



Alberni-Clayoquot Regional District

COMMITTEE-OF-THE-WHOLE MEETING

WEDNESDAY, JULY 3, 2019, 10:00 AM

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

AGENDA

PAGE #

1. **CALL TO ORDER**

Recognition of Territories.

2. **APPROVAL OF AGENDA**

(motion to approve, including late items required ALL VOTE 2/3 majority vote)

3. **IN CAMERA**

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

i. 90 (1) (c): labour relations or other employee relations.

4. **RE-OPEN THE MEETING – 1:30 PM**

5. **REQUEST FOR DECISIONS**

a. **REQUEST FOR DECISION**

3-5

ACRD Regional Parks Governance and Funding Options

THAT the Committee of the Whole recommend to the ACRD Board of Directors to direct staff to draft the applicable bylaw(s) based on a governance structure that creates the following geographical divisions that matches parks and trails with participants to be presented to the Board of Directors:

Regional

(Participants – City of Port Alberni, District of Tofino, District of Ucluelet, Electoral Areas: A – Bamfield, B – Beaufort, C – Long Beach, D – Sproat Lake, E – Beaver Creek, F – Cheery Creek)

- *Mt. Arrowsmith*
- *China Creek*

Alberni Valley

(Participants – City of Port Alberni, Electoral Areas: B – Beaufort, D – Sproat Lake, E – Beaver Creek, F – Cherry Creek)



REQUEST FOR DECISION

To: Committee of the Whole
From: Teri Fong, Manager of Finance
Meeting Date: July 3, 2019
Subject: ACRD Regional Parks Governance and Funding Options

Recommendation:

THAT the Committee of the Whole recommend to the ACRD Board of Directors to direct staff to draft the applicable bylaw(s) based on a governance structure that creates the following geographical divisions that matches parks and trails with participants to be presented to the Board of Directors:

Regional

(Participants – City of Port Alberni, District of Tofino, District of Ucluelet, Electoral Areas: A – Bamfield, B – Beaufort, C – Long Beach, D – Sproat Lake, E – Beaver Creek, F – Cheery Creek)

- ***Mt. Arrowsmith***
- ***China Creek***

Alberni Valley

(Participants – City of Port Alberni, Electoral Areas: B – Beaufort, D – Sproat Lake, E – Beaver Creek, F – Cherry Creek)

- ***Log Train Trail***
- ***Alberni Inlet Trail***

THAT the Committee of the Whole recommend that the ACRD Board of Directors direct staff to meet with Treaty Nation representatives to explain the current Regional Parks service and invite the opportunity to join the service under an appropriate governance structure.

Desired Outcome:

A funding model that is equitable for all participants recognizing that different levels of service exist in different geographical areas within the ACRD.

Existing Service Summary:

At the March 13, 2019 ACRD Board of Directors meeting, the Board approved adding the Log Train Trail to the Regional Parks Function. At the same meeting, the Board directed staff to investigate and present options regarding ways to apportion costs in the Regional Parks Function. In addition to the Log Train Trail, the Regional Parks Function also includes Mt. Arrowsmith Regional Park, China Creek Regional Park, and the Alberni Inlet Trail.

Since that meeting staff have been developing an approach that endeavors to be equitable for all participants and enable different geographical areas to establish a parks function that matches the level of service requested by their communities. Staff recommend that equity is best achieved by creating different geographical divisions for trails and parks. The following are a list of trails and parks distributed by geographical areas:

Regional

(Participants City of Port Alberni, District of Tofino, District of Ucluelet, Electoral Areas: A – Bamfield, B – Beaufort, C – Long Beach, D – Sproat Lake, E – Beaver Creek, F – Cherry Creek)

- Mt. Arrowsmith
- China Creek

Alberni Valley

(Participants – City of Port Alberni, Electoral Areas: B – Beaufort, D – Sproat Lake, E – Beaver Creek, F – Cherry Creek)

- Log Train Trail
- Alberni Inlet Trail

These assignments to the different geographical divisions has been researched by staff considering the history of the existing service and the location of the asset itself.

West Coast Multi Use Path - Proposed Service

The 2019 Strategic Priorities included an initiative to complete the connection to the Pacific Rim National Park Reserve (ᑭᐱᓂᓂᓂ ᓂᓂᓂ trail) at the District of Ucluelet end of the trail. A separate report is included on this agenda to update the Directors on the progress of this initiative. In terms of governance for this trail, staff will be proposing that it be included in the West Coast geographical division of Regional Parks once the governance model is revised. This trail has many components to discuss in addition to the construction of the missing link including what portion of the trail will be included in the ACRD service. This discussion will be brought forward once the governance model is finalized.

