requires specific expertise in planning, development and operational delivery. We encourage you to join with us in making this request of government.

We wish you well in your planning process and look forward to working with you and your community now and in the future.

Sincerely,



Sharon Gregson  
Coalition of Child Care Advocates of BC

Office of the Chair

600 Comox Road, Courtenay, BC V9N 3P6  
Tel: 250-334-6000 Fax: 250-334-4358  
Toll free: 1-800-331-6007  
www.comoxvalleyrd.ca



File: 5280.01

May 3, 2019

Sent via email only: [ENV.Minister@gov.bc.ca](mailto:ENV.Minister@gov.bc.ca)

Honourable George Heyman  
Minister of Environment and Climate Change Strategy  
PO Box 9047 Stn Prov Gov  
Victoria, BC V8W 9E2

Dear Minister:

**Re: Single-Use Plastics Ban**

I am writing to request your support for bringing forward province-wide regulations to reduce single-use plastic bags.

The impact of single-use plastics on the environment and water systems is well understood and documented. Single-use bags and other items are now widely regarded as an ecological danger, leaching into soils, groundwater, and the ocean and harming marine wildlife as well as entering our food systems. As a coastal community, the Comox Valley is deeply connected to the natural environment economically, ecologically, socially and culturally. In short, a healthy environment vital for the well-being of all local residents.

While some municipalities are moving forward with checkout bag regulations to restrict their use, regional districts do not generally have legislated authority to regulate businesses and are therefore unable to meaningfully address this issue. Given the current trend, this will create a patchwork of regulations across the province that will impact our ability to collectively reduce this harmful plastic waste.

The Comox Valley Regional District Board, in response to a delegation from the Comox Valley Nurses for Health and the Environment, is advocating for such changes and seeking your support to work with your ministerial colleagues to bring forward uniform regulations that would apply across the Province of British Columbia.

Reducing single-use plastic bags and disposable plastic packaging is vital for protecting our oceans, lakes, waterways and natural environment and we ask that your ministry take a leadership role in this matter.

Sincerely,

A handwritten signature in black ink, appearing to read 'Bob Wells', with a horizontal line underneath.

Bob Wells  
Chair

cc: Claire Trevena, MLA, North Island  
Ronna-Rae Leonard, MLA, Courtenay-Comox  
Scott Fraser, MLA, Mid-Island Pacific Rim  
Comox Valley Nurses for Health and the Environment  
Chair and Directors, BC Regional Districts



## REQUEST FOR DECISION

**To:** ACRD Board of Directors

**From:** Wendy Thomson, Manager of Administrative Services

**Meeting Date:** May 8, 2019

**Subject:** Resolution Submissions – 2019 UBCM Convention

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### **Recommendation:**

THAT the Alberni-Clayoquot Regional District Board of Directors resolve that Directors who wish to have UBCM resolutions considered for the 2019 convention submit possible ideas for resolutions to the Manager of Administrative Services no later than May 29, 2019 AND;

Regional District staff be instructed to bring back drafted resolutions and background materials for consideration by the ACRD Board of Directors at the June 12, 2019 Board of Directors meeting.

### **Desired Outcome:**

To consider resolutions for submission to the 2019 UBCM Convention.

### **Background:**

The 2019 UBCM Convention is being held from September 23<sup>rd</sup> to the 27<sup>th</sup> in Vancouver, BC. Attached are the procedures for submitting resolutions to UBCM. The deadline to submit resolutions is **June 30, 2019**.

UBCM encourages all local governments to submit resolutions through their area associations. The area association for the Alberni-Clayoquot Regional District (ACRD) is the Association of Vancouver Island and Coastal Communities (AVICC). The AVICC convention was held April 12 – 14 in Powell River. Two resolutions from the ACRD (attached) were approved at the AVICC Convention and will be automatically forwarded for consideration at the UBCM Convention.

If the ACRD Board wishes to submit any other resolutions for consideration at the UBCM Convention, a Board resolution will be required prior to the submission deadline. In order to meet the deadline and give staff enough time to develop any resolutions and backup documentation, staff recommend Directors submit their ideas to staff no later than May 29<sup>th</sup>. Regional District staff will bring forward a report to the Board with any resolutions and backup materials for consideration of endorsement by the Board at the June 12<sup>th</sup> regular meeting.

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

Some staff time required to draft the resolution and develop background information.

### **Financial:**

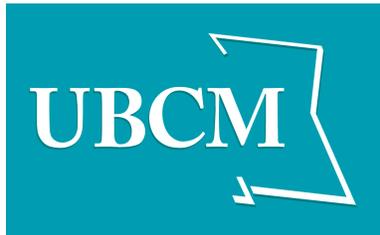
Staff time covered through General Government Administration budget.

**Policy or Legislation:**

UBCM Policies & Procedures apply.

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

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



## Procedures for Submitting Resolutions to UBCM

### 1. Submit Resolutions to Area Associations

Both UBCM and its member local governments have observed that submitting resolutions first to Area Associations results in better quality resolutions overall. UBCM encourages all members to submit resolutions first to Area Associations for consideration.

Resolutions endorsed by Area Associations at their annual meetings are submitted automatically to UBCM for consideration and do not need to be re-submitted to UBCM by the sponsor. (Resolutions that an Area Association has considered but not endorsed are not conveyed to UBCM.)

Please contact your Area Association for resolution submission procedures at the regional level.

Association of Kootenay and Boundary Local Governments (AKBLG)	akblg.ca
Association of Vancouver Island and Coastal Communities (AVICC)	avicc.ca
Lower Mainland Local Government Association (LMLGA)	lmlga.ca
North Central Local Government Association (NCLGA)	nclga.ca
Southern Interior Local Government Association (SILGA)	silga.ca

### 2. Direct Submission to UBCM

If necessary, local governments may submit council- or board-endorsed resolutions directly to UBCM until **June 30**, each year.

Resolutions should be submitted with background documents included.

Electronic form is preferred.

The resolution and background information should be submitted to:

Jamee Justason  
Information & Resolutions Coordinator  
Union of British Columbia Municipalities  
[jjustason@ubcm.ca](mailto:jjustason@ubcm.ca)

If submission by email is not possible, a hard copy of the resolution and background information may be mailed to:

60 – 10551 Shellbridge Way  
Richmond BC V6X 2W9

When clarification of a resolution is required, UBCM will contact the sponsor, and the sponsor will be given one week to respond. If the sponsor does not respond within one week, then the resolution will not be printed in the *Resolutions Book* and will not be considered at Convention. This is to avoid using extra time during policy debate to clarify a poorly written resolution.

### 3. Resolutions Received After the Deadline

Resolutions received after the submission deadline of June 30 will not be printed in the *Resolutions Book* and may only be admitted for debate by special motion during Convention. The process for handling resolutions received after the deadline is outlined below.

- The resolution and background information (email or hard copy) must be received at the UBCM Richmond office before 12:00 p.m. on the Friday preceding the Annual Convention.
- Resolutions received after the deadline will be examined by the Resolutions Committee and separated into the following categories:
  - **Late** resolutions, not recommended to be admitted for debate; or
  - **Emergency** resolutions, recommended to be admitted for debate.
- A resolution may be deemed emergency in nature **only if the topic has arisen since the June 30 deadline.**
- Emergency resolutions may be discussed only after all Section A resolutions have been debated, but not before the time printed in the Convention Program.
- No other late resolutions will be admitted for debate—they will instead be entered automatically into the resolutions cycle for the following year, starting with consideration by the appropriate Area Association. Referral to the following year ensures that these issues are not lost and that the broader membership may still consider the resolutions.



# ALBERNI-CLAYOQUOT REGIONAL DISTRICT

3008 Fifth Avenue, Port Alberni BC, CANADA V9Y 2E3

Telephone (250) 720-2700 Fax (250) 723-1327

## 2019 AVICC Convention Submission

### **Wireless Connectivity in Rural Areas**

### **Alberni-Clayoquot Regional District**

WHEREAS intermittent or complete lack of cellular services in remote communities and along over 5,000 km of BC's rural highways creates a significant barrier for access to emergency services, negatively affects emergency response time, and increases public safety risk; and

WHEREAS there is a market failure to provide cellular services where revenue cannot support costs to deploy and maintain the service;

THEREFORE BE IT RESOLVED that the Province set targets to close gaps in cellular service in remote communities and along rural highway sections, and oblige service providers in partnership with all levels of government to close these gaps.



## ALBERNI-CLAYOQUOT REGIONAL DISTRICT

3008 Fifth Avenue, Port Alberni BC, CANADA V9Y 2E3

Telephone (250) 720-2700 Fax (250) 723-1327

### Wireless Connectivity in Rural Areas

### Alberni-Clayoquot Regional District

#### Background

The lack of reliable wireless service coverage in remote areas is affecting rural communities in the province. The primary impact on rural communities is the lack of consistent and dependable cell phone reception in the event of an emergency. Poor connectivity can also have an impact on economic diversity, tourism and resident demographics. Many of the remote areas in the ACRD such as Bamfield and rural communities within the Barkley Sound and Clayoquot Sound areas have no reliable wireless connectivity.

In the ACRD, the lack of cell reception along the highway corridors between the Alberni Valley and the west coast communities presents a significant risk to public safety.

There is a considerable amount of tourist and commuter traffic travelling the Highway 4 route year-round between the Alberni Valley and Tofino/Ucluelet and there is no cell reception for approximately one hour of that drive. The gravel road between the Alberni Valley and Bamfield is a busy industrial route shared with resident and tourist traffic and there is no cell reception for more than one hour of that drive.

The lack of wireless connectivity along highway corridors is a common concern in rural areas of the province as it relates to emergency response. Communication improvements could be encouraged through funding support for new cell tower infrastructure, installation of micro service boosters along remote highways or legislative tools requiring infrastructure investment. Any improvement would be a benefit, as the lack of reliable communication along these corridors continues to place emergency crews and the traveling public at risk.



# ALBERNI-CLAYOQUOT REGIONAL DISTRICT

3008 Fifth Avenue, Port Alberni BC, CANADA V9Y 2E3

Telephone (250) 720-2700 Fax (250) 723-1327

## 2019 AVICC Convention Submission

### **Agricultural Support Services**

### **Alberni-Clayoquot Regional District**

WHEREAS agricultural extension services support government and community priorities around food security, economic development, climate change adaptation and water management; and

WHEREAS agricultural producers and stakeholders in each Regional District are subject to unique challenges and opportunities that are difficult to address in the long-term or in a consistent manner without predictable, non-project-based funding;

THEREFORE BE IT RESOLVED that the Ministry of Agriculture provide funding to Regional Districts through a stable, annual and accountable framework to establish strategic and long-term regional agricultural extension supports.



# ALBERNI-CLAYOQUOT REGIONAL DISTRICT

3008 Fifth Avenue, Port Alberni BC, CANADA V9Y 2E3

Telephone (250) 720-2700 Fax (250) 723-1327

## Agricultural Support Services

## Alberni-Clayoquot Regional District

### Background

The ACRD adopted the Alberni Valley Agricultural Plan in 2011 which sets out a vision to increase food security and support agriculture within the region. The mission of the plan is to develop the capacity to allow the community to produce 40% of the food consumed locally by 2031.

The Plan sets out a number of goals and provides an action plan to achieve these goals. Through discussions with our ACRD Agricultural Development Committee and other community stakeholders, it was determined early on in the implementation project that additional support was needed if the community was going to see any effective implementation of the Agricultural Plan.

In 2014, the ACRD contracted a team of Agricultural Support Workers to lead the implementation of the Plan. Supervised by Regional District staff, the team has built capacity through coordination with local organizations and leveraged funding from provincial and federal grant programs to spearhead a number of initiatives important to residents and agricultural producers over the past five years. Key initiatives within the ACRD have included investigating the feasibility of a local abattoir and exploring meat-processing regulations, completing an agricultural use of water study, managing a two-year Grow Local educational program to encourage residential food production and hosting the 2016 Islands Agriculture Show in the Alberni Valley.

The Agricultural Support Worker program in the ACRD has been a successful outreach project engaging with various community stakeholders. Agricultural producers across the province are faced with increasing climate variability, financial insecurity, concerns about access to water for agriculture and various levels of government regulation. The Agricultural Support Worker program provides accessible and region-specific local support to encourage farmers and food producers in our communities.

Each Regional District in the province is faced with unique challenges and opportunities requiring local solutions. Extending agricultural support services funding for Regional Districts to establish their own programs would allow communities to focus region-specific support promoting local food security and food production initiatives.



## REQUEST FOR DECISION

**To:** Board of Directors

**From:** Electoral Area Directors Committee  
Teri Fong, CPA, CGA, Manager of Finance

**Meeting Date:** May 8, 2019

**Subject:** Community Works Fund Policy

---

**Recommendation:**

*That the Alberni-Clayoquot Regional District Board of Directors adopt the Community Works Fund Policy.*

**Summary:**

The Electoral Area Directors Committee reviewed the attached report and policy at their May 1, 2019 meeting and recommend adoption by the Board of Directors.

Submitted by:   
Teri Fong, CPA, CGA, Manager of Finance

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



## REQUEST FOR DECISION

**To:** Electoral Area Directors  
**From:** Teri Fong, CPA, CGA, Manager of Finance  
**Meeting Date:** May 1, 2019  
**Subject:** Community Works Fund Policy

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### **Recommendation:**

*That the Electoral Area Directors recommend that the Alberni-Clayoquot Regional District Board of Directors adopt the Community Works Fund Policy.*

### **Desired Outcome:**

To adopt a policy to assist staff and Directors in the allocation of Community Works Funds.

### **Summary:**

The 2019 Strategic Priorities of the Board of Directors include the development of a policy to provide guidance regarding the effective use of Community Works Funds. This policy also includes the process for outside non-profit organizations to access the Alberni-Clayoquot Regional District's funding. The attached policy is provided for your consideration.

### **Background:**

Staff inquired with many other Regional District's (RD's) regarding their allocation of Community Works Funding and every RD seems to allocate the funding differently. Some RD's allocate the funding on a population basis to each electoral area to determine projects that would benefit their area. Other RD's try to take a more regional focus when spending the funds with some even prescribing which percentage of funds will be used for regional initiatives. To date at the ACRD the approach has been to identify projects that address infrastructure gaps such as replacing aging water infrastructure. While the Electoral Area Directors always consider the population allocation when deciding whether or not to fund a project, it is has not been the only consideration. This drafted policy continues to provide this type of flexibility.

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

The Community Works Funding requires staff time to develop project proposals, work with outside non-profit organizations to assist in their projects, and to complete annual reporting requirements.

### **Financial:**

The ACRD has received \$5,553,334 (including interest earned) in Community Works Funding over the term of the Federal funding agreement. There is currently \$996,092 of funding unallocated. No additional projects were presented during 2019 budget discussions as staff is focusing on the completion of previously approved projects.

**Policy or Legislation:**

The 'Administrative Agreement on the Federal Gas Tax Fund in British Columbia' provides the framework for Community Works Funding.

**Options Considered:**

Staff considered providing a more prescriptive policy that could potential limit the categories for which projects would be considered but felt the Electoral Area Directors want the flexibility to consider many different types of project proposals.



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

Teri Fong, CPA, CGA, Manager of Finance



Approved by: \_\_\_\_\_

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



Alberni-Clayoquot Regional District

## **COMMUNITY WORKS FUND POLICY**

Policy Issued by: Board of Directors  
Date Adopted:  
Date(s) Amended:

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### **Preamble:**

Community Works Funds are provided to the Alberni-Clayoquot Regional District (ACRD) from the Government of Canada through the Gas Tax Fund. The Administrative Agreement on the Federal Gas Tax Fund in British Columbia is a tripartite agreement between Canada-British Columbia-UBCM that provides the framework for the Community Works Funding. Funding under the program is intended to be directed to local priorities that fall within one of the eligible project categories and that are in keeping with the Agreement's intended outcomes of a clean environment, strong cities and communities, and productivity and economic growth. The projects related to these priorities can be achieved by either ACRD services or outside non-profit organizations.

### **Purpose of the Policy:**

The purpose of this policy is to oversee the effective use of Community Works Gas Tax Funding and to implement a process to ensure compliance with the Community Works Fund (CWF) Agreement.

### **Eligibility:**

The Electoral Area (EA) Directors Committee will consider eligible project proposals, as outlined in the Administrative Agreement, that are associated with any of the ACRD services as well as projects presented from local non-profit organizations.

### **Approval Considerations:**

The CWF is provided to the ACRD on the basis of population of the electoral areas. While this allocation is an important consideration when determining the distribution of the funding to projects, other factors including the following should also be considered. Preference is to be given to projects that:

- Align with the strategic priorities of the ACRD
- Are more regionally focused and benefit a larger portion of the population
- Assist in funding the asset management infrastructure gap

### **Responsibilities & Procedures:**

The responsibilities and procedures related to this policy are as follows:

- ACRD staff will:
  - Develop eligible proposals to present the EA Directors Committee
  - Review non-profit proposals to confirm eligibility
  - Complete all reporting requirements
- The EA Directors shall review and evaluate all proposed projects and initiatives that meet the eligible criteria and guidelines of CWF and recommend to the Board of Directors approval of chosen projects
- The Board of Directors shall:
  - Adopt the Community Works Fund Policy and consider updates from time to time
  - Approve funding of CWF projects during the annual financial plan process and any required financial plan amendments
  - Approve contribution agreements with non-project organizations received CWF monies

### **Timelines:**

In order to be included in the current year financial plan, proposals from ACRD services and non-profit organizations must be received by January 15<sup>th</sup>. Proposals received after this date will only be presented to the EA Directors if the project is considered an emergency. This deadline is provided to reduce the occurrence of financial plan amending bylaws.

### **Non-Profit Project Proposals:**

Project proposals from outside non-profit organizations must include the following components:

- Proof of non-profit status
- Identify the eligible project category applicable to the proposed project
- Description of how the project is aligned to the ACRD's strategic priorities
- Description of the long-term asset management plans of the non-profit
- Description of how a project is regionally focused
- Confirmation of land ownership and/or long-term lease exceeding 10 years
- Funding amount requested
- Description of the project including management framework, project impact, project outcomes
- Anticipated timeline
- Detailed project budget outlining all eligible and ineligible costs as well as supporting quotes or estimates

### **Non-Profit Funding Conditions**

Where non-profit projects are approved for a project to be undertaken by a non-profit organization a contribution agreement must be signed between the ACRD and the non-profit organization. The agreement will include the following commitments from the non-profit organization:

- To expend funds consistent with the ACRD purchasing policy
- To comply with all applicable regulations including building permits
- To be responsible for raising the balance of any funds required to complete the project
- To submit an annual report for each year in which the project is being funded
- To submit of a final report including the outcomes achieved from the project
- To provide a copy of an unaudited Balance Sheet and Statement of Income and Expenses for the year the funds were dispersed to finance the project
- To maintain all records associated with the project and retain these records for 10 years following the completion of the project



## REQUEST FOR DECISION

**To:** ACRD Board of Directors

**From:** Kelly Gilday, Manager of Protective Services

**Meeting Date:** May 08, 2019

**Subject:** **Huu-ay-aht First Nation / ACRD Fire Service Agreement**

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### **Recommendation:**

That the Alberni-Clayoquot Regional District Board of Directors enter into a new Structural Fire Protection Service Agreement with the Huu-ay-aht Government for the Bamfield Volunteer Fire Department to provide structural fire protection to Anacla/Grappler Inlet for a five (5) year term commencing April 26, 2019 and authorize the Chairperson and Chief Administrative Officer to enter into the Agreement on behalf of the Regional District.

### **Desired Outcome:**

To enter into a new agreement with the Huu-ay-aht First Nations Government (HFN) in order for the Bamfield Volunteer Fire Department (BVFD) to continue to provide structural fire suppression services to Anacla/Grappler Inlet within the updated terms and conditions.

### **Background:**

The BVFD has been providing structural fire protection services to Anacla since 2010 through an agreement with the ACRD. The current agreement expired on July 22, 2018 and the Bamfield Volunteer Fire Department has continued to provide the service in the interim while the details of this agreement were being finalized. The ACRD has collaborated with personnel from the Huu-ay-aht Government to work out the details of this new agreement which included some house-keeping items, changing of the term of the agreement from three (3) years to five (5), and adding the dwellings at Grappler Inlet to the list of protected properties.

The new agreement is attached for consideration by the ACRD Board of Directors

The BVFD met and supports the new agreement for a five (5) term. Staff recommend the ACRD Board of Directors approve the agreement as presented. Approved by the Huu-ah-aht First Nation Council a copy of the executed agreement is attached for approval by the Board.

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

Minimal staff time required to enter into the new agreement.

### **Financial:**

Paid for by the Huu-ay-aht Government as per the agreement Section 7.0.

**Policy or Legislation:**

Local Government Act and Community Charter Act applies to entering into agreements for services.



Submitted by:

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Kelly Gilday, Manager of Protective Services.



Approved by:

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Douglas Holmes, Chief Administrative Officer

## FIRE SERVICES AGREEMENT

THIS AGREEMENT made as of the 26 day of April, 2019.

BETWEEN:

### ALBERNI-CLAYOQUOT REGIONAL DISTRICT

3008 Fifth Avenue  
Port Alberni, British Columbia, V9Y 2E3

(the "ACRD")

OF THE FIRST PART

AND:

### HUU-AY-AHT GOVERNMENT

Box 70, Anacla  
Bamfield, British Columbia, V0R 1B0

(the "HFN")

OF THE SECOND PART

### WHEREAS:

- A. The HFN has requested the ACRD to provide structural fire suppression and first responder services to Anacla/Grappler Inlet, as outlined in bold on the attached map as Schedule "A", in accordance with Bylaws;
- B. The ACRD operates the Bamfield Volunteer Fire Department and is prepared to offer structural fire suppression and first responder services, subject to the terms and conditions contained in this Agreement;
- C. The ACRD Board of Directors have approved this Agreement and its resolution is attached as Schedule "B" to this Agreement;
- D. The Council of the HFN has approved this Agreement by Council Resolution, attached as Schedule "B" to this Agreement.

**NOW THEREFORE** in consideration of the covenants herein contained and for other valuable consideration the receipt and sufficiency of which is hereby acknowledged, the ACRD and the Council on behalf of the HFN, do hereby covenant and agree each with the other as follows:

## 1.0 DEFINITIONS

1.1 For the purposes of this Agreement, the following definitions shall apply:

**"Campground Facility"** means those items referred to as such in Schedule "C" attached hereto.

**"Commercial Unit"** means any unit or divided space used or intended to be used for the selling of goods and services, for the servicing and repair of goods or for commercial office functions, including retail sales, household services and all associated repairs, other personal and non-personal services and administrative, commercial and professional offices;

**"Dwelling Unit"** means any room or suite of rooms used or intended to be used as a residential dwelling by one or more persons, whether or not occupied, and shall include buildings used in connection with the dwelling. A Dwelling Unit shall include, without limiting the generality of the foregoing, a single-family dwelling, a trailer, a mobile home, a self-contained room or suite of rooms in a building or a strata-title unit;

**"Fire Chief"** means the person who is the head of the Bamfield Volunteer Fire Department or that person's lawfully appointed designate;

**"Public Building"** means any structure or portion thereof which is used for community, religious or other functions which are otherwise not encompassed under the definitions of "Dwelling Unit", "Commercial Unit" or "Campground Facility";

**"Unit"** means any Dwelling Unit, Public Building, Commercial Unit or Campground Unit;

**"Residential Development"** means residential use of a Dwelling Unit to accommodate the home life of one or more individuals;

**"Senior Officer"** means the highest-ranking Officer after the Fire Chief, or the most senior firefighter to arrive on the scene.

**"Structural Fire Suppression"** means fire suppression systems used to extinguish or prevent the spread of fire in a building.