Treaty Nation Participation

As staff developed the geographical divisions consideration was only provided to the existing service participants of the Municipalities and Electoral Areas. As the governance for this service is likely going to change it may be a great opportunity to discuss with the Treaty Nations if they would like to join the service.

Time Requirements – Staff & Elected Officials

A significant amount of staff time has been involved in developing these options and will be required to address the change in the governance model this year. Once the future governance model has been determined and established, the amount of staff time required to support this service will be reduced to maintenance and long term planning requirements.

Policy or Legislation

The Regional Parks service is currently legislated by Supplementary Letters Patent. The conversion of the Letters Patent to a service establishing bylaw is complicated by the geographical divisions that staff are proposing. Staff is working with Ministry of Municipal Affairs and Housing to determine whether the intent of the recommendation can be achieved using one Regional Parks establishing bylaw or if multiple establishing bylaws will be required. If multiple bylaws are necessary to achieve these geographical divisions then some form of electorate assent may be required. If the staff recommendation is endorsed, staff will work with Ministry staff to develop a governance model that complies with the Local Government Act.

Financial

During the analysis of this service, staff have also considered changing the funding model that is currently property value taxation (land and improvements). Options considered included apportionment between participants by improvements only, population only, or a hybrid of multiple of these options.

Using a method of improvements only would increase the equity across the region for residential areas such as waterfront that have higher land assessed values but would also eliminate the taxation of vacant land and managed forest land decreasing the tax base by 45%. Therefore, staff do not recommend proceeding with this option.

Apportionment by population has challenges because the data is only updated once every 4 years with the census as well as the actual taxation in an area is done by property value tax. Consequently, each area would end up with a different tax rate for the same service and those areas with high non-resident populations would benefit in the calculation. Staff do not recommend this method due to the multiple rates for the same service.

The hybrid approaches would create the same concerns as above for this service and therefore are also not recommended. As a result of the above analysis, staff recommend that the service continue to be funded using the property value tax method (land and improvements) and deem that the geographical divisions are what will create improved equity in this service.

Options Considered

If the Directors do not support the geographical division outlined by staff, then the current governance model of all areas paying for all parks and trails in the ACRD could remain as is or the Board could direct a different configuration. There are also other opportunities to ensure equity across the region such as ensuring that the expenditures in each area match the revenue generated by those areas. If equity is important to the Directors then this approach would be challenging to administer as initiatives and opportunities tend to fluctuate from year to year making it challenging to develop budgets that achieve desired levels of services while matching expenditures by area. If improved equity is not a priority for the Directors then staff still recommend the conversion of the Supplementary Letters Patent and this direction would be substantially easier without a complicated apportionment method by geographical division.

Reviewed by: 

Teri Fong, CPA, CGA, Manager of Finance

Approved by: 

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



REQUEST FOR DECISION

To: Committee of the Whole

From: Heather Zenner, RPF, Lands and Resources Coordinator

Meeting Date: July 3, 2019

Subject: West Coast Multi Use Path Connections

Recommendation:

THAT the Committee of the Whole recommend to the Alberni Clayoquot Regional District Board of Directors allocate \$15,000 from the ACRD studies and reports fund in the general government services budget to hire a contractor for a Cycling Network Plan in preparation for grant applications for the West Coast Multi Use Path.

Desired Outcome:

To identify the requirements to complete the trail connection between the Alberni Clayoquot Regional District (ACRD) Multi Use Path (MUP) and the Pacific Rim National Park Reserve ʔapsčiiik ʔašii trail, which was identified by the ACRD Board of Directors as a 2019 strategic priority.

Summary:

There is a 1.2 km missing link between the ACRD MUP and the Pacific Rim National Park Reserve ʔapsčiiik ʔašii trail. A Class C estimate has costed the project at 1.13 million dollars. ACRD staff have been exploring grant opportunities to fund trail construction to close the missing link, as outlined below.

Grant Opportunity	Funding Amount	Application Deadline	Requirements
Bike BC	75% of project or 1 million	Fall 2019	Cycling Network Plan. Population < 15,000.
ICE-T (ICE-T is currently updating their program, with changes anticipated to be announced at the end of July)	\$400,000 (with 33.3% matching funds)	Fall 2019	Collaborative Planning (stakeholders & Indigenous Communities)
Rural Dividend Fund	With a partner up to \$500,000 available (with 40% matching funds)	August 15, 2019	Population <25,000.

The Bike BC and ICE-T grants are the most promising options as the two funds will be administered around the

same time and can be stacked. Should both grants be received it is estimated that the outstanding balance will be approximately \$100,000, however further understanding of the grant opportunities is needed to confirm this amount. ICE-T is currently updating their program with changes anticipated to be announced at the end of July, which could impact application requirements. The Rural Dividend Fund is not as desirable given the 40% matching fund requirement. The Rural Dividend Fund is being explored for other opportunities in the Regional District.

Other elements required to complete the trail connection include authorization from Ministry of Transportation and Infrastructure to construct the trail on Crown land, completion of a Cycle Network Plan, preparation and submission of grant applications, and the administration and oversight of trail construction. A collaborative approach between ACRD, District of Ucluelet, and First Nations is required for the successful completion of this project. Governance for this section of trail and the two following trail sections will be determined at a future meeting in conjunction with the larger Regional Parks and Community Parks discussions.

Tofino Multi-Use Path Connection to ʔapsčiiik ʔašii (Pacific Rim National Park Reserve)

The District of Tofino recently approached ACRD staff to discuss maintenance for the portion of the Multi Use Path (845m) that is within the Regional District and in-between the Pacific Rim National Park Reserve (ʔapsčiiik ʔašii trail) and the District of Tofino MUP. The District of Tofino received grant funding from the Bike BC, Strategic Priorities Fund, ICE-T, and utilized Resort Municipality Initiative funds for the construction of this trail, scheduled for construction in 2020. The District has requested that the ACRD consider what contribution for maintenance can be allocated. Entering into a maintenance agreement for this section of trail does not oblige the ACRD to include this section of trail into a service, as the District of Tofino has received authorization from the Crown to construct the trail, however it is an option to consider in the broader governance conversation as outlined in a separate report on this agenda.

ACRD Multi-Use Path Connection to District of Ucluelet

The ACRD MUP section is 3.15km and connects to the District of Ucluelet’s MUP. A bylaw established a local service area within a portion of the Long Beach Electoral Area to contribute to the District of Ucluelet’s costs to operate the MUP (\$7000/year).

Time Requirements – Staff & Elected Officials

Staff time will be required for all elements of this trail construction project as well as governance discussions. Elected official time to discuss funding and staffing allocations will also be required.

Financial

Staff are recommending that \$15,000 be allocated to allow the Cycling Network Plan to be developed in preparation for fall grant applications.

Submitted by: 

Heather Zenner, RPF, Lands and Resources Coordinator

Reviewed by: 

Rob Williams, MSc, General Manager of Environmental Services

Approved by: 

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



REQUEST FOR DECISION

To: Committee of the Whole

From: Heather Zenner, RPF, Lands and Resources Coordinator

Meeting Date: July 3, 2019

Subject: Public Access to Mosaic Private Forest Lands in the ACRD

Recommendation:

THAT the Committee of the Whole recommend to the ACRD Board of Directors that staff be directed to engage Mosaic Forest Management Corporation and the Province on public access to private forest lands within the ACRD.

Desired Outcome:

For the Alberni-Clayoquot Regional District Board of Directors provide direction with respect to public recreational access on private forest lands in the Regional District.

Background:

In November 2018, TimberWest Forest Corporation and Island Timberlands Limited Partnership entered into an agreement to share corporate services, while continuing to be stand-alone companies. Mosaic Forest Management (Mosaic) is the name used to reflect this affiliation. Mosaic indicated that the affiliation will allow the companies to deliver a range of economic, social and environmental benefits by sharing facilities, forestry planning and best practices. One of the benefits of shared services highlighted by Mosaic is expanded recreational access, trail connections and campsites.

The public in the Alberni Valley has expressed concern with the lack of access to recreational land surrounding the valley culminating with a protest organized by MLA Scott Fraser on February 26, 2017. Access to these lands are typically restricted by locked gates. This can result in frustration by the local community as some private forest roads are the only access to public recreation areas such as Mt. Arrowsmith Regional Park.