**"First Responder"** means a person with specialized training in providing prehospital care for medical emergencies.

## **2.0 WATER SUPPLY**

- 2.1 The HFN represents and warrants to the ACRD that Anacla has a water supply and water pressure sufficient for the purposes of providing the fire suppression services contemplated under this Agreement.
- 2.2 The Regional District, its elected officials and appointed officers, employees and volunteers shall not be responsible for any loss occurring as a result of the inability to fight any fire emergency in Anacla/Grappler Inlet due to insufficient supply of water, insufficient water pressure or any other reason outside the Regional District's control.
- 2.3 At all times during the term of this Agreement, fire hydrants in Anacla shall be maintained by the HFN in good working order and kept painted and free of rust in accordance with current editions of the National Fire Suppression Codes and amendments thereto and will remain in effect throughout the term of this Agreement. As part of that maintenance, each fire hydrant must be kept clear of brush and high grass within a radius of twenty (20) feet of the hydrant. A map, detailing the locations of all fire hydrants in Anacla, must be provided to the Bamfield Volunteer Fire Department and the ACRD at the commencement of this Agreement and annually thereafter. In addition, the HFN agrees to maintain all fire hydrants and water supply lines in accordance with the instructions of the ACRD or its officers designated for that purpose.
- 2.4 If at any time a fire hydrant, standpipe, or water supply valve is non-operational each party must notify the other of the fire hydrant, standpipe or water supply valve that is non-operational and then again notify the other party when the fire hydrant, standpipe or water supply valve has been repaired and is operational.
- 2.5 For the purpose of greater certainty, it is acknowledged and agreed between the parties that notwithstanding anything to the contrary contained in this Agreement, the ACRD does not and shall not be obliged to possess, control, operate or maintain any of the water supply system in Anacla/Grappler Inlet or to add to or update any fire service equipment utilized by the Regional District.

## **3.0 PERMISSION TO ENTER ANACLA/GRAPPLER INLET**

- 3.1 The HFN covenants and agrees that the Fire Chief, or other Senior Officer may, at all reasonable times, enter upon the Anacla/Grappler Inlet for the purposes of:
  - (a) inspecting and testing the fire hydrants;
  - (b) inspecting any Unit located in Anacla/Grappler Inlet to determine if there are possible threats to the safety of the Regional District's firefighters who may be called upon to extinguish fires within such Units;

- (c) determining what steps the HFN must take to remove such potential dangers; and
  - (d) any other purpose related to the delivery of fire suppression and/or first responder services under this Agreement.
- 3.2 The HFN covenants and agrees that a representative of the ACRD may, at all reasonable times, enter Anacla/Grappler Inlet for the purpose of performing Unit counts of all categories of development (i.e. Dwelling Unit, Public Building and Commercial Unit).
- 3.3 The HFN's permission to enter Anacla/Grappler in sections 3.1 and 3.2 shall, as a result of the execution of this Agreement by the HFN and the Regional District, be considered to be in writing and shall continue without reservation or restriction during the term of this Agreement and shall be considered as a license only and not as the granting or the conveyance or conferring on the ACRD of any right, estate or interest in title to any portion of Anacla/Grappler Inlet or any improvements hereunder and shall terminate upon the termination of this Agreement.

#### **4.0 EXTENT OF SERVICE**

- 4.1 The Regional District, through the Bamfield Volunteer Fire Department, agrees to provide structural fire suppression and first responder services to all Units existing in Anacla/Grappler Inlet as of the date of this Agreement, as detailed on Schedule "C" to this Agreement, at the request of the HFN or its citizens.
- 4.2 Subject to the terms of this Agreement, the ACRD will make all reasonable efforts to provide the fire suppression and first responder services detailed in section 4.1 during the term of this Agreement at the same level of service that the ACRD provides those services to its own inhabitants within the Regional District. If the level of service to the Regional District's own inhabitants increases to the extent that the Regional District, in its sole opinion and discretion, believes that the fees payable under Section 7 of this Agreement are not sufficient to recover the Regional District's costs of providing the same level of service to Anacla/Grappler Inlet, the ACRD will give three (3) months written notice to the HFN of a proposed amendment of this Agreement reflecting a proposed fee increase and provide the HFN with justification of the fee increase. If at the end of the three-month period of the notice, the ACRD and the HFN have not agreed to the amendment, the ACRD will continue to provide the former level of service to Anacla/Grappler Inlet and not the increased level being provided to inhabitants of the ACRD, if it is reasonably practical to do so.
- 4.3 The Bamfield Volunteer Fire Department will endeavor to conduct (1) one practice each month in Anacla.

- 4.4 The Bamfield Volunteer Fire Department will provide an annual report each year outlining the number and type of incidents that were responded to on at Anacla/Grappler Inlet.
- 4.5 It is a condition of the Regional District's provision of fire suppression services under this Agreement that any Unit to be provided with those services shall be constructed in accordance with the applicable federal, provincial and local government enactments standards and codes governing:
- (a) the construction of buildings and structures;
  - (b) the provision of plumbing and water services in those buildings; and
  - (c) fire safety, prevention of spread of fire and other firefighting and life safety provisions. Inspection services may be provided for any Unit other than single family dwellings to the same level as accepted within the Regional District. The ACRD may request the HFN to provide the ACRD with a copy of the occupancy permit or any other relevant information for any building or structure at Anacla/Grappler Inlet at any time in order to ascertain whether it is safe to enter the building or structure in the event of a fire.
- 4.6 Notwithstanding section 4.1 of this Agreement, the ACRD will not provide fire suppression services to Units that are not listed on Schedule "C" on the date of this Agreement, unless such Units are added to this Agreement as an Addendum upon the Regional District's approval of an application made to the ACRD by the HFN, such approval may be unreasonably withheld.
- 4.7 For the purposes of obtaining the Regional District's approval under section 4.1 the HFN shall notify the ACRD not less than one (1) month in advance of the estimated date of start of construction of any new Unit that the HFN wishes to be added as an Addendum to this Agreement .
- 4.8 The HFN agrees to name and indicate by sign post all of the streets within Anacla to which this Agreement applies, and to affix numbers conforming to the official numbering system of the ACRD to all residences and other buildings situated within Anacla so that the said numbers are easily visible from the streets.
- 4.9 This Agreement shall not be interpreted to create any greater standard of care or liability on the part of the ACRD in respect of the supply of fire suppression services to the HFN than that which applies to the supply of such services to inhabitants of the Regional District. Nothing in this Agreement shall require the ACRD to provide a fire service under this Agreement higher than the level of fire suppression service provided to inhabitants of the Regional District.
- 4.10 Notwithstanding any other provision in this Agreement, the parties acknowledge and agree that the distance between Anacla/Grappler Inlet and the Bamfield Fire

Hall will result in longer response times for buildings in Anacla than for buildings within the Bamfield Fire Service Protection Area. The parties acknowledge and agree that the Bamfield Volunteer Fire Department has limited resources for fighting fires and providing first responder services including limited personnel, equipment and one fire truck. Accordingly, it is acknowledged that a reduced level of services in respect of response time and overall fire suppression and first responder services will be provided to Anacla/Grappler Inlet.

- 4.11 Despite sections 4.2 and 4.7 of this Agreement, the ACRD cannot ensure the same level of service to Anacla/Grappler Inlet unless the HFN first enacts and enforces standards for open air burning and land clearing similar to those enacted by the ACRD for its own inhabitants.
- 4.12 The Bamfield Volunteer Fire Department and HFN will endeavor to work in conjunction with each other when implementing fire bans during high or extreme fire hazard conditions.
- 4.13 Nothing in this Agreement requires the Fire Chief of the Bamfield Volunteer Fire Department to deploy firefighting or first responder personnel, apparatus, and equipment to Anacla/Grappler Inlet, where the Fire Chief or his/her designate has determined that they are either unavailable or are required to provide fire suppression within the ACRD fire service area.
- 4.14 Should there be multiple calls for Fire Suppression services within the Bamfield Fire Protection Service Area and Anacla/Grappler Inlet; the Bamfield Volunteer Fire Department will endeavor to prioritize the incidents using the available information and deploy their available resources to the best of their ability in an effort to provide the highest level of protection possible for the priorities set by the commanding officer.

## **5.0 NATURE OF SERVICE**

- 5.1 The ACRD shall provide the firefighting and first responder services on a twenty-four hour on call basis from the Bamfield Fire Hall, utilizing the personnel and equipment available at the time of notification of a fire.
- 5.2 Any fire suppression and first responder services provided under this Agreement shall be under the exclusive control of the Fire Chief or Senior Officer present at such incident or fire, and no member of the HFN shall interfere with the conduct of such services but shall assist if requested to do so by the Bamfield Volunteer Fire Department's Senior Officer at the scene of an incident or fire in Anacla/Grappler Inlet.
- 5.3 The HFN agrees that the HFN shall and shall cause its citizens to comply with all directions and requests of the Fire Chief or Senior Officer attending at the scene of a fire in Anacla/Grappler Inlet, to assist in the Regional District's provision of fire suppression services under this Agreement.

## 6.0 INDEMNITY

6.1 The HFN shall indemnify and save harmless the Regional District, its elected officials and appointed officers, employees and volunteers from any and all actions, causes of action, suits or other liability whatsoever which may arise as a consequence of the ACRD entering into or carrying out the provisions of this Agreement or arising from a breach of this Agreement by the HFN.

## 7.0 FEE FOR SERVICES

7.1 The HFN shall provide annually to the ACRD on or before January 15<sup>th</sup>, a statement of the number of Units as of December 31<sup>st</sup> of the previous calendar year.

7.2 The HFN shall pay the ACRD an annual fee representing a proportionate share of the total costs to provide structural fire suppression calculated as follows:

a. Current year annual tax requisition for Bamfield Volunteer Fire Department  
*divided by (+)*

b. Total number of Units within the Bamfield Fire Suppression Area  
*equals (=)*

c. Per Unit fee  
*multiply by (x)*

d. Number of Units covered in Services Agreement (Schedule C)  
*equals (=)*

e. Total annual fee for structural fire suppression services

7.3 On or before April 1<sup>st</sup> of each year, the ACRD will invoice the HFN for the fees due for fire suppression provided by the ACRD under the terms of this Agreement.

7.4 The HFN agrees to pay the invoice on or before August 1<sup>st</sup> of each year.

7.5 A 10% penalty shall be added to all amounts remaining unpaid on August 31<sup>st</sup> and a further 10% to the unpaid balance on December 1<sup>st</sup>. Amounts remaining unpaid on January 1<sup>st</sup> of the following year shall be subject to interest at the rate of prime plus one percent as set by the Regional District's bankers until the balance is paid in full.

7.6 If the HFN fails to make a payment required under this Agreement to the ACRD on the date that the same is due, the ACRD may, at its option, and upon two months' written notice, discontinue the fire suppression services provided under this

Agreement until payment has been made in full, together with interest pursuant to section 7.5.

#### **8.0 COST OF ADDITIONAL AID**

8.1 The HFN agrees to pay the full cost of any additional firefighting personnel or equipment from another jurisdiction outside the ACRD that the ACRD considers necessary to assist with the suppression of a fire in Anacla.

#### **9.0 RIGHTS RESERVED**

9.1 Nothing contained or implied herein shall prejudice or affect the rights and powers of the ACRD in the exercise of its functions under any public or private statutes, bylaws, orders or regulations, all of which may be fully and effectively exercised in relation to the Bamfield Volunteer Fire Department and the fire suppression services provided hereunder and any other function of the ACRD as if this Agreement had not been executed and delivered by the parties and the interpretation of this Agreement shall be subject to and consistent with statutory restrictions imposed on the ACRD under the *Local Government Act* and the *Community Charter*.

#### **10.0 TERM OF AGREEMENT**

10.1 This Agreement shall come into force as of the date of its execution by all parties and shall continue in force for (5) five years or until earlier terminated as provided for in this Agreement.

#### **11.0 ASSIGNMENT**

11.1 This Agreement shall not be assigned by any of the parties hereto except with the prior written consent of the others, which consent shall not be unreasonably withheld.

#### **12.0 TIME**

12.1 Time shall be of the essence of this Agreement.

#### **13.0 INTERPRETATION**

13.1 No provision of this Agreement shall be construed to create a partnership or joint venture relationship, an employer-employee relationship, a landlord-tenant, or a principal-agent relationship.

#### **14.0 HEADINGS**

14.1 The headings in this Agreement are inserted for convenience and reference only and in no way define, limit or enlarge the scope or meaning of this Agreement or any provision of it.

**15.0 WAIVER**

15.1 The waiver by a party of any failure on the part of the other party to perform in accordance with any of the terms or conditions of this Agreement is not to be construed as a waiver of any future or continuing failure, whether similar or dissimilar.

**16.0 LANGUAGE**

16.1 Wherever the singular, masculine and neuter are used throughout this Agreement, the same is to be construed as meaning the plural or the feminine or the body corporate or politic as the context so requires.

**17.0 BINDING EFFECT**

17.1 This Agreement will ensure to the benefit of and be binding upon the parties hereto and their respective successors and permitted assignees.

**18.0 TERMINATION BY THE REGIONAL DISTRICT**

18.1 The ACRD may terminate this Agreement at any time upon giving seven hundred thirty (730) days' notice in writing to the HFN.

**19.0 TERMINATION BY THE HFN**

19.1 The HFN may terminate this Agreement at any time upon giving seven hundred thirty (730) days' notice in writing to the ACRD:

- a) the ACRD shall not be required to refund any prepaid money paid to the ACRD under this Agreement.
- b) The HFN shall only be required to pay for the period of service received if the termination date is prior to the end of that year's agreement.

## 20.0 NOTICE

20.1 It is hereby mutually agreed that:

any notice required to be given under this Agreement will be deemed to be sufficiently given:

- (i) if delivered, at the time of delivery; and
- (ii) if mailed from any government post office in the Province of British Columbia by prepaid registered mail addressed as follows:

if to the Regional District:

3008 Fifth Avenue  
Port Alberni BC V9Y 2E3

if to the HFN:

Box 70, Anacla  
Bamfield, British Columbia, V0R 1B0

Unless otherwise specified herein, any notice required to be given under this Agreement by any party will be deemed to have been given if mailed by prepaid registered mail, or sent by facsimile transmission, or delivered to the address of the other party set forth on the first page of this Agreement or at such other address as the other party may from time to time direct in writing, and any such notice will be deemed to have been received if mailed or faxed, 72 hours after the time of mailing or faxing and, if delivered, upon the date of delivery. If normal mail service or facsimile service is interrupted by strike, slow down, force majeure or other cause, then a notice sent by the impaired means of communication will not be deemed to be received until actually received, and the party sending the notice must utilize any other such services which have not been so interrupted or must deliver such notice in order to ensure prompt receipt thereof.

## 21.0 DISPUTE RESOLUTION

21.1 If a dispute relating to this Agreement should arise, and the Parties cannot settle the dispute through negotiation, then the Parties must attempt in good faith to resolve the dispute through mediation. If mediation is unsuccessful, the parties may submit the dispute to binding arbitration pursuant to the *Commercial Arbitration Act* (British Columbia).

21.2 If any dispute is referred to mediation or to an arbitrator appointed under the *Commercial Arbitration Act*, the costs of the mediation or arbitration shall be borne

equally by the parties involved in the dispute. The parties agree that in the event of arbitration, a single arbitrator shall be appointed in lieu of a panel.

**22.0 ENTIRE AGREEMENT**

22.1 The whole agreement between the parties is set forth in this document and no representations, warranties or conditions, express or implied, have been made other than those expressed.

22.2 This Agreement may be amended from time to time upon terms and conditions mutually acceptable to the HFN and the ACRD only if the amendments are in writing and executed by the parties hereto.

**IN WITNESS WHEREOF** the parties hereto have executed this Agreement as follows:

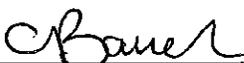
**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT** by its authorized signatories )

\_\_\_\_\_  
Name: )

\_\_\_\_\_  
Name: )

SIGNED SEALED AND DELIVERED by the )  
**HUU-AY-AHT GOVERNMENT COUNCIL** )  
pursuant to the consent of the majority of the )  
Councillors of the HUU-ay-aht First Nation )  
present at a Council meeting duly convened )  
at which authority was given for the )  
**COUNCIL** to enter into this Agreement: )

  
\_\_\_\_\_  
Chief

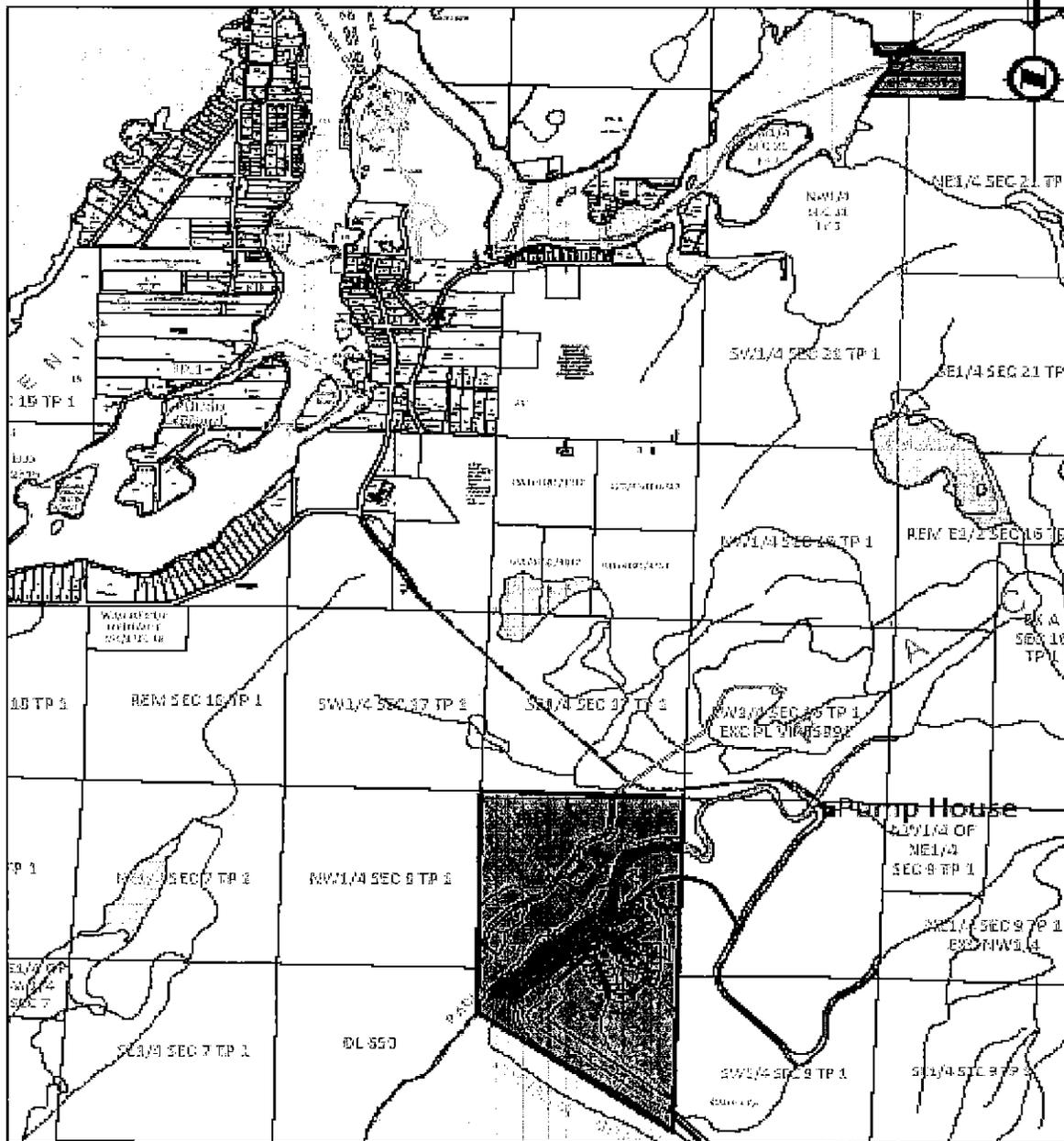
  
\_\_\_\_\_  
Witness )

4908 Gertrude St  
Address )

Port Alberni, BC  
\_\_\_\_\_ )

# Schedule 'A'

This schedule is attached to and forms part of Fire Protection Agreement between Alberni-Clayoquot Regional District and Huu-ay-aht First Nations



Fire Protection Area



**ALBERNI-CLAYOQUOT  
REGIONAL DISTRICT**



**SCHEDULE "B" TO AGREEMENT BETWEEN REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT AND THE HUU-AY-AHT GOVERNMENT**

**COUNCIL/BOARD RESOLUTIONS**

**Alberni-Clayoquot Regional District**

Resolution passed by the Alberni-Clayoquot Regional District Board of Directors at their regular meeting held on \_\_\_\_\_:

*THAT the Alberni-Clayoquot Regional District Board of Directors renew the Fire Suppression Services Agreement with the HUU-ay-aht Government for the Bamfield Volunteer Fire Department to provide structural fire suppression and first responder services to Anacla for a five (5) year term commencing \_\_\_\_\_ and authorize the Chairperson and Chief Administrative Officer to enter into the Agreement on behalf of the Regional District.*

**Huu-ay-aht Government**

Authority to sign agreements on behalf of the HUU-ay-aht Government falls under Part 9 and Section 67 of the Financial Administration Act and states the following:

*"Subject to spending authority the Executive Director may enter into contracts in the name of the HUU-ay-aht Government as required for the Administration of Government or HUU-ay-aht Government bodies."*

\_\_\_\_\_, Executive Director, HUU-ay-aht Government has entered into this Fire Suppression Services Agreement on behalf of the HUU-ay-aht Government.

**SCHEDULE "C" TO AGREEMENT BETWEEN REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT AND THE HUU-AY-AHT GOVERNMENT**

**DETAILS OF DEVELOPMENT EXISTING IN ANACLA  
AS OF THE DATE OF THIS AGREEMENT**

Dwelling Units 42

Public Buildings 14

- Maintenance Building
- Shower House
- Gate House
- House of HUU-ay-aht
- Soaring Eagle Community Center
- Paawats Day Care
- Carving Shed
- Old Administration Building
- New Administration Building
- Pump House
- Grappler Hatchery
- Campground Facilities (shower room, 2 bathrooms, office)
- Gas Service Station



## REQUEST FOR DECISION

**To:** Alberni-Clayoquot Regional District Board of Directors

**From:** Tricia Bryant, CPA, CGA, Asset Management Coordinator

**Meeting Date:** May 8, 2019

**Subject:** Millstream Water System Asset Management Plan

**Recommendation:**

That the Alberni-Clayoquot Regional District Board of Directors adopts the Millstream Water System Asset Management Plan Version 1.0.

**Desired Outcome:**

The Alberni-Clayoquot Regional District (ACRD) Board of Directors adopts the Millstream Water System (MWS) Asset Management Plan to guide decision-making and facilitate sustainable service delivery.

**Summary:**

The Environmental Services Department Managers and operations staff have reviewed the plan and wish to present it to Millstream residents at the Public Meeting on May 16, 2019, in Long Beach.

There is shared support for Asset Management practices going forward within both the Millstream Water System and the Region as a whole.

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

There is a dedicated full-time position until late 2020 for Asset Management. Most Asset Management Plans can take a significant amount of time to compile necessary information, analyze and present it in a way that provides value to staff, management, the Board and users of the service. Additionally, time must be taken to include the information in Asset Management Plans in the 5-year financial plan of the Regional District.

Submitted by:   
 Tricia Bryant, CPA, CGA, Asset Management Coordinator

Reviewed by:   
 Teri Fong, CPA, CGA, Manager of Finance

Approved by:   
 Douglas Holmes, CPA, CA, Chief Administration Officer



# **Alberni-Clayoquot Regional District**

## **Millstream Water System Asset Management Plan**

**Version 1.0**

**Date of Adoption:**





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## 1 EXECUTIVE SUMMARY

### 1.1 Purpose of the Plan

The Millstream Water System (MWS) Asset Management Plan (AMP) is part of the ACRD Asset Management program to facilitate informed decision-making and effective allocation of resources for infrastructure. The purpose of an AMP is to deliver sustainable, cost effective services to ACRD communities in a socially, economically, and environmentally responsible manner, while providing the Level of Service (LOS) agreed upon by the Board.

### 1.2 Asset Description

The Millstream Water System network includes:

- A water treatment building
- A 650 m<sup>3</sup> reservoir
- 989 m of A/C Piping
- 96 m of PVC Piping
- 19 m of corrugated metal piping
- 2 fire hydrants
- 43 service connections

### 1.3 Levels of Service

The present funding levels are insufficient to continue to provide the existing services at current levels in the medium-term. The main service consequences will be more frequent service interruptions, a decline in water quality or loss of service.

### 1.4 Future Demand

The main demands for new services are created by:

- Growth rate (requests for new connections)
- Board of Directors and resident level of service expectations
- Legislative regulations including Island Health operating permit

These will be managed through a combination of managing existing assets, upgrading of existing assets and providing new assets to meet demand and demand management. Demand management practices include non-asset solutions, insuring against risks and mitigating failures.

### 1.5 Lifecycle Management Plan

Asset Management assists in conscious and calculated decisions for all assets covered in Plans from acquisition, operation, maintenance, disposal and renewal or upgrade. During the course of an assets life, the replacement value is known along with an estimated date of replacement based on age and condition. Annual contributions required are calculated for each component in each service so we can measure the funding gap between current and future Levels of Service in order to align funding and



service expectations. The AM Program achieves responsible and reliable lifecycle management practices.

The Asset Management Coordinator has created the Millstream Water System AMP with the assistance of McGill & Associates Engineering Ltd. and operations staff. Asset Management systems will continue to be maintained once this position expires by ACRD staff. Estimated service life (ESL) and replacement cost of the water system infrastructure were determined using comparable data in the Beaver Creek Water System Asset Management Plan version 1.0. Management staff provided risk assessments and goals.

### 1.6 Financial Summary

The MWS has a total current replacement value of \$1.21 million in 2019 dollars. This does not include a contingency for construction, engineering, financial, legal or administration costs. With an estimated inflation rate of 1.5%, estimated future replacement costs are \$1.95 million for current infrastructure at the end of the components estimated service life. Not included in the estimates are projections for future demand and projected capital upgrades. The community hasn't grown since the water system was first established so future growth is not expected. The current system does not meet the fire flow and fire hydrant requirements per the Fire Underwriters Survey (FUS). Total "All-In" project costs for pipe replacement are generally 200-215% of the cost of pipe materials. Total current project costs for upgrading the necessary pipes to meet fire flow requirements would cost approximately \$586,000. Upgrading the necessary pipes at their expiration will cost approximately \$789,000, with timelines aligning for both linear and reservoir replacements.

#### Renewals vs Upgrades?

**Renewals:** Returning infrastructure to the expected level of service with no added efficiency or benefit.

**Upgrades:** to improve quality, efficiency and level of service of infrastructure.

There are 43 water parcels within the Millstream Water System but they are not currently charged a parcel tax. The only fees paid by the users are quarterly water fees of \$181.25. The annual operating costs exhaust the revenue generated by water fees and, as a result, no funding is available for the long-term needs of the system. Based on the projected future renewal costs and the current reserve level, funding of the water system for the next 20 years will require annual investments of approximately \$36,200 or \$841 per parcel annually. In reality, renewal of system components will occur in cycles based on asset life, completion of major improvements and according to their condition and use.

The first suggested significant capital renewal project is in 2039 at \$400,000 for components or approximately \$840,000 All-In, based on current asset lifecycles.



### 1.7 Asset Management Practices

Our current systems to manage assets include:

- Vadim
- AutoCAD
- Microsoft Office

### 1.8 Monitoring and Improvement Program

The next steps resulting from this AMP to improve asset management practices are:

- Increase documented and regimented condition assessments
- Update and monitor asset conditions and rankings on an ongoing basis
- Update and monitor operation and maintenance costs on an ongoing basis
- Update inventory for disposals, additions and changes in useful life
- Implement a system-wide asset ID system for specific components and link with GPS
- Identify funding sources for capital water projects
- Implement ArcGIS using the newly acquired data
- Create a risk framework and assist in ranking priorities



## 2 INTRODUCTION

### 2.1 Background

This AMP encompasses all Millstream Water System assets, excluding maintenance vehicles. The purpose of the plan is to facilitate the strategic management of the water system infrastructure and the services provided by it, giving guidance on new and existing infrastructure to maximize use of financial resources long term, reduce risk and provide a prioritized view for service continuity and improvements over a 20 year planning period.

The ACRD AM Program follows the advice of the Asset Management BC Framework; Plans are designed to be living documents that change with the organization to reflect progress made while continuously striving for sustainable service delivery. Consideration of community priorities and an understanding of trade-offs between resources and desired services is the foundation of sound AM practices.



The AMBC Roadmap guides organizations through basic, intermediate and advanced Asset Management Practices. It is the goal of the ACRD to achieve a basic to intermediate level of understanding.

This AMP should be read in the context of the ACRD's Asset Management Policy and Strategy. The Millstream Water System AMP is a living document and will develop with AM practices and with the influence of the following corporate documents:

- Annual strategic priorities
- Short-term and long-term financial plans
- Water utility maintenance policies
- User rates and fees bylaw
- Grant applications and funding

Asset Management Plans are designed for several reasons. First, to guide Management and the board in planning and decision-making. Second, to aid in the creation of short term and long term financial plans as well as operational plans. Last, to spark community engagement for the service.

It is important to note that this is one of the first plans created under the AM Program. As the ACRD moves through the implementation process, knowledge and understanding of the AM program increases and it is expected that this plan evolve further, solidifying assumptions made and filling in any present information gaps where further research or information is required.

## 2.2 Asset Inventory

The Millstream Water System consists of linear and non-linear components including:

- Over 1,100 meters of water mains
- 43 service connections
- 2 hydrants
- A pump station
- A reservoir adequate for fire flows
- A series of line valves

Current replacement costs were estimated by Koers & Associates Engineering firm using unit costs from recent water main projects completed in Beaver Creek Water System. Unit costs include excavation, backfill, and surface restoration. Remaining useful life estimates were based on installation dates and expected service life provided by Koers & Associates Engineering based on knowledge and experience with water infrastructure and materials in place.

Any land associated with the MWS is not included in this AM Plan as there are no future plans for expansion, revival or rejuvenation of the current land.

## 2.3 Water Source & Emergency Preparedness

The MWS pulls water from two shallow wells and disinfects with chlorine. No other treatment methods are used.



The water is sampled on a weekly basis in the water system. Sample results show that there is no presence of total coliforms or E. coli found in the water. The most recent raw water testing, completed in December 2013, shows that there is surface water influence on the shallow wells; however, the presence of bacteria was limited. 2013 was also the last time that the treated water was tested to confirm that it meets the Canadian Drinking Water Quality Guidelines (CDWQG). Due to the size of the water system, MWS has not yet been ordered to comply with Island Health's 4321 regulations but it is expected that future compliance will be necessary.

In 2014, the MWS connected to the Ucluelet water system for emergency purposes only.

The Millstream Water System maintains updated emergency response procedures and has redundancy and back-up systems at the treatment and pump station. An official Water Emergency Response Plan, created in 2012 by McGill & Associates Engineering Ltd., outlines steps to respond to a catastrophic event.



## 2.4 Levels of Service

Levels of Service (LOS) are defined using two terms, customer levels of service and technical levels of service.

**Customer LOS:** measure how the customer receives the service and measure of value we provide.

**Technical LOS:** technical measures of performance relating to the allocation of resources to service activities to best achieve the desired outcomes and demonstrate effective performance.

- Operations – ongoing activities, day-to-day operations
- Maintenance – activities enabling an asset to provide service for its planned life
- Renewal – activities that return the service capability to near original capacity
- Upgrade – activities that provide a higher level of service



For the purposes of this report, customer’s level of service expectations are set upon the annual adoption of the financial plan and strategic priorities as it is a reflection of the values, policies, and priorities of the Board of Directors with input from committees and public engagement sessions. This will assist the ACRD’s Board of Directors and stakeholders in matching the level of service required, service risks and consequences with the community’s ability and willingness to pay for the service.

The current and expected customer Levels of Service detailed in Tables 2.1 and 2.2 shows the expected levels of service based on resource levels in the current financial plan. Organizational measures are measures of fact related to the service delivery outcome e.g. number of occasions when service is not available, condition percentages of Very Poor/Poor/Fair/Good/Very Good.

**Table 2.1 - Customer Level of Service Objectives**

Values	Expectation	Performance/Organizational Measure Used	Current Performance	Forecast in 2038 with current budget.
<b>Quality</b>	Access to clean, safe potable water	Performance: Service calls relating to water quality  Organizational: Quality samples meeting or exceeding Island Health and Canadian Guidelines for drinking water quality	<1 annual average  100% of samples exceed the Canadian guidelines for drinking water quality and no positive results for Coliform and E.coli.	It is reasonable to expect that this will stay the same as long as the wells and catchment area stay protected
<b>Function</b>	Reliable, consistent water services without interruption of services	Performance: Number of service interruption calls for water main breaks	<1 calls received annually for water disruptions	Likely to increase if renewals and upgrades requirements are not met
<b>Capacity and Use</b>	Access to potable water at the lowest possible rate	Well water levels are adequate to support demand. Reservoir has capacity for fire flows but distribution lines are undersized for fire flows	Well water levels and system operations are checked on a weekly basis. Linear assets do not have fire flow capacity	Well water levels could be depleted from excessive use or drought conditions if not monitored and conserved. No current budget for upgrades.



**Table 2.2 - Technical Levels of Service**

Service	Service Objective	Objective Measure	Current Performance	Desired Outcome
<b>Operations</b>	Access to clean, safe, potable water	Water quality testing required by VIHA	Samples sent weekly to Island Health that all meet required standards	Add annual testing to confirm CDWQG are being met
<b>Operations Budget</b>			\$24,000 average annual operations/labour budget. Budget is insufficient to complete all operations and maintenance activities	Budget will increase with renewals and upgrades to the water system
<b>Maintenance</b>	Reliable, consistent water services without interruption	1) Water main flushing 2) Regular maintenance 3) Condition assessments	1) No current flushing program 2) Pipe repair is reactive 3) Condition assessments are not performed currently	1) Annual flushing program 2) Replacements are proactive vs reactive 3) Regular assessments performed
<b>Maintenance Budget</b>			\$3,495 for 2018; \$4,000 average for subsequent years not including wages. Budget is insufficient to complete all operations and maintenance activities.	Budget will increase with the implementation of the flushing program
<b>Renewal</b>	Reliable, consistent water services without interruption	Infrastructure renewal needs are identified by operations staff and ESL	Using ESL and condition assessment rankings, 17% of MWS infrastructure is in either poor or very poor condition	Risk and priority frameworks identify required renewals before failures occur. Proactive vs reactive replacements.
<b>Renewal Budget</b>			No budget for renewals	\$651,000 over 20 years to meet renewal needs based on asset life cycles
<b>Upgrade/ New</b>	Upgrade remaining areas to meet fire flow requirements per FUS and user demands	Upgrade piping diameter in applicable areas within project budget amounts	70% of MWS system piping does not meet fire flow requirements.	Fire flow upgrades prioritized in conjunction with current piping upgrade requirements based on ESL and pipe material
<b>Upgrade/ New Budget</b>			\$100,000 for 2018 for increased pump house reliability and redundancy. No upgrades budgeted for subsequent years	\$188,000 over 20 years to meet piping fire flow requirements



It is important to monitor the service levels provided regularly as these will change as regulations and expectations change. The current performance is influenced by work efficiencies, technology, and Island Health regulations that will change over time. Review and establishment of the agreed position that achieves the best balance between service, risk and cost is essential.

### 2.5 Fire Flows and Required Improvements

The majority of MWS does not meet fire flow regulations stipulated by the Fire Underwriters Survey in “Water Supply for Public Fire Protection” and MMCD Design Guidelines. In order to meet regulations, we will need to improve the pipe diameter and/or material. The required fire flows are shown in Figure 2.3 – Fire Flow Requirements.

**Table 2.3 – Fire Flow Requirements**

Land Use	Assumed Minimum Required Fire Flow	
	Demand (L/s)	Duration (hrs)
Single Family Residential	60	1.75
Commercial/Institutional	150	2
Industrial	225	4

It is recommended that the 989m of 100mm AC pipe be replaced with 150mm PVC in order to comply with the guidelines as the budget allows; however, there is currently no budget for upgrades.

Future updates and revisions to this plan will incorporate conversations amongst key stakeholders regarding aligning the level of service needed by the community, risks and consequences associated with these assets, the taxpayers’ ability and willingness to pay for various levels of service and the ACRD’s resource capacity. It is most likely that upgrades will occur as assets fail.

## 3 CURRENT STATE OF MWS LINEAR WATER INFRASTRUCTURE

### 3.1 Inventory

**Table 3.1 - Assets covered by this Plan**

Asset Category	Qty	2019 Replacement Value
Pump stations and buildings	1	\$421,000
Piping	1,085 meters	\$309,000
Culvert	19 meters	\$1,200
Reservoirs	1	\$444,500
Hydrants	2	\$12,600
Valves	54	\$68,000
<b>TOTAL</b>		<b>\$1,256,200</b>



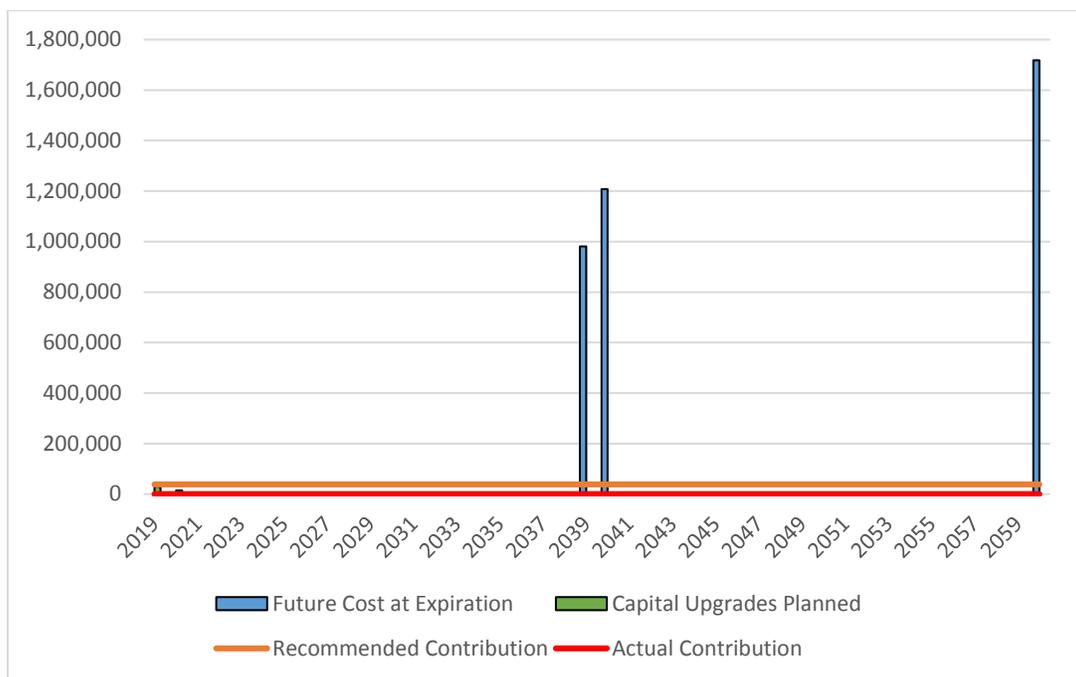
Costs are for supplies only; labour, engineering, financial, and administration costs are not included. Estimated total project costs use an “All-In” rate based on number of linear meters of pipe. Depending on the diameter of pipe, All-In rates typically range from 200-215% of the cost of pipe.

### 3.2 Replacement Costs and Dates

Asset management changes the financial focus from historical cost and annual amortization included in the ACRD’s financial statements to estimated replacement value, estimated service life, and annual capital investment required.

Almost half of the MWS assets are due for replacement within 20 years. Table 3.2 summarizes suggested infrastructure replacement dates and estimated costs by year until 2060. Renewals in years 2039 and 2040 make up over \$1 million in component renewal costs alone, stressing the need for a capital renewal plan now to meet future financial gaps. Collecting the recommended annual contribution from users shown below of \$37 thousand, or \$862 per parcel, will alleviate these spikes in capital expense.

**Table 3.2 - Projected Timing for Capital Renewal**



### 3.3 Condition Assessments

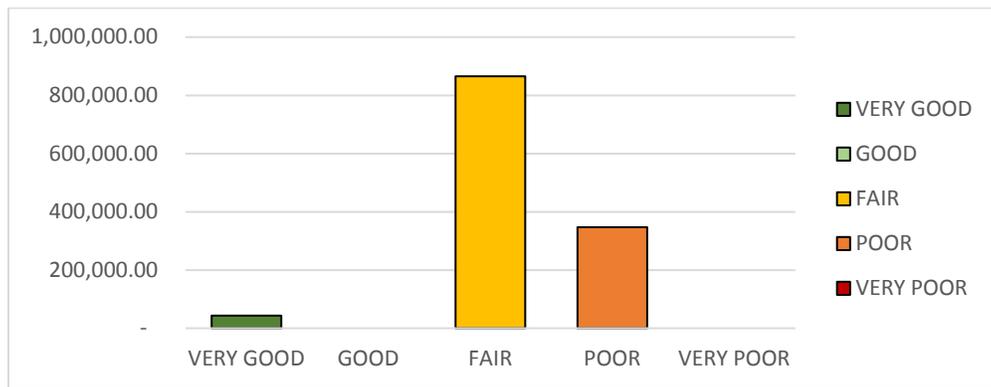
Regular condition assessments are not performed on components. In other ACRD water systems, the condition assessment is calculated along with the estimated service life remaining to determine the overall condition rating of the asset. This data is not available for Millstream Water System. Regular



condition assessments are part of the improvement works outlined in this Plan. For the purposes of this Plan, estimated remaining service life was the only basis for our condition assessments. Based on estimated service life, 82% of the MWS assets assessed have a fair to very poor physical condition.

Table 3.3 shows the current cost to replace assets based on the percentage of estimated useful service life remaining.

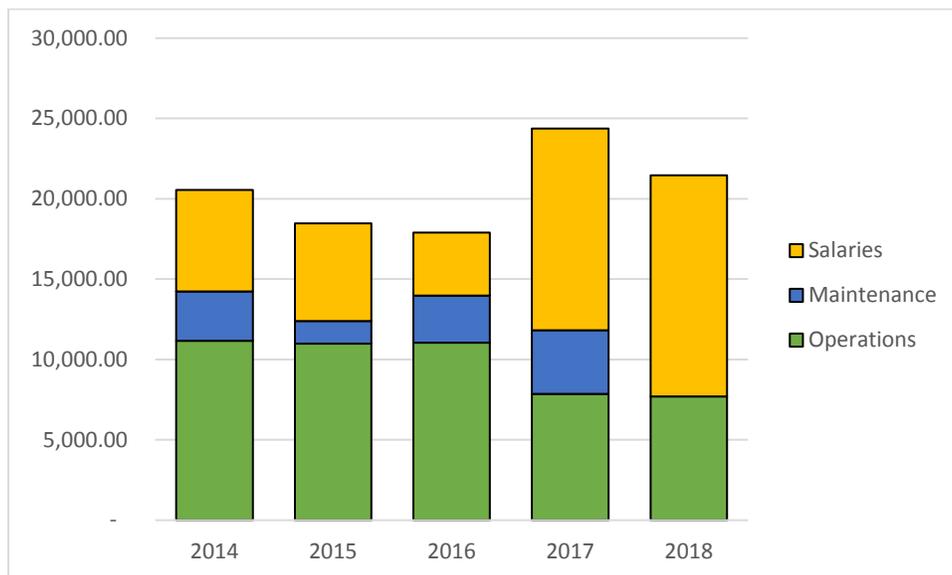
**Table 3.3 – Current Replacement Cost by Percentage of ESL Remaining**



### 3.4 Current Operations and Maintenance Costs

A key function of Asset Management is to track maintenance costs separate from operations costs to identify areas that are requiring more repairs as an indication of failing infrastructure. Table 3.4 shows the trend in combined operations and maintenance costs since 2014.

**Table 3.4 – Operations and Maintenance Cost Trends**





Average operation and maintenance costs total \$20,550 per year, including salaries and benefits. Historically, operations costs were for operations contract costs only. Going forward, operations and maintenance costs will be tracked separately in our accounting software as a part of the improvement plan in order to identify spikes in maintenance costs, indicating a failure of infrastructure. Operations costs will be cost associated with day-to-day expenses.

Within the Beaver Creek Water System, there is the ability to track the water in versus water out. The difference between these amounts is Non-Revenue Water (NRW). NRW is an indication of leaks within the system. Since MWS does not have metered service connections, it is impossible to know if there are any leaks between the pump station and residences. Leaks are repaired as residents or maintenance workers note them.

### 3.5 Risk Management Plan



Risk management is a key objective set out in our Asset Management Policy. With acceptable Levels of Service in mind, we have adopted a risk management framework to assess and rank criticality of the ACRD's infrastructure assets. One of the outcomes of implementing risk management is the ability to prioritize required capital expenditure based on criticality for the MWS.

The goal in adopting a framework is to have a consistent accurate understanding of the state of the MWS's infrastructure. The framework includes a standardized grading system that is easily repeatable, enables comparison of the status of infrastructure condition over time and across municipalities for comparison.

A risk matrix has been prepared and will be used for risk ratings throughout the ACRD. This matrix will also be used in conjunction with regular condition assessments to properly

evaluate new and existing risks.

The risk assessment process identifies credible risks, the likelihood of the risk event occurring, the consequences should the event occur, develops a risk rating, evaluates the risk and develops a risk treatment plan for non-acceptable risks. Critical risks are those assessed with 'Very High' (requiring immediate corrective action) and 'High' (requiring corrective action) risk ratings identified in the assessment process.

According to the General Manager of Environmental Services and Manager of Operations, the following are credible risks that could create a "High" risk rating at this time:



1. A good portion of linear assets are asbestos cement material piping (AC piping) creating added risk and exposure to asbestos, friable material when cutting, removing, adjusting, replacing and wet tapping into AC piping. The asbestos does not pose a public health risk.
2. Water flow restrictions for fighting fires. Currently a good portion of the MWS linear inventory does not meet current fire flow regulations in accordance with the most recent version of the MMCD Design Guidelines and the “Water Supply for Public Fire Protection” by the Fire Underwriters Survey (FUS), making it harder to put out larger fires within Millstream.
3. Natural disaster causing a catastrophic environmental event i.e. earthquake, tsunami, windstorm, drought, etc. This could affect power, water quality, pipe integrity and the ability to service the area.

## 4 ASSET MANAGEMENT IMPROVEMENT PLAN

### 4.1 Water Infrastructure Replacement Priority Ranking

Table 4.1 lists the components within the MWS in order of their required estimated replacement. This information can be used to aid in creating a Long-Term Asset Management Financial Plan (LTAMFP) for this class of assets.

When budgeting for future projects, it is recommended that a 30% general contingency and a 30% allowance for construction, engineering, financial, legal and admin costs be added to total project costs.

It is important to note the volatile prices of construction materials. Many factors can change the costs of materials required for projects and while the actual costs may differ, only the most current and available costs are used.

**Table 4.1 – Improvement Works**

Component	Length or Quantity	Current Replacement Costs (pre-tax, pre-contingency)	Risk	Estimated Service Life Remaining in Years
AC Piping	989m	279,227	High	20
Assorted Valves	54	67,760	High	20
<b>Replacement Cost – High Risk</b>		<b>\$ 346,987</b>		
Treatment building	1	420,886	Moderate	21
Reservoir	1	444,413	Moderate	41
<b>Replacement Cost – Moderate Risk</b>		<b>\$ 865,299</b>		
New Fire Hydrants	2	12,550	Low	59
Culvert – connection to Ucluelet	19m	1,192	Low	65
Miscellaneous PVC Piping	96m	29,551	Low	65
<b>Replacement Cost – Low Risk</b>		<b>\$ 43,293</b>		
<b>Total Current Replacement</b>		<b>\$ 1,255,579</b>		



While the areas rated “High” for failure have a current total cost of \$346,987, the final project cost will be approximately \$980,000 when considering inflation, engineering and construction costs.

#### 4.2 Improvement Plan

The tasks identified in the Table 4.2 are required to achieve the MWS asset management objectives, manage risks, and close the gap between current and targeted levels to achieve within the AMBC road Map. The table also identifies the integration of these tasks into the organization as recommended by the AMBC Framework.