ACRD staff met with Mosaic staff in March 2019 and discussed recreational access on Mosaic lands in the Alberni Valley. Mosaic staff discussed some of the commitments they had previously made to Minister Fraser regarding predictable access through Mosaic's lands to particular areas of recreational interest. Both parties also discussed access to the following locations: Mt. Arrowsmith (ACRD Regional Park), Labour Day Lake (BC Rec Site), Lowry Lake (BC Rec Site), Elsie Lake (potential campsite), Mactush Campsite (Mosaic owned), road between McLean Mill and Log Train Trail (Mosaic owned), Hole in the Wall (Mosaic owned).

Should public access be granted it will be by way of a license agreement, with terms and conditions customary to such third party usage agreements including, without limitation, indemnities, releases and insurance requirements all in favour of TimberWest, Island Timberlands and Mosaic.

ACRD currently holds license agreements with Island Timberlands for the Alberni Inlet Trail and Lakeshore Trail that are renewed on a bi-annual basis.

Staff are recommending that direction be provided to engage both Mosaic and the Province on public access to private forest lands. Such engagement could lead to a possible draft tri-partnership agreement for public access to Mosaic private forest lands to be considered by the ACRD Board of Directors.

Options Considered:

Staff are aware of the Board's concern with liability for existing parks and trails, and know that considering additional licenses or agreements will be of concern, therefore an alternative option to the recommendation would be to strictly lobby the Provincial Government to resolve the public access issue with respect to private forest lands.

Time Requirements – Staff & Elected Officials:

Staff time will be required to engage with Mosaic and the Province.

Financial:

Should an access agreement be pursued, there will likely be annual that could range \$0 to \$600/year per licence or agreement.

Submitted by: 

Heather Zenner, Lands and Resources 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: Committee-of-the-Whole

From: Wendy Thomson, Manager of Administrative Services

Meeting Date: July 3, 2019

Subject: Requests for Meetings with Ministers – 2019 UBCM Convention

Recommendation:

THAT the Alberni-Clayoquot Regional District confirm the 2019 UBCM Minister meetings request list as presented AND FURTHER the Board of Directors prioritize the meeting requests in order of importance.

Desired Outcome:

To confirm and prioritize requests for meetings with Ministers at the 2019 UBCM convention.

Background:

The ACRD Board of Directors at their regular meeting held on June 26th considered the attached report regarding requests for meetings with Ministers at the 2019 UBCM Convention, September 23 to 27th in Vancouver. The Board of Directors provided direction to staff on possible meetings with Ministers at UBCM. In consultation with the municipalities, Regional District staff developed the attached Minister meeting request list for approval by the ACRD Board of Directors. When submitting the meeting requests, the province requires local governments to prioritize the requests in order of importance. Therefore, Board direction is required on prioritizing the meeting requests.

As in previous years, Regional District staff will coordinate Minister meetings with member municipalities.

Time Requirements – Staff & Elected Officials:

Some staff time to submit the requests.

Financial:

n/a

Policy or Legislation:

n/a

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

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

**Alberni-Clayoquot Regional District
Requests for Meeting with Ministers – 2019 UBCM Convention**

Priority Number	Minister	Topic
	Honourable Adrian Dix Minister of Health	Vision for health care in the Alberni-Clayoquot Region including needs for transportation, housing and renewed facilities
	Honourable Judy Darcy Minister of Mental Health and Addictions	Share vision for health care in the region, gaps in mental health and addiction services, solutions to address the gaps
	Honourable Melanie Mark Minister of Advanced Education, Skills and Training	Share success of the NIC Film Commission Regional Film Crew Training and continued support for the program
	Honourable Carole James Minister of Finance	Cannabis Revenue Sharing
	Honourable Lana Popham Minister of Agriculture	Impacts of Bill 52 & Bill 15 with respect to housing on farm land and cannabis production
	Minister of Forests	Watershed Management
	Honourable Mike Farnworth Minister of Public Safety & Solicitor General	Provincial Policing costs
	Honourable Bruce Ralston Minister of Jobs, Trade and Technology	Improved connectivity for 911 access in rural and remote areas
	Minister Scott Fraser Minister of Indigenous Relations and Reconciliation	Reconciliation processes
	Honourable Claire Trevena Minister of Transportation and Infrastructure	Update on the AC Health Network and transportation information collected to date



REQUEST FOR DECISION

To: ACRD Board of Directors

From: Wendy Thomson, Manager of Administrative Services

Meeting Date: June 26, 2019

Subject: Meeting Requests - Premier and Ministers at the 2019 UBCM Convention

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors provide direction to staff on requesting meetings with the Premier and Ministers at the Union of British Columbia Municipalities Conference, September 23 to 27th in Vancouver.