**Table 4.2 – Improvement Plan**

Task#	Task	Responsibility	Resources	Timeline
1	Implement operations process for documenting condition assessments of water mains, fire hydrants and pumps etc.	Environmental Department	AMP for MWS Canadian infrastructure condition grading system	Spring 2019
2	Update and monitor component specific operation and maintenance costs	Asset Management Coordinator	Finance Department	Semi-annually
3	Update water asset inventory for disposals, additions and changes in useful life - AM fixed asset review	Environmental and Finance Department	MWS Asset Registry and MWS Staff	As projects occur or annually
4	Regional asset identification system for specific components to record expense at the asset level	Finance Department, Mapping Technician	AM Registry, MWS Staff	In progress
5	Identification of funding sources for capital water projects	Finance department & Environmental Department	Grants, capital reserves, utility fees, property tax etc.	Ongoing
6	Implement ArcGIS to gain a better understanding of asset locations and conditions	Mapping Technician/Planning Department	MWS inventory data, AutoCAD data	To be determined
7	Create a Risk Framework and annual assessment process	AM committee, Financial Department, Environmental Department	Associate Engineering Risk Workshop and NAMS Canada Core Risk Management Registry	In progress/ annually



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## REQUEST FOR DECISION

**To:** ACRD Board of Directors

**From:** Alberni Valley and Bamfield Committee and  
Jenny Brunn, Manager of Operations

**Meeting Date:** May 8, 2019

**Subject:** Alberni Valley Landfill Tipping Fee and Regulation Bylaw Update

---

**Recommendation:**

***THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to Bylaw R1029, Alberni Valley Landfill Tipping Fee and Regulation;***

***THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to Bylaw R1029, Alberni Valley Landfill Tipping Fee and Regulation;***

***THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to Bylaw R1029, Alberni Valley Landfill Tipping Fee and Regulation;***

***THAT the Alberni-Clayoquot Regional District Board of Directors adopt Bylaw R1029, Alberni Valley Landfill Tipping Fee and Regulation, 2019.***

**Desired Outcome:**

To update the Alberni Valley Landfill Tipping Fee and Regulation Bylaw.

**Summary:**

At the April 24, 2019 Alberni Valley and Bamfield Committee meeting, Bylaw R1029, Alberni Valley Landfill Tipping Fee and Regulation, 2019 was presented as attached. After review, the Committee recommended that the Alberni-Clayoquot Regional District Board of Directors get introduced and read three times and adopt the proposed bylaw. The proposed Alberni Valley Tipping Fee and Regulation Bylaw No. R1029 is intended to replace the current Bylaw No. R1027 and amendments that establishes tipping fees and regulates recycling and solid waste disposal at the Alberni Valley Landfill. The proposed bylaw has made changes to provide clearer definitions, better organization and readability and revises a small number of tipping fees and penalties.

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

Some staff time will be required to fully execute the bylaw, such as updating the rates in the Landfill software program and to update brochures and to educate the public on these changes.

**Policy or Legislation:**

As per the Local Government Act, the Alberni Valley Landfill Tipping Fee and Regulation R1027, 2019.



Submitted by:

\_\_\_\_\_  
Jenny Brunn, Manager of Operations



Reviewed 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 and Bamfield Committee  
**From:** Jenny Brunn, Manager of Operations  
**Meeting Date:** April 24, 2019  
**Subject:** Alberni Valley Landfill Tipping Fee and Regulation Bylaw Update

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### **Recommendation:**

***THAT the Committee recommend to the ACRD Board that Bylaw R1029, Alberni Valley Landfill Tipping Fee and Regulation, 2019 be introduced and read three times;***

***THAT the Committee recommend that the Alberni-Clayoquot Regional District Board of Directors adopt Bylaw R1029, Alberni Valley Landfill Tipping Fee and Regulation, 2019.***

### **Desired Outcome:**

To update the Alberni Valley Landfill Tipping Fee and Regulation Bylaw.

### **Summary:**

The proposed Alberni Valley Tipping Fee and Regulation Bylaw No. R1029 is intended to replace the current Bylaw No. R1027 and amendments that establishes tipping fees and regulates recycling and solid waste disposal at the Alberni Valley Landfill. The proposed bylaw has made changes to provide clearer definitions, better organization and readability and revises a small number of tipping fees and penalties.

### **Background:**

#### **Tipping Fee Changes**

The majority of revenues for solid waste management in the Alberni Valley and Bamfield are generated by tipping fees for disposal of residual municipal solid waste. Although these rates should be reviewed to ensure they are meeting our financial needs, encouraging diversion and remaining in line with our neighbours, this report does not consider any changes to disposal fees. This report is only proposing minor changes to tipping fees for diverted materials and other surcharges. Staff will be evaluating the solid waste disposal rates and bringing recommendations to the Board in the coming months.

#### **1) Commercial Cardboard – proposed tipping fee of \$60.00/tonne**

The ACRD implemented a cardboard ban in 2016, which has been successful at increasing our diversion of this organic waste material from the landfill. Residential cardboard is accepted at the landfill recycling center and at

the 3<sup>rd</sup> Avenue Recycling Depot. Commercially produced cardboard is not accepted in the Recycle BC Program which pays for the transport and processing of material at these depots. The majority of businesses in the valley pay for cardboard collection through local waste hauling contractors. However, it was recently noticed that the 3<sup>rd</sup> Avenue depot has been accepting commercial cardboard from a number of businesses, which has now been stopped by our new contractor.

The ACRD can accept this material separately and have it recycled, but there will be costs to recycle this material.

The only location where we are set-up to weigh and charge for material is at the Alberni Valley landfill which does not currently accept commercial cardboard and there is no tipping fee for this material. There is a tipping fee for waste containing cardboard that is landfilled which is double the normal tipping fee. Staff are proposing that new containers are set-up for commercial cardboard and a tipping fee of \$60.00/tonne be established to recover the cost of managing this material. This rate will not only recover costs but also encourage diversion and encourage businesses to set up their own cardboard collection system. This rate is comparable to neighboring Regional Districts (CSWM - \$60/tonne, RDN - \$250.00/tonne).

## **2) Fridges and Freezers – proposed removal of \$20.00 fee**

The Major Appliance Recycling Roundtable (MARR) is the approved stewardship program for the recycling of major appliances in British Columbia. The program is designed to collect fees at the time of sale to fulfill producer's responsibility to manage the end-of-life for all major appliances. The fees charged to consumers has increased from \$1.25 to \$11.50 per appliance as of April 1, 2019. MARR's payment program provides financial support to collectors of major appliances to offset the costs associated with removal of refrigeration ozone depleting substances (ODS), formerly referred to as Freon, and to ensure that refrigerant is being managed responsibly.

The ACRD is not currently involved in the MARR program and covers the costs for managing appliances independently. In order to recover those costs, the AVLF and WCLF charge a fee of \$20 per ODS containing appliance. There are certified staff members that remove the ODS from appliances which are then put into the metal bin and recycled through Schnitzer Steel in Nanaimo. The 3<sup>rd</sup> Ave Depot does not accept ODS containing appliances. In Bamfield, ODS appliances can be deposited directly in the metal bin for free. Schnitzer Steel then collects and removes the ODS prior to recycling the metal.

Staff recommend that the ACRD remove the current \$20 fee and have the landfill contractors join the MARR stewardship program to receive funding for ODS appliance management. This will ensure customers are only charged once for the recycling of their appliance.

## **3) Mattresses – proposed surcharge of \$20.00/item**

As detailed in the February 27<sup>th</sup> report to the ACRD Board of Directors, a local Port Alberni company, INEO, has established a mattress recycling facility in Port Alberni. Mattresses have begun to be diverted from the landfill and recycled at their processing facility. The cost to store and transport these mattresses has been approximately \$6/item plus a \$15 fee at the mattress recycling facility for a total cost of \$21 per each mattress or box spring. We anticipate our handling costs at the landfill to reduce to below \$5 in the coming months. Neighboring Regional Districts charge \$10 - \$15 per mattress but continue to dispose of them in the landfill. Residents can drop off their mattresses or box springs directly at the recycling facility for \$15 per unit.

Staff are proposing that a fee of \$20 per mattress be established to recover the cost of managing these products and encourage the direct drop-off of mattresses at the recycling facility. Staff will continue to lobby the Ministry of Environment to have a stewardship program established which would collect these fees at the time of sale.

#### **4) Steel Cable and Waste Oil – Proposed removal of tipping fees**

The current bylaw has a tipping fee of \$500/tonne for steel cable. It is unclear as to why this tipping fee exists in the bylaw, as landfill staff have not applied the existing tipping fee for at least the last 30 years. This material does not generate any costs to manage at the landfill as it is deposited directly in the metal bin and collected by metal recyclers at the landfill for which we receive money. Staff are proposing that this tipping rate be removed to be consistent with current practice.

The current bylaw has a tipping fee of \$0.50 per litre for waste oil. We do not currently charge for receiving waste oil as the BC Used Oil stewardship program pays all of the costs of collecting, transporting and recycling this material. Fees are collected at the time of sale of oil and antifreeze products to cover these costs. Staff propose removing this tipping fee to be consistent with the current practice in place.

#### Definitions and organization

The current bylaw is lacking in many definitions for categories of materials in the rates schedule. There is also confusion resulting from terms like asbestos when referring to any material containing asbestos and biomedical waste when the actual meaning is waste coming from a medical facility. The amended bylaw has updated terms and definitions to provide clarity and consistency. New definitions were added to fall in line with similar regional district bylaws on Vancouver Island and across BC. The updated definitions make the bylaw easier to interpret and match the definitions used in provincial regulation.

The schedule of tipping fees has been simplified and reorganized to improve it as a reference document. Some materials that are being recycled, like gypsum, have moved up into that section and the surcharge for loads containing recyclable materials has been expanded to include Controlled waste. This allows many repeat items that are charged at a double rate if contaminated to be deleted.

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

The proposed changes to Alberni Valley Landfill Tipping Fee and Regulation Bylaw No. R1027, 2015 have already been prepared. There will be some staff time involved in communicating these changes to the public. Advertisement on the internet and a press release will be conducted if these changes are adopted.

#### **Financial:**

- 1) The new fee of \$60/tonne for commercial cardboard is expected to be fully cost-recovery and generate very little additional revenue.
- 2) The new fee of \$20 per unit for mattresses is cost-recovery, which will off-set the costs of managing these products, but not produce additional revenue.
- 3) The removal of the \$20 fee for fridges and freezers will allow the landfill contractor to join and receive revenue from the stewardship program. This will remove the cost that the ACRD currently pays of \$12 per appliance to remove ODS. It is expected that we will receive more appliances once the tipping fees are removed which could in-turn increase our revenue from the sale of metal.
- 4) The removal of fees for steel cable and waste oil will have no impact on revenues as these charges have not been applied in the past.

In summary, all of these changes are expected to have a negligible impact on revenues and expenses but potentially encourage more diversion of materials.

**Policy or Legislation:**

As per the Local Government Act, the Alberni Valley Landfill Tipping Fee and Regulation R1027, 2019.

Submitted by:   
\_\_\_\_\_  
Jenny Brunn, Manager of Operations

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

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

## REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

### BYLAW NO. R1029

A Bylaw to Provide for  
the Regulation of Recycling, Solid Waste Disposal and Tipping Fees  
at the Alberni Valley Landfill

**WHEREAS** by Supplementary Letters Patent, dated August 10, 1973 as amended, the Regional District of Alberni-Clayoquot was granted the function of Garbage Disposal under Division XIV of its Letters Patent;

**AND WHEREAS** the Regional District of Alberni-Clayoquot is empowered to establish a scale of charges payable for depositing Municipal Solid Waste at the Alberni Valley Landfill;

**AND WHEREAS** the Board of Directors of the Regional District of Alberni-Clayoquot deems it advisable to enact regulations pertaining to solid waste disposal and to establish a charge for depositing Municipal Solid Waste;

**NOW THEREFORE**, the Board of Directors of the Regional District of Alberni-Clayoquot in open meeting assembled enacts as follows:

#### 1. DEFINITIONS

In this bylaw, unless the context otherwise requires:

- 1.1 **"Asbestos Containing Materials"** means waste that falls under one or more of the following categories: Waste containing friable asbestos fibres or asbestos dust as defined in the ***Hazardous Waste Regulation***;
- 1.2 **"Gypsum"** that meets one of the following conditions: manufactured prior to December 31, 1990 and has no analytical results that confirm it is non-Asbestos containing; or manufactured on or after January 1, 1991 without one of the following identifiers to qualify as recyclable ***Gypsum***: barcode, date stamp or web address;
- 1.3 **"Medical Facility Waste"** means municipal solid waste originating from a hospital or health care facility such as soiled sheets, garments and other similar solid waste. Excluded is waste material from pathology, operating rooms, laboratories and other hospital operations, which produce potentially infectious waste considered to be special waste;
- 1.4 **"Biomedical Waste"** means waste as defined in the ***Hazardous Waste Regulation*** as Biomedical Waste;
- 1.5 **"Bio Solids"** means stabilized, dewatered treatment plant sludge resulting from the treatment of municipal liquid waste;
- 1.6 **"Clean Soil"** means soil with concentrations of contaminants less than those listed in the ***Contaminated Sites Regulation*** and soils not containing other waste materials;
- 1.7 **"Contaminated Sites Regulation"** means the Contaminated Sites Regulation, B.C. Regulation 395/96, enacted under the ***Environmental Management Act***;
- 1.8 **"Contaminated Soil"** means soil with concentrations of contaminants greater than those listed in the ***Contaminated Sites Regulation*** or soils containing waste material;
- 1.9 **"Commercial"** means originating from businesses or institutional facilities, or multi-family residences
- 1.10 **"Controlled Waste"** means a material, substance or object listed in Schedule 'A' which may create health hazards, nuisances or environmental pollution and may or may not be disposed of through ***Special Handling***;

- 1.11 **“Corrugated Cardboard”** means recyclable consisting of 3 or more layers of Kraft paper material and having smooth exterior liners and a corrugated or rippled core, but excluding containers which are impregnated with blood, grease, oil, chemicals, food residue, was; or have polyethylene, foil or other non-paper liners; or are contaminated with a material which will render the corrugated cardboard not marketable;
- 1.12 **“Construction/Demolition Waste”** means waste produced from the construction, renovation, and demolition of buildings, bridges, wharfs, rail lines and other structures, but does not include *Hazardous Waste* or *Recyclable Material*
- 1.13 **“Environmental Management Act”** means the Environmental Management Act (British Columbia), as amended or replaced and any successor legislation and any regulations thereunder;
- 1.14 **“Disposal Site”** means the Alberni Valley Landfill;
- 1.15 **“Fish Tote”** means a container approximately 40 inches by 48 inches by 80 inches made of high density polyethylene material.
- 1.16 **“Gypsum”** includes, but is not necessarily limited to new construction off-cuts or scraps and old wallboard that has been painted, covered in wallpaper, vinyl or ceramic tiles and is removed during renovation, but excluding wallboard from demolition sites or wallboard associated with asbestos;
- 1.17 **“Hazardous Waste”** means any chemical compound, mixture, substance or article defined as Hazardous Waste in the *Hazardous Waste Regulation*;
- 1.18 **“Hazardous Waste Regulation”** means Hazardous Waste Regulation, BC Reg. 63/88 enacted under the *Environmental Management Act*;
- 1.19 **“Invasive Plant Species”** means *Yard and Garden Waste* which may require special handling including but not limited to Scotch Broom
- 1.20 **“Ignitable”** means having the properties of: flammable gas, flammable liquid, or flammable solids, or substances susceptible to spontaneous combustion or substances that on contact with water emit flammable gases as defined in the Special Waste Regulations of the Environmental Management Act;
- 1.21 **“Land Clearing Debris”** means stumps, tops, limbs and whole trees generated from the clearing of land and the small scale harvesting of merchantable timber but does not include *Yard and Garden Waste*.
- 1.22 **“Mattress”** means a large, rectangular pad used as a bed or on a bed frame and include all sizes of mattresses, box-springs or foam sleeping pads;
- 1.23 **“Metal”** means recyclable ferrous and non-ferrous metallic materials
- 1.24 **“Municipal Solid Waste” (MSW)** means refuse that originates from residential, commercial or institutional, sources within the Regional District of Alberni-Clayoquot;
- 1.25 **“Person”** means an individual, a body corporate, a firm, a partnership, association or any other legal entity or an employee or agent thereof.
- 1.26 **“Prohibited Waste”** means a waste prohibited from disposal under Schedule ‘C’ attached to and forming part of this bylaw;
- 1.27 **“Radioactive Waste”** means waste containing a prescribed substance as defined in the Atomic Energy Control Act in sufficient quantity or concentration to require a licence for possession or use under the Act and regulations made under that Act;
- 1.28 **“Reactive Waste”** means waste which is; explosive, oxidizing, or so unstable that it readily undergoes violent change in the presence of air or water; generates toxic gases, vapours, or fumes by itself or when mixed with water; and polymerizes in whole or in part by chemical action and causes damage by generating heat or increasing volume; as defined in the Special Waste Regulations of the Environmental Management Act;
- 1.29 **“Recreational Vehicle”** means a motor vehicle or trailer which includes living quarters designed for accommodations. Any recreational vehicle to be disposed of must have all

- metal and other recyclable materials removed otherwise will be charged as a load containing recyclable materials.
- 1.30 **“Recyclable Material”** means materials that can be managed through existing recycling or stewardship programs and for which a commercial market exists
  - 1.31 **“Refuse”** means discarded or abandoned materials, substances or objects; but does not include Controlled Waste and Prohibited Waste;
  - 1.32 **“Regional Board”** means the Board of Directors of the Regional District of Alberni-Clayoquot;
  - 1.33 **“Regional District”** means the Regional District of Alberni-Clayoquot;
  - 1.34 **“Special Handling”** means material handling that includes but is not limited to unloading assistance, review of test results, extra excavation, trenching, grinding, chipping, lining, extra cover or materials that pose an increased exposure risk;
  - 1.35 **“Special Waste”** means any chemical, compound, mixture, substance or article which is defined as such in the Special Waste Regulation of the BC Environmental Management Act.
  - 1.36 **“Stewardship Materials”** means any waste or recyclable materials in an approved stewardship plan as defined in the Recycling Regulation of the BC Environmental Management Act;
  - 1.37 **“Tires”** means the outer pneumatic rubber covering of wheels of passenger’s vehicles, light service trucks and motorcycles with an inner diameter of less than 43 centimetres.
  - 1.38 **“Unsecured Load”** means that a load that is not properly secured, either with a tarpaulin cover or tie-down apparatus to prevent any of the load escaping, or falling off of the haul vehicle.
  - 1.39 **“Waste Oil”** means automotive lubricating oil, cutting oil, fuel oil, gear oil, hydraulic oil or any other refined petroleum based oil or synthetic oil where the oils are in the waste in a total concentration greater than 3% by weight and the oils through use, storage or handling have become unsuitable for their original purpose due to the presence of impurities or loss of original properties;
  - 1.40 **“Wood Waste”** means wood products such as dimensional lumber, plywood, particle board, fibre board, oriented strand board, pallets, crating, wood fencing, wood shingles or wooden doors and may be contaminated with coatings or other materials that has been separated from other **Construction/Demolition Waste**;
  - 1.41 **“Yard and Garden Material”** means uncontaminated organic materials, substances or objects including, but not necessarily limited to, grass, lawn and hedge clippings, grass sod, flowers, leaves, vegetable stalks, shrubs and shrub tree branches less than 1” in diameter, but excluding **Invasive Plant Species**.

## 2. CONDITIONS

- 2.1 No person shall, in depositing Municipal Solid Waste (MSW) at the Disposal Site;
  - a. deposit a Prohibited Waste;
  - b. deposit MSW except as directed by regulations for the use of the Disposal Site;
  - c. unless permitted by the Regional District, deposit MSW without first having it weighted on the scales at the Disposal Site;
  - d. drive a vehicle anywhere on the Disposal Site except on roads provided by the Regional District for that purpose unless otherwise instructed;
  - e. act in a manner contrary to the posted site regulations.
- 2.2 Controlled Waste will not be accepted for disposal at the Disposal Site without written approval of the Regional District. This requirement may be waived, if the Regional District or its agent determines that special handling and disposal techniques are not required to dispose of the Controlled Waste. Controlled Waste for which special handling and disposal techniques are

required are subject to fees as outlined in Schedule “A” attached to and forming part of this bylaw.

- 2.3 No person shall salvage or remove material deposited at the Disposal Site without prior written approval of the Regional District.
- 2.4 No person shall loiter or leave their vehicle unattended at the Disposal Site.
- 2.5 Persons entering the Disposal Site do so at their own risk. The Regional District accepts no liability whatsoever for damage and/or injury to persons or property at the Disposal Site.
- 2.6 Children under 13, and pets shall not be permitted at the Disposal Site except inside a vehicle.
- 2.7 No person shall deposit Municipal Solid Waste at the Disposal Site that does not originate from within the Regional District. Any person doing so will be in contravention of this bylaw.

### **3.0 CHARGES**

- 3.1 Every person depositing Municipal Solid Waste at the Disposal Site shall pay to the Regional District the applicable charges set out in Schedule “A” hereto.
- 3.2 Where a charge is not paid within the time specified in Schedule “B”, attached to and forming part of this bylaw, for its payment the person liable to pay such a charge shall:
  - a. In addition to such a charge pay interest thereon at a rate set out in Schedule “A” from the date the charge was due to the date of payment;
  - b. Not deposit any Municipal Solid Waste on or at the Disposal Site until such a charge and interest owing thereon has been paid in full.

### **4. VIOLATIONS AND PENALTIES**

- 4.1 No persons shall do any act or suffer or permit any act or thing to be done in contravention of this Bylaw.
- 4.2 Every person who contravenes this bylaw, by doing any act which the bylaw forbids, or omits to do any act which the bylaw requires:
  - a. is guilty of an offence and is liable, on summary conviction, to a fine of not less than TWO HUNDRED (\$200.00) DOLLARS and not more than TEN THOUSAND (\$10,000.00) dollars for a first offence and for each subsequent offence to a fine of not less than FIVE HUNDRED (\$500.00) and not more than TEN THOUSAND (\$10,000.00) DOLLARS. A separate offence shall be deemed to be committed upon each day during and in which the contravention occurs or continues;
  - b. may be prohibited from depositing Municipal Solid Waste at the Disposal Site.

### **5. TITLE**

This bylaw may be cited as the “Alberni Valley Landfill Tipping Fee and Regulation Bylaw No. R1029, 2019”

### **7. REPEAL**

Bylaw No. R1027 and all amendment bylaws, cited as the “Alberni Valley Landfill Tipping Fee and Regulation Bylaw No. R1027, 2015” is hereby rescinded.

Read a first time this

Read a second time this

Read a third time this

ADOPTED this

Certified true and correct copy **of “Alberni Valley Landfill Tipping Fee and Regulation Bylaw No. R1029, 2019”**

The Corporate seal of the Regional District of Alberni-Clayoquot was hereto affixed in the presence of:

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Wendy Thomson  
Manager of Administrative Services

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John Jack  
Chair

**Schedule A  
Charges**

<b>Solid Waste</b>	<b>Tipping Fee</b>	<b>Other Charges</b>
Loads of 83 kg or greater	\$120.00 per tonne	\$10.00 minimum
Loads under 83 kg (each garbage bag or can)	\$2.00 each	\$8.00 maximum
Recreational Vehicle	\$240.00 per tonne	\$300.00 minimum
Surcharge for loads containing Recyclable Materials or Controlled Waste	Double the standard tipping fee	
Surcharge for Unsecured loads	\$240.00	
Weighing service		\$10.00 each occurrence

<b>Recyclable Materials</b>	<b>Tipping Fee</b>	<b>Other Charges</b>
Residential Corrugated Cardboard	No Charge	
Commercial Corrugated Cardboard	\$60.00 per tonne	10.00 minimum
Metal, including appliances	No Charge	
Gypsum	\$250.00 per tonne	10.00 minimum
Clean wood waste	\$120.00 per tonne	10.00 minimum
Stewardship Materials, including car batteries	No Charge	
Tires	\$170 per tonne	\$2.00 each tire minimum
Mattresses	20.00 each	
Yard and Garden Waste	No charge	

<b>Controlled Waste</b>	<b>Tipping Fee</b>	<b>Other Charges</b>
Construction/Demolition Waste	\$160.00 per tonne	\$15.00 minimum
Land clearing debris	\$120.00 per tonne	15.00 minimum
<b>Contaminated Soils:</b>		
Provided that the Ministry of Environment has approved of disposal of the contaminated soil, without treatment, at the Alberni Landfill	\$50.00 per tonne	
Provided that the Ministry of Environment has approved of the treatment and disposal of the contaminated soil at the Alberni landfill	\$100.00 per tonne	Plus estimated out-of-pocket treatment costs
Pumpings from domestic septic tanks	\$160.00 per tonne	
Catch basin and manhole material	\$160.00 per tonne	\$150.00 minimum
Asbestos Containing Materials	\$500.00 per tonne	\$120.00 minimum
Fish, shrimp shells, and animal carcasses	\$200.00 per tonne	\$100.00 minimum
Medical Facility Waste	\$132.00 per tonne	
Loads containing fish feed totes	\$400.00 per tonne	\$120.00 minimum

**Schedule B**  
**Policies and Procedures**

1. In the event that the scales provided are not operational, weight shall be estimated by the Scale Clerk employed by the Regional District of Alberni- Clayoquot.
2. All charges payable under this Bylaw shall be paid prior to the deposit of the solid waste for which the charge is made unless it is necessary to weigh the vehicle depositing solid waste loaded and empty to determine the weight of solid waste, in which case the charge shall be paid immediately after weighing the vehicle empty.
3. The person paying a charge shall obtain a receipt for such payment and shall produce such receipt for inspection on request of a person employed for that purpose at a disposal site as a condition of depositing solid waste at a disposal site.
4. Notwithstanding anything to the contrary in this Bylaw, persons depositing solid waste at a disposal site on a regular basis may apply to the Regional District for credit and if credit is granted to that person, then payment of the charge imposed under Schedule A shall be made and the credit extended on condition that:
  - a. Payment in full shall be received by the Regional District within thirty (30) days of the last day of the month for which an invoice has been submitted. The Regional District will invoice monthly for material delivered during the preceding month. The invoice amount will be based on the total quantity of the Municipal Solid Waste delivered during the month, and the posted disposal rates in effect at the time of delivery.
  - b. In order to reflect the additional administration costs associated with accounts in arrears, an overdue charge will be calculated monthly as the greater of:
    - i. \$2.00; or
    - ii. Interest of 2% per month (effective interest rate of 26.824%) on the unpaid balance.
  - c. The Regional District reserves the right to cancel the credit offered herein for late payment, non-payment or other justified cause.

## Schedule C Prohibited Waste

The following gaseous liquids and municipal solid wastes are not acceptable for landfilling at the Disposal Site and include, but are not limited to:

- i. Corrugated Cardboard
- ii. Gypsum
- iii. Hazardous waste;
- iv. Ignitable wastes;
- v. Liquids, except as permitted herein;
- vi. Medical waste
- vii. Metal – including automobiles
- viii. Municipal Solid Waste that does not originate from within the Regional District;
- ix. Radioactive wastes;
- x. Reactive wastes;
- xi. Solid Waste that is on fire or smouldering
- xii. Special Waste, as defined in the *Special Waste Regulation* (British Columbia) except asbestos;
- xiii. Stewardship Materials
- xiv. Tires
- xv. Yard and Garden Waste



## REQUEST FOR DECISION

**To:** ACRD Board of Directors

**From:** Alberni Valley and Bamfield Services Committee/  
Brenda Sauve, Environmental Services Coordinator

**Meeting Date:** May 8, 2019

**Subject:** Bamfield – Landfill Voucher Pilot Program

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**Recommendation:**

***THAT the Alberni-Clayoquot Regional District Board of Directors approve a Pilot Program for Electoral Area "A" (Bamfield) for five (5) free non-transferrable tipping fee vouchers per household be implemented at the Alberni Valley Landfill effective October 1, 2019 to September 31, 2020.***

**Desired Outcome:**

To implement a pilot project for waiving tipping fees for Bamfield residents with the objective of reducing the costs to transport garbage from Bamfield to the Alberni Valley landfill.

**Summary:**

At the May 1, 2019 Alberni Valley and Bamfield Committee meeting, a Request for Decision (RFD) to implement a pilot project for waiving tipping fees for Bamfield residents was presented as attached. After review, the Committee recommended that the Alberni-Clayoquot Regional District Board of Directors approve the RFD. The proposed pilot program will be effective October 1, 2019 to September 31, 2020, at which time each household in Bamfield will receive five (5) free tipping fee vouchers per household, for one free vehicle load of waste per voucher at the Alberni Valley Landfill.

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

There will be some staff time involved to set up the program including, creation of vouchers, informational inserts to explain the program, public communications, completion of mail-outs, coordinate with the transfer station contractor and responding to customer inquiries. There will also be time involved in completed a review at the end of the pilot to determine the net positive or negative results.

**Policy or Legislation:**

As per the Alberni-Clayoquot Regional District Solid Waste Management Plan.

Submitted by: B. Sauvé

Brenda Sauve, Environmental Services Coordinator

Reviewed by: R. Williams

Rob Williams, General Manager of Environmental Services

Approved by: D. Holmes

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



## REQUEST FOR DECISION

**To:** Alberni Valley and Bamfield Services Committee  
**From:** Brenda Sauve, Environmental Services Coordinator  
**Meeting Date:** May 1, 2019  
**Subject:** Bamfield – Landfill Voucher Pilot Program

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### Recommendation:

*THAT the Alberni Valley & Bamfield Services Committee recommends to the ACRD Board of Directors that a Pilot Program for Electoral Area "A" (Bamfield) for five (5) free tipping fee vouchers per household be implemented at the Alberni Valley Landfill effective October 1, 2019 to September 31, 2020.*

### Desired Outcome:

To implement a pilot project for waiving tipping fees for Bamfield residents with the objective of reducing the costs to transport garbage from Bamfield to the Alberni Valley landfill.

### Summary:

In March of 2018, a Request for Proposal (RFP) was issued for Solid Waste Services in Bamfield to see what alternative options were available for garbage service. The RFP was awarded to Sun Coast Waste Services who replaced the two open roll-off bins with lidded 6-yard bins for residential garbage. This has allowed the garbage to be collected by a front load truck which compacts each load it dumps into the back. This allows more garbage to be hauled per load and has reduced the costs of the contract by approximately \$15,000.

Unfortunately, now residents can no longer put bulky items in the previous larger roll-off garbage bins. Residents are now leaving them at the facility, putting them into the open metal bins or illegally dumping them in the woods. This is presumed to be the case considering they would have to pay tipping fees if they hauled them to the Alberni Valley Landfill. Staff have been managing the problem by hauling bulky items on trips to Bamfield from the transfer station but this is not a sustainable solution. Staff have investigated the option of hosting clean-up events to collect large items and stewardship products, however this will be a very expensive and time consuming event to organize and all of the cost savings from switching to 6 yard bins could be lost. Plus it will require residents to hold onto to items until clean ups are scheduled. This could result in more illegal dumping at the transfer station and or nearby forest lands.

According to the Solid Waste Management Plan, illegal dumping is a major problem in the Bamfield area as there is no readily available means of dealing with bulky wastes, such as furniture and mattresses. The local logging roads have become a common destination for these items. The major disincentive for Bamfield residents to bring their large items to the Alberni Valley Landfill is that it cost \$120/tonne.

Staff are proposing that a pilot program be implemented to address this bulky item problem. In this pilot, each property would receive with five (5) free tipping fee vouchers, for one free vehicle load of waste per voucher, at the Alberni Valley Landfill for a one year period. This will encourage residents to bring their waste directly to the landfill, and hopefully limit the amount of illegal dumping, backyard burning and dumping of big items at the transfer station.

At the end of this pilot, the number of vouchers used, the volume of garbage direct hauled to the landfill and the measured effect on bulky waste at the transfer station will be compared to see if there was a measurable impact. Direct and indirect costs will also be compiled to determine the savings realized. Staff will return to the Committee at that time with the results and options for the future use of this incentive program.

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

There will be some staff time involved to set up the program including, creation of vouchers, informational inserts to explain the program, public communications, completion of mail-outs, coordinate with the transfer station contractor and responding to customer inquiries. There will also be time involved in completed a review at the end of the pilot to determine the net positive or negative results.

**Financial:**

Currently, the Bamfield area pays for the costs associated with transporting waste to the Alberni Valley Landfill and the tipping fees for the waste. In this pilot, individual residents would not pay tipping fees at the time that they brought their waste to the landfill, but the charges would be added to the Bamfield transfer station account. In this way there will be no impact on any other area in the Regional District for this pilot.

**Policy or Legislation:**

As per the Alberni-Clayoquot Regional District Solid Waste Management Plan.

**Options Considered:**

To stay with the status quo and not implement the proposed Pilot Project. This will result in increased costs for transportation of bulky items out of Bamfield.

To set-up an annual or biannual clean-up event to address this problem. It is estimated that each event will cost approximately \$15,000.

Submitted by:   
\_\_\_\_\_  
Brenda Sauve, Environmental Services Coordinator

Reviewed 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:** Electoral Area Directors Committee/  
Wendy Thomson, Manager of Administrative Services

**Meeting Date:** May 8, 2019

**Subject:** Request to Change Electoral Area Boundaries – Beaufort & Cherry Creek

---

**Recommendation:**

THAT the ACRD Board of Directors forward a response to Mr. McGill thanking him for his letter dated April 16, 2019 that requests amendments to the electoral area boundaries of Beaufort and Cherry Creek and advise Mr. McGill that this issue has not been identified as a priority for the Regional District in 2019.

**Desired Outcome:**

To respond to Mr. McGill's request to change the electoral boundaries of Beaufort and Cherry Creek.

**Background:**

The Electoral Area Directors Committee met on May 1, 2019 and considered the attached staff report and request from Mr. Ted McGill to change the electoral boundaries for Beaufort and Cherry Creek. The above recommendation was passed by the Electoral Area Director Committee and is submitted for consideration of endorsement by the ACRD Board of Directors.

The letter to Mr. McGill would include an overview of the steps involved to change electoral area boundaries and would confirm that Beaufort properties owners who receive fire and water from the Cherry Creek Waterworks District (CCWD) are members of the CCWD and do have a say with respect to fire and water.

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

Minimal to draft and forward the letter.

**Financial:**

n/a

Submitted by:   
Wendy Thomson, Manager of Administrative Services



## REQUEST FOR DECISION

**To:** Electoral Area Directors Committee

**From:** Wendy Thomson, Manager of Administrative Services

**Meeting Date:** May 1, 2019

**Subject:** Request to Change Electoral Area Boundaries – Beaufort and Cherry Creek

---

### **Recommendation:**

THAT the Electoral Area Directors Committee recommend that the ACRD Board of Directors forward a response to Mr. McGill thanking him for his letter dated April 16, 2019 that requests amendments to the electoral area boundaries of Beaufort and Cherry Creek and advise Mr. McGill that this issue has not been identified as a priority for the Regional District in 2019.

### **Desired Outcome:**

To consider and respond to the letter received from Mr. McGill requesting realignment of the electoral boundaries of Beaufort and Cherry Creek.

### **Background:**

The Alberni-Clayoquot Regional District (ACRD) received the attached letter from Mr. McGill addressed to Directors Shannon and Bodnar regarding changing the electoral boundaries of Beaufort and Cherry Creek by extending the boundaries of Cherry Creek to include all residences that receive fire and water services from the Cherry Creek Waterworks District.

Mr. McGill also refers to a conversation he had with a staff member at the Ministry of Municipal Affairs and Housing regarding his request and a current amendment underway to amend the electoral boundaries of Cherry Creek and Beaver Creek. Regional District staff contacted the Ministry of Municipal Affairs and Housing and confirmed there is no official request from the Regional District or boundary amendment underway to amend the electoral boundaries of Beaver Creek and Cherry Creek. There was an inquiry made to the Ministry by Regional District staff in 2015 regarding the possibility of moving two properties from the Beaver Creek into the Cherry Creek electoral area. The Manager of Planning and Development will speak to this at the Committee meeting on May 1<sup>st</sup>.

The area Mr. McGill is requesting be moved from Beaufort into Cherry Creek includes a total of 184 lots, 101 of which are owned by the Crown and 83 privately owned.

### **Overview of Process to Amending Electoral Area Boundaries**

The process to amend electoral area boundaries would require a significant amount of ACRD staff time and resources and would include the following:

- Investigation of implications of amending the electoral boundaries to the property owners including tax implications
- Investigation of implications to all services provided to the affected electoral areas including cost and

amendments to applicable priorities

- Consultation and investigation of the implications to the Cherry Creek Waterworks District
- Consultation with affected property owners – this would include a mail out to all property owners identifying all the implications of the boundary amendment. The Regional District would need to provide the property owners with enough information in order for them to make an informed decision.
- Staff would be required to track the pattern of support for this project from the property owners

### **Approvals Required to Amend the Electoral Area Boundaries**

The following approvals would be required to proceed with this request:

- Consent from the majority of property owners
- Consent of the electoral area directors of Beaufort and Cherry Creek
- Approval of the ACRD Board of Directors to the boundary amendment
- If all of the above are met, an application is made to the Minister of Municipal Affairs and Housing (cabinet approval takes 6 months to a year)

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

Substantial staff time and resources would be required to undertake this process. This project has not been identified as a priority in 2019. If staff were directed by the Board to undertake this project in 2019, other identified priorities would need to be postponed.

### **Financial:**

No funds have been budgeted in 2019 to take on this project. If the Regional District were to proceed in 2019, the funds would have to come from General Government Services.

### **Policy or Legislation:**

*Local Government Act and Community Charter apply.*

### **Options Considered**

The Electoral Area Directors could recommend to the ACRD Board of Directors that this request be considered as a strategic priority in 2020.

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

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

16 Apr 2019

Director Shannon and Director Bodnar

It has been expressed by numerous members of the Beaufort community specifically the residences that obtain all services from Cherry Creek (water and fire services).

Considering the current regional structure with regards to electoral boundaries it has been expressed that the current boundaries cause confusion during elections and no or limited representation in the decision making process during budgeting and financial planning for the water and fire services. The Beaufort residences as described above receive no or limited services from Beaufort specific and in the best interest of our community, I request that a proposal to extend the boundaries of Cherry Creek electoral boundaries to include all residences that receive fire and water services from Cherry Creek be considered.

Prior to speaking to staff at the ACRD, I spoke with an employee with the Ministry of Municipal Affairs and Housing. During the conversation it was learned that the procedure is relatively easy and that the ACRD is currently in the process of doing an amendment to an electoral boundary with Cherry Creek and Beaver Creek area's. The employee stated that now would be the best time to move forward with a proposal to put forward and application for extension as they could both be looked at by the government at the same time.

This proposal if approved will ensure transparency and ensuring the residences have a voice in the decision making process with regards to spending for fire and water services. Considering the only services received comes from Cherry Creek the only reasonable solution is to move forward with a boundary extension.

Ted McGill  
7020 Debeaux Rd  
Port Alberni  
2507238684



## REQUEST FOR DECISION

**To:** ACRD Board of Directors

**From:** Alex Dyer, MCIP, RPP, Planner  
Mike Irg, MCIP, RPP, Manager of Planning and Development

**Meeting**

**Date:** May 8, 2019

**Subject:** Wood Burning Appliances and Open Burning Regulations

---

### Recommendation:

- 1) THAT Regional District of Alberni-Clayoquot Solid-Fuel Burning Appliance Emission Regulation Bylaw No. R1030, 2019 be read a first time.
- 2) THAT Regional District of Alberni-Clayoquot Solid-Fuel Burning Appliance Emission Regulation Bylaw No. R1030, 2019 be read a second time.
- 3) THAT Regional District of Alberni-Clayoquot Solid-Fuel Burning Appliance Emission Regulation Bylaw No. R1030, 2019 be read a third time.
- 4) THAT the Board of Directors direct staff to draft a bylaw to regulate open burning within the Regional District.

### Summary:

The Board received a delegation from Dr. Hasselback, Chief Medical Officer; Earle Plain, Air Quality Meteorologist; and Anna Lewis, Alberni Air Quality Council Coordinator in 2018 presenting rationale for the ACRD to develop wood stove and burning regulations.

The Air Quality Council (AQC) has requested that the ACRD investigate options to mitigate smoke impacts from open burning and residential wood heat in support of the Council's development of an air shed management plan. The AQC requested that the following actions be considered by the Board:

- 1) Adopt a sunset clause with regards to all wood burning stoves required to meet EPA standards by 2023; and
- 2) Investigate the development of optional regional bylaws regarding open burning.

### **Solid-Fuel Burning Appliances:**

The ACRD has co-facilitated the wood stove exchange program with the Ministry of Environment and the BC Lung Association since 2008. The program provides rebates of up to \$400 for the exchange of old, uncertified wood stoves (pre-1994) for a new CSA/EPA certified wood stove. In 2019, the program also provides rebates of up to \$800 for the exchange of any woodstove older than 5 years for a pellet, gas, propane or electric heating appliance.

The ACRD has the ability to regulate the emission of smoke under Section 325 of the *Local Government Act*. Staff have consulted with the Air Quality Council and have reviewed bylaws from other jurisdictions, notably the City of Port Alberni.

It is anticipated that the adoption of a bylaw to regulate emissions from wood stoves would encourage better use of the wood stove exchange program and over the next four years would help improve air quality within our communities.

A draft bylaw has been prepared which would include the following regulations for solid-fuel and wood burning appliances:

- 1) Effective at the adoption of the bylaw in 2019, any new solid-fuel and wood burning appliances installed within the ACRD would be required to meet minimum CSA/EPA emission standards;
- 2) All existing solid-fuel and wood burning appliances not meeting CSA/EPA emission standards to be removed by July 1, 2023; and
- 3) Provision for inspection where violation of the bylaw is suspected.

Planning staff are recommending that the draft bylaw be referred to Island Health and Ministry of Environment staff for their review before the Board considers the bylaw for final adoption.

### **Open Burning Regulation:**

Staff have investigated three options for regulating emissions from open burning, or backyard burning, in the ACRD. Each option will require the allocation of staff resources to facilitate the program.

#### **1) Develop a bylaw to regulate open backyard burning.**

Open burning can be regulated and limited by bylaw according to standards such as time of year, combustibility of the material, atmospheric conditions, maintenance of a firebreak, setbacks, duration of the fire, size of the fire, etc. This regulation would supplement the provincial *Wildfire Act* requirements for monitoring the venting index and fire control measures.

The bylaw could be restricted to more densely populated areas or applied to the entire Regional District. A permit system could be established to allow for oversight by Regional District staff. There would need to be an active bylaw enforcement component to implementing this bylaw with the possibility of looking at ticketing for non-compliance.

ACRD Bylaw R1025 regulates residential backyard burning within the Bamfield Fire Protection Area. This is the only burning regulation applied by the ACRD at this time. The Cowichan Valley Regional District has a Smoke Control Bylaw that regulates open burning throughout their area and the Regional District of Nanaimo has open burning regulations within specified areas.

## **2) Develop a bylaw to prohibit open backyard burning.**

A bylaw to prohibit open backyard burning could be implemented. This bylaw could apply to specific areas or the entire Regional District. This bylaw would also require a resourced bylaw enforcement component to be effective. The Regional District's ability to implement a fire prohibition applying uniformly to all areas is limited by provincial regulations that apply to forestry uses on privately owned land and agricultural uses on farm land. Any restriction on normal farm practice under the *Farm Practices Protection (Right to Farm) Act* is limited to land located within the Agricultural Land Reserve.

The ban on open burning for yard waste and clearing without permitted approval would match regulations of the member municipalities: City of Port Alberni, District of Tofino and District of Ucluelet. Fires such as campfires and contained cooking fires could be exempted from the bylaw.

## **3) Expand Burn It Smart educational campaign.**

The Air Quality Council has produced a number of resources available on the ACRD website including outdoor burning information brochures, alternatives to outdoor burning, information on the health impacts of smoke pollution and tips for residents to burn smart.

Rather than increasing regulation, the Regional District could expand upon education initiatives such as the AQC Burn It Smart campaign. An expanded Burn It Smart campaign would include public workshops, educational brochures, display materials, social media. The educational campaign would be more economical than increasing regulation but would be less effective in changing burning habits.

### Bylaw Enforcement

Adopting regulations for open burning in the Regional District can only be effective if combined with the bylaw enforcement resources required to implement the regulations. It is anticipated that significant bylaw enforcement staff time would be required to administer the bylaw.

In order to be effective, planning staff also recommend that contraventions to the bylaw be dealt with through a Bylaw Enforcement Notice ticketing process to gain compliance. ACRD Bylaw R1025, which regulates open burning in the Bamfield Fire Protection Area, is an example of a bylaw that could be more effective with an active and resourced enforcement program.

The Board does not have to actively enforce burning bylaws. Staff anticipate that there would still be a certain level of compliance without active enforcement. While staff does not recommend this course of action, any reduction in particulate matter (wood smoke) will result in a public health benefit.

Public Input Component

Prior to adopting any open burning regulation, planning staff recommend that public meetings are held in the Alberni Valley and Long Beach to gather input. Public input can be gathered in conjunction with the open houses for the zoning bylaw update. Following public input, the bylaws can be presented to the Board for adoption in the fall.

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

Significant staff time will be required to conduct open houses, respond to public inquires and complaints and to enforce the bylaws after implementation. Enforcement of the bylaws on the west coast will require significant travel time to respond to complaints.

**Financial:**

Staff anticipate the cost of enforcement to be significant and anticipate that a 0.5 FTE would be required to implement, monitor and enforce these bylaws. The Board would have to assess this service level over time in making its determination as to whether its objectives were being met. Implementing a Bylaw Enforcement Notice ticketing process will help gain compliance with the regulations but it is not expected to be a cost recovery service with the staff time required to investigate and issue notices.

**Options:**

1. Proceed with adoption of the wood stove bylaw and an open burning bylaw with enforcement of both.
2. Proceed with adoption of the wood stove bylaw and an open burning bylaw with no active enforcement.
3. Do not proceed with the wood stove bylaw and an open burning bylaw.

Submitted by:   
Alex Dyer, MCIP, RPP, Planner

Reviewed by:   
Mike Irg, MCIP, RPP, Manager of Planning and Development

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

## REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

### BYLAW NO. R1030

#### A Bylaw to Regulate Solid-Fuel Burning Appliance Emissions

**WHEREAS** the Regional District of Alberni-Clayoquot is empowered under supplementary Letters Patent dated December 22, 1966 to exercise the powers of the *Municipal Act* relating to air pollution control;

**AND WHEREAS** Section 325 of the *Local Government Act* gives the Regional District of Alberni-Clayoquot the authority to regulate the emission of smoke and require owners or occupiers of real property to eliminate or reduce the fouling or contaminating of the atmosphere through those emissions;

**NOW THEREFORE**, the Board of Directors of the Regional District of Alberni-Clayoquot in open meeting assembled enacts as follows:

#### **1. AREA**

This bylaw shall apply within the boundaries of Electoral Area "A" (Bamfield), Electoral Area "B" (Beaufort), Electoral Area "C" (Long Beach), Electoral Area "D" (Sproat Lake), Electoral Area "E" (Beaver Creek) and Electoral Area "F" (Cherry Creek).

#### **3 DEFINITIONS**

**"Certified appliance"** means a fireplace, woodstove, wood-fired furnace, or other wood or solid-fuel burning appliance or device intended for space heating of buildings, the heating of water or other such purpose and is located in the interior of a building and which contains an identification label affixed to the appliance indicating compliance with either the CSA Standard or EPA Standard.

**"CSA Standard"** means the "Performance Testing of Solid-Fuel Burning Heating Appliances" CAN/CSA-B415.1 standard, published by the Canadian Standards Association (CSA), as amended from time to time.

**"EPA Standard"** means the "New Source Performance Standards, Title 40, Part 60, Sub-part AAA of the Code of Federal Regulations (USA) (7-1-02 Edition)" standard, published by the United States Environmental Protection Agency (EPA), as amended from time to time.

**"Solid-fuel burning appliance"** means a fireplace, fireplace insert, woodstove, pellet stove, wood-fired furnace, or other wood or solid-fuel burning appliance or device intended for space heating of buildings, the heating of water or other such purpose and is located in the interior of the building which it serves, but specifically excludes a coal burning device.

#### **4. PROHIBITION**

No person shall install, or allow to be installed, a solid-fuel burning appliance unless the appliance is a certified appliance which conforms to the CSA Standard or EPA Standard.