Desired Outcome:

To arrange meetings with the Premier or Ministers at the annual UBCM Convention.

Background:

Attached please find a request from the Premier and the Minister of Municipal Affairs and Housing inviting local governments to meet with them and other Ministers at the annual convention.

Meetings with Ministers are a good opportunity for local governments to bring community issues/concerns to the attention of the Provincial Government and lobby for change. The ACRD has met with various Ministers over the years including:

Minister	Meeting
Minister of Municipal Affairs & Housing	Rural Capacity to create an inclusive spectrum of housing with capacity of small communities
Minister of Agriculture	Gap in representation for Coastal Communities for fisheries and aquaculture issues
Minister of Forests, Lands & Natural Resource Operations	Log Export Policy in context of unmet processing needs and capacity in British Columbia
Minister of Indigenous Relations & Reconciliation	Non-Treaty Nation involvement in Regional District's

Regional District staff coordinate and prioritize meeting requests with the City of Port Alberni, District of Ucluelet and District of Tofino each year.

An email will be going out to Regional District Directors next week with details on how to request meetings with Ministry staff and agencies at the convention.

Time Requirements – Staff & Elected Officials:

Some staff time required to process and coordinate the meeting requests.

Financial:

n/a

Policy or Legislation:

n/a

Submitted by: 

Wendy Thomson, Manager of Administrative Services

Approved by: 

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



June 10, 2019

Dear Mayors and Regional District Chairs:

My caucus colleagues and I are looking forward to seeing you all again at this year's Union of British Columbia Municipalities (UBCM) Convention in Vancouver from September 23-27.

Resiliency and Change, the theme for the 2019 Convention, is indeed an appropriate focus as communities throughout our province are experiencing change on issues ranging from the impacts of climate change to economic pressures. UBCM provides a wonderful opportunity to listen to one another, share ideas, and find new approaches to ensure our communities thrive. With local, provincial, federal, and First Nations governments working together, we can continue to build a better BC.

If you would like to request a meeting with a Cabinet Minister or with me during this year's convention, please register online at <https://ubcmreg.gov.bc.ca/> (live, as of today). Please note that this year's invitation code is **MeetingRequest2019** and it is case sensitive. If you have any questions, please contact UBCM.Meetings@gov.bc.ca or phone 250-213-3856.

I look forward to being part of your convention, meeting with many of you, and exploring ways that we can partner together to address common issues.

Sincerely,

John Horgan
Premier



June 10, 2019

Dear Mayors and Regional District Chairs:

I am pleased to provide you with the following information regarding the process for requesting a meeting with me during the annual UBCM Convention taking place this year from September 23 to 27, 2019 in Vancouver, British Columbia.

You will receive a separate letter from the Honourable John Horgan, Premier, containing information about the online process for requesting a meeting with Premier Horgan and other Cabinet ministers.

If you would like to meet with me at the Convention, please complete the online request form at: [MAH Minister's Meeting](#) and submit it to the Ministry of Municipal Affairs and Housing before **July 17, 2019**. Meeting arrangements will be confirmed by early September. I will do my best to accommodate as many meeting requests as possible.

To get the most out of your delegation's meeting with me, it would be helpful for you to provide as much detail as possible in the online form on the topic you wish to discuss. This will enable me to have a better understanding of your delegation's interests so that our discussions can be more productive.

Ministry staff will soon email you the Provincial Appointment Book. This lists all government, agency, commission, and corporation staff who are expected to be available to meet with delegates at the Convention, as well as details on how to request a meeting with staff online.

This will be my third UBCM Convention as Minister responsible for local government, and I appreciate the collaboration and partnerships that we have built over these last several years. I look forward to hearing more about your challenges and accomplishments as we continue our work together to make life better for all British Columbians.

Sincerely,

A handwritten signature in black ink, appearing to read "Selina Robinson".

Selina Robinson
Minister

pc: Honourable John Horgan, Premier
Arjun Singh, President, Union of British Columbia Municipalities

Ministry of Municipal Affairs and
Housing

Office of the Minister

Mailing Address:
PO Box 9056 Stn Prov Govt
Victoria BC V8W 9E2
Phone: 250 387-2283
Fax: 250 387-4312

Location:
Room 310
Parliament Buildings
Victoria BC

www.gov.bc.ca/mah