**5. REGULATION OF EXISTING NON-COMPLIANT APPLIANCE**

Existing solid-fuel burning appliances not in compliance with Section 4 above will be permitted to remain in service until July 1, 2023, providing that the solid-fuel burning appliance, its installation and use otherwise meet required safety standards. Thereafter, any such non-conforming solid-fuel burning appliance must be permanently disconnected and removed from the structure.

**6. INSPECTION**

A Building Inspector, Bylaw Enforcement Officer, Fire Chief, or designate of a Fire Chief, may enter and inspect any premises in which burning is being conducted, for the purpose of determining compliance with this bylaw.

**7. OFFENCE**

Any person who contravenes, violates or fails to comply with any provision of this bylaw, or who suffers or permits any act to be done in contravention of this bylaw, commits an offence and shall be liable upon conviction to a fine not more than the maximum prescribed in the *Offence Act*, as amended from time to time.

**8. SEVERABILITY**

If any section or lesser portion of this bylaw is held to be invalid by a Court, such invalidity shall not affect the remaining portions of the bylaw.

**9. TITLE**

This bylaw may be cited as the "Solid-Fuel Burning Appliance Emission Regulation Bylaw No. R1030, 2019"

Read a first time this    day of            , 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, BBA, CPA, CA  
Chief Administrative Officer

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Chairperson of Regional Board



# 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

MEETING  
DATE: May 8, 2019

RE: RD18016 – P1387 and P1388, 8885 Central Lake Road (Strachan/McInnes)

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### Recommendation:

THAT Sproat Lake Official Community Plan Amendment Bylaw P1387 be adopted.

THAT Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw P1388 be adopted.

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### Background:

Bylaws P1387 and P1388 were given second and third readings on April 24, 2019. All conditions for the OCP amendment and rezoning have been satisfied and planning staff recommends the bylaws be adopted.

Prepared by:   
Charity Hallberg Dodds  
Planning Assistant

Reviewed by:   
Mike Irg, MCIP, RPP  
Manager of Planning and Development

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

**RD18016**

**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 24<sup>th</sup> day of April, 2019  
Read a third time this 24<sup>th</sup> day of April, 2019

Adopted this XX day of, XXXX

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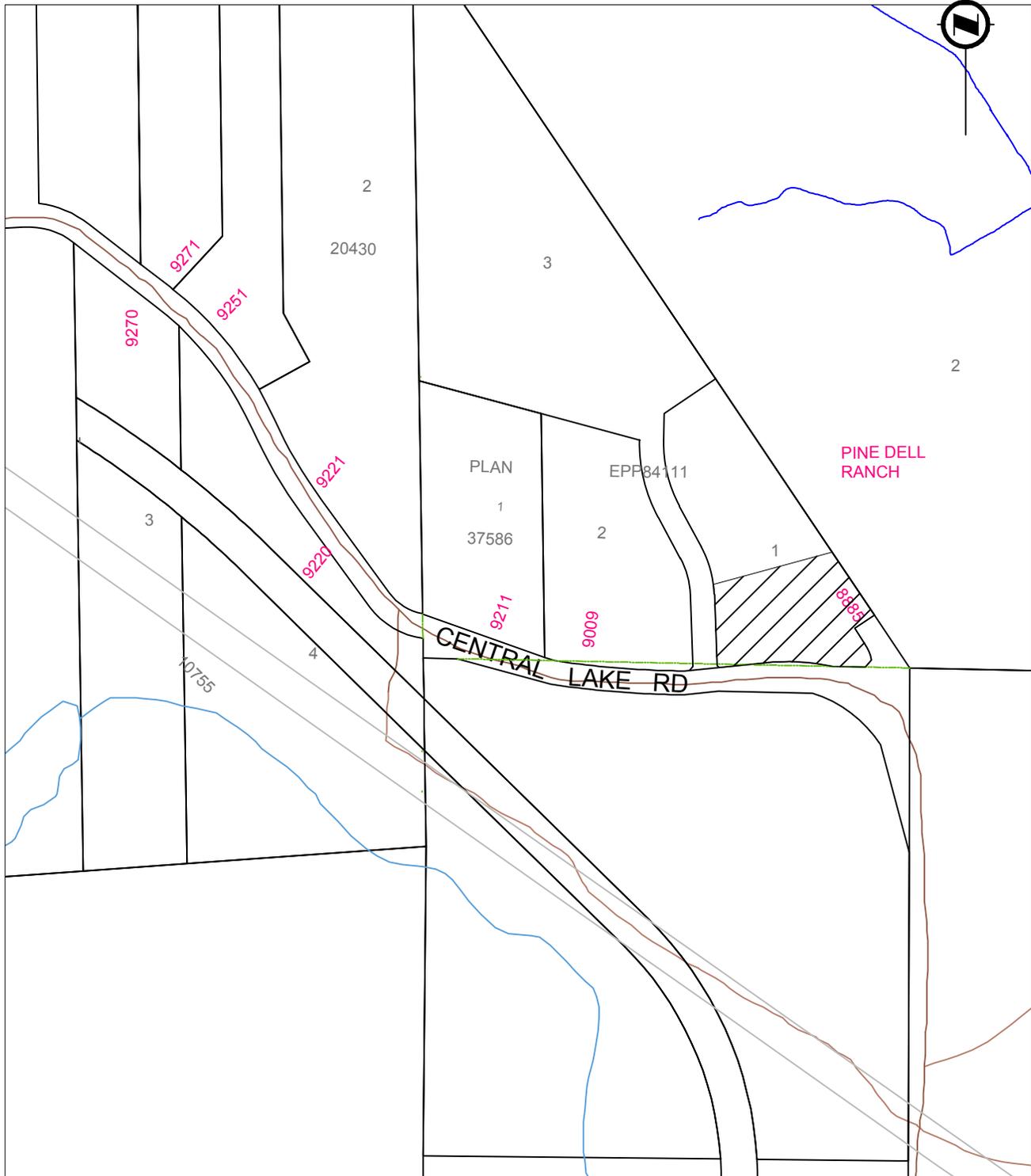
Douglas Holmes, BBA, CPA, CA  
Chief Administrative Officer

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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 24<sup>th</sup> day of April, 2019

Read a third time this 24<sup>th</sup> day of April, 2019

Adopted this XX day of XXXX, XXXX

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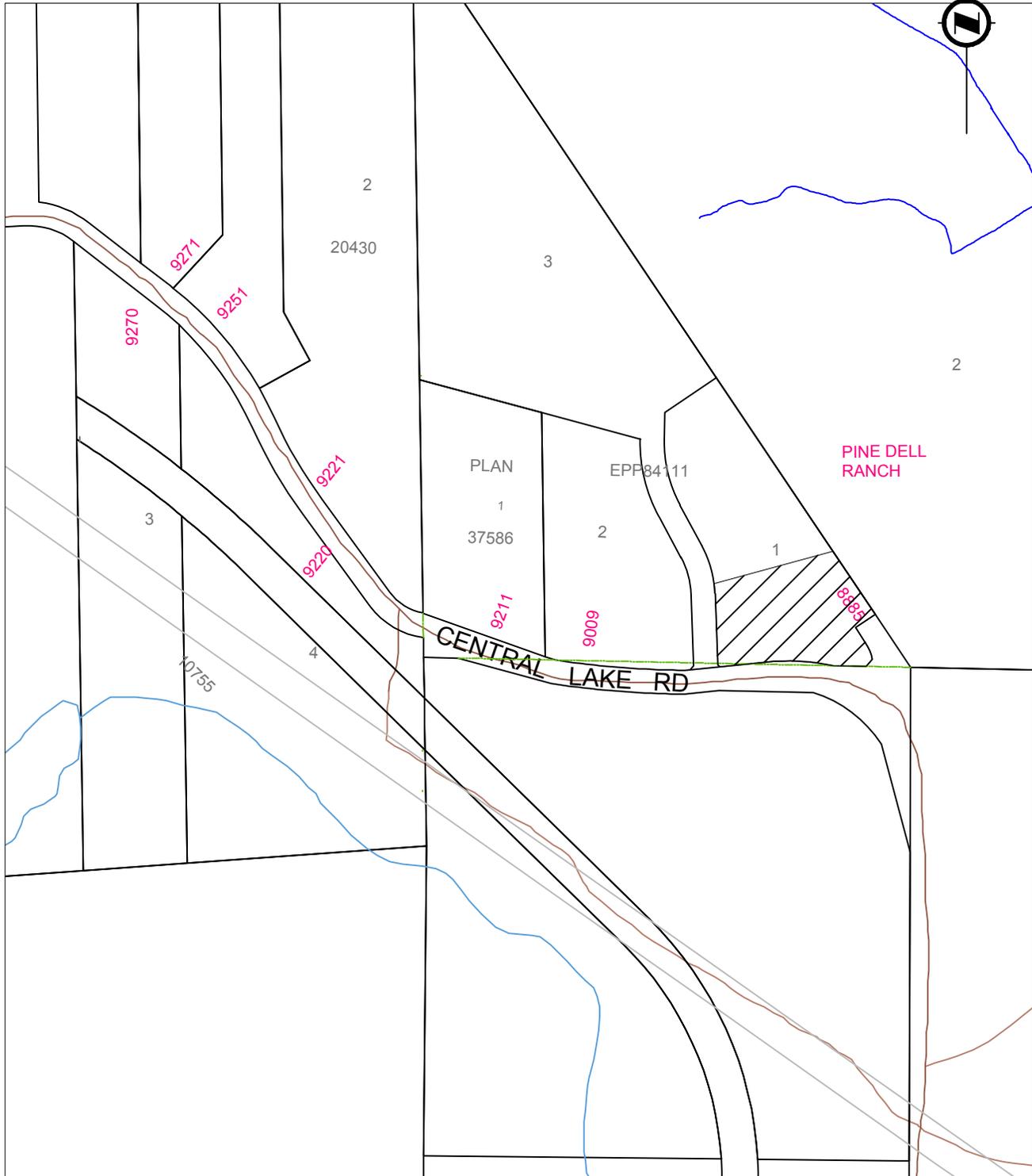
Douglas Holmes, BBA, CPA, CA  
Chief Administrative Officer

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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

## TEMPORARY USE PERMIT APPLICATION

**TO:** ACRD Board of Directors

**MEETING DATE:** May 8, 2019

### TEMPORARY USE PERMIT

**APPLICATION #:** TUP19012

**APPLICANT:** Simon and Jennifer Ridler

### LEGAL

**DESCRIPTION:** LOT 3, DISTRICT LOT 85, ALBERNI DISTRICT, PLAN 10171 EXCEPT PARCEL A (DD 382430-I) THEREOF

**LOCATION:** 7844 Stirling Arm Drive

**ELECTORAL AREA:** "D" Sproat Lake

**Applicant's Intention:** To continue operation of a short term vacation rental located in a single family dwelling on the subject property.

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### Recommendation:

*That the Board of Directors consider issuing Temporary Use Permit TUP19012, 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 4.17 acres in size and fronts onto Stirling Arm Drive. There are two single family dwellings on the subject property,

### TUP19012

Members: City of Port Alberni, District of Ucluelet, District of Tofino, Yuułuꞵiiꞵath Government, Huu-ay-aht First Nations, Uchucklesaht Tribe and Toquaht Nation  
Electoral Areas "A" (Bamfield), "B" (Beaufort), "C" (Long Beach), "D" (Sproat Lake), "E" (Beaver Creek) and "F" (Cherry Creek)

with the dwelling at the front of the property being used at the short term vacation rental (STR). The property is cleared with a few large maples behind the STR dwelling, and a fenced field next to the STR with the owner's house at the back of the property. There are 3 parking spots provided next to the STR dwelling for the use of guests.

## 2. Services:

- a. **Sewage Disposal:** On-site septic system.
- b. **Water Supply:** On-site water (2 wells in total on the property - 1 well for each single family dwelling).
- c. **Fire Protection:** Sproat Lake Volunteer Fire Department.
- d. **Access:** Access to the property is from Stirling Arm Drive.

## 3. Existing Planning Documents Affecting the Site:

- A. **Agricultural Land Reserve:** Not within the ALR.
- B. **Official Community Plan:** The Sproat Lake Official Community Plan (OCP) designates this property as "Rural Use". This designation supports a variety of compatible uses on rural lots, including the residential use of the property.

Section 3.2 of the OCP contains general planning policies that apply to all properties within the OCP area. Policy 3.2.11 in this section allows the issuing of temporary use permits at the discretion of the Regional Board of Directors in accordance with s. 493 of the *Local Government Act*.

***The proposal complies with the policies and objectives of the Sproat Lake OCP. A TUP may be issued to allow the use requested for the subject property.***

- C. **Zoning:** The property is zoned Small Holdings (A1) District. This zoning designation does not allow short term vacation rentals, but the proposed TUP would address the non-compliance issue and allow the STR use to occur on a temporary basis. The A1 zoning does allow for two single family dwellings on this property as the lot size exceeds 4 acres.
- 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.

## TUP19012

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 three years 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 or discontinue the specified 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 Sproat Lake OCP area, a TUP can be issued for up to three 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:**

Should the Board of Directors wish to support this application, the Temporary Use Permit for LOT 3, DISTRICT LOT 85, ALBERNI DISTRICT, PLAN 10171 EXCEPT PARCEL A (DD 382430-I) THEREOF 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 two (2) bedroom short term vacation rental (STR) unit for the single family dwelling at 7844 Stirling Arm Drive.
2. The rental use of the property shall not change the residential appearance of the single family dwelling.
3. The owner or a caretaker must live on-site or be available within 20 minutes.
4. Contact information for the owner or caretaker and a copy of the TUP must be visible in a public location.

### **TUP19012**

5. This permit is valid for three (3) years from the date of execution.
6. At the time this permit expires, the property owner may apply to the Regional District to have it re-issued for a period of up to three (3) years or return the property to the original use permitted under the current zoning.
7. 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 applicants have provided staff with the required documentation to support their application, including an approved Sewerage System Letter of Certification, and site and parking plan. There are two single family dwellings on the subject property, 7844 and 7850 Stirling Arm Drive. The proposed STR is located in the original dwelling (7844), and the previous owners built 7850 as the new principal residence. The proposed STR dwelling has its own separate well, parking and septic system, and is entirely independent of the main house. The immediate land around the STR dwelling is not used for any other uses. There is a storage shed behind the proposed STR used for storing recreational equipment.

When the proposed STR is not being used for short term rentals it is used as a guest cottage for hosting family and friends when they visit. As the applicant lives in the second single family dwelling on the property, they serve as the STR caretaker and can quickly respond to any problems that may arise from the STR.

The STR is limited to the main floor of the single family dwelling as the basement is non-habitable, as is the storage shed behind the rental. Although the dwelling unit includes three bedrooms and one bath, the sewage system was installed in 2018 and is only designed for two bedrooms and an average occupancy not exceeding three persons, as indicated in the letter of certification from Jim Andersen Ltd., dated June 20, 2018.

The existence of this STR came to the attention of the ACRD in January of 2019 as part of staff researching STRs 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 ACRD Board consider issuing Temporary Use Permit TUP19012, subject to neighbouring properties being notified as per *Local Government Act* s. 494.

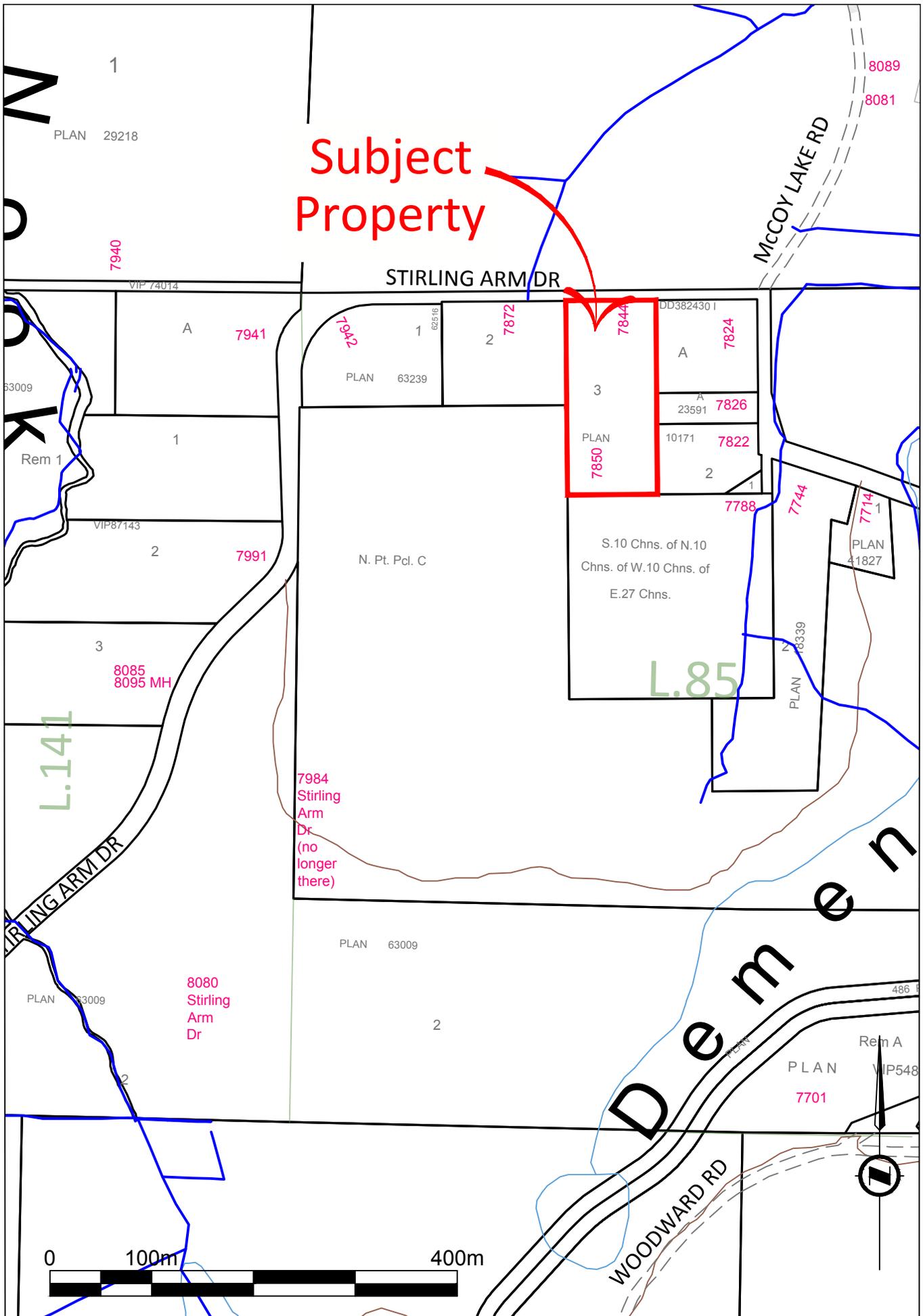
### TUP19012

Submitted by:   
Amy Anaka, MURP, MCIP, RPP  
Junior Planner

Reviewed by:   
for Mike Irg, MCIP, RPP  
Manager of Planning & Development

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

**TUP19012**



**Subject Property**

Legal Description: LOT 3, DISTRICT LOT 85, ALBERNI DISTRICT, PLAN 10171 EXCEPT PARCEL A (DD 382430-I) THEREOF

**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.:

Received:

Fee:

Receipt No.:

**TEMPORARY USE PERMIT APPLICATION (SHORT TERM VACATION RENTAL)**

Applicant/Property Owner Information	Agent Information (if applicable)
Name: Simon Ridler	Name:
Mailing address: [REDACTED]	Mailing address:
[REDACTED]	
Phone:	Phone:
Cell: [REDACTED]	Cell:
Fax:	Fax:
Email: [REDACTED]	Email:

**Agent Authorization (if applicable)**

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.

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.

Signature of owner:

Date:

Signature of owner:

Date:

**Property Description**

Civic address: 7844 Stirling Arm Drive, Port Alberni, V9Y 9E4

Legal description: 005-202-990 Lot 3, District Lot 85, Alberni District, Plan 10171 Except Parcel A (DD 382430-I) Thereof

Zoning: A1

OCP designation: Rural use

Describe the existing land use of lands adjacent to the subject property:

North: Farmland

South: Our property

East: Residential

West: Our property

Within the Agricultural Land Reserve (ALR):  No  YesWithin a Development Permit Area (DPA):  No  Yes

(more information: )

Method of sewage disposal:  Community system  On-site septic system  OtherMethod of water supply:  Community system  On-site water system  Other**Current Use (attach as a separate sheet, as required)**

Describe the current use of the land and building(s) on the subject property: Please see attached email.

**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.): **Please see attached email.**

**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: 14th March 2019

Applicant/Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_



SEWERAGE SYSTEM LETTER OF CERTIFICATION

Filing#: PA18/037 Folio or PID#: 04-770-01043.000 Date: June 20, 2018
Civic Address: 7844 Stirling Arm Drive, Port Alberni, BC V9Y 9E4
Legal Description: Lot 3, District Lot 85, Alberni District, Plan 10171
PID 005 202 990

The construction of the proposed sewerage system on the above property was completed on: June 15, 2018

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) May 29, 2018;
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.

Form with fields for Name (please print): Jim Andersen, Signature, Authorized Person's Seal (with circular stamp), and Health Authority Use Only section including Island Health - Parksville Health Protection & Environmental Services, DATE RECEIVED JUN 20 2018, and Received By (VIHA Staff Signature).



# RECORD OF SEWERAGE SYSTEM

Filing # **PA18/037**

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>04-770-01043.000</b>		
	PID # <b>005 202 990</b>		
	Legal Description (Plan, Lot, District Lot, Block Numbers) <b>Lot 3, District Lot 85, Alberni District, Plan 10171</b>		
Street (Civic) Address or General Location <b>7844 Stirling Arm Drive</b>		City <b>Port Alberni</b>	
2. Owner Information	Name of Legal Owner <b>Jennifer C. Ridler and Simon I. Ridler</b>		Mailing Address [REDACTED]
	Phone [REDACTED]	City [REDACTED]	Prov [REDACTED]
	Postal Code [REDACTED]		
3. Authorized Person Information	Name of Authorized Person <b>Jim Andersen</b>		Mailing Address <b>2401 – 13303, Central Avenue</b>
	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>jald@shaw.ca</b>	
4. Structure Information	Sewerage System Will Serve: <input checked="" type="checkbox"/> Single Family Dwelling <input type="checkbox"/> Other Structure (specify) _____ <input type="checkbox"/> Other Dwelling (specify) _____		
	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>50</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>49.26411</b> Longitude <b>124.89356</b>		
	Horizontal Accuracy (m) <b>5</b> <input checked="" type="checkbox"/> Recreational GPS <input type="checkbox"/> Differential GPS		
6. Drinking Water Protection	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
	<input checked="" type="checkbox"/> Plot Plan (to scale) and specifications are attached <input type="checkbox"/> Yes <input type="checkbox"/> No		
9. Plot Plan and Specifications	<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 		<b>OFFICE USE ONLY</b> Filing Accepted Date <b>MAY 29 2018</b>
	Date <b>May 28, 2018</b>		Receipt Number <b>227636</b>

# Record Drawing (As Built) of Onsite Wastewater System

Client: Ridler

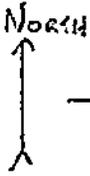
Location: 7850 Stirling Arm Drive, Port Alberni, BC

Drawn By/Planner: Jim Andersen

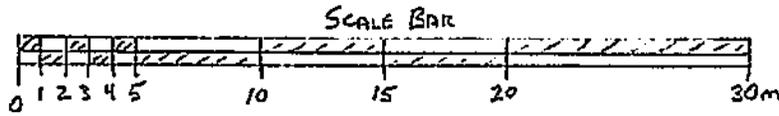
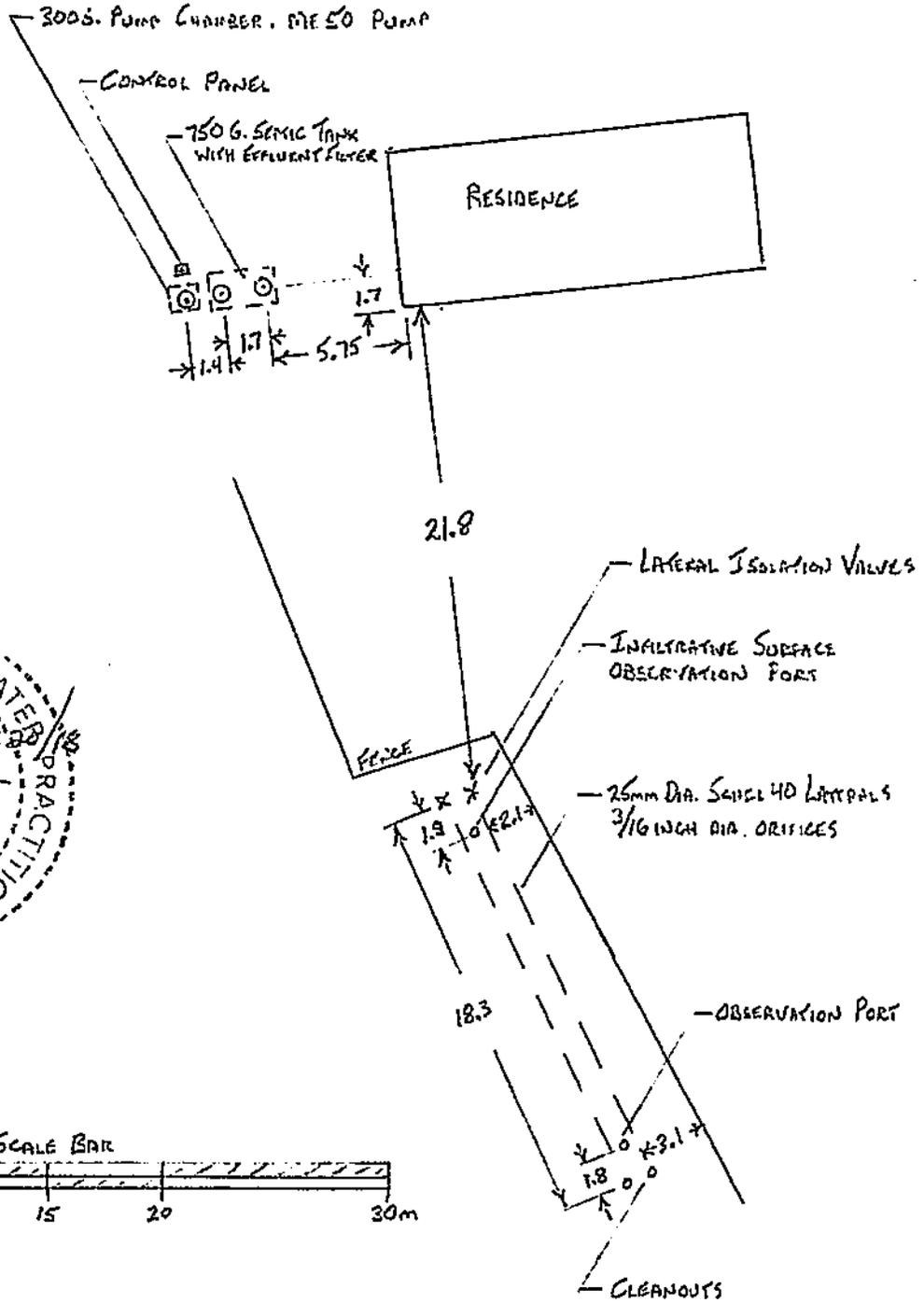
Date: June 20, 2018

Scale: 1:300

All dimensions are in metres unless otherwise noted



Stirling Arm Drive



**Jim Andersen Ltd.**  
Registered Onsite Wastewater Practitioner  
#2401 – 13303, Central Avenue, Surrey, BC V3T 0K6  
Cel. 250 954 7769 Office 604 498 0554  
email: jaltd@shaw.ca



**Maintenance Plan for Sewerage System at 7844 Stirling Arm Drive, Port Alberni, BC**

**June 20, 2018**

**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 Technologists 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 or 250 723 8774

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 1000 L/day, designed for the existing two bedroom residence and average occupancy not exceeding three persons.
- Type 1 treatment, septic tank only.
- 750 gallon concrete septic tank with two compartments, effluent filter at outlet.
- 300 gallon concrete pump chamber, with a Myers ME50 (115V, ½ 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.

**Describe the current use of the land and building(s) on the subject property:**

7844 was the original dwelling on the 4 acre property. The previous owners then built 7850 as the new principal residence and had 7844 (the original cottage) rented out to a long term tenant. 7844 has its own separate well, parking and septic system, and is entirely independent of the main house. The immediate land around it is not used for anything.

**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.):**

7844 is now used as a guest cottage for hosting our families or friends (who live in the UK) when they visit. Our retired parents often visit for 3-4 weeks at a time. For this reason a long term rental is not suitable for us, so the cottage will be used for short term rentals when not in use for our personal guests.

We plan to use 7844 in this way for the foreseeable future, allowing short term rental guests the exclusive use of the entire cottage. There is also a shed located just behind 7844 where they can store bikes/surfboards/kayaks etc if required.

This amounts to the top north east section of the property, maybe 1/10th of the overall property in total. There is an area for parking adjacent to 7844 for guest's exclusive use, which is separate from the parking area for our main house.

As tenants will have the entire use of 7844 there are no restrictions on hours of operation. Please note our rental agreements stipulate no parties/events etc and given that we live on site next door we are able to monitor/enforce that to ensure no disturbance to us or our neighbours.

A brand new septic system was installed in June of 2018, by Roto Rooter, and was just inspected last week (with no problems). Please see original attached invoice below. This septic is a dedicated system just for the cottage 7844, we have an additional septic tank/field for our main home 7850. The cottage also has its own separate well for water supply, and this was inspected when we bought the property in March of 2018.

I am the main point of contact if any tenant has an issue with anything and live next door at 7850.



Black pen is our property border.

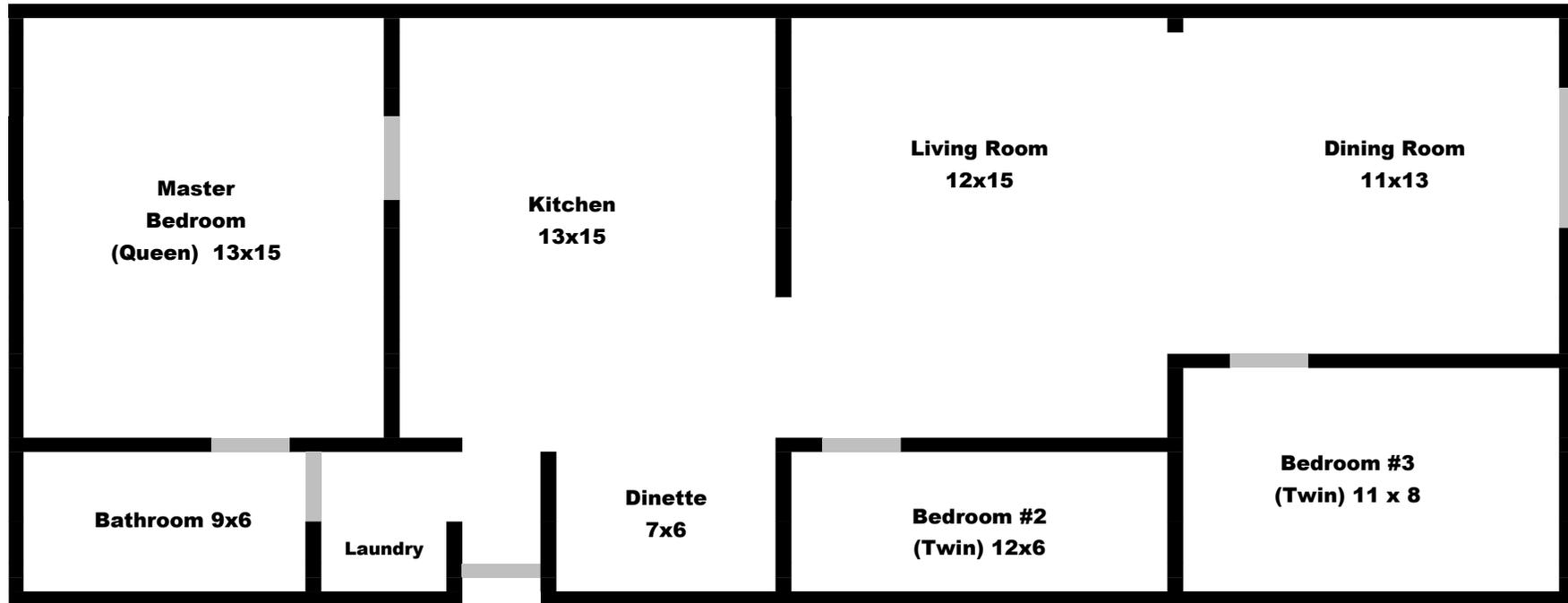
Blue pen is 7844 guest cottage in question, and smaller blue line is bike shed. This is the area that is for short term rental guests.

Small red pen is the well and larger red pen is the new septic field.

I don't have a floorplan of 7844, however it is about 1200 square feet with 3 bedrooms. 1 bedroom has a queen and the other two have twins, so a maximum of 4 people. There is one bathroom, a full kitchen and a living/dining room.

Silver pen is 7850 our main home and detached rec room/studio. Short term rental guests do not have access to these areas.

**7844 Stirling Arm Drive**  
**Simon Ridler**  
**604 787 6511**





## REQUEST FOR DECISION

**To:** ACRD Board of Directors  
**From:** Electoral Area Directors Committee  
**Meeting Date:** May 8, 2019  
**Subject:** Cannabis Retail Policy

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### Recommendation:

THAT the Board of Directors direct staff to arrange a Committee of the Whole meeting in June 2019 to discuss the Non-Medical Cannabis retail policy and further instruct staff to develop a report including analysis of member municipality policies and options for an application intake process.

### Background:

At the May 1, 2019 Electoral Area Directors Committee meeting, the attached report was presented for consideration. The Committee reviewed and discussed the ACRD Board policy on the review of Non-Medical Cannabis retail license applications. The Committee discussed the implementation of an application intake period, proximity to other retail cannabis stores, geographic spread of retail stores, the use of temporary use permits and zoning, limiting the maximum number of stores following an intake period and aligning with member municipality policies.

The Electoral Area Directors Committee recommended that the cannabis retail policy be referred to a Committee of the Whole meeting of the entire ACRD Board to allow for a full discussion. Upon direction from the Board, any amendments to the policy could be presented to the public to gather public input.

Submitted by: Alex Dyer  
Alex Dyer, MCIP, RPP  
Planner

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



## REQUEST FOR DECISION

**To:** Electoral Area Directors Committee

**From:** Alex Dyer, MCIP, RPP, Planner

**Meeting Date:** May 1, 2019

**Subject:** Cannabis Retail Policy

---

**Recommendation:**

THAT the Electoral Area Directors Committee provide direction on options for an application intake period for cannabis retail referrals.

**Background:**

In July 2018, the ACRD Board adopted the "Non-Medical Cannabis Retail Store License Application Review Policy" to provide guidance to the public, staff and the ACRD Board when considering cannabis retail store referrals (attached as Appendix A).

The Board has considered two cannabis retail store referral applications under this policy. One application has been considered by the Board after receiving public input and the Board passed a resolution on April 24, 2019 to recommend that the Liquor and Cannabis Regulation Branch issue the license. The other application has been considered by the Board a first time and a public meeting is being organized to gather public input.

Through dialogue at Board of Directors meetings, Cherry Creek Advisory Planning Commission meetings and the first public meeting, concerns have been raised about the consideration of each application at different times based on their application receipt date. The Planning department typically considers development applications on a "first come first serve" basis and manages a planning application queue.

At their April 24, 2019 meeting, the Directors discussed the virtues of an application intake period for cannabis retail referrals that requires further discussion by the Electoral Area Directors Committee. An advertised intake period would allow the Board to consider the merits of multiple applications in conjunction with one another to inform their decision-making. The Directors may also wish to discuss any benefits of liaising with neighbouring jurisdictions in considering the applications

Submitted by: Alex Dyer  
Alex Dyer, MCIP, RPP  
Planner

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



Alberni-Clayoquot Regional District

**NON-MEDICAL CANNABIS RETAIL STORE (NMC) LICENCE APPLICATION REVIEW  
POLICY**

Policy Issued by: Board of Directors  
Date Adopted: July 25, 2018  
Date(s) Amended:

---

**1.0 POLICY GUIDELINE**

The intent of this policy is to provide guidance to the public and Alberni-Clayoquot Regional District's (ACRD) when considering non-medical cannabis (NMC) retail store referrals from the Liquor and Cannabis Regulation Branch (LCRB).

Applications for NMC stores are made to LCRB. The LCRB then refers proposed NMC store applications to the appropriate Local Government. The Local Government may then pass a resolution supporting or not supporting the proposed NMC store.

**2.0 PURPOSE**

The purpose of this policy is to provide the public, staff and the ACRD Board guidance when reviewing NMC retail applications.

Should it be determined that a NMC store is inappropriate, incompatible or unviable at a particular location, the Board may pass a resolution not supporting the NMC store.

**3.0 POLICY**

**3.1 Regulation**

The ACRD Zoning Bylaw regulates use of property within the ACRD. NMC retail stores will only be considered for properties that are zoned for commercial for retail use and where the retail use is a principal use.

**3.2 Public Consultation**

If the ACRD Board is considering a LCRB referral for a NMC retail store, the Board will solicit and receive the input from the relevant Advisory Planning Commission (APC), impacted residents and property owners. Input will be gathered as follows:

**3.2.1 Public Meeting**

- a. The LCRB referral and ACRD staff report will be referred to the relevant APC.
- b. The ACRD Board will hold a public meeting. The public meeting will be advertised in accordance with this policy, on the date identified in the public notice. The public meeting may be held before the entire Board or delegated to an individual Director.
- c. The purpose of the public meeting will be to hear the applicant and members of the public that the Board considers may be impacted by the proposed NMC retail store.

- d. Where an application for a local government resolution is associated with Official Community Plan (OCP) amendment or a rezoning application, the public hearing for that application will be considered the public input for the NMC retail store license application.

### **3.2.2 Public Meeting Notification:**

- a. Notification of the meeting is sent to all owners and occupiers of properties within 300 metres of the subject property.
- b. Notice of public meeting will be posted on the subject property.
- c. The ACRD will place one advertisement in a local news paper not less than 3 days and not more than 10 days before the date of the public meeting.
- d. The meeting is typically chaired by an 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.

### **3.2.3 Public Meeting Procedures**

- a. The public meeting may be held before the Board or delegated to an individual Director. If held before the Board, the meeting will be chaired by the Chairperson. If the meeting is delegated, the meeting will be chaired by the Director of the ACRD delegated through a Board resolution.
- b. Written and/or verbal presentations from the applicant and members of the public may be made.
- c. Presentations will have a maximum time limit of 10 minutes. After everyone has had an opportunity to speak for a first time, second time speakers will have a 5 minute time limit to present new information. The chairperson will have the discretion to modify the time limits and/or number of times a presenter may speak.
- d. ACRD staff will take minutes.

### **3.2.4 Procedures after the Public Meeting**

- a. The Board will not invite new information and endeavour to not accept new information after the public meeting is terminated.
- b. If a public meeting is delegated, minutes of the meeting and copies of all written correspondence and presentations will be presented to the ACRD Board.
- c. Following the public meeting, the Board may pass a resolution supporting or not supporting the application for a NMC retail store or request more information and schedule another public meeting.

## **3.3 Criteria**

In evaluating a NMC retail store referral from the LCRB the ACRD Board must consider the location of the proposed NMC retail store and in addition may consider the following:

- a. The proximity of the proposed NMC retail store to existing NMC retail stores and sensitive uses, including schools, playgrounds, community centres, and daycares, which are in operation at the time the application is made. A separation distance of 300 metres should be provided between subject property and properties containing these uses;
- b. The size and character of the proposed NMC retail store and the proposed hours of operation;
- c. The number and market focus or clientele of liquor primary establishments in proximity to the proposed NMC retail store;
- d. Traffic and parking;

- e. OCP policies and zoning that allow “other retail stores” as a principal use;
- f. Population, density and trends in the surrounding area;
- g. Relevant socio-economic information;
- h. Referral responses and comments received through public notification; and
- i. The impact on the area if the application is approved.
- j. Other information that is pertinent to the referral.

#### **4.1 APPLICATION**

This policy applies to all properties within the ACRD. Where the issuance of the NMC retail store licence may affect nearby residents, the ACRD must provide to the LCRB comments and recommendations that are:

- i. In writing;
- ii. Include the views of the ACRD on the general impact on the community;
- iii. Include the views of the residents;
- iv. Describe the method used to gather the views of residents;
- v. Indicate whether the application should be approved or rejected; and
- vi. State the reasons for the recommendation.

#### **4.2 RESPONSIBILITY**

Planning and Development Services Department.

#### **5.0 POLICY AMENDMENT**

This policy may be amended by the Board of Directors as needed.



# ALBERNI-CLAYOQUOT REGIONAL DISTRICT

3008 Fifth Avenue, Port Alberni BC, CANADA V9Y 2E3 Telephone (250) 720-2700 Fax (250) 723-1327

## Non-Farm Use Application within the Agricultural Land Reserve

**To:** ACRD Board of Directors

**Meeting Date:** May 8, 2019

**File No.:** AD19002

**Owners:** Frank Tannock, Lisa Tannock and Brittney Tannock

**Legal Description:** LOT 16, DISTRICT LOT 39, ALBERNI DISTRICT, PLAN 1877

**Location:** 7450 Hector Road

**Electoral Area:** Area "D" (Sproat Lake)

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### **Recommendation:**

*THAT the Board of Directors forward the application to the Agricultural Land Commission noting that the second dwelling complies with the ACRD Zoning Bylaw.*

---

**Applicant's Intention:** The applicant intends to construct a secondary dwelling with a 2,100 ft<sup>2</sup> footprint on the property. The second single family dwelling would allow for an immediate family member to reside on the property and support the agricultural use of the land.

### **Observations:**

- 1. Property Description:** The 5.26 hectare (13 acre) property is partially cleared with a house built in 2017 and an older mobile home that was existing prior to the construction of the new house. There is a 2,300 square foot shop built in 2016 and an existing barn and shed located on the property.

The property owners note in their application that 2.5 hectares of property is cleared for grazing and 1 hectare with livestock fencing. The farm currently has 55 laying chickens, 100 seasonal meat birds and 4 pigs. The existing barn was rebuilt, drainage added and a new dug well installed in 2016 to support the animals on the property. The property currently has farm status with BC Assessment for the 2019 assessment roll year.

## **AD19002**

Members: City of Port Alberni, District of Ucluelet, District of Tofino, Yuułuꞵiꞵatꞵ 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)

2. **Soil Capability:** Provincial soil mapping, which indicates the “land capability for agriculture”, classifies the property into two soil classes. The south east portion of the property, encompassing about 1/3 of the property, is categorized as Class 2D and the remaining north west portion of the property is categorized as Class 3AW.

Soil Capability Class and Subclass explanations are as follows:

**Class 2** – Land in this class has minor limitations that require good ongoing management practices or slightly restrict the range of crops, or both.

**Class 3** – Land in this class has limitations that require moderately intensive management practices or moderately restrict the range of crops, or both.

**Topography (T)** – Soils are limited by steepness or patterns of slopes which hinders the use of farm machinery, decreases the uniformity of growth and maturity of crops.

**Undesirable Soil Structure (D)** – Soils are difficult to till, require special management for seedbed preparation, pose trafficability problems, have insufficient aeration, absorb and distribute water slowly and/or have rooting zone depth restrictions.

**Excess Water (W)** – Soils are limited by excess water. The excess water may be due to poor drainage, high water tables, seepage and/or runoff from surrounding areas.

**Soil Moisture Deficiency (A)** – Crops are adversely affected by drought caused by low soil water holding capacity.

4. **Services:**

(a) **Sewage Disposal:** On-site sewage disposal. A sewage disposal system was installed for the new house in 2017. The second house would require additional on-site septic infrastructure to be regulated at the building permit stage.

(b) **Water Supply:** On-site well.

(c) **Fire Protection:** Within the Sproat Lake Fire Protection Area

(d) **Access:** The property is accessed off Hector Road.

5. **Existing Planning Documents Affecting the Site:**

A. **Agricultural Land Reserve:** The property is located entirely within the Agricultural Land Reserve.

B. **Official Community Plan:** The Sproat Lake Official Community Plan designates the property as “Agricultural Use”. Two of the objectives identified in the designation are to foster agricultural use and food production and facilitate activities identified in the Alberni Valley Agricultural Plan.

***The proposed second dwelling within the ALR complies with the objectives and policies of the Sproat Lake OCP.***

**AD19002**

- C. **Zoning:** The property is zoned Rural (A2) District.

The A2 zoning allows for a range of rural residential and agricultural uses. The zoning allows for two single family dwellings to be located on a lot provided the lot has a minimum area of 10 acres. The subject property is 13 acres in size, which would allow for two individual single family dwellings to be located on the one parcel provided approval is granted from the Agricultural Land Commission.

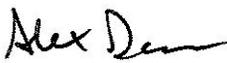
***The proposed second dwelling complies with the requirements of the ACRD Zoning Bylaw.***

**Comments:** The proposed second dwelling will allow for a family member to reside on the property and assist with the agricultural use of the land. The property currently has farm status with BC Assessment as the proponents operate a small commercial livestock and egg operation.

Prior to February 2019, the Regional District had the ability to approve additional dwellings on for farm help accommodation. Based on information provided by the applicant, the Regional District established where there was a legitimate need for additional farm help accommodation and then proceeded with the building permit application. Amendments to the *Agricultural Land Commission Act*, which took effect on February 22, 2019, now require that the ALC approve any application for an additional residence.

Prior to the new regulations coming into effect resulting in this application for a second dwelling, planning staff had discussed the requirements for additional farm accommodation with the applicants and were prepared to consider a building permit application for the second house.

Planning Staff recommend that the application be forwarded to the ALC for their consideration noting that the second dwelling complies with the ACRD Zoning Bylaw.

Submitted by:   
\_\_\_\_\_  
Alex Dyer, MCIP, RPP  
Planner

Reviewed by:   
\_\_\_\_\_  
Mike Irg, MCIP, RPP  
Manager of Planning and Development

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

**AD19002**



# Provincial Agricultural Land Commission - Applicant Submission

**Application ID:** 58701

**Application Status:** Under LG Review

**Applicant:** Brittney Tannock , Lisa Tannock , Frank Tannock

**Agent:** Brittney Tannock

**Local Government:** Alberni-Clayoquot Regional District

**Local Government Date of Receipt:** 02/25/2019

**ALC Date of Receipt:** This application has not been submitted to ALC yet.

**Proposal Type:** Non-Adhering Residential Use - Additional Residence for Farm Use

**Proposal:** I currently own half of the property and have a small acreage where we raise livestock. My parents are aging and need help in order to maintain current farm status and grow the farm. This proposal will allow us to build a second dwelling so I can live on the property and grow my family and make it a family farm. We will then be able to raise more livestock annually.

## Agent Information

**Agent:** Brittney Tannock

**Mailing Address:**

7450 Hector road

Port Alberni , BC

V9Y 9E8

Canada

**Primary Phone:**

**Email:**

## Parcel Information

### Parcel(s) Under Application

1. **Ownership Type:** Fee Simple

**Parcel Identifier:** 000-446-114

**Legal Description:** Lot 16 Plan VIP1877 District Lot 39 Land District 01

**Parcel Area:** 5.2 ha

**Civic Address:** 7450 Hector Road

**Date of Purchase:** 02/01/2016

**Farm Classification:** Yes

**Owners**

1. **Name:** Brittney Tannock

**Address:**

7450 Hector road

Port Alberni , BC

V9Y 9E8

Canada

**Phone:**

**Email:**

2. **Name:** Lisa Tannock

**Address:**  
74560 Hector road  
Port Alberni, BC  
V9Y 9E8  
Canada

**Phone:**

**Email:**

3. **Name:** Frank Tannock

**Address:**  
7450 Hector road  
port alberni, BC  
V9Y 9E8  
Canada

**Phone:**

**Email:**

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### **Current Use of Parcels Under Application**

**1. Quantify and describe in detail all agriculture that currently takes place on the parcel(s).**

*PID: 000-446-114; 55 laying chickens, 4 pigs, 100 meat birds (seasonal). 1ha grazing.*

**2. Quantify and describe in detail all agricultural improvements made to the parcel(s).**

*2.5ha cleared for grazing land and farm implement building in addition to 1ha fenced 2017 for grazing and property security. Dug 12ft well in 2016 for water for barn/animals. Rebuilt existing barn. Dug 700+ feet of drainage and built farm implement building 2016.*

**3. Quantify and describe all non-agricultural uses that currently take place on the parcel(s).**

*House*

### **Adjacent Land Uses**

#### **North**

**Land Use Type:** Agricultural/Farm

**Specify Activity:** chickens and cows

#### **East**

**Land Use Type:** Residential

**Specify Activity:** single family dwelling

#### **South**

**Land Use Type:** Agricultural/Farm

**Specify Activity:** horses/ other livestock

#### **West**

**Land Use Type:** Residential

**Specify Activity:** single family dwelling

## Proposal

### 1. What is the purpose of the proposal?

*I currently own half of the property and have a small acreage where we raise livestock. My parents are aging and need help in order to maintain current farm status and grow the farm. This proposal will allow us to build a second dwelling so I can live on the property and grow my family and make it a family farm. We will then be able to raise more livestock annually.*

### 2. Describe the necessity for an additional residence for farm use and how it will support agriculture in the short or long term.

*It is necessary because if I am unable to live on the property my parents will no longer be able to take care of the day to day operations of the farm and there will be no agriculture on the farm. If I am able to build this will ensure in the long term that agriculture will be able to be maintained for at least the future generation*

### 3. Describe the size, type and number, as well as occupancy of all residential structures currently located on the property.

*One 2,088 sq/ft house occupied permanently by parents (2) who own half of property*

### 4. What is the total floor area of the proposed additional residence in square metres?

*222 m<sup>2</sup>*

### 5. Describe the rationale for the proposed location of the additional residence.

*We are putting it at front of property near road in order to not interfere with any current agricultural or farming practices happening on property at this time. We have already submitted a complete building application to the Alberni Clayquot regional district which has been approved pending your approval.*

### 6. What is the total area of infrastructure necessary to support the additional residence?

*30ft of driveway as all other infrastructure is in place*

### 7. Do you need to import any fill to construct the additional residence or infrastructure?

*No*

## Applicant Attachments

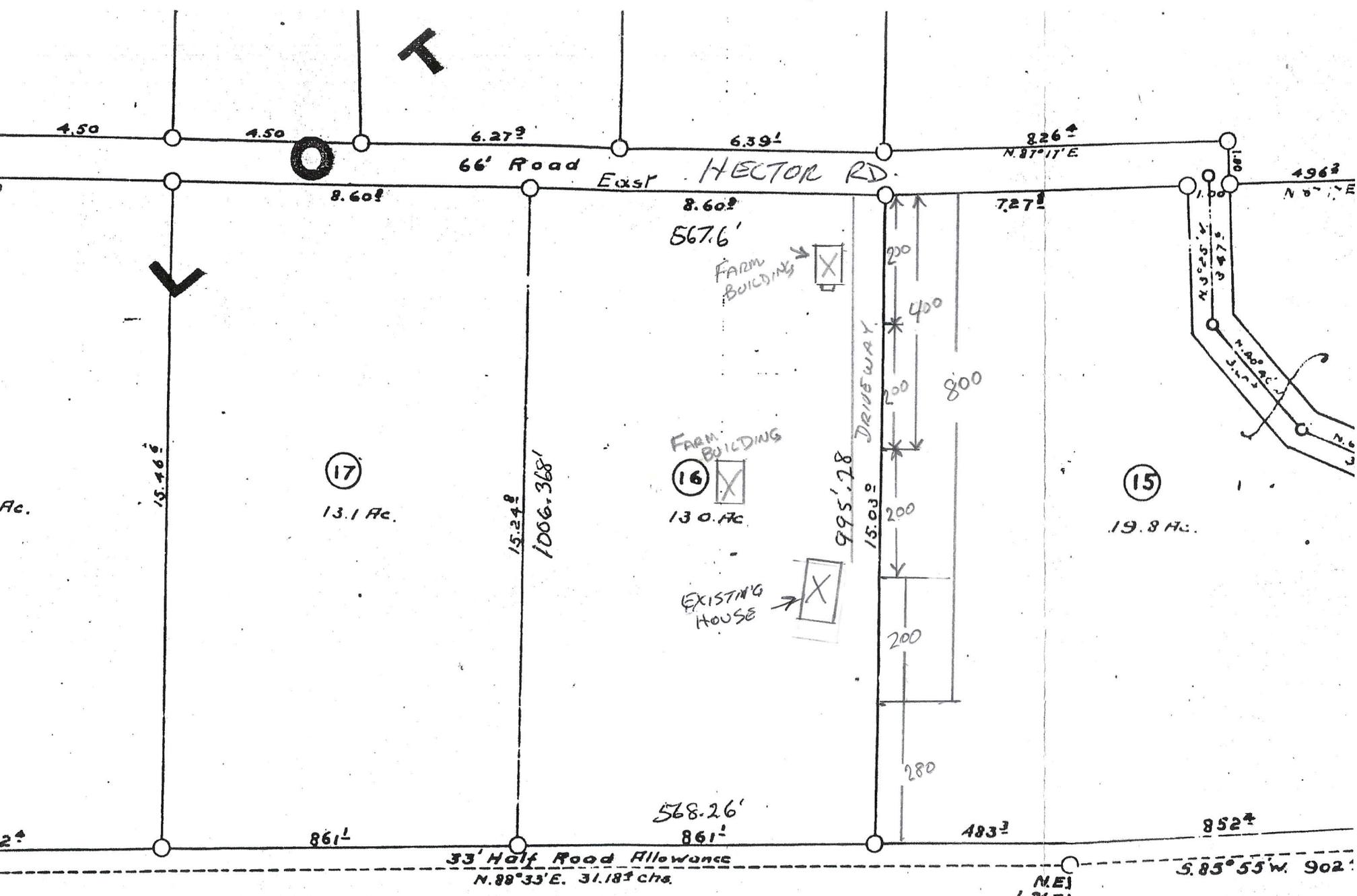
- Agent Agreement - Brittney Tannock
- Proposal Sketch - 58701
- Professional Report - septic
- Other correspondence or file information - Proposed house plans
- Professional Report - Land title page 2
- Professional Report - home warranty
- Certificate of Title - 000-446-114

## ALC Attachments

None.

## Decisions

None.



All angles are de  
 and of the plan  
 All Bearing refer  
 North Boundary

L 267







## INFORMATION REPORT

**To:** Board of Directors

**From:** Electoral Area Directors Committee  
Teri Fong, CPA, CGA, Manager of Finance

**Meeting Date:** May 8, 2019

**Subject:** Federal Gas Tax Agreement – Community Works Fund Allocations

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**Summary:**

The attached report and letter are provided for your information and were presented to the Electoral Area Directors Committee on May 1, 2019.

Submitted by:   
Teri Fong, CPA, CGA, Manager of Finance



## INFORMATION REPORT

**To:** Electoral Area Directors

**From:** Teri Fong, CPA, CGA, Manager of Finance

**Meeting Date:** May 1, 2019

**Subject:** Federal Gas Tax Agreement – Community Works Fund Allocations

### Summary:

The Union of BC Municipalities (UBCM) provided the attached press release on April 3, 2019 as an update on the Community Works Fund from the Government of Canada. The bonus payment referred to in the notice that is to be received in 2019 has the same conditions as the regular Community Works Funding received each year.

### Background:

The Alberni-Clayoquot Regional District (ACRD) has received \$5,553,334 (including interest earned) in Community Works Funding over the term of the Federal funding agreement. The ACRD has spent \$2,657,502 on projects to date and has committed an additional \$1,899,740 to projects not yet completed. The Community Works Funding is provided to local governments on the basis of population, although the regional district is not required to allocate the funds on a per capita basis across each electoral area. The allocation of funding by electoral area for the projects completed or committed to date is as follows:

<i>Area</i>	<i>% of Population</i>	<i>Funding Amounts</i>	<i>Funding as %</i>
A – Bamfield	3%	\$464,828	8%
B – Beaufort	5%	\$74,611	1%
C – Long Beach	18%	\$584,644	11%
D – Sproat Lake	23%	\$623,000	11%
E – Beaver Creek	31%	\$1,713,159	31%
F – Cherry Creek	20%	\$1,097,000	20%
Unallocated Funds		\$996,092	18%

*\*includes only funding received to December 31, 2018 and does not include any anticipated future funding*

### Financial:

The projected allocations, as communicated by the Union of BC Municipalities, for the Alberni-Clayoquot Regional District are as follows:

<b>Payment Year</b>	<b>Amount</b>
2019/20 Bonus Payment	\$488,809
2019/20	\$461,491
2020/21	\$461,491
2021/22	\$482,580
2022/23	\$482,580
2023/24	\$503,775
<b>Total</b>	<b>\$2,880,726</b>

The bonus payment is based on 2011 census data but all other payments moving forward will be based on the 2016 census data. The populations included in the table in the section above are based on the 2011 census as it represents the funding mechanism used to calculate the funding amount.

**Policy or Legislation:**

The 'Administrative Agreement on the Federal Gas Tax Fund in British Columbia' provides the framework for Community Works Funding. Staff will also be drafting a policy for consideration by the Electoral Area Directors regarding the use of Community Works Funding within the Alberni-Clayoquot Regional District.



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

Teri Fong, CPA, CGA, Manager of Finance



Approved by: \_\_\_\_\_

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

## News Release

[Advanced Search](#)

[< Previous](#) [Article 13 of 96](#) [Next >](#)

April 3, 2019, 10:10 am

### **UBCM Provides Update on Double Gas Tax Transfer**

*Union of British Columbia Municipalities*

**RICHMOND** - The Government of Canada announced a one-time doubling of Gas Tax transfer nationally as part of the 2019 federal Budget. The \$2.2 billion transfer will result in a one-time payment of \$278.6 million for British Columbia to support local government infrastructure and capacity building priorities.

Local governments in British Columbia will see a bonus payment of Community Works funds (~\$109 million) that will effectively double the 2018 allocation. Portions of this one time transfer will also be allocated to the Greater Vancouver Regional Fund (~\$138 million) and the Strategic Priorities Fund (~\$30.7 million) as per the federal Gas Tax program delivery model.

Although a transfer schedule has not been confirmed by Canada, it is expected that the first payment will align with the next scheduled Community Works Fund payment in July 2019.

The 2019-23 Gas Tax Community Works Fund allocation schedule, including the bonus payment, is now [available](#) on our program page.

[View the full text of this press release](#)

[< Previous](#) [Article 13 of 96](#) [Next >](#)



## INFORMATION REPORT

**To:** Alberni-Clayoquot Regional District Board of Directors

**From:** Tricia Bryant, CPA, CGA, Asset Management Coordinator

**Meeting Date:** May 8, 2019

**Subject:** Infrastructure Grants for Bamfield and Millstream Water Infrastructure

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We have been successful in our application for Infrastructure Grants from the Ministry of Municipal Affairs and Housing for both Bamfield Water System and Millstream Water System. The Grants will fund 100% of the first \$5,000 and 50% of the next \$10,000 for a total maximum of \$10,000 each.

This Grant funding will be used to acquire vital data about water infrastructure to further our advancements in Asset Management. The water system engineers will provide data we are unable to gather given our resource capacity and experience in order to fill knowledge gaps in each service. Accurate capital replacement costs and expected service lives are also expected to be determined, creating more accuracy in our long-term financial planning process and community engagement.

Submitted by: \_\_\_\_\_  
Tricia Bryant, CPA, CGA, Asset Management Coordinator

Reviewed by: \_\_\_\_\_  
Teri Fong, CPA, CGA, Manager of Finance

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



April 30, 2019

Doug Holmes  
Chief Administrative Officer  
Alberni-Clayoquot RD  
3008 Fifth Avenue  
Port Alberni, BC V9Y 2E3

Dear Doug Holmes:

Re: Infrastructure Planning Grant: Terms and Conditions  
Project # P185536 – Bamfield Water Infrastructure Inventory Assessment

Further to your recent approval of an Infrastructure Planning grant, I enclose a schedule that sets out the terms and conditions (T&C) that the Province attaches to the grant.

Please ensure the T&C is circulated to all affected parties and indicate your acceptance of these terms and conditions by printing, signing and returning the T&C by email to [INFRA@gov.bc.ca](mailto:INFRA@gov.bc.ca) before May 17, 2019.

If you have any questions concerning the Program, including the information on how to make a claim, please refer to the program website at:

<https://www2.gov.bc.ca/gov/content/governments/local-governments/grants-transfers/grants/infrastructure-planning-grant-program> , or contact us at: [INFRA@gov.bc.ca](mailto:INFRA@gov.bc.ca).

Sincerely,

Brian Bedford, Director  
Infrastructure and Engineering

Attachment



April 30, 2019

Doug Holmes  
Chief Administrative Officer  
Alberni-Clayoquot RD  
3008 Fifth Avenue  
Port Alberni, BC V9Y 2E3

Dear Doug Holmes:

Re: Infrastructure Planning Grant: Terms and Conditions  
Project # P185520 – Millstream Water Master Plan

Further to your recent approval of an Infrastructure Planning grant, I enclose a schedule that sets out the terms and conditions (T&C) that the Province attaches to the grant.

Please ensure the T&C is circulated to all affected parties and indicate your acceptance of these terms and conditions by printing, signing and returning the T&C by email to [INFRA@gov.bc.ca](mailto:INFRA@gov.bc.ca) before May 17, 2019.

If you have any questions concerning the Program, including the information on how to make a claim, please refer to the program website at:

<https://www2.gov.bc.ca/gov/content/governments/local-governments/grants-transfers/grants/infrastructure-planning-grant-program> , or contact us at: [INFRA@gov.bc.ca](mailto:INFRA@gov.bc.ca).

Sincerely,

Brian Bedford, Director  
Infrastructure and Engineering

Attachment



## INFORMATION REPORT

**To:** Regional Board of Directors  
**From:** Mike Irg, Manager of Planning and Development  
**Meeting Date:** May, 8, 2019  
**Subject:** Proposed Resolution from the City of Maple Ridge

---

### Background:

Attached is a letter and proposed resolution from the City of Maple Ridge requesting the ACRD and (other local governments) pass the following resolution:

*"That the ACRD urges the Province of British Columbia to commit to work in collaboration with local governments within the bounds of their respective jurisdictions on all current and future projects of mutual concern to local governments and the Provincial Government."*

Following an unsuccessful rezoning application for supportive housing on Provincial Crown Land in Maple Ridge, the Province constructed supportive housing at two locations, one of which was the site of the unsuccessful rezoning application.

This memorandum is to provide some clarity on legislative jurisdiction between the Crown and local governments.

Local governments cannot enforce zoning regulation on crown land when the use and/or buildings are operated by the crown (in this case the Province). While the proposed resolution requests the Province to work with local governments and respect the wishes of the local community, it also refers to the 'bounds of their respective jurisdictions'.

In our view, the attached letter raises two issues: respect of local determination and legislative override. Based on the attached, we think that the Province acted within its rights. We believe that any message the Board might want to convey to the Province should be informed by this view.

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

Mike Irg, MCIP, RPP, Manager of Planning & Development

Approved by: \_\_\_\_\_

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



Office of the Mayor

April 5, 2019

Member Municipalities  
c/o Union of BC Municipalities  
Suite 60 - 10551 Shellbridge Way  
Richmond, BC V6X 2W9

Dear UBCM Member Municipalities:

*I am writing on behalf of Maple Ridge City Council to inform you of recent action taken by the Province of British Columbia that undermines the authority granted to municipal governments, and request that you pass a resolution to be forwarded to Premier Horgan and the Union of BC Municipalities (UBCM) expressing concern for the impact this action has on the roles defined for local government within the Community Charter (CC) and the Local Government Act (LGA).*

By way of background, I share with you the recent experience of the City of Maple Ridge, where on two separate occasions, we have been subjected to the Province's unilateral action to bypass local government autonomy and public process, inconsistent with our local zoning.

In May 2018, the Province of BC made application to the City of Maple Ridge to rezone provincially-owned properties on 11749 & 11761 Burnett Street (as referenced in [Item 1108 of the May 22, 2019 Council Meeting Report](#)) to build purpose built supportive housing. Citizens attended a public meeting hosted by local MLAs and presented a 10,000 name petition against this application citing several considerations that made the site unsuitable including its proximity to a daycare, two schools, a seniors centre, and that the proposed model itself was inadequate to meet the complex mental health and addiction support services required, particularly persons coming from a camp environment. Following the public process, the City rejected the application. The Provincial Government responded to this decision by taking unilateral action to install housing through the Rapid Response to Homelessness (RRH) program on a nearby provincially-owned site on Royal Crescent, next to senior and low income housing, without any local consultation citing emergency measures were needed to ensure camp closure, which did not happen.

Since this Council took office in November 2018, we have taken swift and deliberate steps to address mental health and housing problems in our community, especially with regard to the ongoing presence of the St. Anne Camp that was first established in May 2017. We have endeavored to open positive channels of communication with the Province of BC to deliver a workable plan that addresses immediate and long term housing needs in our community, while respecting the views that have been clearly stated by local citizens. This began with post-election meetings in October 2018 with our local MP, MLAs, Fraser Health Authority, BC Housing and related non-profit service providers followed by Council's development of a Strategic Plan which includes direction to establish a Community Safety Plan as a major tenet of this work. These steps have been followed up most recently with a meeting in Victoria on February 25, 2019 with Ministers we felt needed to be present to assist us in our plan, that being Ministers of Health, Mental Health and Addictions, Poverty and Housing to discuss a broad range of problems including housing affordability, delivery of addiction and mental health services, community safety, and how we can move forward on these matters in Maple Ridge.

/2

City of Maple Ridge

11995 Haney Place, Maple Ridge, British Columbia V2X 6A9 CANADA

Telephone: 604-463-5221 • Fax: 604-467-7329 • Email: [enquiries@mapleridge.ca](mailto:enquiries@mapleridge.ca) • [www.mapleridge.ca](http://www.mapleridge.ca)

**153**

On Monday, March 4, just one week after that meeting, I received a phone call from the Housing Minister demanding that the City deliver a "Social Housing Plan" within five days to address short and long term needs, including providing immediate housing to facilitate the closure of the St. Anne Camp. Council immediately passed a resolution and then delivered on this request in seven days, with all related resolutions from Council to demonstrate our willingness and commitment to collaborate for a mutually beneficial outcome. The Plan was immediately rejected by the Province. The Province cited the unsuitability of the City's chosen property, despite City staff's assessment that the site could accommodate immediate housing needs to achieve camp closure. One week later, Minister Robinson announced publicly that RRH housing would be installed on Burnett Street, at the same location local residents and the previous Council had already rejected through the usual local application process.

Maple Ridge Council is gravely concerned by this second instance of the Provincial Government overriding local autonomy. The initial 53 housing units installed on Royal Crescent did not end the St. Anne Camp as promised by the Province, with units populated by both camp residents and other homeless individuals identified by BC Housing as a regional housing provider. In five months' time, the facility has experienced two deaths, and seen few moving forward as evidenced by statistics provided by the operator. Increasing crime at this location, the St. Anne Camp, and all other low barrier facilities in Maple Ridge indicates that the chosen model is not suitable to help people in a very serious state of poor mental health often coupled with significant substance misuse problems. Moreover, we have seen that other communities working to address closure of camps experienced similar results (e.g. Nanaimo, Victoria, Surrey and now Maple Ridge).

The emphasis that has been placed on low barrier housing in Maple Ridge, which includes approximately 950 rental supplements for untreated persons mostly suffering from substance misuse and mental health problems, has eliminated most of our affordable housing stock that is critical for people on low income, veterans, seniors, single parents and persons with disabilities. Furthermore, ongoing criminal activity has overtaxed all front line resources. These are real and significant local concerns that have been swept aside by the Province's action.

What our community needs is a comprehensive health care facility focusing on mental and physical health, addictions recovery, and services to move people forward to a better place in their lives. We asked for this as part of our Social Housing Plan to the Province, a Plan which recognizes that local governments' role is to make decisions in the best interest of local residents. By acting unilaterally, the Province has imposed regional priorities at the expense of Maple Ridge citizens, and taken away our Council's ability to represent the best interests of our community.

We therefore ask you, our fellow local governments, to consider the ramifications of this unilateral action by the Province of BC to overrule municipal land use regulations and dispense with public consultation and collaboration with local government. In our view, it sets a dangerous precedent that jeopardizes the autonomy of all local governments in British Columbia, and could have repercussions for a wide range of sensitive matters that municipalities might consider, such as a waste incineration plant, a prison, a communication tower, etc. For projects such as these, it is particularly important that senior government initiatives go through proper process including site assessment and suitability evaluation, and for the Province of BC to respect the authority that has been granted to local governments to carry out due public process and represent the best interests of their communities in order to ensure approval.

UBCM Member Municipalities

April 5, 2019

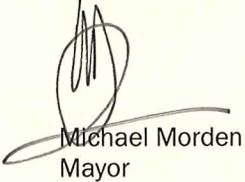
Page 3

We appreciate that initiatives such as the RRH program may or may not be suitable in your community. Local government holds the authority and responsibility of making the right decisions based on a balance of all interests and weighing local and regional needs, while working with our senior government partners.

*Enclosed you will find a proposed resolution that is strictly about the importance of local government autonomy. We ask that you consider passing this resolution and forward a copy to Premier Horgan and the UBCM to let them know that local governments require the Province of BC to respect local democracy and work collaboratively with us to move forward on projects and programs of mutual concern that balance the interests of all BC residents.*

Thank you for your consideration of this important matter.

Yours sincerely,



Michael Morden  
Mayor

Attach: Sample Resolution  
Sample Letter to Premier Horgan

cc: Maple Ridge Council

## Sample Resolution

WHEREAS the *Community Charter*<sup>1</sup> acknowledges that municipalities and their Councils are “democratically elected, autonomous, responsible and accountable”; require the authority to determine the public interest of their communities; and the *Local Government Act*<sup>2</sup> grants local governments the powers and flexibility required to fulfill their purpose and respond to the needs of their communities;

AND WHEREAS the Ministry of Municipal Affairs & Housing has taken unilateral action in Maple Ridge that undermines the jurisdiction of the Council of the City of Maple Ridge to determine and represent the public interest of this community, setting a dangerous precedent that jeopardizes the autonomy of all local governments in British Columbia in representing the interests of their communities through fair and accountable public process;

THEREFORE BE IT RESOLVED that [*Enter Municipality*] urges the Province of British Columbia to commit to work in collaboration with local governments within the bounds of their respective jurisdictions on all current and future projects of mutual concern to local governments and the Provincial Government.

<sup>1</sup>*Community Charter*, SBC 2003, c.26, part 1

<sup>2</sup>*Local Government Act*, RSBC 2015, c.1, part 1

[Enter Date]

Premier Horgan  
West Annex Parliament Buildings  
Victoria, BC V8V 1X4

Dear Premier Horgan:

Due to our concern over recent action taken by the Ministry of Municipal Affairs & Housing to undermine jurisdiction granted to municipal governments, the Council of [Enter Municipality] endorsed the following resolution on [Enter Date]:

WHEREAS the *Community Charter* acknowledges that municipalities and their Councils are “democratically elected, autonomous, responsible and accountable”; require the authority to determine the public interest of their communities; and the *Local Government Act* grants local governments the powers and flexibility required to fulfill their purpose and respond to the needs of their communities;

AND WHEREAS the Ministry of Municipal Affairs & Housing has taken unilateral action in Maple Ridge that undermines the jurisdiction of the Council of the City of Maple Ridge to determine and represent the public interest of this community, setting a dangerous precedent that jeopardizes the autonomy of all local governments in British Columbia in representing the interests of their communities through fair and accountable public process;

THEREFORE BE IT RESOLVED that [Enter Municipality] urges the Province of British Columbia to commit to work in collaboration with local governments within the bounds of their respective jurisdictions on all current and future projects of mutual concern to local governments and the Provincial Government.

We therefore urge the Government of BC to respect local government autonomy and engage in collaborative consultation with municipalities and constituents on any land use or other matters of concern to the Provincial Government.

Yours sincerely,

[Signatory]